

# CERT

(See instructions on reverse)

For use by Secretary of State only

ENDORSED FILED  
IN THE OFFICE OF

STD. 400 (REV. 01-2013)

OAL FILE NUMBERS	NOTICE FILE NUMBER <b>Z-203-1015-06</b>	REGULATORY ACTION NUMBER <b>2014-0107-06 C</b>	EMERGENCY NUMBER
------------------	--	---	------------------

2014 FEB -5 PM 3:30

For use by Office of Administrative Law (OAL) only	
RECEIVED FOR FILING PUBLICATION DATE  OCT 15 '13    OCT 25 '13  Office of Administrative Law  NOTICE	2014 JAN -7 PM 4:48  OFFICE OF ADMINISTRATIVE LAW  REGULATIONS

*Debra Bowen*  
DEBRA BOWEN  
SECRETARY OF STATE

AGENCY WITH RULEMAKING AUTHORITY Commission on Teacher Credentialing	AGENCY FILE NUMBER (if any)
---	-----------------------------

### A. PUBLICATION OF NOTICE (Complete for publication in Notice Register)

1. SUBJECT OF NOTICE Cost Recovery Fees for Accreditation Activities	TITLE(S) 5	FIRST SECTION AFFECTED 80691	2. REQUESTED PUBLICATION DATE October 25, 2013
3. NOTICE TYPE <input checked="" type="checkbox"/> Notice re Proposed Regulatory Action <input type="checkbox"/> Other	4. AGENCY CONTACT PERSON Tammy A. Duggan	TELEPHONE NUMBER (916) 323-5354	FAX NUMBER (Optional) (916) 322-0048
OAL USE ONLY <input type="checkbox"/> Approved as Submitted <input type="checkbox"/> Approved as Modified <input type="checkbox"/> Disapproved/Withdrawn	NOTICE REGISTER NUMBER 2013 432	PUBLICATION DATE 10/25/2013	

### B. SUBMISSION OF REGULATIONS (Complete when submitting regulations)

1a. SUBJECT OF REGULATION(S) <i>Cost Recovery Fees for Accreditation Activities</i>	1b. ALL PREVIOUS RELATED OAL REGULATION ACT NUMBER(S) <i>2013-1015-08E</i>
--	---

SECTION(S) AFFECTED (List all section number(s) individually. Attach additional sheet if needed.)	ADOPT <i>80691 and 80692</i>
	AMEND
	REPEAL

3. TYPE OF FILING

<input type="checkbox"/> Regular Rulemaking (Gov. Code §11346)	<input checked="" type="checkbox"/> Certificate of Compliance: The agency officer named below certifies that this agency complied with the provisions of Gov. Code §§11346.2-11347.3 either before the emergency regulation was adopted or within the time period required by statute.	<input type="checkbox"/> Emergency Readopt (Gov. Code, §11346.1(h))	<input type="checkbox"/> Changes Without Regulatory Effect (Cal. Code Regs., title 1, §100)
<input type="checkbox"/> Resubmittal of disapproved or withdrawn nonemergency filing (Gov. Code §§11349.3, 11349.4)	<input type="checkbox"/> Resubmittal of disapproved or withdrawn emergency filing (Gov. Code, §11346.1)	<input type="checkbox"/> File & Print	<input type="checkbox"/> Print Only
<input type="checkbox"/> Emergency (Gov. Code, §11346.1(b))	<input type="checkbox"/> Other (Specify) _____		

4. ALL BEGINNING AND ENDING DATES OF AVAILABILITY OF MODIFIED REGULATIONS AND/OR MATERIAL ADDED TO THE RULEMAKING FILE (Cal. Code Regs. title 1, §44 and Gov. Code §11347.1)

5. EFFECTIVE DATE OF CHANGES (Gov. Code, §§ 11343.4, 11346.1(d); Cal. Code Regs., title 1, §100)

<input type="checkbox"/> Effective January 1, April 1, July 1, or October 1 (Gov. Code §11343.4(a))	<input checked="" type="checkbox"/> Effective on filing with Secretary of State	<input type="checkbox"/> \$100 Changes Without Regulatory Effect	<input type="checkbox"/> Effective other (Specify)
---	---	--	--

