Educator Preparation Programs

A Teacher and School Administration Credentialing Program

EDUCATION PREPARATION FOR EQUITY, INCLUSION & SOCIAL JUSTICE IN EDUCATION

eppscholar.sccoe.org

Program Candidate Handbook 2021-2022

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County Superintendent of Schools
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Welcome Message

The Santa Clara County Office of Education (SCCOE) Educator Preparation Programs (EPP) faculty and staff are looking forward to working with you as you fulfill your professional and educational goals. We are also very excited to offer programs that reflect inclusive practices for all children and build your capacity to actively perform your duties using the principles and the core values of Equity and Social Justice.

The Special Education (Education Specialist Instruction) Credentials program, formerly Education Preparation for Inclusive Classrooms (EPIC) program, began in 2015 and offers the Preliminary Early Childhood Special Education, Moderate to Severe and Mild to Moderate credentials.

The School Administration Credentials Program, formerly Leaders in Education Administration Program (LEAP), offers coursework leading to the Administrative Services Credential for both preliminary and clear credentials. Our school administration program at SCCOE has been in existence for over a decade.

Educator Preparation Programs also offers Induction to obtain a Clear Credential for Administrators, Special Education and General Education Teachers.

We are committed to your success and to providing you with a quality educational experience that will build not only your technical skills as a teacher and leader but will also emphasize the relational skills necessary to impact school change and outcomes for our students.

Congratulations on starting your journey with us! We are privileged to work with you and know the knowledge of equity and inclusive practices you gain from our program will make a difference in the lives of your future students and their families.

Sincerely,

Adora Fisher
Director of Educator Preparation Programs

MAK Kegelmeyer
Assistant Director of Educator Preparation Program
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**Santa Clara County Office of Education Mission and Goals**

**Our Mission Statement**

The Santa Clara County Office of Education is committed to serving, inspiring, and promoting student and public school success.

**Our Goals**
1. Improve access to inclusive, equitable, high quality education
2. Provide quality support to districts, schools, students, and communities
3. Be a premier service organization

**Educator Preparation Programs Accreditation**

Special Education (Education Specialist Instruction) Intern Credentials, the Clear Teacher Induction, and the Preliminary and Clear Administration Services Programs are accredited by the California Commission on Teacher Credentialing (CTC). We were reviewed by CTC in spring of 2016 and received accreditation to 2023.

**Educator Preparation Programs Advisory Board**

An Advisory Board made up of faculty members, community members, program graduates and staff meet quarterly to receive updates of our SCCOE Educator Preparation Programs and provide input to staff in implementation. The Advisory Board also reviews course and program surveys to provide guidance and monitoring in meeting CTC requirements. If you are interested in serving on the Advisory Board, please contact the director.

**Evaluation of Program**

Ongoing program evaluation is an integral part of the Educator Preparation Programs. Surveys are administered to students and participating districts to collect data on program quality and effectiveness. The evaluation forms and surveys are reviewed by the program leadership and the Educator Preparation Programs Advisory Board to provide information for continuous improvement to the program. Additionally, the ePortfolio, and fieldwork, will be reviewed, using formal and informal assessments. From the feedback, surveys, and evaluation forms, adjustments and updates to materials will be made accordingly.

**Non-Discrimination**

In accordance with applicable Federal and State law and SCCOE board policy, in regard to admission, retention, graduation and all other processes, Educator Preparation Programs does not discriminate on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition (cancer related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services.


Teacher Intern Credential Program and Teacher Induction Program
Special Education (Education Specialist Instruction) Credentials & Teacher Induction
Special Education (Education Specialist Instruction) Credentials Program Description

Mission
To build leadership capacity to effectively teach ALL students, ensuring that ALL students are provided a quality educational experience, with access to the general education standards with appropriate adaptations and modifications as needed.

Vision
To provide new teacher specialists with effective strategies that will engage ALL students with access to curriculum with effective teaching strategies and needed supports.

Program Learning Outcomes
Special Education (Education Specialist Instruction) Credential program provides a cohesive and comprehensive curriculum which integrates course work, field experiences, and technology. The program has a concentration in supporting students with varying disabilities in inclusive settings. The program is approved by Commission on Teacher Credentialing (CTC). Outcomes reflect alignment with all program standards for preliminary education specialist credentials (moderate/severe, mild/moderate and early childhood special education) and the teacher induction program to obtain a clear credential.

Designed for candidates to demonstrate the ability to:

• Understand and organize subject matter for ALL student learning
• Assess ALL Student Learning
• Engage and Support ALL Students in Learning
• Plan Instruction and Design Learning Experiences for ALL Students
• Create and Maintain Effective Environments for ALL Student Learning
• Develop as a Professional Educator

1 Special Education (Education Specialist Instruction) Intern Credential may be referred to as SPED throughout this document to save space.
Program Overview

The Special Education (Education Specialist Instruction) Credential Program is designed for the working college graduates wishing to pursue a preliminary credential in Special Education. The Teacher Induction Program is designed for credentialed teachers seeking to clear multi-subject, single subject or education specialist credentials. The program is developed to prepare candidates to become educators with a focus working in and advocating for equitable and inclusive environments. Semester classes are offered online. Because our program is designed for the working professional, our courses are offered weekdays in the early evening hours, as well as weekends during the day. Coursework for the preliminary credentials covers a two-year period, with candidates also working as interns during their second year. Participants will most frequently move through program with a common set of peers, sharing their learning experiences and beginning cross program collaborations that will assist them throughout their careers as Education Specialists.

The Teacher Induction Program to obtain a clear credential is a two -ear job embedded coaching program with just-in- time support and Education Symposiums for ongoing professional development and peer collaboration.

Credentials Offered
The Special Education (Education Specialist Instruction) Credential program is designed to offer candidates both core and advanced specialization training in the delivery of special education services from infancy to adulthood in inclusive settings. It will prepare candidates in principles and techniques applicable to individuals with moderate/severe disabilities, mild to moderate disabilities and children birth to age 5 years who have disabilities.

Special Education (Education Specialist Instruction) Credential program graduates can clear their credential through teacher induction after they earn their preliminary credential through EPP.

General Education Teachers, multi-subject and single subject can clear their credential through teacher induction as well.

The Commission on Teacher Credentialing (CTC) provides the professional standards for the Education Specialist credentials as follows:

The purpose of the Commission is to ensure integrity and high quality in the preparation, conduct and professional growth of the educators who serve California’s public schools. Its work shall reflect both statutory mandates that govern the Commission and research on professional practices. Special Education (Education Specialists Instructors) Credentials authorize the holder to teach in the disability areas of specialization such as Mild/Moderate Disabilities, Moderate/Severe Disabilities, Deaf and Hard of Hearing, Visual Impairments, Physical and Health Impairments, and Early Childhood Special Education.

Authorization: The Education Specialist Instruction Credential authorizes the holder to conduct Education assessments related to student’s access to the academic core curriculum and progress towards meeting instructional academic goals, provide instruction, and Special Education Support to individual in the area of specialization listed on the credential in the following settings:
- Resource rooms or services
- Special education settings
- General education settings
- Special schools
- Home/hospital settings

<table>
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<tr>
<th>• State hospitals</th>
<th>• Development centers</th>
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<tr>
<td>• Correctional facilities</td>
<td>• Non-public, non-sectarian schools and agencies</td>
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<tr>
<td>• Alternative and non-traditional instructional programs</td>
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Phases of Preliminary Educational Specialist Program

The Special Education (Education Specialist Instruction) Credential program experience prepares candidates to become teacher specialists in an inclusive classroom. It provides instructional and experiential opportunities to work with families, develop collaborative skills and become proficient classroom managers. Candidates learn from the best experts in the field–current and past teachers, special education directors and scholars.

Three Phases of Preliminary ECSE, M/S, M/M Educational Specialist Credential

The preliminary credential leads to a certificate of eligibility, or preliminary Educational Specialist credential. Our Program is built around a framework of High Leverage Practices (HLP) in Special Education and for Inclusive Classrooms. Throughout the arc of the program candidates will learn 22 High Leverage Practices for Inclusive Classrooms. Preliminary candidates will engage in a 2-year experience that requires 19 courses of instruction. These 31 semester units include opportunities to apply concepts presented, learned, or exposed with support through assignments and guided fieldwork experiences during the internship phase. An instructional coach will be provided to each candidate as they advance into their internship phase.

PHASE 1: Admission Requirements
- Application (online)
- Letter of Intent
- CBEST
- Letters of Recommendation
- Verification of Eligibility
- Analysis of application materials

PHASE 2: Program Curriculum Progression
- 19 courses or 31 semester units of classes – (Year 1 & Year II)
- Fieldwork experience with Coach/DSP/Advisor (Year II)
- Procure internship before Year II
- Apply for Internship Credential

PHASE 3: Program Completion
- Consecutive semester enrollment
- Completion of all required coursework, fieldwork and portfolio
- Attendance at mandatory events
- Completion of Internship with support from SPED mentor and District Support Provider
- Apply for Preliminary Credential

- Preliminary Early Childhood Special Education (ECSE): Authorizes service to infants, toddlers, and young children with stated disabilities and their families.
- Mild/Moderate Disabilities (M/M): Includes specific learning disabilities; mild to moderate intellectual disabilities; other health impairments; serious emotional disturbance; and authorizes service in grades K–12 and in classes organized primarily for adults through age 22.
- Moderate/Severe Disabilities (M/S): Includes autism, deaf-blindness, moderate to severe intellectual and developmental disabilities, multiple disabilities, serious emotional disturbance, and authorizes service in grades K–12 and classes organized primarily for adults through age 22.

This is the most common Fall pathway. Spring admits will take additional coursework during the summer in order to complete the requirements so that they will be able to intern during their first Fall in the program.
PHASE 1: Admissions Requirements
Submission of application materials by eligible participants are to include:

- Application (online)
- Letter of intent
- Two signed Letters of Recommendation
- Verification of Eligibility
  - BA
  - Passed CBEST (COVID-19 Exceptions)
  - US Constitution Course/Exam
  - CSET (must have taken, or registered at least one subtest by time of admittance) (COVID-19 Exceptions)
  - Analysis of application materials.
  - Foreign Transcripts
  - Individuals who have completed college or university course work at an institution in a country other than the United States must obtain a full or course-by-course complete evaluation from an agency approved by the Commission on Teacher Credentialing for Foreign Transcript evaluation of foreign transcripts, degrees, and other relevant documents from outside the United States prior to applying to the SCCOE Preliminary Intern Credential Program. For more information please visit: http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf

PHASE 2: Progression through the Program/Curriculum
Participates in online coursework that is grounded in the California Teaching Performance Expectations (TPE). Working in cohort groups, students will collaboratively explore literature, theories, and the application of these standards. Internship classes meet once a month.

