



PROGRAM SPONSOR ALERT

Date: May 6, 2011

Number: 11-11

Subject: Implementation of New Adult Education Teacher
Preparation Program Standards

Summary

This notice is to alert Designated Subjects Adult Education Teacher Preparation Programs about new Adult Education Teacher Preparation Program Standards and to address related implementation timelines and processes. New Adult Education Teacher Preparation Program Standards were approved by the Commission on November 8, 2010.

Key Provisions:

Institutions Currently Offering an Adult Education Teacher Preparation Program

Program sponsors currently offering an Adult Education Teacher Preparation Program who want to continue operating this program will need to submit a new plan by the 2013 school year responding to the standards adopted by the Commission in November 2010. The Adult Education Program Standards are closely aligned with Career Technical Education Standards. However, several of the Adult Education Standards are unique to teaching adults as distinct from teaching children and adolescents. All currently approved Adult Education Preparation Programs will be required to revise their programs to meet the new standards and submit an updated proposal for a program, including documentation to support the program descriptions. All program proposals will be fully reviewed for approval as initial programs. A template for the program document is provided on the Commission's preparation programs web page: <http://www.ctc.ca.gov/educator-prep/STDS-prep-program.html>. Notification of intent to submit a program proposal will facilitate earlier review: <http://www.ctc.ca.gov/educator-prep/new-program-submission.html>.

All approved teacher preparation programs are responsible for ongoing accreditation activities which include program assessment, biennial reporting, and accreditation site visits. The purpose of these activities is continual data-based program improvement which results in high quality teacher education. If your institution's Program Assessment year comes within one year of the

approval of your revised Adult Education program, the Adult Ed program is exempted from Program Assessment.

Commission staff provides technical assistance for participating in the accreditation process in individual, face-to-face, web cast, and online archived information. Potential program sponsors are encouraged to familiarize themselves with accreditation responsibilities before they submit a program proposal document for initial approval. The Commission held a technical assistance workshop in January 2011 at the Commission in Sacramento for interested program sponsors. This meeting was posted on the Commission’s web site and archived for future reference: <http://www.ctc.ca.gov/educator-prep/webcasts.html>. Links to download information and supplemental materials provided for the meeting can also be accessed from the web posting.

Reminder of Important Dates:

After the approval of Adult Education Standards, Commission staff began the implementation process which will takes place over several years. The major activities and dates for the standards implementation are reviewed in the chart below.

Activity	Date
Adoption of the proposed standards by the Commission	November 2010
Release of an advisory to the field and technical assistance meetings regarding submission guidelines, and timelines for program revisions and document submission, including the final dates for: (1) programs to be approved under the newly adopted standards and/or discontinue courses under the old guidelines; and (2) transitioning candidates from the “old” programs to the “new” programs	January 2011
Staff provided technical assistance for prospective sponsors who are planning and beginning document preparation	January 2011
Review of institutional program documents submitted for approval, including training program reviewers	April 2011 and ongoing
COA approval of revised adult education credential programs recommended for approval	June 2011 and ongoing
Programs under the old standards may no longer accept new candidates	January 31 , 2013
Programs that have not been approved under the new Adult Education (2010) Standards are no longer approved teacher preparation programs	July 1, 2016

Sunsetting of the Current Adult Education Programs:

After a new Adult Education Preparation Program is approved, no new candidates may be accepted to old programs. Candidates already enrolled in old programs may transfer into new programs or complete the old programs. Programs have a responsibility to candidates admitted to old programs and must make appropriate arrangements for these candidates to complete the program. Candidates who wish to complete the old program requirements may do until January 31, 2013. Once a new program has been approved no new candidates should be admitted to the old program.

The Commission will continue to issue five-year ‘full-time’ and ‘part-time’ preliminary adult education teaching credentials based on five years of full-time experience or education under the current regulations until an adult education program sponsor receives approval from the Committee on Accreditation. Once a program sponsor is approved and has confirmed that it is

offering the Early Orientation (required by the recently approved standards), the Three-Year Preliminary Adult Education Teaching Credential based on three years of experience and/or education may be requested. Issuance of Three-Year Preliminary Adult Education Teaching Credentials will be phased in as follows:

Program Event	Effect on Candidates
Sponsor does not yet have program approved under the new adult education standards	Last issuance date for Five-Year Preliminary Full-Time and Part-Time Adult Education Teaching Credentials under pre-AB 1374 statutes and last date to admit candidates to 'old' program is January 31, 2013 . Candidates must complete the 'old' program by January 31, 2016 or transition to a new program
Sponsor receives approval under new adult education standards	Candidates are admitted to the new program only and CTC begins issuing Three-Year Preliminary Adult Education Teaching Credentials based on three years of full-time experience and/or education

Initial Program Review (IPR) Process

All programs never approved before and those previously approved under the old standards must submit for review of a complete program document addressing all standards. The Initial Program Review (IPR) process occurs with review meetings and trainings in most months. In coordination with their own projected timeline for approval, program sponsors must consider the CTC timelines for review and approval the likely possibility of program revisions resulting from the review feedback. A program proposal template is provided along with a program standards handbook on the CTC web site.

Steps for Initial Program Approval	Timeline
1. Intent to Submit	At least 60 days before submittal of a program proposal document
2. Submittal of a program proposal document	At least 30 days before IPR scheduled meetings
3. Review feedback for meeting the standards	Within 30 days for submission
4. Revisions/responses to program review feedback	As little as a few days or many months, depending on the program sponsors ability to respond in a timely manner.
5. Resubmission of program proposal document revisions resulting from initial program review	At least 30 days before review
6. Review feedback	1 week after review
7. Additional revisions and resubmissions	From a few days to many months, depending on the program sponsors ability to respond in a timely manner
8. Recommendation to the Commission for initial program approval	At least 2 weeks before the next meeting of the Committee on Accreditation

References:

Adult Education Preparation Program Standards

<http://www.ctc.ca.gov/educator-prep/program-standards.html>

New Adult Education Credential Authorizations

<http://www.ctc.ca.gov/educator-prep/PS-alerts/2011/PSA-11-04.pdf>

Submitting a Proposal for an Educator Preparation Program

<http://www.ctc.ca.gov/educator-prep/new-program-submission.html>

Commission Agenda Item: Adoption of Proposed Designated Subjects; Adult Education Program Standards and Credential Requirements

<http://www.ctc.ca.gov/commission/agendas/2010-11/2010-11-2B.pdf>

Program Sponsors Technical Assistance

<http://www.ctc.ca.gov/educator-prep/webcasts.html>

Proposed Additions and Amendments to Title 5 Regulations on Adult Education teaching Credentials

<http://www.ctc.ca.gov/notices/coded/2010/1021.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>.