6. CHECK IF THESE REGULATIONS REQUIRE NOTICE TO, OR REVIEW, CONSULTATION, APPROVAL OR CONCURRENCE BY, ANOTHER AGENCY OR ENTITY

<input checked="" type="checkbox"/> Department of Finance (Form STD. 399) (SAM §6660) per agency request <i>2/4/2014</i>	<input type="checkbox"/> Fair Political Practices Commission	<input type="checkbox"/> State Fire Marshal
<input type="checkbox"/> Other (Specify) _____		

7. CONTACT PERSON <i>Tammy A. Duggan</i>	TELEPHONE NUMBER <i>(916) 323-5354</i>	FAX NUMBER (Optional) <i>(916) 322-0048</i>	E-MAIL ADDRESS (Optional) <i>tduggan@ctc.ca.gov</i>
---	---	--	--

8. I certify that the attached copy of the regulation(s) is a true and correct copy of the regulation(s) identified on this form, that the information specified on this form is true and correct, and that I am the head of the agency taking this action, or a designee of the head of the agency, and am authorized to make this certification.

SIGNATURE OF AGENCY HEAD OR DESIGNEE <i>Mary Vixie Sandy</i>	DATE <i>1-7-14</i>
TYPED NAME AND TITLE OF SIGNATORY Mary Vixie Sandy, Executive Director	

For use by Office of Administrative Law (OAL) only

ENDORSED APPROVED

FEB 05 2014

Office of Administrative Law

**CALIFORNIA CODE OF REGULATIONS**  
**TITLE 5. EDUCATION**  
**DIVISION 8. COMMISSION ON TEACHER CREDENTIALING**  
**ARTICLE 3. Other Program Approval Procedures**

Subarticle 3. Cost Recovery Fees for Program Approval and Accreditation

§80691. Definitions.

As used in this subarticle, the following terms shall have the meanings as set forth below:

- (a) "Board of Institutional Review member" is an individual who has successfully completed the Commission-provided training detailed in the *Accreditation Handbook* Chapter Eleven, Board of Institutional Review Member Skills and Competencies (rev. 2012), available on the Commission's website and hereby incorporated by reference.
- (b) "Focused site visit" is a site visit requested by the Committee on Accreditation when it is determined that the professional preparation program is not complying with the accreditation system activities specified in the *Accreditation Handbook* Chapter Four, The Accreditation Cycle (rev. 2012), available on the Commission's website and hereby incorporated by reference.
- (c) "Initial institutional approval" is granted by the Committee on Accreditation when an institution that has not previously prepared educators for certification in California has been deemed to meet the accreditation requirements as explained in the *Accreditation Handbook* Chapter Three, Institutional and Program Approval (rev. 2012), available on the Commission's website and hereby incorporated by reference.
- (d) "Initial program review" is the review of a professional preparation program's formal response to the program standards associated with a specific program type as explained in the *Accreditation Handbook* Chapter Three, Institutional and Program Approval (rev. 2012). Initial program review occurs when a professional preparation program intends to offer a new professional preparation program type or when the Commission revises program standards to such a significant degree that a professional preparation program must rewrite the program document.
- (e) "Institution" means any of the following categories of agencies which are authorized to seek initial institutional approval as defined in subsection (c) in order to submit a professional preparation program for approval and accreditation as defined in subsection (h):
  - (1) A California county superintendent of schools office;
  - (2) A California school district;
  - (3) A charter school as established in Education Code Section 47605;
  - (4) A regionally-accredited college or university;