Year I
Common Courses (all specializations)
- Curriculum for Inclusive Classroom (Case Study & Methods and Models)
- Classroom Management
- Typical/Atypical Child Development
- Working Within Language Diverse Communities
- Development of Language/Literacy
- Autism Spectrum Disorder

M/M only ~
- Intro to Case Management (Mild/Moderate)
- Reading and Language Arts (Mild/Moderate)
- Teaching Math

ECSE and M/S only ~
- Medical/Health Aspects, Movement & Mobility
- Augmentative Alternative Communication & Assistive Technology
Year II
Common Courses (all specializations)
• Professional, Legal and Ethical Aspects of Special Education
• Collaboration
• Seminar in Teaching and Learning
• Coaching/eportfolio

M/M only ~
• Advance Curriculum and Instruction (Mild/Moderate)
• Assessment Strategies
• Transition Planning

ECSE & M/S only ~
• Assessment Strategies
• Family Systems and Parent Education

ECSE only ~
• Intervention for Young Children with Special Needs
• Infant/Toddler Intern/Field Experience

M/S only ~
• Curriculum and instruction for Individuals with M/S Disabilities
• Reading and Language Arts

There will be additional days spent in orientations, and various instructional symposiums.

Your teaching internship will account for the remainder of the program. These experiences will be credential specialization specific. A program or district coach will serve as internship mentor. Your District will identify your DSP (District Service Provider).

Advising will be available each
Tuesday from 1:00 to 2:00 or
Thursday from 3:45 – 4:45
Or by appointment

Please note: candidates should refer to their student portal in the announcements section for updated information regarding drop-in advising dates and times and for the meeting URLs to attend

PHASE 3: Completion
• Participants are expected to enroll during consecutive semesters with multiple sessions. (Extensions may be granted for specific circumstances).
• Successful completion of the required Preliminary Credential-coursework and signature projects.
• Successful completion of fieldwork, end of course reflections, and an ePortfolio project.
• Passing Score on the RICA (ECSE exempt)
• Attendance at the Orientations and applicable symposiums.
Accelerated Pathway
The Special Education (Education Specialist Instruction) Credential program ACCELERATED PATHWAY is designed for teachers with a California Clear Teaching Credential. Candidates will earn a CLEAR Education Specialist Credential in the applicable area of specialization. Candidates with a Preliminary Teaching Credential are still eligible if they can provide proof of two years of successful teaching under their preliminary credential in a public or private school.

The Accelerated Pathway consists of 8 - 10 courses with an online teaching seminar and coaching eportfolio.

ALL Credentials
SPED 623 Professional Legal and Ethical Aspects of Education
SPED 410 Special Topics in Autism
SPED 402 Classroom Management
SPED 405 Typical/Atypical Child Development
SPED 620 Assessment Strategies
SPED 542 Seminar in Teaching and Learning – Fall
SPED 642 Seminar in Teaching and Learning – Spring
SPED 780 Coaching/eportfolio (Fall and Spring)

Mild Moderate Only
SPED 928 Core Content
SPED 948 Curriculum and Instruction & Case Management
SPED 958 Collaboration with Transition Planning

Moderate to Severe and ECSE Only
SPED 408 Medical and Health Aspects, Movement and Mobility
SPED 409 AAC & AT
SPED 403 Collaboration

Moderate to Severe Only
SPED 540 MS Curriculum and Instruction
SPED 541 MS Reading and Language Arts

ECSE Only
SPED 530 E Curriculum and Instruction/Intervention for Young Children with Special Needs
SPED 531 E Infant and Toddler Fieldwork

The Accelerated Pathway is for candidates seeking an additional Clear Education Specialist Credential or another Preliminary Credential if the candidates has two years of verified experience. The pathway is pre-determined based on prior credentials and experience. However, candidates seeking a second Education Specialist Credential Only can request a transcripts analysis for a specialized pathway.

The Accelerated Pathway consists of courses in an online instruction with online intern seminars and support and supervision through coaching.

Our Program is built around a framework of High Leverage Practices (HLP) in Special Education and for Inclusive Classrooms. The criteria for application is a
• clear teaching credential
• letter of recommendation
• a full time teaching position in either
  o an inclusive classroom which has students with Moderate to Severe or Mild to Moderate disabilities, or in the category of ECSE, for which you are the teacher of record
  o an SDC classroom for students with Moderate to Severe or Mild to Moderate disabilities or in the category ECSE
  o an ECSE early intervention program
  o an RSP position serving students with Moderate to Severe or Mild to Moderate disabilities or in the category of ECSE
• Grant applicants must submit a letter of intent
Candidates who do not yet have an internship may still begin the program by enrolling in non-internship coursework

Coursework
Educator Preparation Programs hires faculty to deliver instruction and monitor candidate’s academic progress. Candidates are enrolled in a cohort and take quarter classes together. All Candidates are required to come prepared for class with a laptop or tablet to access course materials. The program is not responsible for lost, stolen, or damaged electronic devices.

Candidates must successfully complete courses and demonstrate growth towards meeting the Teaching Performance Expectations (TPEs for the Preliminary Education Specialist) and the California Standards for the Teaching Profession (CSTP for the Clear Education Specialist) as well as all other requirements of the Commission on Teacher Credentialing (CTC) to be recommended for the appropriate credential.

Course Equivalencies/Transcript Analysis
Course equivalencies are only accepted for Special Education (Education Specialist Instruction) Credential program preliminary traditional pathway coursework and Accelerated Pathway candidates if earning a second Education Specialist Credential. A transcript analysis for their entire program may be requested during the candidates first two weeks of enrollment. Requests will not be accepted after the start of the class or program. It is advised that candidates notify the EPP program staff of their request via email at epp@sccoe.org once they pay for and submit the request on eppscholar.sccoe.org. The applicable course description and/or syllabus must be available for consideration. The course must have been taken within the last 7 years.

Specifications –ACCELERATED Pathway only
Course equivalency requests are not accepted for those students on the Accelerated Pathway with a Clear Multi-Subject or Single Subject Credential. Their pathway to the Education Specialist Credential is pre-determined based on their base credential.

Course equivalencies for those students on the Accelerated Pathway with a Clear Education Specialist Credential are based on a $225 transcript analysis. Their pathway is determined based on this analysis.

Specifications
1. Only 6 units or less can be transferred/applied (unless applying for a second credential).
2. Only courses completed within the last 7 years will be considered.
3. Only courses that qualify for graduate credit by an accredited institution can be transferred.
*Exception: Integrated credential coursework completed as an undergraduate may be considered pending review of transcripts and course descriptions.

Once a course is deemed eligible for consideration after having met the above specifications, there are several factors that are considered when a course description and/or syllabus is being evaluated for equivalency:

- Comparison to Special Education (Education Specialist Instruction) Credential program course syllabi in terms of content, assignments and TPEs or CSTPs
- Infusion of current terminology and practice
- Developments in the field
- Connection to Inclusion, Special Education and Equity Principles
**Course Descriptions**

**SPED 401CS  Curriculum for Inclusive Classrooms – Case Study**

Providing accommodations and differentiating instruction are essential practices for special educators. Education should support all students’ learning and their ability to learn. Candidates will observe and explore various curriculum and strategies to use in the inclusive classroom for all children, including children with disabilities and those who are learning English. There will be a focus on research-based approaches for designing, adapting, prescribing, and delivering instruction in content areas with special emphasis on progress monitoring. Relevant standards and curriculum will be examined with the goal of designing standards-based, individualized instruction that is functional, appropriate, and systematic for all students who have special needs, including students with cultural, linguistic socio-economic, gender and sexual orientation diversity considerations. Candidates will clearly understand how to access the general education curriculum and support all students with active participation in every lesson with the necessary supports, services and adaptations required for individual students.

Methods and Models provides the broad overview whereas Case Study affords an in depth look at one inclusive environment circumstance.

**SPED 402. Classroom Management**

This course focuses on teaching students how to develop a positive classroom environment that supports learning. This is a fundamental course in learning, learning theory, behavior, behavioral theory, effective teaching and the principles and procedures of applied behavior analysis with applications to the early childhood, special, and general education classroom emphasizing safe schools for all. Candidates will learn the information on laws and regulations as they relate to promoting positive behavior, self-regulation, manifestations and determinations, and safe schools (e.g. IDEA, FERPA, ESSA, Supreme Court) Students will learn how to manage a classroom and build structures that support student engagement and motivation. Students will also learn how to monitor, assess, manage, and teach positive classroom behaviors. Students will review classroom and school management strategies and develop individual behavior management plans with the goal of transition planning. Students learn advanced strategies and interventions for preventing, minimizing, and resolving challenging behaviors in the classroom as well as how to facilitate acceptable behaviors. Candidates will learn about school wide positive supports and their role in promoting safe schools and positive emotional learning. These strategies and interventions will empower teachers to support students with emotional and behavioral disorders in the general and special education classroom.

**SPED 403. Collaboration**

Teaming, partnerships, and collaboration are practices that special educators must embrace and continually hone and refine. Attitudes, skills, and dispositions that foster healthy and productive collaborative relationships are essential for working with teams to provide services for individuals with disabilities. This course focuses on these attitudes, skills, and dispositions, and empowers special educators to examine the benefits and challenges of collaborating with others to maximize the learning potential of every student, including students who are culturally and linguistically diverse.
SPED 405. Typical/Atypical Child Development
This course is designed to introduce the student to the rich variety of typical and atypical growth and developmental patterns in infants, children and youth who may or may not be an English learner. Concepts will be presented through a developmental domain perspective. Disabling conditions and risk factors will be presented in relationship to environment and neurodevelopment. Students will identify these conditions and have a sense of how they may impact development and learning. Students will have the opportunity to compare and contrast developmental scales and compare a child with and without disabilities, and at risk populations (including an English learner) to those scales.

SPED 406. Working with Language Diverse Communities
The course is intended for students who will work with families of children with special needs within language diverse communities and may be English language learners. Students will learn about cultural values, including inter- and intra- group differences, health and healing values, attitudes toward individuals with disabilities, child rearing practices through the exploration of underlying concepts such as acculturation and assimilation, intervention strategies/support services and language issues. The course will investigate family support principles as a key strategy in working with language diverse families. The course is designed to facilitate the student’s development of critical analytical skills in the evaluation and interpretation of cross-cultural issues in theory and practice.

