

Stage II: Eligibility Requirements

Stage II: Eligibility Requirements include twelve criteria to which prospective program sponsors must respond. Once submitted, an institution’s responses to the twelve criteria are reviewed. Responses to criteria 1 through 9 will be reviewed by Commission staff who will then make a recommendation to the Commission. Staff will not make a recommendation to the Commission regarding criteria 10, 11 and 12 but will summarize the information provided by the institution for the Commission. The Commission will make a determination on all criteria and grant an institution one of the following: 1) Eligibility; 2) Eligibility with specific topics to be addressed in Stage III; 3) Resubmission with additional information, or 4) Deny eligibility. A determination of either 1) Eligibility or 2) Eligibility with specific topics to be addressed in Stage III, allows an institution to move forward to Stage III of the Initial Institutional Approval process.

Below is a table that includes the twelve eligibility requirement criteria, required information for each of the criteria and factors to consider as an institution prepares its responses.

Eligibility Requirement	Required Information	Factors to Consider
Criterion 1: Responsibility and Authority		
<p>The institution clearly identifies the lines of authority and responsibility for any and all educator preparation programs within the institution and provides assurance that only those person(s) employed by the program sponsor will recommend individuals to the Commission for a credential or authorization.</p>	<p>a) Identify the position within the organizational structure that is responsible for ongoing oversight of all educator preparation programs offered by the entity including educator preparation programs offered by extension divisions, if applicable.</p> <p>b) Identify the individual and position within the organizational structure that will coordinate each educator preparation program sponsored by the entity. Include a description of the reporting relationship between this person(s) and (a). If a reporting relationship is indirect, describe the levels of authority and responsibility for each educator preparation program.</p>	<p>a) Has the institution identified the position within the organizational structure that will be responsible for oversight of all educator preparation?</p> <p>b) Has the institution provided information about the person(s) responsible for the day to day coordination of the program(s)?</p>

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	<p>c) Provide an organizational chart for the institution as well as the division(s) within the institution responsible for the oversight of educator preparation programs; include any parent organization, outside organization(s), or partner(s) who will be involved in the oversight of the educator preparation unit and/or responsible for program delivery. Ensure that these charts depict lines of authority.</p> <p>d) Provide assurance to ensure that duties regarding credential recommendations are not delegated to persons other than employees of the Commission approved institution.</p> <p>e) Provide assurance that those individuals identified as responsible for credential recommendations will participate in Commission training related to the recommendation process.</p>	<p>c) To what extent is the reporting relationship between the person responsible for coordination and the person responsible for oversight clearly described?</p> <p>To what extent does the organizational chart include all relevant persons responsible for the overall oversight, delivery, and success of the program and their relationship to one another?</p> <p>To what extent does the organizational chart indicate the likelihood that the program(s) will be well supported and monitored?</p> <p>d) To what extent did the institution provide assurances that clearly establish that only employees of the approved program sponsor will make credential recommendations?</p> <p>e) To what extent did the institution provide assurance that all persons responsible for making recommendations will participate in Commission trainings?</p>
Criterion 2: Lawful Practices		
<p>A program of professional preparation must be proposed and operated by an entity that makes all personnel decisions regarding the employment, retention or promotion of employees without unlawful discrimination. The entity must make all decisions regarding the admission, retention and graduation of students without unlawful discrimination.</p>	<p>a) A copy of the institution’s policies governing personnel decisions including employment, retention, and promotion (employee handbook, recruiting materials, or other published personnel materials) that include reference to an unlawful discrimination policy.</p> <p>b) A copy of the institution’s policies related to candidate admissions, retention, and graduation (candidate handbook, website, or other materials) that include reference to an unlawful discrimination policy.</p>	<p>a) To what extent does the institution have policies in place indicating that it makes all personnel decisions free from unlawful discrimination?</p> <p>b) To what extent does the institution have policies for candidates that set forth that decisions regarding admission, retention and graduation/completion of candidates must be free from unlawful discrimination?</p>

