

To: Credential Program Completers

From: Department of Elementary Education

Re: On-line Electronic Format for Individual Induction Plan (IIP)

Teacher candidates who are completing one of the Multiple Subject Credential Program pathways (Traditional, Intern, ACT, ITEP) are required to complete an Individual Induction Plan (IIP) that identifies the candidate's strengths as a teacher and areas for continued improvement, and establishes goals that the candidate as a beginning teacher will work on in the first year of teaching. Teacher candidates will complete the IIP on-line.

What follows is an explanation of how to access the website and complete the form and some helpful suggestions for completing the electronic form.

Go to <https://classeval.csun.edu> and access the site using the following password: **EEIIPF06**. NOTE: If you are not able to get to the website using this direct link, copy and paste the address into the address bar on your screen.

You will note that the electronic version of the form consists of three parts. Please refer to the instructions below about completing each section of the form.

1. Complete the section at the beginning of the form with your name and student ID number, and the semester and year. **IMPORTANT: Use all nine (9) digits of your student ID and do not include dashes or spaces.**
2. Complete the scale in which you indicate the extent to which you plan to continue to develop your understandings, skills, and dispositions relative to the six (6) Domains of the California Standards for the Teaching Profession. Please complete the 1-3 scale using the indicators that appear just above the scale.
3. Complete the section labeled Goal Statements and Action Steps. In this section you are to write a **Goal** for each of the six Domains and a corresponding **Action Step** (what are you going to do to achieve that goal?).

Suggestions for Completing the Electronic IIP

1. There is a time limit for you to enter information into the electronic IIP. If you start from scratch to enter information into the electronic form, it is very likely that you will be timed out and lose the information you entered. Therefore, the suggestion is for you to write out these goals and action steps using a word processing program and then cut and paste the information into the electronic form.
2. It is VERY important that you carefully edit your writing (clarity, spelling, mechanics) before you place it in the form as spelling and grammar functions do not work inside the form. Hopefully, your seminar instructor has provided you with appropriate feedback on these elements of your writing.
3. You will receive a condensed version of this form by email on the morning after you complete and submit the form. This email function is directly connected to your student ID number so please be sure that you have entered your ID number correctly!

4. Please understand that **the IIP is a requirement for exiting the Multiple Subject Credential Program and being recommended for the credential.** The department will not ask you for a copy of your IIP but we will follow up with teacher candidates who do not complete the IIP as an exit requirement.

Once again, to access the electronic form, please visit <https://classeval.csun.edu> and use the following password: **EEIIPF06**.