SPED 407. Development of Language and Literacy
Introduction to language development; linguistic terminology and components of languages; biological basis of language; theories of language acquisition; stages of language development; environmental factors; language diversity factors; bilingualism; characteristics of and intervention for language disorders; emergent literacy; assessment of language; second language learning and language changes throughout the lifespan. This course assists candidates in learning from current research and practice how cognitive, pedagogical, and individual factors affect students’ language acquisition. It focuses on understanding how to effectively use materials, methods and strategies for English language development that are responsive to the individual developmental learning needs of each child This course will increase the student’s knowledge base concerning the learner, the teacher, the language-learning process, normal and atypical language acquisition, learning environments, learning styles, language learning strategies, second language learning and key theoretical perspectives on language learning and development. Current and past practices concerning speech and language acquisition will be reviewed. Information concerning language and early literacy development will assist the student to become a competent collaborator in terms of developing language development programs and a decision-maker regarding referrals for further assessment.

SPED 408. Medical Health Aspects, Movement and Mobility
This course will introduce the students to the health, safety and nutritional knowledge important in working with young children with special needs and children/youth with Mild to Moderate disabilities. Course content includes medical and health problems evolving from perinatal developmental risk factors, and/or chronic medical conditions. Introduction to the medical team functions, interpretation of medical histories; specialized medical equipment and feeding procedures; handling children with physical disabilities; family reactions and coping strategies; and community resources are addressed.

SPED 409. Augmentation & Alternative Communication and Assistive Technology
This course is designed to provide candidates with the skills required to work effectively with children and youth who may need an augmentative and alternative communication system (AAC) and/or other assistive technology. The focus of this course will be on understanding the different forms of AAC and assistive technology (AT) to support the students with whom they will work. There will be a very strong emphasis on familiarity of AAC and AT tools, devices, augmentative aides and specific technology to support social interactions, accessing the general education curriculum, and independence. Portions of this course will be held in the SCCOE AAC/AT Lab where candidates will be given hands-on experience.

SPED 410. Autism Spectrum Disorder
The purpose of this course is to supplement participants’ previous experience/training to become either a special education teacher or related service provider with specific knowledge necessary to work effectively with students with Autism Spectrum Disorders (ASD). Students will begin by reviewing the historical viewpoint, the current DSM-IV criteria, neurological/biological aspects of ASD and the characteristics of students with ASD. Current theories of causation and the effects of autism on family members will be explored. Students then will be presented with intervention practices that have been demonstrated to be effective. The content will be conveyed through lecture, discussion, videos, modules and small group projects which will be incorporated into the class.

SPED 530 E. Intervention for Young Children with Special Needs
The purpose of this course is to develop the skills necessary to provide quality intervention for young children with special developmental needs from birth to five years of age. It includes a study of the philosophies of early intervention, curricula resources and research-based intervention models and strategies. Candidates will learn how to and practice conducting play-based assessment. Assignments promote opportunities to simulate a variety of intervention techniques and to think critically about how relationships, environments, and materials affect a child's experience of intervention. Evidence-based intervention approaches for specific disability areas such as visual impairment, physical impairment, autism spectrum disorders and general developmental delay will be investigated. Class discussions and assignments will expand on information provided in assigned readings and acquired through field experience. Each class will begin with a real life English Learner case study analysis specific to the context one or more of the students is facing in their current classroom.

SPED 531 E. Infant/Toddler Intern/Field Experiences
This internship is an advanced level supervised field experience that focuses on teaching/intervention with birth -5 year olds within natural environments and least restrictive environments for inclusive practices. This is a performance-evidenced experience that requires direct observation by an assigned SCCOE Early Start Program Teacher. Candidates will be expected to provide documented evidence related to demonstrated competency in relation to referral, assessment, IFSP/IEP/BSP processes, home-based intervention, classroom instruction, materials and classroom modification, consultation, collaboration, co-teaching, in-service training, behavioral planning and intervention for children of all learning levels including English learners. Observations and practical experiences across age groups and educational settings for which the education specialist credential will be certified are mandatory. Candidates must also provide evidence of working with English language learners with concurrent special education IFSP/IEP documented needs.
SPED 540 MS. Curriculum and Instruction for Individuals with MS Disabilities
This course examines curriculum, behavior, communication skills and the needs of children and youth with moderate-to-severe disabilities. It focuses on implications and evidence-based methods of assessment and curriculum development for individuals with moderate, severe, or profound developmental delay or have multiple disabilities. Included is information on curriculum adaptation and self-advocacy. Special attention will be given to the challenges of teaching mathematics. This course also discusses positive behavior intervention planning and communication skills strategies that allow individuals with a wide range of disabilities to participate in inclusive education settings. Candidates will complete a signature project of an adapted instructional program and task analysis. Each class will begin with an English Learner Case Analysis and Discussion specific to at least one student in the course.

SPED 541 MS. Reading and Language Arts
This course examines concepts in reading including formal and informal methods for determining a student’s reading ability in order to plan effective instruction. Methods and materials for the sequential development of decoding, encoding, fluency, vocabulary and reading comprehension will be discussed and practiced. The impact of all levels of students who are learning English within the development of learning reading will be addressed throughout the course.

SPED 542 Seminar in Teaching and Learning ~ FALL
The Fall Seminar in Teaching and Learning Education Specialist Course is intended for candidates who will work with Moderate to Severe, Mild to Moderate and families of young children with special needs. Candidates will learn about the High Leverage Practices, Recommended Practices for Early Childhood Education and the California Infant/Toddler and Preschool Learning Foundations for teaching young children with disabilities (as applicable). Through their coursework and fieldwork the candidate will learn and demonstrate the knowledge, skills, and abilities to provide safe, healthy, and supportive learning environments to meet the needs of every child in the classroom setting, and to know and be able to apply pedagogical theories, principles, and instructional practices for the comprehensive instruction of all students with disabilities. Candidates will learn how to create inclusive learning environments and use their understanding of all students’ developmental levels to provide effective instruction and assessment for all students, including students with disabilities and students who are English language/dual language learners, in the special education setting. Candidates will learn how to collaborate with professionals and families to support all children in the classroom.

The focus will be on classroom design, positive behavior intervention supports and group contingencies. The course will include a review of the psycho-social stages of development in children (Maslow, Erikson and Kohlberg).

SPED 642 Seminar in Teaching and Learning ~ SPRING
This SPRING Seminar in Teaching and Learning Education Specialist Course is intended for candidates who will work with Early Childhood Special Education, Moderate to Severe, Mild to Moderate students, as well as families of young children with special needs. Candidates will learn about the High Leverage Practices in Special Education. Through their coursework and fieldwork the candidate will learn and demonstrate the knowledge, skills, and abilities to provide safe, healthy, and supportive learning environments to meet the needs of every child in the classroom setting, and to know and be able to apply pedagogical theories, principles, and instructional practices for the comprehensive instruction of all students with disabilities. Candidates will learn how to create
inclusive learning environments and use their understanding of all students' developmental levels to provide effective instruction and assessment for all students, including students with disabilities and students who are English language/dual language learners, in the special education setting. Candidates will learn how to collaborate with professionals and families to support all children in the classroom.

The focus will be on collaboration, embedded instruction, and putting together all of the elements of high leverage practice together toward designing a classroom with built-in inclusive practices. The course will include a review of a child’s social-emotional and cognitive development in the context of structuring classroom environments and guiding instructional practices. (Piaget, Kohlberg, Erikson and Maslow)

SPED 620. Assessment Strategies
Survey of standardized and non-standardized assessment techniques and how they are employed to identify, develop programs, and monitor performance of young children and youth with disabilities. Critical skills and experiences with using these techniques and interpreting the results will be presented so that candidates can become competent assessors of at-risk students as well as effective members of IFSP, IEP, or ITP decision-making teams. Students will administer formal assessment instruments, construct, administer and evaluate informal assessments as well. Attention is given to techniques required to ensure nonbiased, nondiscriminatory assessment and compliance with public law. The course includes hands-on practice selecting, administering, scoring, reporting and interpreting alternative methods of assessing young children and youth with mild to moderate and moderate to severe disabilities. Included are the following: a review of recommended practices in assessment and education; alternative methods such as observations, portfolios, curriculum-based, play-based and ecological assessment. Focus will also be on report writing and skill-building in translating assessment results into educational planning. Class lectures, discussions, activities and assignments offer opportunities for hands-on and simulated experiences with a variety of assessment methods and tools included in the rich array of alternative or informal assessments that may include but are not limited to the California English Language Development Test (CELDT), English Language Proficiency Assessments for California (ELPAC) or Comprehensive Alternate Language Proficiency Survey (CALPS) for Students with Moderate/Severe Disabilities. Attention is given to techniques required to ensure nonbiased, nondiscriminatory assessment and compliance with public law.

SPED 622. Family Systems and Parent Education
This course is designed to provide students with the skills required to work effectively with the families of children and youth with disabilities including the network of service providers and community agencies with which these families interact. The course content emphasizes the family in areas such as; family systems, life stages, transitions, partnerships with professionals. In addition, content includes professional skill areas which are critical to the work; such as methods, techniques and or strategies about how to partner and learn with families to support service delivery, advocacy and facilitating assessments including how the professional as an “adult learner” can facilitate problem solving (i.e. coping) communication (i.e. active listening) and parent education

SPED 623. Professional, Legal and Ethical Aspects of Special Education
Exploration of policy and procedures pertinent to the special education system in terms of standardized assessment, management, finance, laws, regulations, professional ethics, student placement, instruction, ethical obligations and other compliance requirements as they relate to
children and youth including students with disabilities and those who are English learners at any level.

SPED 701 Mild to Moderate Case Management
The course provides a basic overview of educational principles and practices for identifying and teaching diverse learners with mild to moderate disabilities such as intellectual and learning disabilities, emotional/behavior disorders, attention deficit/hyperactivity disorder and autism spectrum disorders. The course presents historical factors and current issues relating to public policy, service delivery and research-based instructional strategies. The students in this course will explore policy and procedures pertinent to the special education system in terms of standardized assessment, placement, professional ethics, and student placement. It will also explore current laws and compliance requirements as they relate to children and youth including students with disabilities and those who are English learners at any level.

SPED 704 Reading Language Arts Mild to Moderate
Reading and Language Arts is intended for students to use subject matter knowledge to plan, deliver, assess and reflect on language arts instruction for all students, consistent with Common Core and California State Standards. This course examines concepts in reading including formal and informal methods for determining a student’s reading ability in order to plan effective instruction. High leverage practices, methods and materials for the sequential development of decoding, encoding, fluency, vocabulary and reading comprehension will be discussed and practiced. The impact of all levels of students who are learning English within the development of learning reading will be addressed throughout the course. This course is also designed to facilitate the student’s development of critical analytical skills in the evaluation and interpretation of reading and language arts in theory and practice. As part of the Special Education (Education Specialist Instruction) Credential program, inclusionary strategies and techniques including but not limited to co-teaching and providing in class academic support will be emphasized.

