



## Commission on Teacher Credentialing

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www.ctc.ca.gov

*Professional Services Division*

### MEMORANDUM

DATE: February 17, 2012

TO: Prospective Members of the Board of Institutional Reviewers

FROM: Cheryl Hickey, Administrator of Accreditation

SUBJECT: Information about Committee on Accreditation Activities and Team Training – April 2-3 “Los Angeles Commuter Training”

You have either indicated an interest or have been recommended to serve as a member of the Committee on Accreditation's Board of Institutional Reviewers (BIR). This group of professional educators participates in three activities related to the accreditation of educator preparation programs -- Initial Program Review, Program Assessment, and Site Visits. As a member of the BIR, you would join with approximately 400 other educators from around this state to act on behalf of the Committee on Accreditation and, through them, on behalf of all the citizens of this state to ensure that educators possess the requisite knowledge and skills required by the credentials they seek.

In order to be eligible to serve, you are required to successfully complete a two day training activity as well as a webinar which is to be viewed prior to your arrival at the training site. Activities in the training include a review of important provisions of the Accreditation Handbook, techniques and strategies for participation on an accreditation team (either Program Assessment or Site Visits), preparation of the accreditation report, and interviewing. A number of simulation activities are used in the training. For the April 2-3 training, the Commission on Teacher Credentialing will pay for your mileage to and from the training venue and lunches on both days. The Commission can reimburse your district for the cost of a substitute teacher, if necessary. **No airline flights or hotel costs will be covered for the cost of the April 2-3 training.**

As a member of the Board of Institutional Reviewers, you will be expected to perform your duties with the highest standards of professionalism. Your work will be judged and continued membership in the BIR will depend on the quality of your work as an accreditation team member.

If you are willing to serve as a member of the BIR, please review the necessary materials which include the information form, directions for a letter of intent, information for you to give to a supervisor or colleague for a letter of recommendation, the criteria the Committee on Accreditation has established for BIR membership, and information on training sessions. Your completion and return of the application materials will serve as an indication of your willingness to serve and provide us with the information we need.

During an average year, the Committee on Accreditation conducts thirty-eight accreditation site visits to colleges, universities, and program sponsors and reviews Program Assessment Documents from about the same number of program sponsors.

Participation in the accreditation process as a team member is a very valuable professional service to the Committee on Accreditation and also to the students of California. Teams provide important information to colleges, universities, and program sponsors and the Committee on Accreditation about the quality of credential preparation programs they assess. The success of the accreditation system depends upon the involvement of qualified professionals, such as you, serving on accreditation teams.

Please return the items listed below by as soon as possible. Applications will be accepted until March 26th or until the session is full. Please include:

Information Form  
Letter of Intent  
Letter of Recommendation (colleague, supervisor, Cluster Regional Director)

Send completed application/information materials to:

**Teri Ackerman**  
**Professional Services Division**  
**Commission on Teacher Credentialing**  
**1900 Capitol Ave**  
**Sacramento, CA 95811**

Materials may also be faxed to Teri Ackerman at **916-324-8927**.

If you have any additional questions, please contact me at the e-mail address listed above.