



North Coast Teacher Induction Program

HUMBOLDT STATE UNIVERSITY

EXTENDED EDUCATION POLICY – UNIVERSITY UNITS

Teachers who participate in the North Coast School of Education's (NSCOE) North Coast Teacher Induction Program (NCTIP) are eligible to receive Extended Education Units through Humboldt State University (HSU) for coursework completed each semester.

Many School Districts allow teachers to utilize units to move over on their salary schedule. This is especially beneficial for teachers who are just beginning their career, but Mentor Teachers may benefit as well. **Each district has specific policies about using units for the salary schedule. Check your district policy regarding units and implications for moving over on the salary schedule.**

Candidates:

Candidates may earn 3 Post Baccalaurean units per semester.

Mentor Teachers:

Mentors may earn 2 Post Baccalaurean units per semester with a maximum of 2 cycles in the Induction Program.

Process:

1. Complete online registration and payment for extended education units. You can locate the HSU direct link from the North Coast School of Education's (NCSOE) website: www.ncsoe.org.
2. For current term deadline, refer to HSU website for exact date & time. Final registration and full payment must be received by 5 p.m., on specified date. Unpaid, incomplete or new registrations received after 5 p.m. will be assessed a \$25* late fee. Allow up to six to eight weeks for late requests to be processed.
3. **RETROACTIVE REGISTRATIONS** are allowed up to one year following the academic term in which you participated. For example, if you participated Fall 2013, you must request academic credit by 5:00PM on the last day of the fall term, **December 31**, 2014. If you participated Spring 2014, you must request academic credit by 5pm on the last day of the spring term, **May 31**, 2015.

To request retroactive credit, please contact the NCTIP's regional office: (707) 524-2818. Allow 6-8 weeks for retroactive requests to be processed. Retroactive registrations are charged a \$25* late fee.

**Subject to change.*

What you are agreeing to when you sign up for university credit:

1. University courses use a formula of 15 hours per unit.
2. Our Induction university course reflects a minimum of 30 hours (for Mentors) or 45 hours (for Candidates) of attendance, participation, site work, and implementation of Inquiry content. This represents the seminars, weekly on-site meeting, and completion of required activities.
3. Evidence of completion is kept in your portfolio.
4. Understand that, should you be unable to complete the program requirements as described on the Roles and Responsibilities document, you will receive an "incomplete" and will not receive units until you are able to fulfill all requirements. This may result in an additional payment of fees and/or retaking the course.

Timeline Requirements:

1. Fall registration takes place from **September – November** and spring registration takes place from **January – April**. Note: Deadlines are subject to change. Please refer to the **website** for current semester deadlines.
2. All current semester registrations are completed online directly through HSU. All retroactive semester registrations are processed through the NCTIP regional office. (Refer to the '**Process**' above for more information.)

HOW TO REGISTER

HSU TEACHER INDUCTION COURSE SELECTION KEY

Type of Participant: <ul style="list-style-type: none"> Candidate (C) = 3 units (per semester) Mentor Teacher (M) = 2 units (per semester) 	Subject Area: <ul style="list-style-type: none"> EED X701= Multiple Subject – Elementary Grades SED X701= Single Subject – Secondary Grades SPED X799= Education Specialist – All Grades
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Selecting the Course: Find the Semester/Year that you are participating in and then select the Course Option that represents your role.	
Semester/Year	Course Options <i>(Choose only one)</i>
Fall/YR 1	<ul style="list-style-type: none"> Candidate #1 (3 units) Mentor #1 (2 units) Mentor #5 (2 units, this is your 2nd cycle with a YR 1 PT)
Spring/YR 1:	<ul style="list-style-type: none"> Candidate #2 (3 units) Mentor #2 (2 units) Mentor #6 (2 units, this is your 2nd cycle with a YR 1 PT)
Fall/YR 2:	<ul style="list-style-type: none"> Candidate #3 (3 units) Mentor #3 (2 units) Mentor #7 (2 units, this is your 2nd cycle with a YR 2 PT)
Spring/YR 2:	<ul style="list-style-type: none"> Candidate #4 (3 units) Mentor #4 (2 units) Mentor #8 (2 units, this is your 2nd cycle with a YR 2 PT)

HSU Fee Schedule:
<ul style="list-style-type: none"> Current fee is \$50.00 per unit A late fee of \$25.00* is required by HSU if registration form is submitted after 5:00 PM on the fall and spring deadlines. (*Subject to change.)

Transcripts:									
<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr style="background-color: #d9d9d9;"> <th colspan="2">Availability of Transcripts</th> </tr> <tr style="background-color: #d9d9d9;"> <th style="width: 30%;">Semester</th> <th>Date Transcripts Available</th> </tr> <tr> <td>Fall</td> <td>February 1st</td> </tr> <tr> <td>Spring</td> <td>July 1st</td> </tr> </table>	Availability of Transcripts		Semester	Date Transcripts Available	Fall	February 1st	Spring	July 1st	<p>HSU official transcripts may be requested from the Office of the Registrar.</p> <p>To access the website, visit http://pine.humboldt.edu/registrar/transcripts/.</p>
Availability of Transcripts									
Semester	Date Transcripts Available								
Fall	February 1st								
Spring	July 1st								

Additional Courses Available:
<ul style="list-style-type: none"> Health Education: Extended Education unit is available through Humboldt State University (HSU) to teachers who complete the Health Education online course. This is a separate course from Induction and requires additional assignments. Refer to the online course information