- (5) A non-governmental or community-based organization.
- (f) “Late review” refers to the submission of a Biennial Report, as defined in the *Accreditation Handbook* Chapter Five, Biennial Reports (rev. 2012), available on the Commission’s website and hereby incorporated by reference, and/or a Program Assessment, as defined in Chapter Six, Program Assessment (rev. 2012), available on the Commission’s website and hereby incorporated by reference, after the deadline established pursuant to the *Accreditation Handbook* Chapter Four, The Accreditation Cycle (rev. 2012).
- (g) “Program Assessment” is a process that occurs in year four of the seven year accreditation cycle and requires professional preparation programs to submit to the Commission a clear description of how a program is operating as explained in the *Accreditation Handbook* Chapter Six, Program Assessment (rev. 2012).
- (h) “Professional preparation program” refers to an institution that has been approved by the Commission and accredited by the Committee on Accreditation to offer a program which leads to the issuance of teaching credentials, services credentials, specialist credentials, added authorizations, or certificates.
- (i) “Site revisit” is an accreditation visit that is conducted as a result of an action taken by the Committee on Accreditation to place stipulations on the accreditation of a professional preparation program as detailed in the *Accreditation Handbook* Chapter Fifteen, The Accreditation Revisit (rev. 2012), available on the Commission’s website and hereby incorporated by reference.
- (j) “Site visit” is an accreditation visit conducted in the seventh year of the accreditation cycle as specified in the *Accreditation Handbook* Chapter Four, The Accreditation Cycle (rev. 2012).
- (k) “Standard accreditation cycle” refers to the seven-year accreditation cycle specified in the *Accreditation Handbook* Chapter Four, The Accreditation Cycle (rev. 2012).
- (l) “Stipulations” are placed on the accreditation of a professional preparation program by the Committee on Accreditation when it is determined that one or more applicable common and/or program standards have not been met or have been met with concerns as explained in the *Accreditation Handbook* Chapter Eight, Accreditation Decisions: Options and Implications (rev. 2012), available on the Commission’s website and hereby incorporated by reference.

Note: Authority cited: Section 44225, Education Code. Reference: Sections 44225(h), 44370, 44371, 44372, 44373(c) and 44374, Education Code.

#### §80692. Program Approval and Accreditation Fees

The following fees associated with the activities defined in §80691 shall be submitted to the Commission by the professional preparation program:

- (a) Fees for document review beyond the Standard Accreditation Cycle shall be submitted with the professional preparation program's formal response to the applicable standards as follows:
- (1) Initial institutional approval: \$2,000 flat fee.
  - (2) Initial program review:
    - (A) Professional preparation program that addresses twelve or more standards: \$2,000 flat fee.
    - (B) Professional preparation program that addresses six to eleven standards: \$1,500 flat fee.
    - (C) Professional preparation program that addresses fewer than six standards: \$1,000 flat fee.
    - (D) A professional preparation program that provides a number of Board of Institutional Review members that is equal to or greater than two times the number of their program documents submitted for initial program review annually and that assume all travel costs related to the review of the program documents submitted for initial review shall be exempt from payment of the fees associated with this subsection.
- (b) Fees for the following activities in excess of the regularly scheduled accreditation activities shall be submitted to the Commission in the year that the extraordinary activities are performed:
- (1) Focused site visit: \$1,000 for each individual attending the focused site visit.
  - (2) Late reviews: \$500 per document.
  - (3) Program assessments:
    - (A) No fee shall be charged for the first three reviews of a program assessment submitted by a professional preparation program. The fee for review of a program assessment beyond the first three reviews: \$1,000 flat fee.
    - (B) A professional preparation program that does not complete the program assessment process at least six months prior to a scheduled site visit: \$3,000 flat fee for two additional Board of Institutional Review members to review the program during the site visit.
  - (4) Stipulations:
    - (A) Site revisit: \$1,000 per individual attending the site revisit;
    - (B) Review of a report due to stipulations that does not require a site revisit as detailed in the *Accreditation Handbook* Chapter Nine, Activities during the Seventh Year of the

Accreditation Cycle (rev. 2012), available on the Commission's website and hereby incorporated by reference: \$500 flat fee;

- (C) Review of a report associated with a site revisit as detailed in the *Accreditation Handbook* Chapter Nine, Activities during the Seventh Year of the Accreditation Cycle (rev. 2012): \$1,000 flat fee.

Note: Authority cited: Section 44225, Education Code. Reference: Sections 44225(h), 44371, 44372, 44373(c), 44374 and 44374.5, Education Code.