SPED 705 Teaching Math
This course is intended for students to use subject matter knowledge to plan, deliver, assess and reflect on math instruction for all students, consistent with Common Core and California State Standards. The course presents strategies for teaching mathematics emphasizing a conceptual understanding of topics typically taught in elementary, middle, and high school classrooms, such as numbers and numeration, fractions, decimals, ratios, proportions, as well as concepts in algebra and geometry and advanced mathematics, data analysis, probability and statistics. High leverage practices, methods and materials for the sequential development of number sense, operations, equations and algebraic thinking will be discussed and practiced. The impact of all levels of students who are learning English within the development of learning math will be addressed throughout the course. This course is also designed to facilitate the student’s development of critical analytical skills in the evaluation and interpretation of mathematics in theory and practice. As part of the Special Education (Education Specialist Instruction) Credential program, inclusionary strategies and techniques including but not limited to co-teaching and providing in class academic support will be emphasized.

SPED 780 Coaching
Supervised support, feedback and observation and coaching of interns and new teachers. This includes collaborative evaluation of the Individual Development or Induction Plan. This course is a complement to SPED 542.
SPED 802 Advanced Curriculum and Instruction Mild to Moderate
In this class, interns will develop curriculum and design instructional strategies to use in their classrooms. A focus will be on developing curriculum that provides reasonable accommodations to children with disabilities and those who are learning English. There will be a focus on research-based approaches for designing, adapting, prescribing, and delivering instruction in content areas. Students will engage in progress monitoring. Relevant standards will be used when designing and using standards-based, individualized instruction that is appropriate, and systematic for all students who have special needs, including students with cultural, linguistic socio-economic, gender and sexual orientation diversity considerations. Candidates will access the general education curriculum to support all students to actively participate in lessons with the necessary supports, services and adaptations required for individual students.

SPED 803 Transition Planning
This course is designed to provide the candidates with a broad understanding of the transition process across the life span of the student. It will enable the candidates to be able to assess the individual transition needs of a student from elementary through postsecondary for the purposes of writing IEP’s and/or ITP’s. A variety of transition experiences, ranging from changing grades and schools to inclusion and postsecondary planning, will be covered. Candidates will learn how to work effectively with other educational and community agencies as well as how to include the family of the student in the transition process. Legal and timeline requirements will also be covered.

SPED 928 Core Content
This course is intended for students that have a basic understanding of pedagogy and the foundations of teaching who currently possess a California Teaching Credential. This course provides an in-depth learning experience in the teaching of mathematics and language arts based on the California Common Core Standards. Strategies emphasize a conceptual understanding of topics typically taught in elementary, middle, and high school classrooms will be discussed and practiced. Candidates will learn about Universal Design for Learning (UDL) and high leverage practices as it relates to students with disabilities and students from diverse backgrounds. Evidence-based interventions will be examined as well as developing appropriate goals and progress monitoring of those goals. As part of the Special Education (Education Specialist Instruction) Credential program, inclusionary strategies and techniques including but not limited to co-teaching and providing in class academic support will be emphasized.
SPED 948 Collaboration with Transition Planning
This course is intended for students that have a basic understanding of pedagogy and the foundations of teaching who currently possess a California Teaching Credential. SPED 948 combines coursework and learning from SPED 403 Collaboration and SPED 803 Transition Planning courses, to provide candidates, an accelerated pathway toward a Mild to Moderate Credential. Specifically SPED 948 is designed to facilitate candidate attitudes, skills, and dispositions that foster healthy and productive collaborative relationships essential for working with stakeholders to provide services for individuals with disabilities. Additionally, the course underscores how strong collaboration among individuals, family, and community agencies fosters key components of the transition process including assessments, public agencies, transition domains, and Individual transition plans (ITP).

SPED 958 Advanced Curriculum and Instruction and Case Management
This course is intended for students that have a basic understanding of pedagogy and the foundations of teaching who currently possess a California Teaching Credential. This course addresses an overview of the educational principles and practices for identifying and teaching diverse learners with mild to moderate disabilities, the development of curriculum, and the design of instructional strategies to use in classrooms. The course presents historical factors and current issues relating to public policy, service delivery and research-based instructional strategies. The interns in this course will explore policy and procedures pertinent to the special education system in terms of standardized assessment, placement, professional ethics, and student placement. It will also explore current laws and compliance requirements as they relate to children and youth including students with disabilities and those who are English learners at any level. In this class, interns will develop curriculum and design instructional strategies to use in their classrooms. A focus will be on developing curriculum that provides reasonable accommodations to children with disabilities and those who are learning English. There will be a focus on research-based approaches for designing, adapting, prescribing, and delivering instruction in content areas. Students will engage in progress monitoring. Relevant standards will be used when designing and using standards-based, individualized instruction that is appropriate and systematic for all students who have special needs, including students with cultural, linguistic socio-economic, gender and sexual orientation diversity considerations. Interns will access the general education curriculum to support all students to actively participate in lessons with the necessary supports, services and adaptations required for each student.
INDUCTION – General and Special Education Teachers

The Clear Induction Credential Program is designed to provide an option for teachers to clear their preliminary credentials through a CTC accredited program. The clear induction program provides a two-year, individualized, job-embedded system of mentoring, support and professional learning that can begin in the teacher’s first year of teaching.

The candidate is matched with a mentor(s) within 30 days of admission into the program according to credentials held, grade level and/or subject area, as appropriate to the participating teacher’s employment.

The Clear Induction Program is based on the Inquiry Cycle of Plan, Teach, Reflect, Apply. The Inquiry Cycle Project will be practical and intended to address a specific problem in a classroom, school or community. It is a cyclical not linear process. It is focused on the “how to” approach to solving a problem

Within this cycle is

- Inquiry into Teaching and Learning
- Data Collection: Assessment of Teaching and Learning
- Data Collection: What is my Context?

In the two year program there is a portfolio which covers all of the California Standards for the Teaching Profession (CSTPs) and is comprised of the elements of the Inquiry Cycles, the Individual Learning Plan (ILP) (developed within the first 60 days) and Reflective Evidence. The Clear Induction Candidate has, on average, 1 hour of regular weekly contact with their coach for individualized support and mentoring.

Candidates will be expected to submit and annotate multiple video observations

There will be online Collaboratives during which clear candidates will discuss their ILPs and present their cycles of inquiry to each other as part of their collaborative community of practice.

The Individualized Learning Plan (ILP) is established to develop goals that aligned with the CSTPs. ILPs may not be used for the purposes of evaluation by the employing district.

Requirements

Applicants to the Clear Induction Program are required to provide

- Proof a Preliminary Education Specialist Credential
- Verification of employment, or offer of employment, in the credential to be cleared.
- If you have a Level I Preliminary Education Specialist Credential you need to take a CTC approved course in the following areas (courses to be completed by the end of the program):
  - Health Education*: Complete a course in Health Education, including but not limited to, nutrition; the physiological and sociological effects of alcohol, narcotic and drug abuse; and the use of tobacco. This requirement must include training in cardiopulmonary resuscitation (CPR) that covers infant, child, and adult CPR skills
Early Completion Option (ECO)

Senate Bill 57 is legislation that allows a modified program option for exceptional experienced teachers. This option provides for qualifying candidates to complete the Induction program at a faster pace than the full two years generally required for completion of the professional teacher induction components. This option is made available to all participants if the following criteria are met:

- Eligible according to legislated criteria listed below
- Demonstrates knowledge, skills, abilities and competencies required of all teacher candidates who complete the full-length program

Eligibility

The Participating teacher must hold a Preliminary General Education or Education Specialist Credential. The intent of the law is to serve exceptional experienced candidates. If, after reviewing the criteria, the Participating Teacher feels the criteria are met, an application may be submitted to request ECO status.

Criteria

California teachers with:

- Two or more years of verified experience as teacher of record
- Rigorous exceptional evaluations from site administrators

Out of State Teachers with:

- Two or more years of verified experience as teacher of record
- Rigorous exceptional evaluations from site administrators

Process for Determining Who Qualifies

Participating Teachers are informed of the criteria and process for participating in the Early Completion Option (ECO) during the Induction Program Orientation. Interested participants submit a packet with the following information to the EPP Program Office:

1. ECO Application
2. Two letters of recommendation, including one from the current site administrator
3. Exceptional performance evaluations from previous two years
4. Current year formal evaluation by current Site Administrator including the ECO Form Evaluation Summary

In October, the Credentialing Programs Administrative Committee reviews the ECO application packet and makes the final decision regarding eligibility for the Early Completion Option.

Procedure for Completion

Participant signs an ECO Application agreeing to the following requirements for program completion:

- Participation in the New Teacher Induction Program for up to 10 school calendar months
- Attendance at all required meetings and online and in-person seminars during the year
- Completion of electronic portfolios with evidence of all California Standards for the Teaching Profession. The portfolio may be completed within 10 school calendar months. Evidence from the previous years of teaching will be permissible

Computer Education*: Complete a course in Computer Education, including instruction in general and specialized skills in the use of computers in educational settings (For more info: http://www.ctc.ca.gov/credentials/leaflets/cl808c.pdf)
• Participation will be documented through the program’s training record, Coaching Logs, electronic portfolio and a Colloquium presentation

Documentation
• An application signed by the Credentialing Programs Director or Assistant Director and the Participating Teacher (PT) that indicates that he/she is participating in ECO and has agreed to the above participation requirements for completion
• The form also indicates that the PT will be monitored during the year and if the above requirements have not been met, he/she will be required to participate in the complete second year of the program in order to successfully complete and be recommended for the Professional Clear Credential
• The program maintains information on the number and progress of ECO participants
• The Induction Director or Assistant Director signs the ECO Completion Form
ECO Candidates are expected to complete all of the requirements and hours of professional development for the two year program in one year.
Packet submission deadline is no later than September 30th.

Portfolio Evaluations
Participants will complete an ePortfolio, which will consist of reflections on progress toward each CSTP and end-of-the-program reflection focused on growth in all standards. Each course has learner outcomes as a result of “unpacking” TPE’s and CSTPs on which each is based. In addition, the candidate will demonstrate their growth as teachers through the use of various tools and provide evidence of their growth. Each CSTP goal must be supported by at least two evidence pieces.

