



PROGRAM SPONSOR ALERT

Date: December 3, 2013

Number: 13-11

Subject: Cost Recovery

Summary

On September 27, 2013, the Commission approved emergency regulations implementing a cost recovery plan for selected accreditation activities (<http://www.ctc.ca.gov/commission/agendas/2013-09/2013-09-4A.pdf>). The Commission received notice on October 23, 2013 that the Office of Administrative Law approved the emergency regulations. As a result of this action, the cost recovery regulations and fee schedule were implemented on **October 30, 2013**.

Background

Pursuant to Education Code section 44374.5 and California Code of Regulations sections 80691 and 80692, the Commission will apply the fees outlined in the schedule below for initial institutional approval (IIA), new program proposals (Initial Program Reviews or IPR), late document submissions, revisits and other specified accreditation activities. Regularly scheduled accreditation activities are exempt from fees. These include regularly scheduled site visits (Year Six), on-time submission of Program Assessment documents requiring three or fewer reviews (Year Four), and on-time submission of Biennial Reports (Years 1, 3, and 5).

The table below provides a summary of the Cost Recovery Fees

Accreditation Activity	Cost Recovery Fee
Document Review	
Initial Institutional Approval	\$2,000
Initial Program Review 12 or more standards*	\$2,000
Initial Program Review 6-11 standards*	\$1,500
Initial Program Review fewer than 6 standards*	\$1,000
Biennial Reports and Program Assessment	
Biennial Reports	\$0
Late Submission of Biennial Report	\$500

Accreditation Activity	Cost Recovery Fee
Program Assessment	\$0
Late Submission of Program Assessment Documentation	\$500 per program
Program Assessment Requiring More than 3 Reviews	\$1,000
Accreditation Site Visits	
Regularly Scheduled Pre-visits	\$0
Regularly Scheduled Site Visits	\$0
Full Program Review during Site Visit as a result of not completing Program Assessment process	\$3,000 per program
Seventh Year Report Addressing Stipulations (no revisit required)	\$500
Additional Reports Required Addressing Stipulations (revisit required)	\$1000
Revisit	\$1,000 per individual attending the revisit
Focused Site Visit when determined as necessary by the COA	\$1,000 per individual attending the focused visit

*In-kind may be used in lieu of the submission fee

Late Document Submission Fees

Late submission fees apply to all program documents (Program Assessment, Biennial Reports) that arrive at the Commission after the identified due date. To be considered on time, documents must be received by the appropriate email address before 5:00 p.m. on the due date. The late review fee is \$500 per late document. The appropriate email addresses for program documents are:

Biennial Reports: biennialreports@ctc.ca.gov
 Program Assessment Documents: programassessment@ctc.ca.gov

Submission Verification

All documents must be submitted to the email addresses noted above. Once received, an auto-reply message will be sent from the Commission to the sender. This auto-reply will serve as verification and establishes date/time of receipt. An institution should not assume the submission arrived unless the auto-reply message is received.

Please note: The auto-reply serves as verification of receipt only. Institutions will be contacted within 3-5 business days to confirm receipt of all documents and attachments. In the event that your institution does not receive follow-up confirmation from Commission staff within that time frame, it is imperative that you contact the Commission as this is indicative that all of your documents may not have been received.

Biennial Reports

Due Dates

In the spring, every institution selects the date for the following fall that it will submit its Biennial Report. The submission date choices are identified through an online survey which establishes the institution's due date. The Biennial Report is a single document and therefore a single late fee will be charged if the Biennial Report is submitted after its due date, regardless of the number of programs the institution offers. More information can be found regarding Biennial Report due dates at <http://www.ctc.ca.gov/educator-prep/program-accred-biennial-reports.html>.

Due Date Changes

An institution may change its due date for the Biennial Report **before August 1** in the year in which the report is due.

Program Assessment Documents

Due Dates

In spring of year three of an institution's accreditation cycle, each Educator Preparation Program sponsored by the institution will select the date it will submit its Program Assessment documentation. Each program that submits its Program Assessment documentation after the identified due date will be charged a late fee. Information about Program Assessment due date selection and the form for selecting the date can be found at <http://www.ctc.ca.gov/educator-prep/program-accred-assessment.html>.

Due Date Changes

A program may change its due date for Program Assessment before **August 1st** of the fourth year of the institution's accreditation cycle.

Resubmission Due Dates

Once the initial review of the program has been completed, the reviewers may ask for additional information. The Commission expects the program to provide the additional information within 30 days. When the program assessment feedback is returned to the institution a due date for additional information is specified.

Resubmission Due Date Changes

The institution has five (5) business days from the date of the program assessment feedback to request a change to the resubmission due date. If no request is made, the date established by the Commission will remain the due date.

Initial Institutional Approval

When an institution that is not currently approved by the Commission to sponsor educator preparation in California elects to request approval to sponsor one or more educator preparation programs in California a \$2,000 submission fee is charged.

