District HR credential analyst **(1) assesses** “New Teacher’s” Induction status and completes district’s portion of the “Notice of Eligibility.” In addition, the HR credential analyst **(2) formally notifies** **district coordinator** of “New Teacher”. “New Teacher“ completes **(3) “Next Steps”** section of the form with signature. HR credential analyst **(4) creates a spreadsheet** to track and monitor all “New Teachers” that have completed the “Notice of Eligibility” and that has been forwarded to LACOE. (**5) Have teacher contact LACOE** directly at 562 803-8469.

LACOE Staff will contact eligible “New Teacher” and inform them about the mandatory “Information Sessions” dates

**LEGEND**

Blue: District

Purple: LACOE

Green: “New Teacher”

2014-15 School Year

Next year ‘s cohort registration

April - July

“New Teacher” attends “Orientation”, completes a Promissory Note and then is assigned a Support Provider

Advisement: “New Teacher” will choose from the “Menu of Options” to develop their Individual Induction Plan (IIP)

“Special Registration” Only if**,** “New Teacher’s” credential is expiring within the current year.

“Late Registration “

August 1 - Mid August

“Open Enrollment Registration”

Mid April – End of July

District notifies LACOE about the “New Teacher” by forwarding the “Notice of Eligibility”

Email: olivar\_rosa@lacoe.edu

Fax: (562) 803-8510

Consortium district hires a “New Teacher” with a Preliminary or Level I Credential

**Los Angeles County Office of Education**

**Special Education Clear Induction Program**

District’s “New Teacher” to LACOE

**Flow-Chart**