Evaluation of Candidate Teaching Performance
The performance of teacher candidates, and those clearing their credential(s), will be guided by and evaluated at least annually through an analysis of the ePortfolio by a team of EPP designated coaches and/or other program staff. This support and evaluation occurs in a variety of ways across the duration of the Special Education (Education Specialist Instruction) Credential program and teacher induction with Educator Preparation Program.

Ongoing Inquiry and Reflection
Teacher candidates are expected to engage in continual evaluation of their own teaching performance. Reflective observations maintained for the internship experience courses begin initially as an opportunity for careful consideration of lessons observed in embedded assignments field experience classrooms prior to interning as the teacher of record. As teacher candidates take on increasing responsibility for instruction as the teacher of record, these reflections become a means of self-evaluation, professional inquiry, problem-posing, and critical analysis. As teacher candidates begin to plan and teach their own lessons, the opportunity to reflect is built directly into the lesson plan format. Coaches and District Support Providers read those lesson plans when they view the internship classroom and are able to assist preliminary teacher candidates in further assessing their practices.

Ongoing Professional Conversation
EPP designated coaches are education experts handpicked for their professional knowledge and their dedication to mentoring and supporting the teacher candidates with whom they work. Teacher
candidates will be engaged in ongoing professional conversations with these experienced supervisors during all of their internship.

These professional conversations will touch on all dimensions of teaching, including (but not limited to) curriculum decision making; unit and lesson planning; instructional strategies; classroom management; interaction with students; assessment of student learning; adaptation of instruction to meet the needs of English Learners, students with identified special needs, or students with other learning challenges; communication with students’ parents; and interaction with colleagues. In these professional conversations, teacher candidates should expect to request and to receive regular feedback about their teaching performance. This ongoing feedback provides teacher candidates with meaningful guidance that is grounded in the specific context of the internship classroom. Professional conversations may be initiated by the teacher candidate, District Support Providers, or EPP designated coach. Teacher candidates are strongly encouraged to take ownership of their own professional development by asking questions of their District Support Providers and EPP designated coach. Because the routine aspects of daily practice often feel natural and intuitive to experienced teachers, they cannot always foresee which of their routines, decisions, or procedures should be discussed or explained in more detail to their teacher candidates. Candidates are encouraged to ask their support providers questions about any aspect of teaching. All questions—no matter how silly or small they might seem—are worthy of attention and responding thoughtfully to those questions is a central responsibility of District Support Providers and EPP designated coaches.

**Formative Evaluations for Preliminary Credential Candidates**

Formative evaluations are focused on providing immediate feedback that will strengthen and improve the teacher candidate’s instructional effectiveness. The preliminary teacher candidate will be observed/evaluated a minimum of 6 times per semester during their intern year.

**Summative Evaluations**

Summative evaluations will be completed during the last two months of the internship placement to provide a big-picture assessment of the candidate’s accomplishments. The EPP designated coach completes the summative evaluation of the preliminary teacher candidate’s performance aligned with the competencies included in the California Teaching Performance Expectations. It will be a narrative evaluation of the teacher candidate’s performance designed to allow the District Support Providers and EPP designated coach to assist in documenting the candidate’s unique strengths and specific accomplishments as a beginning teacher.

For Induction Candidates, the inquiry cycle serves as the summative evaluation as it is aligned with the California Standards for the Teaching Profession and tied to the candidates Individual Learning Plan. The ePortfolio serves as the second form of Summative Evaluation for Induction Candidates. The EPP designated coach provides feedback for both summative evaluations.

**Portfolio Overview**

The participating candidate has numerous responsibilities that lead to the improvement of student performance. By gaining the necessary skills, attitudes, and behaviors as outlined in the TPEs and CSTP, students have the best opportunity to acquire the knowledge and abilities required of classroom teachers to meet the expectations of high standards for student learning while achieving the mission and vision of the school and district. Inherent in these standards is a strong commitment to cultural diversity, inclusive practices and the use of technology.

One of the strengths of the Special Education (Education Specialist Instruction) Credential program is the reflective ePortfolio. It is a digital document that captures perspectives and reflections on student learning. The portfolio provides the participants with the opportunity to reflect on their coursework and fieldwork activities. For Preliminary Candidates, the reflective
ePortfolio integrates elements of the six standards of the Teaching Performance Expectations. For Clear Candidates, it integrates the six standards for the teaching profession.

The purpose of the ePortfolio is to provide you with the opportunity to think about your coursework, fieldwork and learning plan to derive meaning from decisions made and actions completed. The portfolio is designed to have you present your current teaching experiences and to reflect on them in a manner that represents your thinking and learning. This is a requirement for all preliminary and clear credential candidates and is viewed as a significant part of your growth as an instructional leader.

Portfolio
Each candidate will create his/her own ePortfolio through their online platform. This is the location where each participant can upload documents and reflections. Participants will organize their Reflective ePortfolios based on the TPEs or CSTPs

Coaches will provide you with guidance on what may be uploaded into your ePortfolio. Advisors, instructors, coaches, and directors will review the portfolios and provide feedback to participants, further enhancing the development of a learning community.
California Teaching Performance Expectations

Revisions Adopted, March 2013

1. **Engaging and Supporting All Students in Learning**
2. **Creating and Maintaining Effective Environments for Student Learning**
3. **Understanding and Organizing Subject Matter for Student Learning**
4. **Planning Instruction and Designing Learning Experiences for All Students**
5. **Assessing Student Learning**
6. **Developing as a Professional Educator**

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<tr>
<td><strong>UNDERSTANDING &amp; ORGANIZING SUBJECT MATTER FOR STUDENT LEARNING</strong></td>
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<td><strong>DEVELOPING AS A PROFESSIONAL EDUCATOR</strong></td>
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<td>5•4 Using the results of assessments to guide instruction</td>
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<td>5•5 Communicating with students, families, and other audiences about student progress</td>
<td>6•5 Working with colleagues to improve professional practice</td>
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<td>6•6 Balancing professional responsibility and maintaining motivation</td>
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Council for Exceptional Children
Special Education Professional Ethical Principles

Professionals Special Educators are guided by the CEC professional ethical principles, practice standards, and professional policies in ways that respect the diverse characteristics and needs of individuals with exceptionalities and their families. They are committed to upholding and advancing the following principles:

Maintaining challenging expectations for individuals with exceptionalities to develop the highest possible learning outcomes and quality of life potential in ways that respect their dignity, culture, language, and background

- Maintaining a high level of professional competence and integrity and exercising professional judgment to benefit individuals with exceptionalities and their families
- Promoting meaningful and inclusive participation of individuals with exceptionalities in their schools and communities
- Practicing collegially with others who are providing services to individuals with exceptionalities
- Developing relationships with families based on mutual respect and actively involving families and individuals with exceptionalities in educational decision making
- Using evidence, instructional data, research, and professional knowledge to inform practice
- Protecting and supporting the physical and psychological safety of individuals with exceptionalities.
- Neither engaging in nor tolerating any practice that harms individuals with exceptionalities
- Practicing within the professional ethics, standards, and policies of CEC; upholding laws, regulations, and policies that influence professional practice; and advocating improvements in the laws, regulations, and policies
- Advocating for professional conditions and resources that will improve learning outcomes of individuals with exceptionalities
- Engaging in the improvement of the profession through active participation in professional organizations
- Participating in the growth and dissemination of professional knowledge and skills

Approved, January 2010
EPP POLICIES and PROCEDURES

EPP DIGITAL MANAGEMENT SYSTEMS
Student Enrollment System
Modern Campus Destiny One:  https://eppscholar.sccoe.org/

The department uses the Modern Campus Destiny One Enrollment System online program to maintain your information.
Please
• Make sure you remember your login and password
• Keep your personal contact information current under Profile Settings. This includes employment, medical and emergency information.
• Use your legal name
• Include your social security number and birthdate
• Include your personal, not work, email as your primary email address
• All documents are labeled and uploaded as a PDF via https://eppscholar.sccoe.org/
• Emailed documents will not be accepted.

Learning Management System
CANVAS and Course Policies
• Class materials, resources, and assignment for each course, including fieldwork are housed in CANVAS. This includes fieldwork assignments, course syllabi and assignments, calendars of due dates, a message inbox, and gradebook. Students will submit assigned coursework and fieldwork and correspond with instructors and other course participants within Canvas.
• Each participant will be guided to create a SCCOE Canvas account with a secure password to access the materials and assignments during orientation.
• It is the responsibility of the student to check course requirements, notifications and review the assignments in CANVAS.
• Grades from the CANVAS system are transferred to DESTINY

Tuition and Tuition Policies
Candidates are charged tuition at the rate specified for the year of program entry.
• All tuition payments must be received according to the posted payment schedule.
• Faculty may not accept tuition payments
• Tuition and fees are to be paid through the student enrollment system at eppscholar.sccoe.org using a credit or debit card. Checks should be payable to SCCOE and delivered or mailed to our office. Please know that if you choose to pay by check, this may delay processing through the bank. We do not accept cash.
• A mandatory late fee of $75 will be charged if payment is not received by the due date. Late fees will not be waived.
• If payment has not been made by two weeks after the due date, students will be dropped from the course.
• Tuition Refund Policy
  • Refunds are not available once classes have begun
  • Refunds are not given on deposits.
• Educator Preparation Programs makes every effort to keep costs to a minimum. Fees listed
in published schedules or student accounts may need to be increased in order to assure ongoing program improvement, meet changing CTC requirements, and keep in line with comparable program expectations. Therefore, EPP must reserve the right, even after the fees are initially charged or initial payments are made, to increase or modify any listed fees.

- Tuition and fees are subject to change until the date when instruction for a particular course has begun. All EPP listed fees be regarded as estimates that are subject to change.
Tuition Fees

**Credential Specializations**
- Early Childhood Special Education (ECSE)
- Moderate/Severe (M/S)
- Mild/Moderate/Severe (M/M)

**Tuition Cost: $550 per semester unit**

Preliminary Education Specialist credential
- 24-month program
- Total cost of Preliminary Education Specialist program = $17,050

**Accelerated Pathway**
- 10–12-month program
- Total cost of Accelerated Pathway program = $10,450 - $12,650

**Induction to Obtain a Clear Teaching Credential** - 24-month program
- Only offered once a year starting in the Fall quarter

<table>
<thead>
<tr>
<th>Year 1 CLEAR Program</th>
<th>$4,500</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 2 CLEAR Program</td>
<td>$4,500</td>
</tr>
<tr>
<td><strong>Total cost of Clear program</strong></td>
<td><strong>$9,000</strong></td>
</tr>
</tbody>
</table>

NOTE: Tuition, due dates and fees are subject to change until the date when instructions for a particular semester has begun. All listed fees should be regarded as estimates that are subject to change per individual pathway or EPP determination.
All Fees

Accelerated Pathway (Mild-Mod, Mod-Severe, ECSE) for Credentialed Teachers with a current Preliminary or Clear General Education Teaching Credential
$10,450 - $12,650
Teachers with a CA Clear Multi-Subject or Single Subject Credential or a Preliminary Credential with two years of verified successful teaching experience are eligible to earn a Mild to Moderate (M/M), Moderate to Severe (M/S) or Early Childhood Special Education (ECSE) in 10 – 12 months.