Initial Program Review

As is shown in the Cost Recovery Fee table on page 1, an institution proposing a new educator preparation program will be charged a submission fee that ranges from \$1,000-\$2,000 depending

on the specific program being proposed. When an institution submits an *Intent to Submit* form the institution must indicate if it will submit the appropriate fee or attach in-kind credit (see Description of Terms later in this document) in lieu of the submission fee when the proposal is submitted.

The table below outlines when cost recovery applies for initial program review:

Type of Change	Fee or Not
New Programs	Yes
Adding a Single Subject Content/Methodology Area to an Already Approved Single Subject Credential (Standard 8B)	No
Adding a different Delivery Model to an Already Approved Credential Area (Intern to a Student Teaching Model)	No
Adoption of New Standards by the Commission	Decision to be Determined by the Commission at the Time of Adoption of New Standards

Intent to Submit forms are due a minimum of 60 days prior to the planned proposal submission date. The submission fee or in-kind credit must accompany the program proposal.

In-Kind Option: The Cost Recovery Plan includes an in-kind option that institutions may use in lieu of paying the submission fee for initial program review. The in-kind option is available in lieu of fees for Initial Program Review only. It may not be used to offset the fees associated with other accreditation activities (e.g., initial institutional approval, program assessment beyond three reviews, revisits, focused site visits, full program review, or late biennial reports or program assessment documents). Please note, institutions may earn in-kind credit by participating in a number of document review activities beyond IPR.

Only institutions that have Initial Institutional Approval are eligible to participate in the in-kind option and the individuals serving as in-kind reviewers must have completed Board of Institutional Review (BIR) training. Please note, individuals seeking BIR training with the background and expertise in the program areas with high need (see BIR application process below) will be given priority for acceptance into the BIR.

How to Earn an In-Kind Certificate: Two individuals who have completed the Board of Institutional Review (BIR) training and for whom associated travel expenses are paid by the institution constitute an in-kind contribution. Two contributions are needed for an in-kind certificate. These individuals (reviewers) must serve in one of the following accreditation activities: Program Assessment, Initial Program Review, or Initial Institutional Review. It should also be noted that document reviews often require several follow-up reviews which are completed remotely and the individual serving as a reader must finish the complete review process—both the initial review and resubmissions in a timely manner. More information can be found at <http://www.ctc.ca.gov/educator-prep/panels.html>.

Reviewers will be assigned at the discretion of the Commission. A certificate for the in-kind participation will be issued via email to the dean, superintendent, or unit head of the institution

upon completion of the accreditation activity, and after two contributions are made. The certificate will need to be submitted with the program proposal in lieu of the submission fee, so it is essential that the certificate is maintained in the institution's files.

Institutions may identify and financially support current BIR members to participate in Initial Program Review or Program Assessment to earn in-kind contributions; however, if the individual has not participated in accreditation activities (site-visit, program assessment, or initial program review) for two or more years, he or she must refresh their training by completing the online BIR modules prior to participating in a document review. There is an online module for both Initial Program Review and Program Assessment that readers are asked to complete prior to serving as a document reader.

BIR Training Requirement during Initial Cost Recovery Year (2013-14)

In an effort to ease the transition and provide ample opportunity for institutions to identify individuals who may serve in the in-kind process during the 2013-14 academic year, institutions may participate in the in-kind option by providing individuals to participate in Initial Institutional Approval, Initial Program Review or Program Assessment who 1) have submitted BIR applications and 2) completed the online modules of the BIR training. The additional two-day onsite BIR training should be completed during either 2013-14 or 2014-15.

Commission staff will contact identified reviewers to assign them to a document review. Every effort will be made to make an assignment that is convenient to calendars and geography. Dates and locations for Initial Program Review and Program Assessment will be posted on the Commission's web page as they are available.

Once the reviewers have accepted the assignment, the proposed educator preparation program will be scheduled for Initial Program Review. Reviewers will not review their own programs. Institutions are encouraged to accrue in-kind certificates before submitting a new program so as not to create a delay in the program approval process. A program will not be submitted for approval to the Committee on Accreditation (COA) until the in-kind certificate or the submission fee has been received.

Reviewer Expectations

Reviewers provided through in-kind contribution are expected to adhere to the same expectations as all other reviewers. Reviewers working with a partner are assigned one or more documents as determined by Commission staff, in part, based on complexity of the program being reviewed. In general, in a two-day reading session reviewers complete either 1-2 preliminary program documents (12 Standards or more), 2-3 advanced program documents (6-12 Standards) or 4-5 added authorization documents (5 or fewer Standards). Program documents are initially read in-person during a document review event and subsequent resubmissions are read remotely with the same partner. It is expected that the reviewer originally assigned to review a document will continue to review the subsequent resubmissions in a timely manner. The review is complete and in-kind contribution is awarded when the program proposal meets all Commission standards, all standards are preliminarily aligned, or when the Commission's Administrator of Accreditation determines that the review is substantially complete. As with all reviewers, the Commission may excuse any reviewer whose performance is not adequate for the assigned tasks.

In some cases, programs being reviewed are slow to resubmit documents. In the rare event that a review continues beyond one year or requires more than three reviews, the reviewer may be released from the review and the in-kind contribution may be awarded.

