

Los Angeles County Office of Education

Education Specialist Clear Credential

Induction Program

12830 Columbia Way

Downey, CA 90242

Phone: (562) 940-1617 Fax: (562) 803-8510

E-Mail:

Amy O'Neal: o'neal_amy@lacoed.edu

Tom Leveron: Leveron_thomas@lacoed.edu

www.btplacoed.com

APPLICATION CHECKLIST

The Los Angeles County Office of Education Beginning Teacher Program looks forward to assisting you through the application process. If we can be of service to you in any area of this process, please feel free to contact us at (562) 940-1617. Please use this checklist to ensure you have submitted all the necessary application materials. We recommend that you start as early as possible to avoid any delays in processing your application.

The following items must be **completed and submitted prior to your Orientation Meeting**. All **items should be submitted by the end of July**.

- Attend mandatory "Information Meeting" on February 26, 2015** (describes the program in detail: Q & A).
- Complete a LACOE Personal Profile/Registration Form.**
- Transition Plan**
- Provide official transcripts** for college and/or university coursework indicating the verification of a Bachelor's Degree or higher from an accredited institution including degree awarded and date. Also needed are official transcripts from a college and/or university indicating preliminary or level I teacher credential coursework completed.
 - If transcript is from an **institution outside of the United States**, an official Foreign Transcript Evaluation must also be submitted.
- Submit copy of current Preliminary/Level I Education Specialist Credential:** You may find and print your credential by going to the link: www.ctc.ca.gov. Click the "Search for an Educator" button. Be sure to print and submit the detailed information page showing specific credential, authorization, dates and renewal codes.
- Submit a *Non-refundable \$250 advisement/application fee** – paid by money order or cashier's check and payable to LACOE the day of your Advisement Meeting or prior.
- Provide verification that you are currently teaching or will be teaching in 2015-16 to your advisement meeting.** You may submit items such as, an *Employment Contract, Letter of Intent-to-Hire, Letter of Employment from human resources or administrator (on district letterhead) as proof.*
- Schedule an Advisement Meeting** with Amy O'Neal at o'neal_amy@lacoed.edu or Tom Leveron at Leveron_Thomas@lacoed.edu. During this meeting an **Individual Induction Plan (IIP)** will be developed by you and the LACOE advisement.

For more information go to: <http://btplacoed.com> under "Special Education Clear Induction Program."