

Initial Institutional Approval and Initial Program Review Submission Guidelines, Document Formatting, and Transmission Requirements

The following guidelines should assist prospective program sponsors in the preparation and submission of both Initial Institutional Approval (IIA) proposals and Initial Program Review (IPR) proposals.

- The first section, “Submission Guidelines” provides information about what is required for either an IIA submission or an IPR submission. Please keep in mind this list is general. Not all items will apply to both an institution of higher education and a district or county office submitting a program proposal.
- The second section title “Document Formatting and Transmission Requirements” provides formatting requirements to be used when submitting electronic documents for review.

I. Submission Guidelines

Initial Institutional Approval

1. The [Intent to Apply for Initial Institutional Approval](#) form must be faxed or emailed in 60 days prior to the physical submission of the document.
2. Submit **1** electronic copy of your document (refer to the *Document Formatting and Transmission Requirements* section below).
3. Your document should include:
 - a. Title Page
 - b. Introduction/Table of Contents
 - c. Mission Statement
 - d. [General Preconditions](#)
 - e. [Common Standards](#)
 - f. Appendix A: Attachments (cross referenced in Table of Contents)
 - g. Appendix B: Syllabi (organized by course number)
 - h. Appendix C: Vitae (organized alphabetically)

Initial Program Review

FOR EDUCATOR PREPARATION PROGRAMS:

The [IPR Institutional Verification form](#) must be emailed or faxed in prior to the electronic submission of the document.

1. Submit **1** electronic copy of your program proposal document 30 days prior to CTC posted initial program review dates. (to learn more about how to submit an electronic copy and how it must be formatted, please refer to part II. *Document Formatting and Transmission Requirements* section below).
2. Complete and submit the [IPR Transmittal Check List](#)
3. Your document should include:
 - a. Title page
 - b. Introduction/Table of Contents
 - c. Response to appropriate Preconditions
 - d. Response to Common Standards or Common Standards Addendum. Please Review [PSA 10-11](#) Common Standards; When to submit a response and when Common Standards are reviewed. (May 12, 2010).

- e. Response to appropriate Program Standards. Focus response to the standards with the following in mind:
 - How: A clear narrative that describes how the program meets the standards
 - Sufficient: The narrative addresses all aspects of the standard and describes the how
 - Evidence: Is there evidence (course syllabi) supporting
- f. Appendix A: Attachments (cross reference in Table of Contents)
- g. Appendix B: All syllabi should be organized by course number. Syllabi should include:
 - Course description
 - Goals/Objectives/Candidate Competencies
 - Assessment references
 - Texts names and resources
 - Sequence of instruction
 - Course assignments
 - Course outcomes
 - Course grading
 - Disability accommodations statements
 - Instructor names

FOR SUBJECT MATTER PROGRAMS:

The [IPR Institutional Verification form](#) must be emailed or faxed in prior to the electronic submission of the document.

1. Submit **1** electronic copy of your program proposal document 30 days prior to CTC posted initial program review dates. (to learn more about how to submit an electronic copy and how it must be formatted, please refer to part *II. Document Formatting and Transmission Requirements* section below).
2. Complete and submit the [IPR Transmittal Check List](#)
3. Your document should include:
 - a. Title page
 - b. Introduction/Table of Contents
 - c. Response to appropriate Preconditions
 - d. Response to the Standards Common to all Subject Matter Programs
 - e. Response to appropriate Subject Matter Program Standards. Focus response to the standards with the following in mind:
 - How: A clear narrative that describes how the program meets the standards
 - Sufficient: The narrative addresses all aspects of the standard and describes the how
 - Evidence: Is there evidence (course syllabi) supporting
 - f. Appendix A: Attachments (cross reference in Table of Contents)
 - g. Appendix B: All syllabi should be organized by course number. Syllabi should include:
 - Course description
 - Goals/Objectives/Candidate Competencies
 - Assessment references
 - Texts names and resources
 - Sequence of instruction
 - Course assignments
 - Course outcomes
 - Course grading
 - Disability accommodations statements

-Instructor names
h. Alignment Matrix

II. Document Formatting and Transmission Requirements

Over the years the institutions submitting Initial Program Review (IPR) and Initial Institutional Approval (IIA) documents have requested guidelines to ensure that their submissions are in a form that can be accessed by all readers. The following guidelines have been updated to reflect five years of working with electronic document submissions and after numerous conversations with readers and submitters. These guidelines are intended to assist educators in writing and submitting appropriately formatted Initial Program Review and Initial Institutional Approval documents.

PDF Format: IPR and IIA documents must be submitted in Adobe PDF format. PDFs are the most compatible across the variety of computers and operating systems.

All of the information and attachments must be contained in **one PDF document**. Having only one document provides easy access for readers. Submission of multiple files can create a significant delay in the reading process and many times results in broken hyperlinks. If the submission is too difficult for the readers to navigate, the document will be returned without being read.

Hyperlinks or Bookmarks: Documents must have a hyperlinked table of contents or utilize the bookmark feature in Adobe. *(Please note that materials in PDF format do not need a link to return the reader back to the section of the document they were reading, this can be done by using the Alt + left arrow key to go back and the Alt + right arrow key to go forward. The command key is used on Macs.)*

If any of the evidence/appendices are multiple page documents it is helpful to have hyperlinks that take the reader to the exact topic or assignment, rather than the first page of the syllabi. When it is applicable location specific links will help guide readers to your supporting documentation.

Pagination: Each part of the document must be paginated so that readers can go from the narrative to supporting documentation with ease. The program may choose continuous pagination for the entire document or individual attachments (syllabi, assessment documents, etc.) may have their own separate pagination.

Title Page: Include a title page which contains the following: Institution name, name and email address of the contact person, institution mailing address; and the name of the credential associated with the program.

For example, your institution might call your program an Education Leadership program and the program leads to a Preliminary Administrative Services program – if that is the case be sure to list the name of your program and then next to it list “Preliminary Administrative Services.”

Transmission: Documents should be sent via email as an attachment. This means the document must be well under 10MB and cannot be sent as a zipped file. If you are unable to send the

document as an email attachment it can be posted on a website provided that there is easy access for both the CTC staff and the document readers. Please contact us at IPR@ctc.ca.gov to discuss other types of submission methods (such as drop box) that may exist.

Fill out and send, with your electronic submission, the [IPR Transmittal Check List](#). This document is required to be sent in with your submission.

Please remember that your document should not be considered received by the Commission until you receive confirmation email acknowledging receipt.

Unacceptable Forms of Transmission: The Commission's Professional Services Division no longer accepts paper copies of any program document and are trying to move away from CD and Flash drive submissions as well. *Google Docs* is not an ideal way to submit documents and we ask that institutions use the other transmission options listed above.

We realize there are varying levels of technical assistance at each institution and ask that programs do the very best they can to comply with the requirements outlined in this document.

The internet can be an extremely helpful resource when determining how to accomplish the formatting requirements for your Program Assessment submission. Some programs have used outside assistance to ensure hyperlinks are correctly formatted. We understand that the compilation of each submission involves considerable effort. Your attention to the details is greatly appreciated and will help ensure that reviewers have access to all submissions and documentation.

The Commission is not able to provide technical assistance on issues such as hyperlinking or creating a PDF; however, assistance is available from CTC regarding the content of the documents. If you have questions regarding the submission requirements please email IPR@ctc.ca.gov