



## Request to Use IPR Document in Lieu of Submitting a Program Assessment Document

This two page form is for institutions to request to use their recent Initial Program Review (IPR) document in lieu of submitting a Program Assessment (PA) document in Year Four of the accreditation cycle. IPR documents approved between December of Year Three and December of Year Four are exempt from the PA process due to the recency of IPR and program approval. In some cases it may be possible for programs approved prior to December of Year Three to use their IPR document in lieu of PA. Programs making this request should have experienced only minor changes to the way the program has operated since IPR approval. If major/substantive changes have taken place, the Commission will require the Program Assessment Process. For questions e-mail [ProgramAssessment@ctc.ca.gov](mailto:ProgramAssessment@ctc.ca.gov)

**INSTRUCTIONS:** To request use of an IPR document in lieu of PA submission please complete the following information and justify the request by providing updated documentation, an explanation of changes/updates to the program since approved, and a **program summary**. Requests must be received by September 30th of Year Four. All PA documents are due by December 31st of Year Four. Requests will be reviewed by Commission staff and Program Coordinators will be notified of the decision via e-mail with four weeks of submission. A separate form must be submitted for each program.

Institution	Program
<input type="text"/>	<input type="text"/>

Date of Initial Program Approval by COA	Date Program Began Operating at Institution
<input type="text"/>	<input type="text"/>

*Program Coordinator Contact Information:*

Name	Title
<input type="text"/>	<input type="text"/>

Email	Phone Number
<input type="text"/>	<input type="text"/>

*Dean/Director/Head of the Educator Preparation Unit Contact*

Name	Title
<input type="text"/>	<input type="text"/>

Email	Phone
<input type="text"/>	<input type="text"/>

**In the fields below and on the next page indicate any changes that have taken place since initial program approval - Additional documents may be submitted in the space below is insufficient.**

Modifications to Courses/Field Work: *Explain*

Major Faculty Changes: *Explain*

Change in/or Additional Delivery Model: *Explain*

Other: *Explain*

**Verification**

- We understand that a Program Summary is required whether or not the application is accepted and is due by December 31st of Year Four.*

**I hereby signify my approval to transmit this application to the Commission on Teacher Credentialing**

\_\_\_\_\_  
**Signature: Dean/Director/Head of Educator Preparation Unit**

\_\_\_\_\_  
**Date**

Mail, fax, or E-mail the **SIGNED** form no later than September 30th of Year Four

**MAIL:**  
Commission on Teacher Credentialing  
Attn: PSD - Program Assessment  
1900 Capitol Avenue  
Sacramento, CA 95811

**FAX:**  
916-327-3165

**EMAIL:**  
ProgramAssessment@ctc.ca.gov