



# PROGRAM SPONSOR ALERT

Date: August 9, 2010

Number: 10-16

Subject: Inactive Program Status: Updated definition

## Summary

This Program Sponsor Alert provides information about a revised definition adopted by the Committee on Accreditation at its August 2010 meeting for “Inactive Status.”

## Background

In May 2008, the COA took action to add a third status category for educator preparation programs in California: that of “Inactive.” Prior to that time, a program was approved until the program was officially withdrawn or replaced by a new version of the program operating under new standards. However, this situation resulted in a misunderstanding of the number of educator preparation programs that were in actual operation. After the COA approved the option of the “Inactive” program status, the information was incorporated in the *Accreditation Handbook*.

Information on the new inactive program status category was provided to all institutions through Program Sponsor Alert PSA 08-03 (<http://www.ctc.ca.gov/educator-prep/PS-alerts/2008/PSA-08-03.pdf>).

However, the *Accreditation Handbook* had contradicting information related to the inactive status. In one place, the *Handbook* stated that a program may only be declared inactive when there are no candidates in the program, but the chart in the chapter shows an inactive program may recommend candidates for a credential if the candidate is “already in the program.” This statement implied that an inactive program might have candidates who are finishing up the program.

One of the purposes of establishing the inactive program status was to be clear with prospective candidates about the status of particular programs. In other words, when a program is listed as

“active” on the Commission’s web page it means that the program is open and accepting candidates.

At its August 2010 meeting, the COA addressed these inconsistencies by adopting a revised definition of the Inactive program status that is as follows:

*An inactive program may be so deemed by the COA if it is a program that: 1) is no longer admitting new candidates; 2) is operating only to allow the previously admitted candidates to complete the program, and 3) might be re-activated by the institution within five years.*

The *Accreditation Handbook* has been updated with this definition and specifies which accreditation activities an Inactive program will complete. In general, if the Inactive program has candidates it will submit Biennial Reports with data on the current candidates; it will submit the program narrative for Program Assessment; and it will participate in the site visit in a modified manner. All institutions with an upcoming site visit that has one or more inactive programs are encouraged to discuss the specifics about the program with their site visit consultant prior to the visit. If the Inactive program no longer has any candidates it will submit contextual information for the Biennial Report; will not participate in Program Assessment; and will not participate in the site visit

## References

Accreditation Handbook, Chapter 3: <http://www.ctc.ca.gov/educator-prep/accred-handbook.html>

Committee on Accreditation Agenda items on Inactive Status:

- August 2010: <http://www.ctc.ca.gov/educator-prep/coa-agendas/2010-08/2010-08-item-16.pdf>
- June 2010: <http://www.ctc.ca.gov/educator-prep/coa-agendas/2010-06/2010-06-item-22.pdf>

Form to Request Inactive Status: <http://www.ctc.ca.gov/educator-prep/forms/Inactive-Status-Application.pdf>

## Contact Information:

The Professional Services Division provides a full list of topic specific dedicated email addresses as well as program areas with the most up to date Commission staff member’s email address here <http://www.ctc.ca.gov/educator-prep/PSD-contact.html>.