Application to Request Inactive Status
(For Currently Approved Programs)

The institution listed below requests that a CTC approved educator preparation program be reclassified from "approved-active" to "approved-inactive." We have read and understand the terms and procedures required for inactive status. In addition, we understand inactive programs will participate in accreditation activities in a modified manner, as specified in the *Accreditation Handbook*, and that the Committee on Accreditation (COA) action is required for reactivation of the program.

Submission Date of Application

Institution:

Name of Approved Program:

Type of Credential:

Semester/Quarter/Term for Last Candidates(s) to be Admitted:

Date/Anticipated Date of Completion for Last Candidate(s) Enrolled:

Number of Students Currently Enrolled as of Date Form Completed:

Requested Effective Date for Inactive Status *(see below)*

Important Note: Effective date cannot be prior to the next scheduled COA meeting date *or more than six months after the submission date of this application. Applications with a requested effective date outside the six month window will be returned.*

Application Submitter Name and Title

Application Submitter Email

Name of Unit Head (Dean, Superintendant)

Title

☐ By checking this box the Application Submitter is acknowledging that the Unit Head (Dean, Director, Superintendent) has approved this application and request to make the program inactive. If the Unit Head is not the email sender of this form they **must be cc'd on the email**. Applications that do not have this box checked and/or that do not include a cc to the Unit Head will be returned to the institution and granting of inactive status may be delayed.

Email the completed form to **accreditation@ctc.ca.gov**

COA USE ONLY

Date of COA Action

Effective Date of Inactive Status