



# PROGRAM SPONSOR ALERT

Date: January 12, 2011

Number: 11-02

Subject: Program Sponsor Responsibility to Enrolled Candidates

## **Summary**

This alert clarifies for local education agencies, which are approved to offer one or more educator preparation programs, the responsibility the entity has to support an enrolled candidate and provide the educator preparation program the candidate enrolled in until the candidate:

- i) completes the program,
- ii) withdraws from the program,
- iii) is dropped from the program based on established criteria, or
- iv) is assisted in enrolling in another approved program to complete the requirements for the authorization in the event the program closes.

The alert also reminds sponsors of the responsibility to update the Commission's contact information for individuals responsible for the educator preparation program(s) at the entity.

## **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>.



**Commission on Teacher Credentialing**

1900 Capitol Avenue Sacramento, CA 95811 (916) 324-8002 Fax (916) 324-8927 w  
ww.ctc.ca.gov

*Professional Services Division*

January 12, 2011

To: Superintendents of Local Education Agencies which sponsor Educator Preparation Programs Approved by the Commission on Teacher Credentialing

From: Teri Clark, Acting Director  
Professional Services Division  
Commission on Teacher Credentialing

In 1998 broad stakeholder input resulted in SB 2042 and a reform of California's educator preparation system. An aspect of the reform acknowledged the benefit to candidates when K-12 LEAs are integrated in the teacher preparation process and increased the options for LEAs to serve as program sponsors.

Local education agencies (LEA) (school districts, county offices of education and independent charter schools) that elect to sponsor one or more California Commission on Teacher Credentialing educator preparation programs (i.e., BTSA Induction, District Intern, Administrative Services, and Career Technical Education programs) must at all times meet Preconditions, Common Standards and the appropriate Program Standards. If a sponsor discontinues an approved program while candidates are enrolled and the candidates have not had the opportunity to complete the full program, the program sponsor would be open to legal action by the candidates.

Many school districts partner with local universities that prepare educators but are not the actual sponsor of the preparation program. This letter is directed at those LEAs that actually are the identified sponsor of the educator preparation program and participate in the Commission's accreditation system.

**Preconditions**

Preconditions are requirements that must be met in order for an accrediting association or licensing agency to consider accrediting a program sponsor or approving its programs. [Preconditions](#) are based on state law or are established by Commission policy. Sponsorship of a California educator preparation program involves meeting the Preconditions and all applicable standards through ongoing activities in the Commission's [accreditation system](#). The Preconditions include the following requirements:

- The Superintendent of the district shall submit to the Commission on Teacher Credentialing verification of the governing board's approval to sponsor the educator preparation program(s). Once a candidate is accepted and enrolls in an educator preparation program, the sponsor must provide the approved program, meeting the adopted standards, until the candidate:
  - i) completes the program,
  - ii) withdraws from the program,

- iii) is dropped from the program based on established criteria, or
- iv) is assisted in enrolling in another approved program to complete the requirements for the authorization in the event the program closes.

### **Common Standards**

The Common Standards address issues of institutional infrastructure, stability and processes that are designed to ensure that the implementation of all approved programs meets all [Common Standards](#) including the following:

- Leadership, communication, collaboration, and appropriate authority
- Unit and program assessment and improvement system
- Adequate resources to provide a program that meets all standards
- Qualified instructors, faculty, and staff
- Process to admit candidates and provide advice and assistance to candidates throughout the program completion
- Design, implement and evaluate field-based experiences, providing supervision and support as required
- Ensure that district-employed field supervisors (master teachers and intern support providers) are carefully selected, oriented, provided training and only continue to use those who are effective
- Ensure that candidates who are recommended for an authorization demonstrate the knowledge and skills specified in the appropriate program standards for the authorization prior to recommendation for the authorization

### **Appropriate Program Standards**

The Program Standards address issues directly related to the credential program being proposed or offered. These issues address the specifics of program design, curriculum, fieldwork, and candidate assessment. Program Standards are reviewed through the [Initial Program Review](#) process for initial program approval and then reviewed for ongoing alignment with program standards during Year 4 of the accreditation cycle through [Program Assessment](#). In the sixth year of the accreditation cycle the [accreditation site visit](#) team reviews the implementation of each approved program and determines if the program is meeting the [adopted standards](#).

In summary, it is essential that each LEA that elects to offer one or more educator preparation programs that result in the recommendation of a teaching credential, services credential, or other educator preparation authorization, fully understands and is prepared to meet these requirements. Once a candidate is accepted into an approved educator preparation program, the program sponsor is expected to offer the approved program including ongoing advisement and support until the candidate completes the program within a reasonable timeframe. Finally, all LEAs approved to offer educator preparation programs in California are responsible for keeping their contact information current in the Commission's database. Please see [PSA 11-01](#) for information on updating contact information.

If you have any questions, please contact Cheryl Hickey, Acting Administrator of Accreditation at [chickey@ctc.ca.gov](mailto:chickey@ctc.ca.gov).