



PROGRAM SPONSOR ALERT

DATE:
July 2, 2020

NUMBER:
20-06

SUBJECT: Program Modification Document

Summary:

This alert provides details for the Program Modification document and what it needs to address. There are a number of program flexibilities that have been put in place by the Commission, other flexibilities were put in place by [Executive Order N-66-20](#), and additional flexibilities were included in the 2020 Budget Trailer bill. [Appendix A](#) to this PSA identifies each of the flexibilities.

Key Provisions:

Each Commission-approved program must develop and maintain a document that describes the program modifications that have been put in place to address the COVID-19 Health and Safety Restrictions for the program. The 2019-20 (initial) program modifications document needs address the modifications put in place for spring/summer 2020. A second modifications document should be developed to identify any modifications put in place during the 2020-21 year.

The Program Modifications document should identify the full range of flexibilities that were implemented by the program and identify the percentage of the candidates who were afforded each flexibility. This could be done by identifying the total enrollment in the program and the number of candidates who used each flexibility. A sample form for the Program Modifications document is provided in [Appendix B](#).

For programs that have a requirement to complete an Individual Development Plan (IDP) for each completer and for the completer to take the IDP to the Induction program, the IDP should identify which of the identified flexibilities were used with that specific candidate.

Important Dates:

July 31, 2020: Program Modification Document for the 2019-20 year should be completed and retained by each Commission-approved educator preparation program.

Fall 2020: Begin the 2020-21 Program Modifications document. Record modifications as they are made during the year. Maintain the document at the program and update throughout the academic year.

Background:

A variety of flexibilities have been put in place for applicants, candidates, credential holders, and Commission-approved programs. [Appendix A](#) of this document provides a table that identifies each of the flexibilities, the authority that provides the flexibility, and when the flexibility is available.

For candidates completing programs in 2020-21, additional actions will need to be taken to provide similar flexibilities to these completers.

References:

[Executive Order N-66-20](#)

[PSA 20-04](#): COVID-19 Flexibility Provisions for Educator Preparation Programs, April 2020

[AB 77](#) & [SB 98](#): Trailer Bill Language, Section 37

Contact Information:

Contact Information for the Professional Services Division is available at the [Professional Services Contact webpage](#).

Appendix A
Flexibilities due to COVID-19 Health and Safety Restrictions

Flexibilities #1-11 apply to Preliminary Teacher Preparation Programs and Candidates

| Option is Applicable To | Flexibility Option | Authority | Option is Valid |
|---|--|-----------------------------------|---|
| Preliminary Multiple/ Single Subject candidates completing in 2019-20 | 1. The program may determine that a candidate has completed a sufficient number of hours of clinical practice even if the individual has not completed required 600 hours. | Commission Action, 4A, April 2020 | April 2020-September 1, 2020 |
| Preliminary Multiple/ Single Subject candidates completing in 2019-20 | 2. The program may determine that a candidate has received a sufficient number of formal evaluations even if the individual has not completed the specified number of formal evaluations. | Commission Action, 4A, April 2020 | April 2020-September 1, 2020 |
| Preliminary Multiple/ Single Subject candidates completing in 2019-20 | 3. The program may determine that a candidate has completed a sufficient number of weeks of solo teaching even if the individual has not completed the required 4 weeks of solo teaching. | Commission Action, 4A, April 2020 | April 2020-September 1, 2020 |
| Preliminary Education Specialist candidates completing in 2019-20 | 4. The program may determine that a candidate has experienced sufficient breadth and depth of clinical practice experience, as required. | Commission Action, 4A, April 2020 | April 2020-September 1, 2020 |
| Preliminary Multiple Subject/Single Subject, and Administrative Services Program candidates completing in 2019-20 | 5. The statutory requirement for candidates to pass a performance assessment prior to being recommended for a preliminary teaching or administrative services credential has been moved to the Clear credential. | Executive Order N-66-20 | March 2020-end of 2019-20 academic year |
| Preliminary Multiple Subject and Education Specialist Program Completers | 6. The statutory requirement for Multiple Subject and Education Specialist candidates to pass the RICA examination prior to earning a Preliminary teaching credential has been moved to the Clear credential. | Executive Order N-66-20 | March 2020-Fall 2020 |

