



UC SANTA BARBARA | EXTENSION

## Professional and Continuing Education

Each year, through our partnership with the University of California at Santa Barbara (UCSB), SBCEO Teacher Induction Program participants have the opportunity to purchase **ten (10) quarter** (equivalent to  $6 \frac{2}{3}$  semester units) continuing education units through UCSB Professional and Continuing Education (PaCE). The units are available to both mentors and candidates, but you must register for the units through UCSB's PaCE website during the registration window: May 15th to May 31st, 2021.

In order to be eligible for the units, program participants **must do** the following:

- A. Complete all Teacher Induction Program responsibilities as outlined in the Program Guide. (January starts should contact us as they would be eligible for credits in future years)
- B. Complete all NEO online classroom assignments with no more than four cumulative weeks of late submissions.
- C. Enroll in the appropriate UCSB PaCE course **before** the May 31st deadline. Each participant is responsible for paying the \$210.00 tuition fee\* - paid directly to UCSB PaCE online at the time of enrollment. (\*fee as of July 2020)

Failure to enroll in the UCSB PaCE course or complete all program requirements will make the participant ineligible for receiving the post-graduate units - no refunds are provided. If there is any doubt related to your eligibility, please email the TIP office and ask of your status before registering online.

All tuition funds go directly to UCSB PaCE. While the Program Director is the official instructor of record for each course, no SBCEO individual, department, or program receives any portion of the tuition collected.

**Instructions for registering and ordering transcripts are on the following page.**



**BEFORE REGISTERING, BE SURE THAT YOU ARE CURRENTLY ON TRACK TO MEET THE REQUIREMENTS. TUITION IS NON-REFUNDABLE.**

### **To Enroll:**

1. Go to <https://professional.ucsb.edu/> and click on “Courses”. In the “**Instructor**” field, type: **Merritt**.
2. Choose the course that corresponds to your role and induction participation year:

### **Candidates:**

SBCEO Teacher Induction Program for **Year 1** Candidates Course Number: ED X353.69A  
SBCEO Teacher Induction Program for **Year 2** Candidates Course Number: ED X353.70A

**Mentors:** (You may receive credit for each NEO mentoring class completed, a maximum of four times. If this is your first time receiving credit choose “1st year”, 2nd time “2nd year” etc... - call us with questions)

**First Year** of Mentor Support for the SBCEO Teacher Induction Program: Course Number: ED X353.71A  
**Second Year** of Mentor Support for the SBCEO Teacher Induction Program: Course Number: ED X353.72A  
**Third Year** of Mentor Support for the SBCEO Teacher Induction Program: Course Number: ED X353.73A  
**Fourth Year** of Mentor Support for the SBCEO Teacher Induction Program: Course Number: ED X353.74A

3. Click “**Add to Cart.**” Complete your enrollment, then continue to check out and pay for your units. Enrollment closes May 31, 2021. Record your account log in credentials as you will need to revisit your account to order transcripts. If you use a different name (maiden) for class registration, please let our office know.

### **To Order Transcripts:**

TIP will enter final grades in June. It may take a few weeks to become official and show up in your online UCSB PaCE account. You can check your UCSB PaCE account in late June to see if the grade is registered. If it is, then you are ready to order a transcript. Since UCSB is in control of processing the grade, TIP cannot expedite the availability of your transcripts.

Visit <https://professional.ucsb.edu/> and sign in to your UCSB PaCE account.

Click on “**Special Requests**” and order a transcript.

Once received, transcripts may be shared with your district office staff for the purpose of professional development documentation and/or advancement of the salary schedule. For help with using the PaCE website, call student services at UCSB at 805-893-4200.