Accelerated Pathway (Mod-Severe/Mild-Mod/ECSE) for Credentialed Teachers with a current Preliminary or Clear Special Education Teaching Credential
$10,450 - $12,650
Teachers with a CA Clear Ed Specialist Credential or a Preliminary Education Specialist Credential with two years of verified successful teaching experience are eligible to earn a Mild to Moderate (M/M), Moderate to Severe (M/S) or Early Childhood Special Education (ECSE) in 10 – 12 months. Exact cost will be determined after a thorough transcript analysis upon request. Otherwise, candidates will follow the general education pathway.

SPED 2nd Credential (Mod-Severe/ECSE)
$6,050
Former EPP students who earned their preliminary Moderate to Severe or ECSE credential, can earn the other credential by taking credential specific courses and an intern and coaching course as long as they have secured a paid internship which requires the new credential area. The second credential must be earned within 5 years of the first credential in order to avoid higher fees and a categorical review.

SPED 2nd Credential (Mild to Moderate)
$7,700
Former students who earned their preliminary Moderate to Severe or ECSE credential, can earn a Mild to Moderate Credential by taking 2 credential specific courses and an intern and coaching course as long as they have secured a paid internship which requires the new credential area. The second credential must be earned within 5 years of the first credential in order to avoid higher fees and a categorical review.

SPED Individual Course Fees
$550 per unit
Any of our courses are available to the public whether or not enrolled in Special Education (Education Specialist Instruction) Credential program. These classes can be audited or taken for credit. To enroll simply email epp@sccoe.org with the name of the course you would like to enroll in and someone will assist you.

Continued Support Supervision Fee
$1,750 per semester
An intern student who does not earn their preliminary credential in two semesters of support and supervision because they did not complete multiple program requirements such as required coursework, the portfolio, and exams (e.g. Reading Instruction Competence Assessment-RICA) is required to take a 3rd or 4th semester of continued supervision while they attempt to complete. All students must pass the final two consecutive semesters of supervision. All added semesters of supervision result in added tuition.
**Examination Fieldwork** (e.g. RICA or TPA)

$1500 per assessment not passed

An intern student who does not earn their preliminary credential in two semesters of support and supervision because they met all program requirements except passing a culminating exam or assessment (e.g. Reading Instruction Competence Assessment-RICA or TPA Teaching Performance Assessment) is required to take fieldwork course for each test/assessment not yet passed.
<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accelerated Pathway</td>
<td>$10,450 – 12,650</td>
</tr>
<tr>
<td>Continued Support and Supervision Fee</td>
<td>$1,750 per semester</td>
</tr>
<tr>
<td>TPA Fieldwork</td>
<td>$1,500</td>
</tr>
<tr>
<td>RICA Fieldwork</td>
<td>$1,500</td>
</tr>
<tr>
<td>ECO (early completion option) Teacher Clear</td>
<td>$6,000</td>
</tr>
<tr>
<td>SPED Tuition Per Semester Unit</td>
<td>$550</td>
</tr>
<tr>
<td>Teacher Clear Induction</td>
<td>$9,000 ($4,500 each year)</td>
</tr>
<tr>
<td>SPED Preliminary Program</td>
<td>$17,050 (for both years)</td>
</tr>
<tr>
<td>2nd SPED Credential</td>
<td>$6,050 - $7,700</td>
</tr>
<tr>
<td>Installment Plan Fee</td>
<td>$50</td>
</tr>
<tr>
<td>Late Fee</td>
<td>$75 (no exceptions)</td>
</tr>
<tr>
<td>Official Transcripts</td>
<td>$16</td>
</tr>
<tr>
<td>Parking</td>
<td>$0</td>
</tr>
<tr>
<td>Reenrollment Fee*</td>
<td>$75 (For students returning after a leave of absence)</td>
</tr>
<tr>
<td>Class Transfer Fee</td>
<td>$25</td>
</tr>
<tr>
<td>Transcript Analysis (SPED)</td>
<td>$225</td>
</tr>
</tbody>
</table>
Title IV Federal Student Aid Disclosure

Educator Preparation Programs does not provide Form 1098-T to students enrolled in our School Administration, Teacher Induction, or Special Education (Education Specialist Instruction) Credential programs. Form 1098-T is a form provided by an eligible educational institution that reports, among other things, amounts paid for qualified tuition and related expenses. In general, a student must receive a Form 1098-T for each tax year to claim an education credit. Unfortunately, we are not considered an eligible educational institution by the IRS as we do not provide Federal Student Aid through our programs. Additionally, we do not have a Federal School Code, which is assigned by the Department of Education for schools participating in the Title IV federal student aid programs, which we do not participate in.

Written Assignments

As a leader it is important to develop professional communication habits including writing for different audiences. The courses you are taking are graduate level courses. It is an expectation that written assignments citing research will be written in a scholarly fashion and meet APA style format guidelines. APA style guide and information will be posted in CANVAS to support you. Your course instructors will also provide support in class. All written assignments must be typed using appropriate spacing, font size and margins. Work must be submitted free of grammatical errors, spelling polished and publish-ready.

Class Attendance

A core concept of the Teacher Credentialing (TC) Branch of Educator Preparation Programs (EPP) is the contribution of individual candidates and that of the collegial group. In addition to learning content, and so that they may contribute insight, experience, and reflection, candidates must attend each class meeting. Instructor facilitation, presentations, classroom exercise, and discussions are essential parts of the educational experience for each class; therefore, students must attend all meetings of the class. Prompt attendance will have a direct impact on learning, performance, and grades.

If a candidate must miss a class due illness, etc., the candidate must contact the faculty prior to not attending class. Should an unforeseen event (family emergency, illness, etc.) occur, contact the instructor AND program coordinator immediately. Each absence will be handled on a case-by-case basis. Attendance and participation points cannot be redeemed through make-up work. A consistent problem with attendance may result in dismissal from the program. Class attendance and participation is a priority.

More than two absences or equivalents will lead to dismissal from the class. The candidate will be put on academic probation and be required to take and pay for the course again. In addition, it will impact their length of time in the program and may impact their intern credential. Candidates with intern credentials who must extend their program to repeat courses are required to receive ongoing coaching support at their own expense. If a candidate is on academic probation during multiple semesters, it may lead to termination from the Teacher Credentialing (TC) Branch of Educator Preparation Programs (EPP)
Grading Policies

All courses are expected to be completed at mastery level. Faculty is solely responsible for the determination of course grades and grading criteria needs to be clearly defined on the course syllabus, including the effect of attendance on the final course grade.

<table>
<thead>
<tr>
<th>Grades</th>
<th>Minimum Score</th>
<th>Grade-Point Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93%</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>90%</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>87%</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>83.1% or above</td>
<td>3.0</td>
</tr>
</tbody>
</table>

Anything Below B is not acceptable

Grade A  Outstanding knowledge and application of course content; assignments turned in on time and reflect professionalism, effort and application above and beyond minimum course requirements.

Grade B  Good knowledge and application of course content, assignments reflect professionalism, effort and application of course requirements.

Grade B- & Below  Failure; course will need to be retaken and Candidate will be placed on academic probation. (Does not meet standards)

Grade NP  Not Pass

Grade IP  In Progress (upon approval by instructor due to exceptional circumstances. Will become NP if don't meet revised deadlines or at the end of the semester, whichever comes first)

Grade W  Withdrawn (Withdrawn from course)

Course Grades

When a candidate fails to complete any component of their Credentialing Program successfully, Program Administration will review progress and determine corrective action. All coursework must meet standards and be completed on time. Extensions are at the discretion of the instructor and cannot be extended beyond the semester. If the candidate must repeat the class, it will be at their own expense as will be the cost of additional coaching and supports (as applicable).
**Academic Probation**
Candidates who do not meet standards in a course, earning below a B- or below, will be placed on academic probation and may be required to adhere to an Intervention Action Plan. Candidates who are on academic probation for three semesters in a row will be dropped from the program.

**Adverse Actions and Admission**
 Applicants with revoked credentials and/or credentials flagged with adverse actions will not be admitted to a credential program. Once the applicant’s credential status is cleared or re-instanted by the Commission on Teacher Credentialing (CTC), the applicant may petition for admission to the credential program by submitting a letter explaining the circumstances. Each petition will be reviewed, and the applicant will be notified of the admission decision.

**Acts of Dishonesty**
All candidates are expected to pursue honesty and integrity in all aspects of their academic work. Academic dishonesty, including plagiarism, falsification of records or documents, personal misrepresentation, theft, and evasion of program financial obligations will not be tolerated and may end in dismissal from the program.

**Plagiarism**
Plagiarism is a serious offense. Types of plagiarism include deliberate plagiarism, paraphrasing, patchwork paraphrasing, bluffing, stitching sources, mosaic plagiarism, accidental plagiarism, buying assignments and inaccurate authorship. For more details on these types of plagiarism, one resource is [https://www.scanmyessay.com/plagiarism/types-of-plagiarism.php](https://www.scanmyessay.com/plagiarism/types-of-plagiarism.php). Another resource for more information on plagiarism and how to avoid it is [https://bit.ly/2D3hkyA](https://bit.ly/2D3hkyA). Papers are checked through a plagiarism detector. Candidates suspected of plagiarism may be reported to the CTC and put their credential at risk.

**ADA Accommodations**
Consistent with the mandates of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, as amended, the mission of SCCOE EPP is to ensure an accessible learning experience in which students with disabilities have equal opportunity for participation in all programs, services, and activities. Individuals with disabilities who need to request accommodations should contact the program coordinator, Kalpana Thatte at kthatte@sccoe.org or 408-453-4259. In order to receive assistance, the student should be prepared to provide documentation that describes the specific disability (i.e. psychologist, physician, or educational diagnostician). Once documentation is on file, arrangements for reasonable accommodations can be made.

