

Candidate Enrollment and Memorandum of Understanding

NOTE: Meetings and seminars may take place virtually or in person.

Name		Date	
School Site		Content/Period	

Credential(s) (Check all that apply)	<p style="text-align: center;"><u>General Education</u></p> <input type="checkbox"/> Multiple Subject <input type="checkbox"/> Single Subject Specify: _____	<p style="text-align: center;"><u>Education Specialist</u></p> <input type="checkbox"/> Mild/Moderate <input type="checkbox"/> Moderate/Severe <input type="checkbox"/> DHH <input type="checkbox"/> Early Childhood <input type="checkbox"/> Other: _____
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I understand and agree that to receive the full benefits provided by the Alhambra Unified School District Induction Program, my participation carries with it certain professional responsibilities and expectations. My participation in the Induction Program is separate from formal district evaluations.

Professional Commitment & Participation

- Enroll in the AUSD Induction Program (or other CTC-approved program) within 30 days of employment.
- Attend and actively participate in all required Induction Program activities, including:
 - Weekly one-hour individualized support/mentor coordinated and/or provided by the mentor
 - Monthly Professional Learning Community (PLC) meetings
 - Program-sponsored events (Seminars, Veteran Teacher Observations, End-of-Year Celebration, etc.)
- Demonstrate professionalism equivalent to earning university credit.

Reflective Practice & Growth

- Be a reflective practitioner and show progress along the [Continuum of Teaching Practice](#).
- Complete weekly entries in the Interactive Journal to document growth and areas for development.
- Complete all required documentation and experiences, within the Individualized Learning Plan (ILP), such as:
 - Inquiry Cycles
 - Professional Development Reflection Logs
 - Exit Interview
 - Clearing Additional Credentials Plan (if applicable)
- Maintain timely communication and provide feedback to the program.

Accountability & Completion

- Complete all CA state exams and performance assessments before the expiration of the preliminary credential.
- Complete the Induction Program within the first two years; extensions must be formally requested.

- Meet all deadlines and expectations or risk removal from the program "[At Risk of Not Completing](#)"
- Teach for a minimum of 75% of the school year.
- Utilize the documents found on the [Forms page of the Induction website](#) for [Mentor Reassignment Request](#) or express a grievance ([Written Appeal](#)).


Program Responsibilities (What the AUSD Induction Program agrees to provide)

- Match candidates with a qualified mentor within 30 days of enrollment.
- Maintain confidentiality in coaching and observation (see [Confidentiality Policy](#)).
- Provide:
 - Individualized, job-embedded coaching and consultation
 - Just-in-time and long-term support
 - Multiple professional learning opportunities
- Ensure Individual Learning Plan (ILP) is developed within the first 60 days of the teacher's enrollment in the program and is focused solely on professional growth, not evaluation or employment.
- Early Completion Option (ECO) is available for experienced and exceptional candidates who meet all ECO criteria. ([ECO Application](#))
- In the event of program closure, offer support to complete requirements and provide an Induction Transportability Document.
- Support candidates with CA state exam and assessment completion, if needed.

The signatures below confirm the Induction Candidate's enrollment in the AUSD Induction Program and indicate that all parties agree to the aforementioned conditions and acknowledgements

Induction Candidate		Date	
Induction Leadership Team Member		Date	
Director, Human Resources		Date	

ILT Use ONLY		
	Name	Date Assigned
Induction Mentor		
Content Mentor		