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Criterion 3: Commission Assurances and Compliance		
<p>The institution assures all of the following:</p> <p>a) That there will be compliance with all preconditions required for the initial program(s) the institution would like to propose (General and program specific preconditions for proposed programs must accompany this document)</p> <p>b) That all required reports to the Commission including but not limited to data reports and accreditation documents, will be submitted by the Commission approved entity for all educator preparation programs offered including extension divisions.</p> <p>c) That it will cooperate in an evaluation of the program by an external team or a monitoring of the program by a Commission staff member.</p> <p>d) That the sponsor will participate fully in the Commission’s accreditation system and adhere to submission timelines.</p> <p>e) That once a candidate is accepted and enrolled in the educator preparation program, the sponsor will offer the approved program, meeting the adopted standards, until the candidate;</p> <ol style="list-style-type: none"> i. Completes the program; ii. Withdraws from the program; iii. Is dropped from the program; iv. Is admitted to another approved program to complete the requirements, with minimal disruption, for the authorization in 	<p>a) A statement of assurance from institutional leadership that the institution will be in compliance at all times with all relevant preconditions for the programs it will offer.</p> <p>b) A statement of assurance from institutional leadership that the institution will provide all required data reports, including but not limited to data reports and accreditation documents.</p> <p>c) A statement of assurance from institutional leadership that the institution will cooperate in an evaluation of the program by an external team and monitoring of the program by Commission staff.</p> <p>d) A statement of assurance from institutional leadership that it will participate fully in the accreditation system and adhere to submission timelines.</p>	<p>a) To what extent did the institution provide a statement of assurance from institutional leadership that address each and every area identified in the criterion?</p>

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<p>the event the program closes. In this event, an individual transition plan would need to be developed with each candidate.</p>	<p>e) A statement of assurance from institutional leadership that clearly states that the institutional leadership understands its responsibilities to enrolled candidates; in the event the program is to close, whether it be by voluntary action on the part of the institution or as a result of Commission action.</p>	<p>e) To what extent did the institution provide assurance from institutional leadership that they understand their commitment to enrolled candidates in the event of program and/or institutional closure?</p>
Criterion 4: Requests for Data		
<p>The institution must identify a qualified officer responsible for reporting and responding to all requests from the Commission within the specified timeframes for data including, but not limited to:</p> <ul style="list-style-type: none"> a) program enrollments b) program completers c) examination results d) state and federal reporting e) candidate competence f) organizational effectiveness data g) other data as indicated by the Commission 	<p>a) Identify the individual(s), (including name, title, and division or department of the institution) who will be responsible for submitting any and all data to the Commission.</p>	<p>a) To what extent did the institution provide sufficient information about who would be responsible for responding to all data reporting requirements and all requests for data?</p>
Criterion 5: Grievance Process		

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<p>The institution has a clearly identified grievance process for handling all candidate grievances in a fair and timely manner. The grievance process is readily accessible for all applicants and candidates and is shared with candidates early in their enrollment in the program.</p>	<p>a) Provide a clearly delineated grievance process for candidates and applicants that is fair and is likely to ensure timely resolutions for candidate and applicants.</p> <p>b) Demonstrate how information pertaining to the grievance process is accessible to all candidates and applicants.</p> <p>c) Provide documentation that candidates will be informed of the grievance process.</p>	<p>a) To what extent does the program have a clearly identified grievance process for handling all candidate grievances?</p> <p>To what extent does the grievance procedure seem fair and likely to ensure timely resolutions for candidates?</p> <p>b) Is it clear how the information will be accessible to all candidates and applicants?</p> <p>c) Is it clear when and in what manner candidates will be informed of the grievance process?</p>
Criterion 6: Communication and Information		
<p>The institution must provide a plan for communicating and informing the public about the institution and the educator preparation programs. The plan must demonstrate that:</p> <p>a) The institution will create and maintain a website that includes information about the institution and all approved educator preparation programs. The website must be easily accessible to the public and must not require login information (access codes/password) in order to obtain basic information about the institution's programs and requirements as listed in (b).</p> <p>b) The institution will make public information about its mission, governance and administration, admission procedures, and</p>	<p>a) Provide a plan that describes the website that will be developed.</p>	<p>a) Does the institution assure that no login (access code or password) will be required for the public to access information about the educator preparation programs?</p>

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<p>information about all Commission approved educator preparation programs.</p> <p>Information will be made available through various means of communication including but not limited to website, institutional catalog, and admission material.</p>	<p>b) Affirm that the information will be available to the public and that the information on mission, governance, and administration, and admission procedures will be included.</p>	<p>b) Is a plan provided that includes information about the creation and maintenance of a website for the educator preparation programs?</p> <p>Does the institution affirm that information will be made available to the public including mission, governance, and administration and admission procedures?</p>
Criterion 7: Student Records Management, Access, and Security		
<p>The institution must demonstrate that it will maintain and retain student records. Institutions seeking Initial Institutional Approval will provide verification that:</p> <p>a) Candidates will have access to and be provided with transcripts and/or other documents for the purpose of verifying academic units and program completion.</p> <p>b) All candidate records will be maintained at the main institutional site or central location (paper or digital copies).</p> <p>c) Records will be kept securely in locked cabinets or on a secure server located in a room not accessible by the public.</p>	<p>a) Provide information on the manner in which candidates will have access to and be provided with transcripts and/or documents for the purpose of verifying academic units and program completion.</p> <p>b) Provide information as to where candidate records will reside and how candidates will be able to access these records when necessary.</p> <p>c) Provide information and assurances that all candidate records will be kept in either securely locked cabinets or on a secure server, both of which are in rooms not accessible by the public.</p>	<p>a) To what extent did the institution provide sufficient information as to the manner in which candidates will have access to and be provided with transcripts or other documents for the purpose of verifying academic units and program completion?</p> <p>b) To what extent did the institution provide sufficient information that indicates that candidate records will be maintained at the main institutional site or central location (paper or digital copies)?</p> <p>c) To what extent did the institution provide sufficient information that ensures that all candidate records will be kept in secure locations not accessible by the public?</p>
Criterion 8: Disclosure		

