



## Intent to Submit a New Subject Matter Preparation Program

This form is for current Commission-approved institutions that plan to submit a proposal for a subject matter preparation program that is not currently being offered. This form must be submitted to the Commission a minimum of 60 days before the full program proposal will be submitted to Commission staff.

Detailed information on the submission process can be found [HERE](#).

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<b>Name of Institution</b>	<b>Planned Program Submission Date**</b>
<input type="text"/>	<input type="text"/>
<b>Type of Subject Matter Preparation program to be Submitted</b>	

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### Program Contact Information

Name	Title
<input type="text"/>	<input type="text"/>
Email	Phone
<input type="text"/>	<input type="text"/>

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### Fiscal Contact Information

Name	Email	Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>

### Related Fees:

An institution proposing a new subject matter preparation program will receive an invoice for Cost Recovery Fees. These fees will vary depending on the specific program being proposed. More information regarding the fees that may be charged can be found [HERE](#). An invoice will be sent to both the Program and Fiscal contact person identified on this form.

Upon approval this program will be included in the Annual Accreditation fee calculation. More information on Annual Accreditation Fees can be found [HERE](#).

Check here to indicate that In-Kind Credit will be used to pay the Cost Recovery Fees.

\*\*If the planned program submission is delayed beyond the date indicated please notify Commission staff by emailing [IPR@ctc.ca.gov](mailto:IPR@ctc.ca.gov) and include a new Planned Program Submission date.

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Submit the Intent to Submit a Subject Matter Preparation Program  
and the attached Institutional Verification form  
to the Professional Services Division  
email to **Initial Program Review** at [IPR@ctc.ca.gov](mailto:IPR@ctc.ca.gov)  
a **minimum of 60 days prior** to planned submission of the program  
documents.



## Submission of a Proposed Educator Preparation Program or Subject Matter Preparation Program Verification by the President, Dean, or Superintendent of the Approved Entity

This form must be signed by the President, Dean, or Superintendent. This form must be completed and received prior to submitting a program proposal for review. A confirmation e-mail will be sent when this form is received.

Date Submitted

Program Sponsor

Type of Preparation:  Educator Preparation

Subject Matter Preparation Program

Program Type

Specifics

Address

Program Contact

Title

Phone

E-mail

### Contact Information for Institutional Leadership

Name

Title

E-mail

Phone

### Verification

- Educator Preparation Programs Only:** We understand that we cannot offer education preparation programs leading to a California credential until we receive both Initial Institutional Approval and Initial Program Approval by the Committee on Accreditation.
- Educator Preparation Programs Only:** On behalf of the institution identified on this form, I verify that we will not Represent to students, candidates, prospective candidates, members of the public or others that any coursework or programs we currently offer leads to a California credential, certificate, or authorization until we have been granted both Initial Institutional Approval by the Commission on Teacher Credentialing and Initial Program Approval by the Committee on Accreditation.
- Subject Matter Programs Only:** We understand that the Commission shall not recognize Subject Matter programs as demonstrated Subject Matter Competency until they have been approved by the Commission.

**I hereby signify my approval to transmit this document to the Commission on Teacher Credentialing**

Signature: President/Dean/Superintendent

Date