



PROGRAM SPONSOR ALERT

Date: February 8, 2010

Number: 10-01

Updated, March 2, 2010

Subject: Initial Program Review Process

Summary

The Commission on Teacher Credentialing (Commission) is reorganizing its process for reviewing initial program proposals. Historically, the review of initial program proposals (program narrative addressing the adopted standards and supporting documentation) has been facilitated by staff from the Professional Services Division (PSD) and organized separately by the type of prospective credential program. To provide institutions specific dates when initial program proposals will be read, reduce delays in the review of initial program proposals, and to coordinate the necessary steps in reviewing a prospective program proposal, Commission staff has developed a comprehensive initial program review process that will support the timely review of all prospective program proposals.

Initial Program Review (IPR)

Beginning in February 2010, the staff will facilitate a two-day meeting on a monthly basis where all initial program proposals that have been received in the prior month will be reviewed. By coordinating the Initial Program Review (IPR) across all types of credential programs, but continuing to assign individuals to review programs in which they have experience, staff can reduce duplicative work of scheduling meetings, contacting individuals to review the submission, and arranging the travel and lodging for the reviewers.

PSD staff is now publishing the dates for the IPR for February 2010 through July 2010. They are:

February 25-26, 2010

March 10-11, 2010

April 7-8, 2010

May 12-13, 2010

July 22-23, 2010

Program proposals will be reviewed by individuals with expertise in the area of the prospective credential program. These individuals will be members of the Board of Institutional Reviewers (BIR) and, when needed, additional individuals with expertise in that credential area. A program leader may indicate interest in serving as a reader for IPR by submitted information on this form: <http://www.surveymonkey.com/s/DQOCGWV>.

Process for submitting a program proposal

1. Institution (college, university, school district, county office of education or other eligible agency) must apply for Initial Institutional Approval. **NOTE:** This step must only be completed one time.
2. Submit the *Intent to Submit a New Educator Preparation Program* form to PSD a minimum of **60 days prior** to the intended submission date.
3. Submit the Submission Checklist/Transmittal Sheet, program proposal and all supporting documentation as described on the *Intent to Submit a New Educator Preparation Program* or in the appropriate Standards Handbook to the Commission. **NOTE:** to be reviewed at the next scheduled IPR meeting, the documentation must be received in the Commission offices a minimum of one month before the scheduled IPR meeting date.

Once a prospective program proposal completes the initial review process, the program will be recommended for approval to the Commission for subject matter programs or the Committee on Accreditation (COA) for all teaching and services credential programs. Institutions are encouraged to consult the meeting calendars for the Commission and the COA. The initial program review process can take anywhere from two months to a year if the reviewers find that additional information is needed. Then the program must be put on the agenda for the next Commission/COA meeting.

References

Submitting a Proposal for an Educator Preparation Program: <http://www.ctc.ca.gov/educator-prep/new-program-submission.html>

Commission Meeting Dates: <http://www.ctc.ca.gov/commission/agendas-minutes.html>

COA Meeting Dates: <http://www.ctc.ca.gov/educator-prep/coa-meetings.html>

Becoming Approved to Offer an Educator Preparation Program: <http://www.ctc.ca.gov/educator-prep/files/Becoming-Approved-to-offer-Ed-Prep-in-Ca.doc>

Intent to Submit an Education Preparation Program: <http://www.ctc.ca.gov/educator-prep/accred-files/intent-to-submit.pdf>

Submission Checklist/Transmittal Sheet: <http://www.ctc.ca.gov/educator-prep/accred-files/IPR-submission-transmittal.pdf>

Contact Information

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Please address any fax to: **ATTN: IPR Staff** on your cover sheet.