How to Become a Board of Institutional Review (BIR) Trained Reviewer

Complete information can be found at <http://www.ctc.ca.gov/educator-prep/BIR.html>. Priority applications are being accepting in the following credential areas:

- Low-incidence Special Education (DHH, VI, PHI)
- Adapted Physical Education (APE)
- Speech-Language Pathology (SLP)
- PPS (Psychology, Counseling, Social Work)
- School Nurse
- Career Technical Education
- Adult Education
- Agriculture Specialist
- Bilingual Authorization

Priority will be given to individuals with expertise in the credential areas identified above. Prospective BIR members with expertise **only** in Multiple or Single Subject, General Education Induction and Clear, Mild/Moderate, Moderate/Severe, Clear Education Specialist Induction, or Administrative Services programs will be scheduled for BIR training after individuals with expertise in the priority areas above have been accommodated.

Please note, institutions submitting new programs and seeking participation in the in-kind option should submit reviewers for BIR training in one of the above categories regardless of the program the institution is submitting for review. If you need suggestions for recruiting individuals for these priority areas, please contact ckearney@ctc.ca.gov. Information regarding applications and training for BIR can be found at <http://www.ctc.ca.gov/educator-prep/BIR.html>

How to Use In-kind: An institution must have two in-kind contributions to obtain a certificate. The certificate should be submitted with the new program proposal to waive the submission fee. An institution may indicate that it intends to use the in-kind certificate to waive the IPR Submission Fee on the *Intent to Submit* form.

Volunteers Continue to be Essential

With the help of California's educator preparation programs, California has built one of the most comprehensive accreditation systems in the world. The system is uniquely strong in that it is dependent upon peer review. Since the implementation of this system beginning in 2007-08, the Commission has relied on educators holding educator preparation programs accountable. Institutions have benefited greatly from both faculty and staff serving in the Board of Institutional Reviewers and from members of the BIR providing guidance and recommendations that contribute to the overall improvement of their programs. The establishment of an in-kind option to offset potential costs for institutions adding new programs does not eliminate the need for volunteers.

The Commission will continue to pay the travel expenses for educators who are not participating in earning in-kind on behalf of their institution and who volunteer for Site Visits and Re-visits, Program Assessment Reviews, and Initial Program Reviews. It is essential to the accreditation process that all institutions are reviewed by high-quality trained peers, including those current BIR members from your institution. The Commission will continue to seek volunteers for participation in accreditation activities and appreciates continued professional involvement.

Description of Terms

Institution: An entity, college, university, school district, county office of education or other entity, approved by the Commission to sponsor one or more educator preparation program.

Travel Expenses: Travel expenses include airfare and/or ground transportation including mileage, lodging, meals, and incidentals. No reimbursement will be made to either the individual or the institution for *any* costs associated with attending and participating in site visits or document reviews if the institution is using the in-kind option.

BIR-Trained: Individuals who have completed both the five (5) online modules as well as the two-day on-site training and registered their availability and credential area(s) expertise on the CTC Reviewer database. *Note: To be eligible to participate as a Board of Institutional Review (BIR) Member, individuals must first apply and be accepted. The link to the application is available at <http://www.ctc.ca.gov/educator-prep/BIR.html>.* Acceptance into the BIR will be based on the need to have individuals with expertise in all credential areas.

During the 2013-14 academic year, institutions may earn in-kind credit by providing reviewers for Initial Program Review or Program Assessment that 1) have approved BIR applications and 2) completed the five online modules of the BIR training. The additional two-day onsite training should be completed during 2013-14 or 2014-15.

In-Kind Contribution: One in-kind contribution will be awarded for every BIR-trained individual designated for a document review session by an institution (the institution pays for the individual's travel expenses) once the review assigned by the Commission has been completed. The document assigned for review could be for Initial Program Review, Program Assessment, or Initial Institutional Approval. The individuals may or may not be employed by the institution but must be the institution's designee. Institutions are encouraged to be creative. For example, a county office of education that offers an induction program may elect to identify a school psychologist as part of its in-kind. In the same regard, a college with a small faculty may elect to designate a graduate with an administrative services credential. Again, it is important to note that all individuals must first be eligible for the BIR as described in this document.

In-kind contributions may be earned over multiple years. This will enable small institutions to participate in the in-kind option by acquiring contributions over multiple years. There will be ample opportunities for institutions to earn in-kind contributions given that approximately 50 program proposals (IPR) and 120 Program Assessment documents are reviewed annually. In-kind contribution will be awarded to the institution only after the reviewer has completed his or her assignment.

In-Kind Certificate: Two in-kind contributions are required for an in-kind certificate. One certificate may be used to waive the fee for IPR.

Questions?

Questions regarding Cost Recovery for Accreditation Activities should be directed to accreditation@ctc.ca.gov.

References

Education Code §44374.5

Government Code §11346.1 and §11349.6.

California Code of Regulations §80691 and §80692

Important Dates

Effective Date: October 30, 2013

Contact Information

The Professional Services Division provides a full list of topic-specific dedicated email addresses as well as program areas with the most up-to-date Commission staff members' email addresses at: <http://www.ctc.ca.gov/educator-prep/PSD-contact.html>.