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<p>Institutions must disclose information regarding:</p> <ul style="list-style-type: none"> a) The proposed delivery model (online, in person, hybrid, etc.) b) All locations of the proposed educator preparation programs including satellite campuses. c) Any outside organizations (those individuals not formally employed by the institution seeking IA) that will be providing any direct educational services, and what those services will be, as all or part of the proposed programs. 	<ul style="list-style-type: none"> a) Provide information regarding the proposed delivery model for the proposed program(s). b) Provide the Commission with a chart indicating all locations of the proposed program(s) including any satellite campus. c) Provide a list of any entities (such as partner organizations, businesses, vendors) that will be providing any direct educational services to candidates. (This is not intended to include vendors used to collect, house, and report data). Include a description of the anticipated services the outside entities listed in (c) will provide. 	<ul style="list-style-type: none"> a) To what extent did the institution provide sufficient information about the anticipated delivery model for the proposed program(s)? b) To what extent did the institution provide sufficient information about all the locations of the proposed programs including satellite campuses? c) To what extent did the institution clearly identify any outside entities that would provide any direct educational services to candidates?
Criterion 9: Veracity in all Claims and Documentation Submitted		
<p>The institution and its personnel demonstrate veracity in all statements and documentation submitted to the Commission. Evidence of a lack of veracity is cause for denial of IIA.</p>	<ul style="list-style-type: none"> a) A statement signed by institutional leadership affirming that all information provided to the Commission and prospective candidates in all matters is truthful and accurate. b) Any information that arises on this matter may be considered by the Commission to be relevant. 	<ul style="list-style-type: none"> a) From all indications, does the institution appear to be providing the Commission, prospective candidates, and the public with complete, accurate and truthful information? b) Has there been any information that may indicate that the institution has not provided the Commission, potential candidates, and the public with complete, accurate and truthful information?
Criterion 10: Mission and Vision		
<p>An institution’s mission and vision for educator preparation is consistent with California’s approach to educator preparation.</p>	<ul style="list-style-type: none"> a) Statement of the institution’s mission and vision for Educator Preparation. 	<ul style="list-style-type: none"> a) To what extent did the institution provide a clear mission and vision for educator preparation programs that the institution seeks to offer to prospective California candidates?

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<p>*A complete program design with significant detail included is not what is intended here as that will be submitted to ensure alignment with the Commission’s adopted program standards in Stage III. Rather, the intent is to provide the Commission with sufficient information to ensure that the institution’s philosophy and approach about educator preparation is consistent with California’s.</p>	<ul style="list-style-type: none"> b) A statement confirming that the mission and vision will be published on the website and in institutional documents provided to candidates. c) Information about how the mission and vision for educator preparation reflects the institution’s commitment to California’s adopted state standards and frameworks for TK-12 students. d) Information that demonstrates the institution’s commitment to preparing candidates to work effectively with the full range of California TK-12 students. e) Statement that includes which educator preparation program(s) the institution will seek to offer. f) Information about the institution’s philosophical and/or theoretical framework or approach underlying the design of educator preparation.* g) If applicable, provide a description of the ways in which the proposed program for California would be similar or different from programs operated in another state. h) Any other relevant information the institution believes will allow the Commission to better understand the institution and its programs. 	<ul style="list-style-type: none"> b) To what extent did the institution confirm that the mission and vision will be published on the website and in institutional documents provided to candidates? c) To what extent does the information about the institution’s mission and vision demonstrate the institution’s commitment to California’s adopted state standards and frameworks for TK-12 students? d) To what extent does the information about the institution’s mission and vision demonstrate the institution’s commitment to the health and success of all students? f) To what extent does the information provided about the proposed program design indicate that sufficient attention will be paid to both the theoretical foundations of teaching and learning and effective professional practice?

