



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 Committee on Accreditation (COA) action is required for reactivation of the program.

Submission Date of Application

Institution Name

Name of Approved Program

Type of Credential

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

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.

In 3-5 sentences, please provide the reason/rationale for making the program inactive, and the intent for the future of this program. Note that programs may only remain in inactive status for up to 5 years.

Application Submitter Name and Title

Application Submitter Email

Name of Unit Head (Dean, Superintendent)

Title

By checking this box the Application Submitter acknowledges 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