

Assurances document for General Pre-Conditions

2018-2019

General Precondition 2: Enrollment and Completion. Once a candidate is accepted and enrolls in an educator preparation program, the approved program sponsor must offer the approved program, meeting the adopted standards, until the candidate:

- i. completes the program;
- ii. withdraws from the program;
- iii. is dropped from the program based on established Induction program criteria/Intern Program criteria; **or**
- iv. is admitted to another approved program to complete the requirements, with minimal disruption, for the authorization.

In the event the program closes, a teach out plan, which includes individual transition plans for each candidate as well as a plan for candidates and graduates to access their student records would need to be developed.

While we do not anticipate the closing of the Induction or Intern Programs, in the event that either program closes, YSCTC/DJUSD will ensure participating teachers are provided with the necessary documentation to allow them to continue with another qualifying Induction or Intern Program. This may include, but is not limited to, a hard copy of their Individualized Learning Plan, their Individual Development Plan (Intern Program only), and/or a letter of transportability indicating their progress towards completion. The Intern Program has articulation agreements and a teach out plan in place with Intern Programs at Placer and Sacramento County Offices of Education. In the unlikely event that the YSCTC Intern program closes, program staff would work closely with each County Office of Education Intern Program to support Intern teacher candidates with a successful transition.

For the Intern Program, all courses and coursework are housed in Canvas Learning Management System (LMS). Canvas is password protected and candidates retain access to all courses and coursework during their enrollment in the program and for two years after they complete. YSCTC retains all course assignments in Canvas and all required documents in a password protected drive for all Intern Program candidates. A candidate may request of the YSCTC Intern program a hard copy of their records.

All Induction Program documents are housed in Canvas Learning Management System (LMS). Canvas is password protected and candidates retain access to all submitted documents, including Individualized Learning Plan, during their enrollment in the program. YSCTC retains all professional development offerings in Canvas and all documents in a password protected drive for all Induction Program candidates. A candidate may request of the YSCTC Induction program a hard copy of their records.

General Precondition 4: Lawful Practices. To be granted continuing accreditation by the Committee on Accreditation, a program of professional preparation must be proposed and operated by an entity that makes all personnel decisions without unlawful discrimination. These decisions include decisions regarding the admission, retention or graduation of students, and decisions regarding the employment, retention or promotion of employees.

The Yolo-Solano Center for Teacher Credentialing is part of the Davis Joint Unified School District and the policies and procedures of DJUSD are followed. The district's nondiscrimination statement, policy and procedures apply to the Induction and Intern programs.

Induction Program teacher candidates and mentors as well as Intern Program teacher candidates and site Support Providers are employees of their respective districts. Each district has a nondiscrimination statement, policy and procedure which covers their employees' hiring, retention and/or promotion.

General Precondition 5: Commission Assurances. To be granted continuing accreditation by the Committee on Accreditation, the program sponsor must:

- (a) assure that the sponsor will fulfill all of the applicable standards of program quality and effectiveness that have been adopted by the Commission,
- (b) assure that all candidates participating in public school-based field activities hold a Certificate of Clearance from the Commission,
- (c) assure that the approved program sponsor will cooperate in an evaluation of the program by an external team or a monitoring of the program by a Commission staff member, and
- (d) assure that the approved program sponsor will participate fully in the Commission's accreditation system, including the timely submission of documents required for accreditation.

The Yolo-Solano Center for Teacher Credentialing/Davis Joint Unified as the LEA will (a) fulfill all of the applicable standards of program quality and effectiveness that have been adopted by the Commission, (b) assure that all candidates participating in public school-based field activities hold a Certificate of Clearance from the Commission, (c) cooperate in an evaluation of the program by an external team or a monitoring of the program by a Commission staff member, and (d) fully participate in the Commission's accreditation system, including the timely submission of documents required for accreditation.

General Precondition 6: Requests for Data. To be granted continuing accreditation by the Committee on Accreditation, the entity must identify a qualified officer responsible for reporting and responding to all requests from the Commission for

data including, but not limited to, program enrollments, program completers, examination results, including performance assessments, and state and federal reporting within the time limits specified by the Commission. Institutional contact information must be updated annually.

The YSCTC Executive Director and Director will respond to all requests from the Commission for data within the time limits specified and will update contact information annually on the Commission dashboard.

General Precondition 7: Veracity in all Claims and Documentation Submitted. To be granted continuing accreditation by the Committee on Accreditation, the entity must positively affirm the veracity of all statements and documentation submitted to the Commission.

The Yolo Solano Center for Teacher Credentialing Induction and Intern Programs affirm to the veracity of all statements and documentation submitted to the California Commission on Teacher Credentialing.

General Precondition 11: Student Records Management, Access, and Security. To be granted continuing accreditation by the Committee on Accreditation, the sponsor must demonstrate that it will maintain and retain student records in accordance with the institution's record retention policy. Institutions will provide verification that:

- (a) Candidates and graduates will have access to and be provided with transcripts and/or other documents for the purpose of verifying academic units and program completion.
- (b) All candidate records will be maintained at the main institutional site or central location (paper or digital copies).
- (c) Records will be kept securely in locked cabinets or on a secure server located in a room not accessible by the public.

The Yolo Solano Center for Teacher Credentialing Intern Program provides intern teacher candidates with formal transcripts upon the completion of coursework and other documentation such as enrollment letters, intern eligibility letters, and a letter of good standing (if requested) to be used for the purpose of verifying academic units and program completion.

All courses and coursework for the Intern program are housed in [Canvas Learning Management System \(LMS\)](#). Canvas is password protected and candidates retain access to all courses and coursework during their enrollment in the program and for two years after they complete. YSCTC retains all course assignments in Canvas and all required documents in a password protected Google drive for all Intern Program candidates. A candidate may request of the YSCTC Intern program a hard copy of their records.

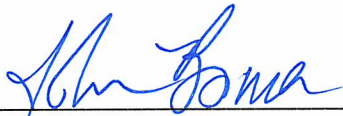
All Induction Program documents are housed in Canvas Learning Management System (LMS). Canvas is password protected and candidates retain access to all submitted documents, including Individualized Learning Plan, during their enrollment in the program. YSCTC retains all professional development offerings in Canvas and all documents in a password protected drive for all Induction Program candidates. A candidate may request of the YSCTC Induction program a hard copy of their records.

Throughout enrollment of the Induction Program, candidates are provided progress toward program completion feedback. Upon completion of their Induction Program, candidates are provided a statement of completion and application for clear credential. Transportability documents are provided to teacher candidates transferring to another induction program prior to completion.

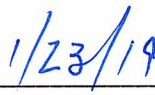
The Yolo Solano Center for Teacher Credentialing Induction and Intern Programs maintain secure paper and digital copies of candidate records. Digital information is stored on a secure, password protected server. Hard copies of candidate records are stored in locked cabinets inside a locked office. These records are not accessible to the public.

General Precondition 12: Disclosure. Institutions must disclose information regarding any outside organizations that will be providing any direct educational services as all or part of the educator preparation programs sponsored by the institution and identify the type of services the outside organization will provide.

The Yolo Solano Center for Teacher Credentialing Induction and Intern Program is a locally designed program, and educational services are provided directly by YSCTC/DJUSD employees to candidates.



 Dr. John Bowes
 Superintendent, Davis Joint Unified



 Date

 Constance Best
 Executive Director, Yolo Solano Center for Teacher Credentialing/ Davis Joint Unified

 Date

 Julianna Sikes
 Director, Yolo Solano Center for Teacher Credentialing/ Davis Joint Unified

 Date