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Criterion 11: History of Prior Experience and Effectiveness in Educator Preparation		
<p>Institutions seeking IIA must have sponsored an educator preparation program leading to licensure, or participated as a partner in any educator preparation programs and/or programs focused on K-12 public education and provide history related to that experience.</p> <p>CTC staff will research available information about the institution relevant to the application for initial institutional approval</p> <p>Institutions must submit:</p> <p>Proof of third party notification enlisting comments to be sent to: Input@ctc.ca.gov</p>	<ul style="list-style-type: none"> a) History related to its prior experience preparing, training and supporting educators within California or in other states. b) A list of all states and/or countries in which the institution is currently operating an educator preparation program and the status of the institution’s approval in each of those locations. c) If applicable, a copy of the most recent approval document (state approval/accreditation and, if applicable, letter or report from regional accrediting body, if applicable, indicating accreditation status. d) For institutions currently operating educator preparation programs in another state, data from the most recent 5 years indicating number of candidates enrolled in the institution’s programs and number who have completed program (taking into account the length of time of the program design). e) If offering educator preparation program(s) in other states, any information available on placement rates for candidates in the schools. f) Evidence that the entity has fostered positive working relationships with educational partners in establishing its programs in California to meet local educational needs. g) Evidence that candidates have been satisfied with the educator preparation programs offered 	<ul style="list-style-type: none"> a) Is there information that the institution has prior experience successfully preparing, training, and/or supporting educators or partnering with institutions that prepare educators? b) To what extent did the institution provide a complete and accurate list of all the states and/or counties in which it is operating an educator preparation program? c) Is there sufficient information that the entity is operating in good standing in other jurisdictions where it is/has sponsored educator preparation or other related work? d) To what extent does the data provided regarding completion indicate that most candidates are able to successfully complete the program in a timely manner? e) To what extent does the data provided indicate that candidates that complete the institution’s programs are likely to be employed as educators? f) To what extent does the institution have either a positive history of working collaboratively with local educational partners and/or information that it will work collaboratively with local educational partners (for instance, TK-12 institutions working with feeder IHE programs or IHE programs working collaboratively with TK-12 employers)

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	by the entity and the services they received by the institution.	g) To what extent does the information provided indicate that candidates are satisfied with the institution and with the services they receive?
Criterion 12: Capacity and Resources		
An institution must submit a Capacity and Resources plan providing information about how it will sustain the educator preparation program(s) through a 2 – 3 year provisional approval (if granted) at a minimum. A plan to teach out candidates if, for some reason, the institution is unable to continue providing educator preparation program(s).	<ul style="list-style-type: none"> a) Copy of the most recent audited budget for the institution. b) A proposed operational budget for the educational unit. c) Information about instructional and support personnel for the educational unit. This information shall include, but not be limited to: <ul style="list-style-type: none"> 1) The number and type of faculty (full time faculty, pt. time adjunct, etc.) and/or instructional personnel, including support providers and coaches if induction, who will be employed or used to provide services to candidates in the first 2-3 years of the program’s operation. 2) The criteria or minimum qualifications for each of the positions listed above. 	<ul style="list-style-type: none"> a) To what extent did the institution provide information from a recent audit that indicates that the institution is economically stable? b) Does the information provided indicate that that the institution will provide adequate resources to operate effective educator preparation programs in the first 2-3 years of the program? c) Does the information provided indicate that the leadership, instructional personnel and support staff are capable of maintaining and delivering an effective educator preparation program. d) To what extent did the institution provide clear information about which educational services would be located outside of California? And

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	<p>3) If the institution applying is an out of state institution, provide all relevant information about how the instructional services will be delivered to candidates. For instance, will faculty and instructional personnel remain located in the home state and provide services via technology to candidates in California?</p> <p>d) If the institution applying is an out of state institution, the institution must provide all relevant information as to which of the educational services would be located outside of California. For instance, if candidates must go through the out of state offices in order to get financial aid services, the institution should provide that information to the Commission.</p> <p>e) Evidence of TK-12 partnerships for the purposes of providing fieldwork.</p> <p>f) Information demonstrating sufficient facilities and/or digital learning platforms for candidates.</p> <p>g) A plan to teach out candidates if, for some reason, the institution is unable to continue providing educator preparation program(s).</p>	<p>does the plan indicate that prospective California candidates would be well served by the plan?</p> <p>To what extent did the institution provide sufficient information to indicate that if any of the instructional services will be delivered from outside of California, that these services will meet the needs of prospective California candidates?</p> <p>e) To what extent did the institution provide information that demonstrate that it is working collaboratively with TK-12 schools to ensure appropriate fieldwork experiences for candidates?</p> <p>f) To what extent did the institution provide information that there will be sufficient facilities and/or effective digital learning platforms for candidates?</p> <p>g) To what extent did the institution provide a Teach Out plan that identifies, at least broadly what actions would be taken to ensure that the interest of enrolled candidates will be sufficiently addressed in the event of program and/or institution closure?</p>