



PROGRAM SPONSOR ALERT

Date: October 4, 2012	Number: 12-11
Subject: Procedures Required to Re-activate an Inactive Credential Program	

Summary

This alert provides procedures that an institution is to follow to re-activate an inactive credential program.

Background

Institutions may temporarily cease offering an approved program for a variety of reasons such as decreased need in the service area or changes in faculty with expertise in the area. In the past, once a program was approved, it was listed as approved on the Commission website even if the program was not being offered at the institution. At its May 2008 meeting the Committee on Accreditation (COA) took action to allow institutions to declare a program to be *Inactive*. A program may be declared inactive for a maximum of five years. Inactive programs participate in the accreditation system in a modified manner. The following definition of an inactive program is included in the *Accreditation Handbook*:

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 current candidates to complete the program, and*
- 3) might be re-activated by the institution within five years.*

[Program Sponsor Alert 10-16](#) was distributed in August 2010 to clarify inactive status, the responsibilities of institutions that elect to declare a program inactive, and to provide the revised definition to the field.

Re-activating an Approved Inactive Educator Preparation Program

In February 2012, the COA adopted procedures for re-activating an inactive program. An inactive program cannot be re-activated until the COA takes action at a regularly scheduled meeting. Commission staff must work with the institution that wants to re-activate a program prior to the program being placed on the COA's agenda. The COA may require that the institution be present at the COA meeting to respond to questions about the program's re-activation. It is possible, for

institutions where the inactive program is the only approved educator preparation program, that the institution’s accreditation cohort would be modified upon re-activation. An institution should request re-activation a minimum of six (6) months prior to the intended date of re-activation to allow for the process to be completed. Requests submitted with less than six months of time prior to the intended date of re-activation may not be able to be accommodated. Requests may be submitted up to twelve (12) months prior to the intended date of re-activation. The request must specify the program, inactivation date and requested re-activation date as well as the information identified in the table below.

Requests for re-activation will require supporting documentation. The documentation required will vary depending on the length of time the program has been inactive and other factors (e.g. standards and regulations related to the specific educator preparation program and program leadership). The documentation might include some or all of the following:

- Submission of updated Preconditions (General and Program specific)
- Organization Chart with information on the leadership structure for the program and how the program integrates into the education unit of the institution
- Program leadership and faculty vita
- Common Standards— full narrative response or a Common Standards Addendum
- Program narrative linked to supporting documentation

Timeline for Requesting Re-activation of an Approved Program	
When	What
6 months prior to the intended COA meeting	<p>Submit a letter requesting re-activation to the Commission indicating the requested date of re-activation. The letter must provide information addressing the following topics:</p> <ol style="list-style-type: none"> 1) Why re-activation is being requested for this program, at this time. 2) The process your institution engaged in to decide to request re-activation. 3) The changes, if any, that will be made to the re-activated program (course of study and field experiences) compared to the program described in the most recent program narrative. (Prior to being placed on the COA’s agenda for re-activation, the institution will be required to provide updated narrative, course syllabi and supporting documentation for all identified changes.) <p>If the program is making no changes to their previously approved program, the request should indicate that no changes are being made.</p>
Within two weeks of the request arriving at the Commission	<p>Administrator of Accreditation will contact the institution to discuss the type of additional documentation that will need to accompany the Request to Re-activate. The Administrator of Accreditation will assign a consultant to work with the program during the reactivation process and discuss with the institution the impact of the request for re-activation on the program’s participation in the accreditation system. The institution and the Administrator of Accreditation will agree on a timeline for the request to be presented to the COA and the implications for the institution within the Commission’s accreditation system.</p>
2-6 months prior to the intended	<p>Institution prepares the documentation which may include:</p> <ul style="list-style-type: none"> • Updated preconditions

Timeline for Requesting Re-activation of an Approved Program	
When	What
COA meeting	<ul style="list-style-type: none"> • Updated Common Standards, indicating what has changed • updated program narrative, indicating what has changed • updated list of assessments, including what has changed • updated faculty vita, if key faculty assigned to the program have changed • other supporting documentation for submission to the Commission
Minimum of 2 months prior to identified COA Meeting	Documentation supporting Request for Re-activation arrives at the Commission—attention, Administrator of Accreditation and the assigned consultant.
When document arrives	When documentation arrives, review process begins. Updated Common Standards and Program Narratives are reviewed by reviewers. Updated preconditions are reviewed by staff.
Within 10 business days of receiving the documentation in support of the request for re-activation	Staff contacts institution for clarification of information that will be presented to the COA. Staff will work with the institution to finalize all information needed for the COA agenda item. Institution might elect to attend the COA meeting to respond to questions from the COA members.
10 days prior to the identified COA meeting	<p>Request for Re-activation is placed on the COA agenda. Request includes information on when the program was inactivated, information on where the institution is in the accreditation cycle, a staff recommendation on the request to re-activate the program, and staff recommendation for any modification to the institution’s accreditation activities due to this program’s re-activation.</p> <p>If standards have changed in the period of time that the program was inactive, the newly re-activated program will be subject to the specific transition process set by the Commission for that set of standards.</p>
COA Meeting	Program is on COA agenda for re-activation including staff recommendation on request for reactivation. Institution should be available to respond to questions.
After the COA takes action to approve the program’s re-activation	<p>If reactivation is approved by the COA, the approved educator preparation program may, according to their approved activation date:</p> <ol style="list-style-type: none"> 1) Accept candidates to the credential program 2) Begin operating the credential program <p>Recommend completers for the appropriate credential</p>

Once reactivated, newly reactivated programs must participate fully in all accreditation activities: biennial reports, program assessment, and site visits, in accordance with the institution’s cycle of activities.

References

COA May 2008 meeting agenda item:

<http://www.ctc.ca.gov/educator-prep/coa-agendas/2008-05/2008-05-item-15.pdf>

COA August 2010 agenda item:

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

Program Sponsor Alert PSA 10-16:

<http://www.ctc.ca.gov/educator-prep/PS-alerts/2010/PSA-10-16.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>.