



PROGRAM SPONSOR ALERT

Date: March 29, 2016

Number: 16-06

Subject: Preparing for Annual Accreditation Fees – Inactive Status
and Withdrawal Deadlines

(Replaces previous version of PSA 16-06)

Summary

Annual accreditation fees are due to the Commission on September 1 each year. Annual accreditation fees are based on two components:

Institution Fee – Based on the three year average of recommendations made.

Program Fee – Based on the number of approved programs, approved internships, and inactive programs at an institution.

A link to an in-depth description of the Accreditation Fee Structure is located on the fees webpage in the References section below. Institutions are highly encouraged to review their listing of approved programs.

Institutions must formally withdraw or make programs inactive at a regularly scheduled Committee on Accreditation (COA) meeting **prior to July 1** annually in order for the changes to reflect on that year's invoice.

- Programs requesting **inactive status** may not be admitting new candidates and must have a small candidate pool (generally no more than twenty candidates).

Programs requesting to **withdrawal** may not be accepting candidates and will not be allowed to recommend candidates for the credential after the date of withdrawal. In some instances the program may submit a lock list of candidates finishing the program.

Programs withdrawn before the end of the current fiscal year will not be charged a program fee and inactive programs will be charged a nominal \$50 fee rather than the full program fee for an active program for the next fiscal year.

The following COA meetings are the remaining opportunities for institutions to request program withdrawals or inactive status prior to the calculation of 2016-17 annual accreditation fees. Requests must be received a minimum of fifteen days prior to the first day of the meeting.

COA Meeting Date	Inactive/Withdrawal Request Deadline
April 28-29, 2016	April 14, 2016
June 13-14, 2016	May 29, 2016

References

- Program Sponsor Fees Webpage: <http://www.ctc.ca.gov/educator-prep/fees.html>
- Accreditation Fee Structure: <http://www.ctc.ca.gov/educator-prep/fees/accred-fees-structure.pdf>
- Approved Programs Webpage: http://cig.ctc.ca.gov/cig/CIG_PPPM/all.php
- Program Withdrawal Application: <http://www.ctc.ca.gov/educator-prep/forms/Withdraw-Program-Application.pdf>
- Application to Request Inactive Status: <http://www.ctc.ca.gov/educator-prep/forms/Inactive-Status-Application.pdf>

Contact Information

The Professional Services Division provides a full list of topic- and program- specific dedicated email addresses at: <http://www.ctc.ca.gov/educator-prep/PSD-contact.html>.