**Temporary Health Situations**
Accommodation requests for temporary disabilities are considered on a case-by case basis. Students must provide documentation of the disability and contact the program coordinator, Kalpana Thatte at kthatte@sccoe.org or 408-453-4259

**Building Access**
There are no “in/out” privileges at the SCCOE before 7:30 am and after 5 pm. The building will be
locked by 5 pm, so Candidates should plan to be in the building by 4:45 pm on the rare occasion that there is an in person meeting or class. There is usually a guard at the front desk after 5 pm. There is a phone in the entry of the building, just outside the door of the front lobby for candidates who come to class after 5 pm. If there is no security guard, candidates will need to call the classroom for access into the building.

**Educator Resource Center**

The SCCOE houses some materials aimed at supporting new teachers. The resources include areas for studying and individual reflection. Candidates also have access to EBSCO which allows our candidates and faculty to access research articles, peer-reviewed journals, and educational e-books. Please consult the portal at [eppscholar.sccoe.org](http://eppscholar.sccoe.org) for access information.

**Intern Credential Extensions and Coursework/Fieldwork Requirements**

An intern student who does not earn their preliminary credential in two semesters of support and supervision because they did not complete multiple program requirements such as required coursework, the portfolio, and exams (e.g. Reading Instruction Competence Assessment-RICA) is required to take a 3rd or 4th semester of continued supervision while they attempt to complete. All students must pass the final two consecutive semesters of supervision. All added semesters of supervision result in added tuition.

Intern Teaching Candidates who have not attempted all required assessments by the end of their program will not be eligible to apply for an extension of their intern credential. They will be dismissed from the program.

An intern student who does not earn their preliminary credential in two semesters of support and supervision because they met all program requirements except passing a culminating exam or assessment (e.g. Reading Instruction Competence Assessment-RICA or TPA Teaching Performance Assessment) is required to take fieldwork course for each test/assessment not yet passed.

Note: Continued Support Supervision/Fieldwork is considered a course. The additional semester(s)/courses will result in added tuition. Additionally, while working on an intern credential, students must continue to log support hours until all requirements are met.

**Dismissal Policy**

Santa Clara County Office of Education’s Educator Preparation Programs (SCCOE EPP) POLICY

Dismissal from the SCCOE’s Educator Preparation Programs may occur due to:
1. Inadequate Academic Performance or Progress or,
2. Failure to adhere to the SCCOE EPP Ethical Principles Professional Responsibilities – Code of Conduct

Violence, threats of violence, intimidation, stalking, and similar behaviors towards P-12 students, college students, faculty, and/or SCCOE employees on the part of enrolled candidates shall lead to immediate dismissal from the program.
The reason(s) for a student’s pending dismissal will be identified by the administrator(s) of the program and referred to the Assistant Director and Director of Educator Preparation Programs for consideration. The decision will be final and will be forwarded to the participant.

Intern students are dismissed if they fail to receive a passing grade during any two semesters of Support Supervision. Failure to complete a semester of supervision due to dismissal by employer results in a No-Pass for the course. Intern students will not exceed a total of 4 semesters of supervision.

**Ethical Principles Professional Responsibilities – Code of Conduct**

Candidates participating in EPP shall adhere to the following Universal Teaching Performance Expectations:

*U6.2* Recognize their own values and implicit and explicit biases, the ways in which these values and implicit and explicit biases may positively and negatively affect teaching and learning, and work to mitigate any negative impact on the teaching and learning of students. They exhibit positive dispositions of caring, support, acceptance, and fairness toward all students and families, as well as toward their colleagues.

*U6.5* Demonstrate professional responsibility for all aspects of student learning and classroom management, including responsibility for the learning outcomes of all students, along with appropriate concerns and policies regarding the privacy, health, and safety of students and families. Beginning teachers conduct themselves with integrity and model ethical conduct for themselves and others.

*U6.6* Understand and enact professional roles and responsibilities as mandated reporters and comply with all laws concerning professional responsibilities, professional conduct, and moral fitness, including the responsible use of social media and other digital platforms and tools.

The educational leader:

- Makes the education and well-being of students the fundamental value of all decision making.
- Fulfills all professional duties with honesty and integrity and always acts in a trustworthy and responsible manner.
- Supports the principle of due process and protects the civil and human rights of all individuals.
- Implements local, state and national laws.

- Pursues appropriate measures to correct those laws, policies, and regulations that are not consistent with sound educational goals or that are not in the best interest of children.
- Avoids using his/her position for personal gain through political, social, religious, and economic or other influences.
- Accepts academic degrees or professional certification only from accredited institutions.
- Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.
- Honors all contracts until fulfillment, release or dissolution mutually agreed upon by all parties.
- Accepts responsibility and accountability for one’s own actions and behaviors.
- Commits to serving others above self.
Food in Classrooms
We are an online program but there may be occasions to meet in person. When the cafeteria is closed to food service, there are vending machines available. Please be sure to clear the room of trash and place all trash in the trash cans located in the room. Wipe tables as necessary please.

Grievance and Appeals Process
Should a student question program participation, program requirements, participation hours, special needs provision, discrimination policy, program extension request rationale, satisfactory progress requirement, the concern must be put in writing and a meeting will take place with the Educator Preparation Program Administrators. The meeting will be scheduled by the candidate with the Directors to review and discuss concerns and determine next steps. Another meeting may be scheduled to further discuss the situation. Following discussion and review of the concern with Administration, a decision will be made regarding the grievance. The decision will be final and will be forwarded to the participant.

General Emergency Procedures
In the event of an emergency occurring on the rare occasion that there is in person class time, candidates shall be required to stay with the class until directed otherwise by the Faculty in order to make sure that all students are safe and accounted for. All candidates must have up-to-date Demographic and Contact Information on file in EPPscholar.

Intervention Action Plans
If faculty members, coaches and/or supervisors have concerns about a candidate’s supervised performance and determine that remediation is appropriate, they will inform the candidate about areas of concern, offer specific suggestions about how to meet his/her performance expectations, and set specific goals and a timeline in which the candidate can demonstrate improved performance. Candidate may receive a Risk of Academic Probation notice. This written statement is known as an “Intervention Action Plan.” Candidates with “unsatisfactory” TPEs as reported at a Progress Conference, will automatically be placed on Academic Probation. If a candidate’s performance does not meet expectations at the end of the given timeline, he/she may not move forward in his/her program, may be withdrawn from internship status and may be placed on an individual plan and agreement (see dismissal policy).
Leave of Absence
If a student needs to take a Leave of Absence, they may request one in writing due to extenuating circumstances. Due to rapidly changing information and knowledge in the field of education, prior course work may no longer meet the program requirements after a leave of absence. Re-enrolling students may be required to retake courses. To return, he or she will be required to upload a Request for Reinstatement or Re-enrollment in writing and inform the district of the request by emailing EPP@sccoe.org along with an additional readmission fee.

Notification of Changes
It is the responsibility of the student to notify Educator Preparation Program Staff of changes in employment, work location, credential or changes in contact information. You must update this information in eppscholar.sccoe.org

Office Hours
Appointments can be made with Program Administration during regular business hours (8:00 a.m. to 5:00 p.m.) and can be scheduled by email or by phone. Faculty appointments are scheduled individually with each faculty member.

Parking
Parking is free at the Santa Clara County Office of Education.

**Teach-Out Process**
Should a credential program be discontinued for any reason, there is a Teach-Out Process. Under the guidelines of SCCOE’s accrediting agency, the Commission on Teaching Credentialing, when closing a program,” 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”. The SCCOE is committed to assisting students affected by the program terminations and is making every effort to formulate procedures that minimize the impact on students. *The complete Teach-Out Process is included on the following pages below.*

**SCCOE Board Policies**
All program participants must adhere with Santa Clara County Office of Education Board Policies below: [http://www.sccoe.org/countyboard/Pages/Policies-and-Procedures.aspx](http://www.sccoe.org/countyboard/Pages/Policies-and-Procedures.aspx)

- Code of Conduct
- Emergency Procedures
- Equal Opportunity Employment
- Violence and Threats in the Workplace
- General Harassment Including Sexual Harassment
- Drug Free Workplace Awareness Policy
- Tobacco Free Environment Policy
- Uniform Complaint Procedure
- Controversial Issues
- Use of Copyrighted Materials
My Name, My Identity: A Declaration of Self

The Educator Preparation Programs is committed to the MY NAME, MY IDENTITY Campaign. The campaign—a partnership between the National Association for Bilingual Education, the Santa Clara, Calif., County Office of Education, and the California Association for Bilingual Education—focuses on the fact that a name is more than just a name: It's one of the first things children recognize, one of the first words they learn to say, it's how the world identifies them.

This Campaign asks “What does your name mean to you, your family, and the rest of the world?” Since each of us is unique, our name is tied to our identity. We would not wish to have our names changed or mispronounced. If you believe that all students have the right to be called by the names that represent their identity and culture, begin by asking them how they would like their names to be pronounced. As a program and as a global citizen we collectively agree to respect students’ names.

As our world becomes increasingly connected, cross-cultural communication increases. We interact with more people from diverse backgrounds and experiences, many with different languages and ethnicities. Having the ability to effectively communicate with others who are different from ourselves opens up possibilities for deeper understanding and friendship based on mutual respect. It is also an essential skill in the 21st century.

School is a community, which prepares our students to succeed in the global world. To be an effective member of this global world, we can model respect for each other in the school community by learning about each other’s stories, our unique names, and their proper pronunciations.

Please join SCCOE and the Educator Preparation Programs and take the pledge today at https://www.mynamemymidentity.org/campaign/pledge

More about SCCOE’s partnership in this campaign can be read at http://www.edweek.org/ew/articles/2016/05/11/mispronouncing-students-names-a-slight-that-can.html?tkn=SVSFOIrffknx63LaaSY84UPCO4qIfNXxfSnw&intc=es
Inclusion Collaborative Goals, Mission, Values and Guiding Principles

Special Education (Education Specialist Instruction) Credential program was founded with and incorporates tenets of the Inclusion Collaborative Department

Vision
Our community embraces diversity and supports lifelong quality inclusion for everyone.

Mission
The Inclusion Collaborative of Santa Clara County Office of Education builds a culture that values all children by strengthening, sustaining, and ensuring inclusive practices.

Core Values
Collaboration & Partnerships among all community agencies (i.e. medical, educational, childcare, mental health-etc.)
Full Participation of all children in community learning environments
Involve and honor child/family choices and seek their input for inclusion options
Respect for all children & families
Provide leadership in all community venues
Seamless & integrated delivery systems
Training & education at all levels

Early Learning Services Department Vision Statement
Every day we embrace each child’s wonder and curiosity, and with our partners, engage all children in rich, diverse opportunities to ensure they reach their greatest potential in life, thereby creating socially equitable opportunities for all.

