



PROGRAM SPONSOR ALERT

Date: July 20, 2012

Number: 12-09

Subject: Initial Program Review and Initial Institutional Review
Activities in 2012-13

Summary

This alert provides information on the plan for Initial Program Review (IPR) and Initial Institutional Approval (IIA) during 2012-13.

Background

Due to unexpected and severe fiscal constraints, the Commission was unable to accept any Initial Program Proposals or Initial Institutional Approval Proposals between March 26, 2012 and July 1, 2012. Though fiscal resources remain constrained for the 2012-13 year, effective fall 2012 IPR and IIA activity will resume on a limited review schedule.

During 2012-13, the review of IPR and IIA proposals will take place quarterly as is shown in the table below:

IPR/IIA Review Dates for 2012-13

Proposal Review	<i>Intent to Submit</i> form Due to CTC	Program Proposal Received at CTC
October/November 2012	September 1, 2012	September 20, 2012
January 2013	November 1, 2012	December 1, 2012
April 2013	February 1, 2013	March 1, 2013
June 2013	April 1, 2013	May 1, 2013

It is essential that the ***Intent to Submit*** form and the ***Program Proposal*** with supporting documentation are each received by the dates specified in the table above or the proposal may be held until the next reading date. The ***Program Proposal*** document should follow the IPR Document Formatting and Transmission Requirements.

Once the *Intent to Submit* forms are received for a review date, staff will find reviewers for those proposals. Final confirmation of reviewers will occur when program proposals have been received at the CTC. Specific proposal review dates in each specified month will be decided once the readers for that review period have been identified.

In order to resume IPR/IIA during the 2012-13 it is essential to have trained expert reviewers from the field participate. Each application for initial institutional approval and each program proposal require two trained professionals to complete the review. On the *Intent to Submit* form, submitting institutions are required to identify individuals who are either trained members of the Board of Institutional Reviewers, or available for training and calibration (see Professional Service Opportunities link below), and who will then participate in the review of proposals.

Location of Review

Proposal review will be completed in Sacramento, Los Angeles, or San Diego depending on the number and type of documents that have been submitted, and the location of available reviewers. It is also possible that the review may take place through technology where the two reviewers read independently and confer via phone. All information to be reviewed is available electronically. CTC staff will be available to provide technical assistance and to assist with review process questions or concerns.

Please access the Initial Program Review web page for the *Intent to Submit* form and information for prospective programs.

References

Initial Program Review: <http://www.ctc.ca.gov/educator-prep/new-program-submission.html>

Accreditation Handbook, *Chapter Three - Institutional and Program Approval*:
<http://www.ctc.ca.gov/educator-prep/accred-handbook.html>

Professional Service Opportunities (Individuals Who Qualify to Serve as a Reader):
<http://www.ctc.ca.gov/educator-prep/panels.html>

Document Formatting and Transmission Requirements: <http://www.ctc.ca.gov/educator-prep/forms/IPR-submission-formatting-guidelines.pdf>

Contact Information

Questions relating to the IPR should be emailed to IPR@ctc.ca.gov