



Commission on Teacher Credentialing

1900 Capitol Avenue Sacramento, CA 95811 (916) 324-8002 Fax (916) 324-8927 www.ctc.ca.gov

Professional Services Division

May 12, 2014

To: Deans and Directors of Educator Preparation Programs – Green Cohort

The accreditation system requires that all institutions submit program assessment documents in the fourth year of the cycle. As Green Cohort members, your institution is scheduled to submit program assessment documents by December 31, 2014. These institutions/program sponsors will have a Site Visit during the 2016-2017 year and, therefore, the review of the program documents need to be finalized, at the latest, by late fall of 2015.

This letter and the Program Assessment Quick Guide outline the purpose and process of Program Assessment as well as provide valuable best practices for preparing your documents. These best practices should help you to complete Program Assessment in a timely manner and position your institution for a successful Site Visit. **Taking the time to thoroughly read the materials provided and related linked information will be highly beneficial as your institution moves towards the accreditation Site Visit in 2016-2017.**

Information Required by June 1, 2014

In addition to this letter you have received a listing of all of the approved programs for your institution which indicates which programs require a Program Assessment document. This information has been put together using the [Credential Information Guide's \(CIG\)](#) list of Approved Programs for your institution. Please contact us if you need any assistance in determining the currently approved programs at your institution. If any of those programs are no longer offered by your institution, please contact Commission staff immediately. For information on withdrawing a program or applying for inactive program status, email Program Assessment staff (programassessment@ctc.ca.gov).

In order to help in the planning for timely readings of the program assessment documents, please fill out the [Green Cohort Contact Information Request Questionnaire](#) which will ask you to provide contact information for each program coordinator as well as identify possible volunteer readers from your institution to take part in program assessment reading sessions. Participating in a reading session is to prepare for submission of a Program Assessment document. In addition, the more individuals we have volunteer, the quicker the turnaround time on document feedback for all institutions. Please fill out this short survey **by June 1, 2014.**

Thank you for your time and attention. Please do not hesitate to contact staff with questions regarding the process at programassessment@ctc.ca.gov.

Sincerely,

A handwritten signature in black ink that reads 'Cheryl Hickey'. The signature is written in a cursive, flowing style.

Cheryl Hickey

Administrator of Accreditation