| Option is Applicable To | Flexibility Option | Authority | Option is Valid |
|---|--|-----------------------------------|------------------------------|
| Applicants applying to an intern teacher preparation program for Fall 2020 | 7. The requirement that an intern candidate must meet the subject matter requirement prior to being recommended for an Intern credential has been suspended. The intern must meet the subject matter requirement prior to being recommended for a Preliminary credential. | Executive Order N-66-20 | March 2020-Fall 2020 |
| Preliminary Multiple Subject/Single Subject, and Education Specialist student teaching-based candidates | 8. The Commission-adopted precondition that requires a candidate have met the subject matter competence requirement prior to beginning student teaching has been waived for candidates beginning their teacher preparation programs in fall 2020. | Commission Action, 4A, April 2020 | Fall 2020 |
| Applicants applying to an educator preparation program for Fall 2020 | 9. The requirement that an applicant to an educator preparation program take the CBEST examination prior to admission has been suspended. | Executive Order N-66-20 | March 2020-Fall 2020 |
| Candidates completing a Commission-approved educator preparation program in spring or summer 2020 | 10. Candidates who were on track to complete a Commission-approved program between March 19, 2020 and September 1, 2020 but were prevented by the COVID-19 school closures may be recommended for a PS-VTW. Holders of a PS-VTW will be able to seek employment while having one year for the to complete their remaining credential requirement(s). | Commission Action, 3A, April 2020 | April 2020-September 1, 2020 |
| All applicants | 11. Between March 2020 and June 30, 2021, all examination scores are valid for eleven (11) years rather than the ten years specified in Title 5 regulations. | Budget Trailer Bill Language | March 2020-June 30, 2021 |
| Credential holders and applicants who have not previously failed CBEST | 12. The statutory requirement for candidates to pass the CBEST examination prior to obtaining a credential has been deferred for one year for individuals who have not previously failed the assessment. | Commission Action, 3A, April 2020 | April 2020-September 1, 2020 |
| Credential holders except for holders of STSPs or PIPs | 13. Holders of credentials or permits that are eligible for additional issuances may apply for a one-year extension of the document based on good cause related to COVID-19 hardships. Holders of clear credentials who were unable to renew the credential in a timely manner due to COVID-related | Commission Action, 3A, April 2020 | April 2020-September 1, 2020 |

| Option is Applicable To | Flexibility Option | Authority | Option is Valid |
|--|---|-----------------------------------|------------------------------|
| | health and safety restrictions may renew their credential with no lapse in validity for the renewed document. | | |
| Teacher and administrator Induction candidates | 14. The 2019-20 school year is considered a full year for individuals who were in Teacher or Administrator Induction programs that were interrupted by the COVID-19 pandemic. | Commission Action, 4A, April 2020 | April 2020-September 1, 2020 |
| New teacher and administrator Induction candidates enrolling in Fall 2020 | 15. The Commission-adopted precondition that requires an educator to hold a Preliminary credential prior to beginning an induction program was waived. Programs may enroll new candidates who hold a PS-VTW or Intern Extension. | Commission Action, 4A, April 2020 | Fall 2020 |
| PPS credential program completers | 16. The requirement for the field practice for a pupil personnel services credential to take place in two or more school settings is reduced to one school setting. PPS candidates must still complete the minimum number of hours of clinical practice specified in the Title 5 regulations. | Budget Trailer Bill Language | March 2020-June 30, 2021 |
| PPS credential program completers | 17. PPS programs have flexibility with standard requirements but must not go below the lower of the adopted Commission standards or the Professional Association's COVID Guidance. | Commission Action, 4A, April 2020 | April 2020-September 1, 2020 |
| Any applicant who must submit additional information with a credential application | 18. Application fees are valid for 120 days in the event the applicant must submit additional documentation to support the application. | Budget Trailer Bill Language | March 2020-June 30, 2021 |

Commission Agenda Item, 3A, April 2020: [Consideration of Actions to Assist Applicants, Educators, and Credential Candidates Impacted by Emergency Health and Safety Conditions Related to COVID-19](#)

Commission Agenda Item, 4A, April 2020: [Flexibility for Commission-Approved Educator Preparation Programs Due to the COVID-19 Crisis](#)

2020 Budget Trailer Bill Language: [AB 77](#) & [SB 98](#), Section 37

[Executive Order N-66-20 Guidance](#)

Appendix B
Sample Program Modification Document

Program Name: <enter name of credential program>

Academic Year: 2019-20 or 2020-21

Total Enrollment: <enter total enrollment for the academic year>

Total Number of Completers: <enter total number of completers for the academic year>

| Flexibility Option Implemented by the Program and Description of How the Flexibility was Implemented | Number of Candidates who used the Option |
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