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information, please  
visit  
[www.nwboces.org](http://www.nwboces.org)

Paul McCarty

Executive/Special Education  
Director

NW Colorado BOCES

Induction & Mentoring  
Program

[paul.mccarty@nwboces.org](mailto:paul.mccarty@nwboces.org)

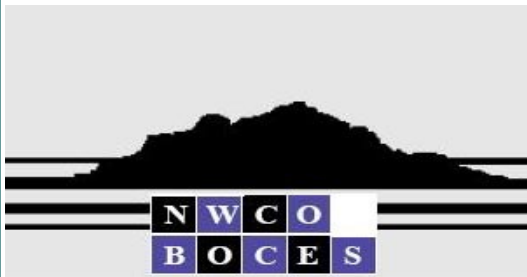
P.O. Box 773390

Steamboat Springs, CO  
80477

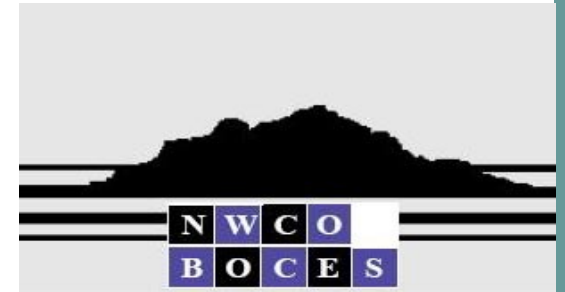
970-879-0391

800-748-2115

Fax: 970-879-0442



Northwest Colorado  
BOCES  
Induction & Mentoring  
Program



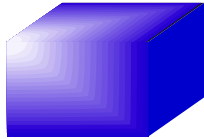
**Program Goals:**

1. To provide induction and ongoing support for newly licensed teachers, as specified in HB1005.
2. To acclimate new employees to the philosophy, policies, and procedures of your school district.
3. To assist in retention of newly hired staff.
4. To encourage and support ongoing professional development for all newly hired staff.
5. To provide alternative experiences and professional development for experienced master teachers.

## PROGRAM REQUIREMENTS:

**If you have a Professional Teaching License or an Induction Completion Certificate from another state, you DO NOT need to complete the NW BOCES Induction Program.**

All teachers on an Initial License are required by the State of Colorado to complete an Induction Program. When you apply for your Professional License, you must have a certificate indicating that you have completed an approved Induction Program. You will have a 1-year period to complete your Induction Program. \*See Mentor/Inductee requirements at right.



### New Teacher Online Induction Program

The attached handout outlines the 21 hour program designed to develop the skills to ensure quality instruction. The program is offered through a secure individual password and contained entirely online. Training will be provided on accessing these courses online.

This program allows a new teacher to work at a self-directed rate reducing their out-of-class time and avoiding the need for a substitute. This online program also allows new teachers to access information in the time of need.

It is very powerful to access a top expert on an issue that has just occurred or will occur in the classroom.

### Mentor Requirements:

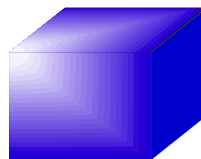
\*Mentors will be assigned by the principal prior to the start of the new school year and will be required to meet with the NW BOCES Executive Director for about one half-hour at the beginning of the school year for a brief overview.

\*They will be paid according to district policy and will receive release time to mentor their inductees according to district policy.

\*Mentors will work with inductees for a **one school year period**, unless it is decided otherwise by an individual district and the Colorado Department of Education.

**\*Mentors will need to complete the online modules with their new teacher to facilitate discussion.**

\*Mentors and inductees will also meet one-on-one for a half-hour per week, or two hours per month, at a minimum. These contacts must be documented in a log form by inductee and turned into the BOCES Director before your certificate of induction will be signed.



### Inductee Requirements:

\*Find out who your mentor is and set up meetings with them for 30 minutes per week or 2 hours per month.

\*Document mentor meetings in a log format. This can be done electronically or handwritten.

\*Read the *First Days of School* by Harry K. Wong & Rosemary T. Wong. Write a 2-3 page reflection paper on its use in your classroom. This book is available for checkout from the NW BOCES Media Center—contact Kym Hazelbaker at kimarie.hazelbaker@nwbores.org. If you have read this book already, please discuss this with Paul McCarty to find a suitable alternative.

\*Watch the online program as prescribed.

\*Submit your mentor log and reflection paper at the end of the school year to Paul McCarty (paul.mccarty@nwbores.org) and you will be issued a letter of completion for your Induction program.

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