

SBCEO BTSA Individual Induction Plan (IIP)  
Electronic Submission Instructions

Submit your completed IIP via email to: [btsas@sbceo.org](mailto:btsas@sbceo.org)

**Please be sure to cc: your Support Provider**

In the **subject line**, please include the following:

IIP Phase \_ (1, 2, or 3), Year \_ (1 or 2 PT), (North or South Cohort), your name

In the body of the email, please include your school, grade and any additional information (i.e., Special Education).

This information will help us route your IIP to the appropriate reviewer.

Once your IIP has been reviewed, the reviewer will email you back your IIP. In the body of the email you receive it will inform you if the IIP is approved.

1. If it is approved, you need to print the completed IIP, along with the confirmation email, and bring them both to the next seminar to be documented on your induction checklist card.
2. If your IIP is not approved, follow the instructions for resubmission in the body of the email and resubmit your IIP for approval.

**OR:**

You may turn in a hard copy of your completed IIP, signed by your Support Provider, at the monthly seminar.

The IIP reviewers will review your submitted IIP.

1. If it is approved, it will be signed, and returned to you.
2. If it is not approved, you will need to revise your IIP per the Documentation Alert sticker, and then resubmit for approval.

If you have questions about this process, please contact:

Santa Barbara County Education Office  
BTSA Induction Program  
Matt Zuchowicz, Director  
Office: (805) 964-4710, ext 5430  
Email: [btsas@sbceo.org](mailto:btsas@sbceo.org)