

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.~~
- (a) “Accreditation Documentation” are formal submissions of documentation required for the Commission to assess the quality of the educator preparation program. These include:
- (1) “Annual data submission” which is information about educator preparation programs as well as data on candidates and completers submitted through the Commission’s Accreditation Data System.
 - (2) “Common Standards response” is a written description and documentation demonstrating how the educator preparation program meets the Common Standards. This response is submitted in year five of the accreditation cycle and during Initial Institutional Approval.
 - (3) “Preconditions response” is a written description and documentation demonstrating how the institution and the educator preparation programs it sponsors meet the preconditions. The response is submitted in years one and four of the accreditation cycle, during Initial Institutional Approval, and during Initial Program Review
 - (4) “Program Review Submission” is a written description and documentation on how a program meets the specific program standards. The response is submitted in year 5 of the accreditation cycle for each of the programs sponsored by the institution
- (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.~~
- (b) “Accreditation system” is the system established by the Commission and implemented by the Committee on Accreditation for accrediting educator preparation programs in California as set forth in Education Code sections 44370 through 44374.5. The system has a standard seven year cycle and requires active participation from institutions with educator preparation programs through various Accreditation Documentation submissions and accreditation team site visits.

~~(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.~~

(c) “Accreditation team site visit” is an onsite or technologically facilitated review of an approved or provisionally approved institution and its educator preparation programs for the purpose of observing and ensuring the institution’s compliance with all relevant state statutes, regulations and standards of quality established by the State of California for preparing educators to serve in public schools. The Commission’s Administrator of Accreditation determines the composition of the team which, includes volunteer Board of Institutional Review members and volunteer education experts. The team is accompanied and facilitated by a Commission staff member.

- (1) “Standard accreditation site visits” take place in year six of the accreditation cycle when an institution has turned in required accreditation documents throughout the accreditation cycle. A site visit team reviews how the institution is implementing the program and common standards. These visits result in an accreditation decision by the Committee on Accreditation.
- (2) “Focused accreditation site visits” are accreditation team site visits authorized by the Committee on Accreditation when the educator preparation program is not demonstrating compliance with the accreditation system requirements. The Administrator of Accreditation for the Commission determines the number of accreditation team members needed for the focused site visit.
- (3) “Initial focused accreditation site visits” are accreditation team site visits authorized by the Commission that occur after the first set of candidates complete the approved program(s) at the provisionally approved institution, in order to determine if the institution has complied with the accreditation system requirements for earning full Commission approval. The Commission’s action at the time of provisional approval will determine when the initial focused site visit will take place. The Administrator of Accreditation for the Commission determines the number of accreditation team members needed for the initial focused site visit.
- (4) “Accreditation site revisits” are accreditation visits conducted in the year after the site visit in order to determine whether the institution has taken corrective action to address the stipulations placed upon it by the Committee on Accreditation.

- (5) “Joint accreditation site visits” are standard or focused accreditation team site visits, as defined in subdivision (c)(1) and (c)(2), that take place with national accreditation bodies and their team members in addition to the Commission’s accreditation team.
- ~~(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.~~
- (d) “Board of Institutional Review member” is an individual who has successfully completed the Commission’s Board of Institutional Review training and who possesses the knowledge, skills, and abilities to participate in the accreditation system as a volunteer reviewer of Accreditation Documentation and as a volunteer member of accreditation site visit teams.
- ~~(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.~~
- (e) “Educator preparation program” refers to a planned course of study including fieldwork and clinical practice that has been approved by the Commission and accredited by the Committee on Accreditation which leads to the issuance of teaching credentials, services credentials, specialist credentials, added authorizations, or certificates. For the purposes of cost recovery fees, categories of educator preparation programs include:
- (1) “Category I: Preliminary/Initial Preparation,” defined as educator preparation programs that lead to a preliminary or initial credential and may require credential holders to obtain the necessary category II credential.
- (2) “Category II: Second Tier Preparation,” defined as educator preparation programs that require candidates to hold a category I credential or related state issued license as a prerequisite.
- (3) “Category III: Added Authorizations,” defined as educator preparation programs leading to authorizations that can be added to an existing credential.
- ~~(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).~~

- (f) "Eligibility criteria" are Commission-adopted criteria that must be responded to by an institutions seeking Initial Institutional Approval and reviewed by Commission staff prior to Commission consideration for Initial Institutional Approval.

- ~~(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).~~
- (g) "Initial Institutional Approval" is a multi-stage approval process used by the Commission when an institution is not currently approved to prepare educators for certification in California. If granted approval, the institution becomes part of the ongoing accreditation cycle.

- ~~(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.~~
- (h) "Initial Program Review" is the review of an institution's formal response to the program standards associated with the specific type of educator preparation program for which the institution is pursuing approval. Initial Program Review occurs when an institution intends to offer a new educator preparation program type or when the Commission significantly revises program standards. Initial Program Review is conducted by two or more volunteer Board of Institutional Reviewers members or other volunteer education expert who determine whether the proposed program meets all relevant requirements for that credential program. Once the Board of Institutional Review members makes that determination, the Committee on Accreditation consider the program proposal for approval.

- ~~(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.~~
- (i) "Institution" means any of the following categories of agencies that are authorized to seek Initial Institutional Approval as defined in subsection (g) in order to submit an educator preparation program for approval and accreditation:

(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 as established in Education Code section 44227.2.

- ~~(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).~~
- (j) “Seventh year report” is a report required by the Committee on Accreditation following the year six accreditation team site visit. Seventh year reports detail how the institution is addressing issues identified during the site visit and are prepared by the institution and submitted to the Committee on Accreditation for review. Seventh year reports are required of all institutions with stipulations and may be required for institutions without stipulations for which the Committee on Accreditation has specifically taken action to require a 7th year report.
- ~~(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:~~
 - Initial Institutional Approval and Initial Program Approval Fees:
 - (1) Initial institutional approval: \$2,000 flat fee. Review of eligibility criteria: \$1,000
 - (2) Initial program review: Review of Initial Institutional Approval documents:

- (A) ~~Professional preparation program that addresses twelve or more standards: \$2,000 flat fee.~~ Common standards response document: \$1,000 flat fee.
- (B) ~~Professional preparation program that addresses six to eleven standards: \$1,500 flat fee.~~ Initial, general and program specific preconditions: \$1,000 flat fee.
- (3) ~~Professional preparation program that addresses fewer than six standards: \$1,000 flat fee.~~ Initial Program Review:
 - (A) Category I: Preliminary/Initial Preparation program review: \$2,000 flat fee.
 - (B) Category II: Second Tier Preparation program review: \$1,500 flat fee.
 - (C) Category III: Added Authorization program review: \$1,000 flat fee.
- (4) ~~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.~~ Initial focused site visit: \$1,000 per individual attending the site visit.
- (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.~~ Review of late submission of accreditation documentation required throughout accreditation cycle: \$500 per document.
 - (3) ~~Program assessments:~~ Joint visitation with national accreditation bodies: \$2,500 flat fee.
 - ~~(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:~~ Seventh Year Activities:
 - (A) ~~Site revisit: \$1,000 per individual attending the site revisit;~~ Accreditation site revisit: \$1,000 per individual attending the site visit in the seventh year.

- (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;~~ Review of seventh year report on how stipulations have been addressed when no site revisit is required by the Committee on Accreditation: \$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.~~ Review of report associated with an accreditation site revisit: \$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