



North Coast Teacher Induction Program

SEMINAR ATTENDANCE POLICY

There is a professional expectation and requirement for Candidates and Mentors to attend **all** seminars together (in person and/or online). Attendance for the Candidate is directly linked to a recommendation for the clear credential in that completion of all Inquiry portfolio activities and complete seminar attendance are required. Attendance for the Mentor is directly linked to the Mentor's stipend compensation. Full attendance is also required to earn units through our partnering universities should participants apply for these units. If participant attendance is missing, the Candidate is in jeopardy of not being recommended for a clear credential, and the Mentor is in jeopardy of not receiving full compensation.

Candidates and Mentors attend 8 seminars in a year:

- September
- October
- November (online for Year 2)
- December (online for Year 1 and Year 2)
- January
- February (online for Year 2)
- March (online for Year 1 and Year 2)
- April

Participants are provided with seminar dates for the year upon registration. Calendars of all seminars are available online at ncsoe.org.

Face-to-Face Seminars

When a scheduling conflict occurs, participants may temporarily switch into another seminar by choosing an alternative location/date (if available), and sending an email at least three (3) days prior – except in emergencies – to Nora John, Program Specialist Technician, at njohn@scoe.org. **Candidates and Mentors attend make-up seminars together.**

In extreme circumstances, participants may find there are not alternative seminars available. In this case, participants should contact their Program Coordinator (see [Regional Staff List](#)) for pre-approval to meet one-on-one (September seminar), to attend a virtual make-up seminar, or to complete a written assignment. These make-up alternatives are considered on a case-by-case basis, are **limited to one per year**, and are only obtainable from the Program Coordinator if an alternate seminar is not available.

Participants who do not complete make-up alternatives as outlined above within the required timeframe (typically within 2 weeks of issuance) may be subject to the following:

- Candidate:
 1. Warning provided,
 2. Contact by Program Coordinator to District Coordinator for additional support needed,
 3. Probation Notification from Regional Office,

4. Dropped from NCSOE Teacher Induction Program.

- Mentor:
 1. Warning provided,
 2. Contact by Program Coordinator to District Coordinator for additional support needed and with notification of decrease in Mentor stipend,
 3. Stipend Reduction Notification from Regional Office,
 4. Replacement/Reassignment as a Mentor.

Online Seminars

Throughout the year, two online seminars (Year 1) and four online seminars (Year 2) are provided for both Candidate and Mentor to complete. While participants complete the online seminar together, each participant must participate in these seminars through their own online account in the Canvas Learning Management System, and each must complete the survey at the end of the seminar that records attendance.

Participants who do not complete online seminars that are due by the end of the month will be sent an email reminder to complete it within a week. If left incomplete, participants may be subject to the following:

- Candidate:
 1. Warning provided,
 2. Contact by Program Coordinator to District Coordinator for additional support needed,
 3. Probation Notification from Regional Office,
 4. Dropped from NCSOE Teacher Induction Program.
- Mentor:
 1. Warning provided,
 2. Contact by Program Coordinator to District Coordinator for additional support needed and with notification of decrease in Mentor stipend,
 3. Stipend Reduction Notification from Regional Office,
 4. Replacement/Reassignment as a Mentor.

Participants who violate this policy more than once will move quicker through the consequences, ultimately leading to their possible dismissal from the NCSOE program.

NOTE: Program Coordinators can make case-by-case exceptions in agreement with the Executive Director.