Early Learning Services Mission Statement
We serve and act on behalf of the welfare of all young children birth through third grade. We will foster every child’s inherent physical, social-emotional, linguistic, cultural, creative, and academic potential.

Guiding Principles
High Quality, Child-Centered Opportunities
We will be intentional and strategic in providing our delivery of high quality, developmentally appropriate, research-based experiences for all children birth through third grade. We value and invest in leaders who are passionate for and committed to children. The well-being and success of children will be the central focus of our decisions so that we continuously move toward making our vision a reality.

Equitable Access
We will work to ensure all children, including those with special needs and dual language learners, have access to, and can fully participate in, high quality, research-based practices and services.

Family Engagement
We will ensure families are authentic collaborators in our work with children. We will actively welcome and seek families’ engagement, as their child’s first teachers and strong advocates for their child’s well-being and success.

*Authentic Collaborations for Transformational Systems Change*

We are committed to building authentic public/private collaborations comprised of stakeholders such as school districts, city and county government, community agencies, and private funders. We will build our relationships on a foundation of integrity in order to support interest-based collaborations. This work will serve as a catalyst for systems change as we seek new paradigms and take calculated risks *all* in the best interest of young children.

*Commitment and Sustainability*

We are committed to ensuring that our collective work is sustained over time.
Person Centered Language

Attached is a handout on the use of Person First Language which is an excellent rule of thumb: When in doubt, put the word person first, particularly when referring to people with disabilities. But identity is complex and there are always exceptions. Like the My Name, My Identity Campaign, the best thing to do is to remember that everyone has the right to define themselves in whatever way feels best and most authentic to them.

We can all agree that you generally shouldn’t use a disability, a condition, a diagnosis, or even an identity as the only way to describe a person because it can dehumanize people by using an aspect of themselves as a stand-in for their personhood.

Person-first language set out to assure that we don’t demean, dehumanize, or stigmatize people by way of the language you use to describe them. Person-centered language builds on person-first language and folds in personal identity. It reminds us that the point is to put the actual person first—to remember that all people are people and should be treated as the first and foremost experts on themselves.

So What Term Should Be Used??
How can I refer generally to a group of people who don’t all use the same words?”

The answer is that there’s no simple or quick fix. Instead of seeking the perfect phrase that will avoid offense, we have to be willing to explore what will create the most respect and care in any particular situation. Here are some best practices:

- **Be clear:** Sometimes we use broad language when more specific words would be better, and vice versa. For example, if your context is wheelchair-accessible ramps, you can say “people with limited mobility” rather than “disabled people.”

- **Be creative:** You don’t need to find a single word or term. You can say things like “autistic people with autism” and explain why you are doing so.

- **Be humble:** If you feel reactive, defensive, or anxious, explore your feelings and consider how you can work to fully respect folks who use different language than you do.

- **Be respectful:** Remember that the point is to care about the people you are referring to and honor their personhood and agency.

- **Be curious:** Consult different sources, particularly groups and organizations led by the folks you’re referring to, to see what language they use and why.

There is no one “correct” answer. The invitation of person-centered language is to value a caring and complicated approach rather than searching for a pat solution.

Adapted from
https://radicalcopyeditor.com/2017/07/03/person-centered-language/
http://www.tccd.texas.gov/resources/people-first-language/
https://www.mynamemyidentity.org/
A Pledge of Respect for Students with Disabilities

All students, especially students with disabilities, have the right to dignity and respect. The Americans with Disabilities Act states that “Americans with disabilities… are entitled to the same rights and freedoms as everybody else: a right to belong and participate fully in the American experience; a right to dignity and respect in the workplace and beyond….” Students with disabilities have a right to be respected as a whole person and not be judged by just their disability.

To ensure this right of respect, I will use respectful language in the form of person-first terminology in my communications. I pledge to:

- Place the student first before the disability
  - A child with autism, instead of an autistic child
- Place groups of students first before the disability
  - Students in special education, instead of special education students
- Use respectful terms when referring to peer groups
  - Students without disabilities instead of typical students
- Model back person-first terminology when others do not use it
  - When someone says, “special education students…” just continue the conversation by modeling back, “yes…. students in special education…”
- Inform others about person-first terminology
  - Remember that changing the way we speak is a process and takes time

For more information about person-first terminology, please contact the Inclusion Collaborative at (408) 453-6756 or visit www.inclusioncollaborative.org
SCCOE’s Educator Preparation Programs

Teach-Out Process

Introduction
This manual is a compilation of the memoranda of instructions, templates, guidelines and other tools designed to ensure a systematic and successful teach-out, enabling students to complete terminated programs.

Guidelines for Suspended and Terminated Credential Programs
Under the guidelines of SCCOE’s accrediting agency, the Commission on Teaching Credentialing, when closing a program, “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”. The SCCOE is committed to assisting students affected by the program terminations and is making every effort to formulate procedures that minimize the impact on students.

Course offerings will continue for at most two academic years for all the credential programs.

ALL CREDENTIAL PROGRAMS

• **Prospective students** with active applications awaiting admission decisions to an affected program:
  o Immediately suspend admission of new students and advise students to seek alternative credentialing agencies

• **Currently** enrolled students in a terminated program
  o Will be informed formally by letter and email
    o Will meet with an advisor individually to develop a transition plan which will include
      ▪ An academic plan that enables him/her to complete the program requirements within the teach out period
      ▪ Directions as to how to download and access their student records
  o Students should take a sufficient number of courses to enable them to complete all requirements within the “teach out” period.
    o Students who do not make adequate progress on their academic plan for teach out will be advised into another credential as applicable
    o Course offerings will continue for at most two academic years (teach out period).
    o Students are required to have ongoing contact with their academic/faculty advisors during this time to ensure that their academic plan is current and consistent with the projected course offerings.
    o Students unable to comply with the time limits should seek an alternative program.
Sample Template for Notifying Students in Terminated Credentials

Dear _________________

You are currently enrolled as a student in (state level, name of credential program and specialization, if applicable, e.g. Preliminary Education Specialist Moderate-Severe) credential program. We regret that it is therefore no longer feasible to continue offering this program. The Santa Clara County Office of Education (SCCOE) is, however, committed to enabling students who are already in the program the opportunity to complete the program and obtain their credential.

The program will have a teach out period of (state number of years), ending in (state month and year in which the teach out period will end) to enable you to complete the program requirements. You must meet all requirements to be recommended for the credential by the end of the teach-out period. It is your responsibility to complete a sufficient number of required courses each quarter or year to enable you to complete the program in the time allotted. The program faculty and advisors will also assist students with identifying comparable programs to which they may wish to transfer, in the event they cannot complete the program at SCCOE during the teach out period.

Please work closely with your advisor and program faculty to ensure you are aware of all program requirements and the availability of required courses. You will be provided an academic plan which, if followed, will enable you to complete the degree program within the teach out period. They will do their utmost to assist you. The SCCOE wants to ensure that the investment you made in an SCCOE education and credential bears the intended results.

Please make an appointment immediately to meet with your advisor. We are committed to serving you and helping you complete your credential program.

Sincerely,

Educator Preparation Programs, Director

Date

I have received and read the above letter.

________________________________________  __________________________
Academic Map for Teach-Out

Credential Program: (e.g. Preliminary ECSE Education Specialist Credential )
Name of Student: ____________________________

Required Courses already completed for the Credential

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Credit Hours</th>
<th>Comments (e.g. which requirement the course fulfills)</th>
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Courses Remaining to be Completed (in Chronological Order)

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<th>Course Name</th>
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</tbody>
</table>
I have received and reviewed my academic map which will help me to complete my credential program within the teach-out period. I understand it is my responsibility to complete the program and meet all requirements for recommendation within the teach-out period.

I have been notified of the process for attaining and copying my student records prior to the end of the teach-out period. I will continue to have access to all records submitted in Ceasar, the student enrollment and records system, during the teach-out period. I will need to download and copy any student records within Ceasar prior to the end of the teach-out period should I want a permanent copy.
**SAMPLE OF REQUIRED COURSEWORK**

This is the required coursework for each credential. Each pathway is represented for Fall entry. Fall, Spring and Summer Candidates should consult the website for their course sequence.

_Education Preparation for Inclusive Classrooms_

**Early Childhood Special Education Program of Courses – FALL START**

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Course #</th>
<th>Course Title</th>
<th>Units</th>
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<tr>
<td></td>
<td>SPED 401M</td>
<td>Curriculum for Inclusive Classrooms <em>Models &amp; Methods</em></td>
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<tr>
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<td>SPED 406</td>
<td>Working with Language Diverse Communities</td>
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<td>SPED 410</td>
<td>Special Topic: Autism Spectrum Disorder</td>
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<td>SPED 402</td>
<td>Classroom Management</td>
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<td>SPED 405</td>
<td>Typical/Atypical Child Development</td>
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<td>SPED 407</td>
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<td>SPED 530E</td>
<td>Intervention for Young Children with Special Needs</td>
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<td>Infant/Toddler Field Experiences</td>
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<td>SPED 622</td>
<td>Family Systems and Parent Education</td>
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</table>
SAMPLE OF REQUIRED COURSEWORK
This is the required coursework for each credential. Each pathway is represented for Fall entry. Fall, Spring and Summer Candidates should consult the website for their course sequence.

Education Preparation for Inclusive Classrooms

### Mild to Moderate Program of Courses – FALL START

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SAMPLE OF REQUIRED COURSEWORK
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Education Preparation for Inclusive Classrooms

## Moderate to Severe Program of Courses – FALL START

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<td>SPED 541MS</td>
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Education Preparation for Inclusive Classrooms

**Accelerated Pathway Early Childhood Special Education (ECSE) Program of Courses-FALL START**

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<td>Infant and Toddler Field Experiences</td>
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<td>SPED 410</td>
<td>Special Topic: Autism Spectrum Disorder</td>
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<td>Medical Health Aspects, Movement &amp; Mobility</td>
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Education Preparation for Inclusive Classrooms

**Accelerated Pathway Mild/Moderate Program of Courses – FALL START**

<table>
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<tr>
<th>Course #</th>
<th>Course Title</th>
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<tr>
<td><strong>Fall Semester</strong></td>
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SAMPLE OF REQUIRED COURSEWORK
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Education Preparation for Inclusive Classrooms

**Accelerated Pathway Moderate to Severe Program of Courses-FALL START**

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<td>Classroom Management &amp; PBIS</td>
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