BIOLA UNIVERSITY
School of Education

Early Completion Option (ECO) Requirements

Early Completion Option Requirements
The normal induction program is four semesters. To be eligible for the two semester early completion option students must be fully enrolled by the start of the first week of classes. *Students who enroll late after the first day of the semester will not be eligible for early completion*. See the Academic Calendar for the semester start dates.

Applicants must submit the following required items before their due dates and receive approval to continue in the early completion track.

To be gathered prior to the semester and uploaded on *the first day of class*:

- Verification letter from a current school official (letterhead) confirming the applicant has completed at least six semesters of full-time teaching experience as a teacher-of-record in the applicant's preliminary credential subject area (Full-time teaching defined on Program Requirement #2)
- Letter of recommendation from a current school administrator (immediate supervisor) that briefly evaluates the applicant's general teaching ability, and their fitness for reduced mentor support (one year vs. two years) in the early completion option. Both the verification letter and letter of recommendation can be a single letter from the same individual if the applicant's supervisor and the school official, who verifies previous semesters taught, are the same person.
- CSTP Sub-element Assessment filled out by the same school administrator and sent with the letter of recommendation

Due prior to the *fourth week* of the first semester:

- Demonstrate evidence of CSTP mastery in three standards by submitting a document that provides both exhibits and narratives. See the following Evidence of CSTP Mastery Directions.
- Evidence (with verification letter, recommendation letter, and sub-element assessment) should be uploaded to the induction Canvas course for evaluation by the course professor

Evidence of CSTP Mastery Directions

A student who completes the early completion induction program will be waived from sections of the CSTP because the student's past professional development (PD) has allowed mastery of some standards. At least twenty hours of PD for each of three CSTPs are required (choose 3 of the 6), for a total of 60 hours of professional development. In most cases, the PD must have been completed subsequent to attaining one's credential and always prior to beginning the program at Biola.

Therefore, students petitioning for early completion need to demonstrate mastery in at least three standards of the CSTP; those students who already hold a master's degree in education will be waived from Standard 6 of the CSTP and will only need to provide evidence for two standards (other than Standard 6). This mastery will be demonstrated in a document (.PDF or .DOCX) detailing the standards that have been mastered along with supportive narratives and exhibits.

For Each Mastered CSTP:

- Provide at least *two* exhibits of evidence, clearly labeling which CSTP they address. An exhibit might be an assignment from a class, a training schedule, a transcript, a certificate of completion, dated materials or notes from educational conferences and workshops, or similar items that provide clear evidence of the student's past participation.
- Evidence should be linked to two separate sub-elements of the CSTP (e.g., Standard 1, Substandard 1.2, 1.6).
- A narrative must be provided for each mastered CSTP. It should explain the two exhibits and contain three components:
    1. A paragraph describing how the PD supported the induction student's growth as an educator
    2. A paragraph on how the PD impacted K-12 student learning in the induction student's classroom
    3. A statement of how many hours of professional development were involved and an indication of the date for the PD activity (a mínimum of 20 hours must be verified for each of the chosen three CSTPs.)

Acceptable Past PD

- Qualifying past PD must be completed in the past, prior to start of induction program and subsequent to the student's preliminary credential program
- Consists of courses for an advanced degree in education or complementary field, educational conferences or workshops, or similar training from an expert
- Qualifying PD does not include site-based collaborative teacher work days (unless expert training is provided), regular school meetings, analysis of student data, or independent preparation