

DATELINE

SPED 740 Induction Plan & Implementation

Fall semesters (September-December)
and
Spring semesters (February-May)

Begin the Level II Professional Clear Credential when,

- Level I Preliminary Education Specialist Credential has been Awarded; and
- Within 120 days of Employment in Credential area

Level II start-up: Prior Semester: December, or May

- If you are no longer a matriculated student or have been absent from SFSU for two consecutive semesters re-apply to SFSU. Program and university graduate re-application deadlines are: Feb. 15 for fall semester; and October 15 for spring semester. <http://www.sfsu.edu/%7Egradstdy/prospective-form.htm>
- Visit department web site for overview of Level II Professional Clear credential program activities and requirements: <http://www.sfsu.edu/~spedcd/Level2.html>
- Pre-register in SPED 740 for 1 unit, and other courses as needed. CEL does not constitute matriculated student status; however, in instances where enrolling in SPED 740 pushes a student's status to full-time, or, if enrolling in SPED 740 is the only class they will be enrolled in, the student may choose to use CEL or Open University as an option.

SPED 740 CLASS MEETING (ROOM POSTED AT BH 156)

This course meets one-time-only, on the 2nd Saturday of the semester. Check the Class Schedule footnote to find the SPED 740 meeting date for the semester your enrolled. <http://www.sfsu.edu/online/clssch.htm>

FIRST SEMESTER LEVEL II STUDENTS: Meet from 9 a.m. to 11:00 a.m.

- Level II procedures outlined.
- Support Provider identification and qualifications reviewed.
- Implementation of Induction Plan described.

EXITING LEVEL II STUDENTS: Meet from 11:00 a.m. to 12 Noon

- Exit procedures outlined, including Portfolio completion and review, and application for Award of Level II Professional Clear Education Specialist Credential.

Level II Sequence

FIRST SEMESTER – MEET WITH ADVISOR AND SUPPORT PROVIDER

- Enroll in SPED 740
- Identify Support Provider; complete Support Provider Data form.
- Develop Induction Plan with Advisor and District Support Provider
- Set-up Portfolio
- Toward end of semester: prepare, and review Induction Plan Review Record with Advisor and District Support Provider; secure signatures for First Semester documentation
- Submit one (1) **copy** of SPED 740 course documents to Special Education office, BH 156. See checklist for documents due in December or May. Document due date posted in Class Schedule footnote for SPED 740 during the semester you enroll.

SECOND-SEMESTER: MEET WITH ADVISOR AND SUPPORT PROVIDER

- NO enrollment in SPED 740 required; documents only.
- Continue building Portfolio
- Record progress on Induction Plan Review Record
- Obtain first District Observation.
- Toward end of semester: prepare, and review Induction Plan Review Record with Advisor and District Support Provider; secure signatures for Second Semester documentation.
- Although you are not enrolled and will not receive a grade for the second semester professional development, you will benefit by staying in contact with your mentors and advisors.

EXIT SEMESTER: MEET WITH ADVISOR AND DISTRICT EVALUATOR

- Enroll in SPED 740
- Complete Portfolio
- Record progress on Induction Plan Review Record
- Obtain second District Observation.
- Complete Level II Credential Approved Program (CAP); secure advisor approval.
- Toward end of semester: review Level II CAP, and Portfolio requirements with Advisor and District Support Provider; secure signatures as indicated.
- Submit one (1) **copy** of SPED 740 course documents to Special Education office, BH 156. See checklist for documents due in December or May. Document due date posted in Class Schedule footnote for SPED 740 during the semester you enroll.
- Students apply separately for the award of the Professional Clear Level II Education Specialist Credential. Obtain an application packet from the Credential Services Teacher Preparation Center in BH 244 / 415.405.3594, <http://www.sfsu.edu/~cstpc/>.

**SPED 740 and LEVEL II DOCUMENTS DUE THE
First Wednesday of DECEMBER, or MAY**

**Keep all original documents in your Portfolio.
Submit 1 copy of documents to the
Special Education office, Burk Hall 156.**

FIRST SEMESTER LEVEL II:

- Authorized Support Provider Data Sheet
- 2-page authorized Induction Plan
- Authorized Induction Plan Review Record

SECOND SEMESTER LEVEL II:

- Authorized Induction Plan Review Record-2nd semester
- First District Observation

EXIT SEMESTER LEVEL II:

- Authorized Induction Plan
- Authorized Induction Plan Review Record
- Unofficial Transcripts for all Level II courses completed
- All Non-IHE authorized forms
- Final District Observation
- Credential Approved Program (Level II CAP)
- Verification of Experience Form (41-EXP)
<http://www.ctc.ca.gov/credentials/forms.html>

Credential Approved Program (Level II CAP) and other Level II documents
and forms for Education Specialist Credentials are available from:

<http://www.sfsu.edu/~spedcd/hndbksfms.html>

Note:

***Students must apply separately for the award of the Professional
Clear Level II Education Specialist Credential. Obtain an application
packet from the Credential Services Teacher Preparation Center in
BH 244 / 415.405.3594, or <http://www.sfsu.edu/~cstpc/>.***