



## Extension of Induction Program Policy

In the event, that meaningful participation in induction is not possible or induction requirements cannot be met, a formal request for an extension must be made with the TIP director by submitting the application below. The TIP director will collaborate with the district HR Administrator to determine what adjustments to program completion must be made (if any).

The following criteria may be considered in evaluating an extension request:

- Severe personal health issues (unable to work and under a physician’s care)
- Severe health issues of the candidate’s immediate family, as defined by employing district policies
- An approved leave of absence from the district of employment (includes maternity/family leave)
- Layoff due to declining enrollment or staffing adjustments
- Break in service for personal reasons or non-reelect

If an extension is approved, the original Memorandum of Understanding (MOU) remains valid through the established extension time period.

If the request for an extension is not approved, and program completion extends to outside of the current year, TIP will charge the candidate or his/her school district for services rendered throughout the period needed in order to complete the program requirements.

### Extension Request Application

Name:	Email address:
District:	Mentor Name:

I request additional time to complete SBCEO TIP for the following reason(s):

Proposed new timeline:

I understand that I am required to complete an approved induction program to clear my credential and my failure to do so will result in me not receiving a recommendation for the Professional Clear Teaching Credential. I understand that if I do not complete TIP by the date approved on this extension there may be a cost to me to complete the program.

Candidate’s signature:	Date:
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Extension Request Outcome/Plan (completed by TIP Director):

TIP Director signature:	Date:
District HR Administrator signature:	Date:
Site Administrator signature:	Date: