Template For The

Common Standards New Program Addendum

A Commission approved program sponsor that proposes a new educator preparation program must submit responses to Common Standards Addendum addressing how the new educator preparation program will integrate into the existing education unit structure. An education **Unit** gathers data related to the Common Standards across all of the institution’s approved teacher preparation **Programs**. The data collected is analyzed for use in ongoing **Unit** and **Program(s)** evaluation and improvement. More information about the relationship/differences between Unit and Program is provided in the ***Common Standard 2 Technical Assistance webcast* *and* *handouts* located at** <http://www.ctc.ca.gov/educator-prep/webcasts.html>**.**

*Directions:* *The CTC requests the following information regarding the implementation of the proposed new program. Should the current Common Standard document already explain how the institution will address these issues, with no differences for the proposed program*, *please provide a statement of assurance that the newly proposed program will adhere to the approved Common Standard response and include a hyperlink to the related section in the Common Standard, or copy the cited section of the Common Standard into your response.*

| **Common Standard Addendum** | **Narrative Describing How the New Educator Preparation Program Integrates into the Educational Unit** |
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| **Common Standard 1 Addendum: Educational Leadership** | |
| Provide the unit or division where the program will be housed and the name and title of the person in charge of said unit/division |  |
| Provide the name and title of the person who will have day-to-day oversight of the program. |  |
| Provide the name and title of the person who will have fiscal oversight of the proposed program. |  |
| Provide information on how the proposed program will be represented at unit meetings and in unit activities (e.g. organizational meetings, budget decisions) |  |
| **Common Standard 2 Addendum: Unit and Program Assessment System** | |
| Your institution has an established Unit accreditation system and a response to Common Standard 2 that describes that Unit accreditation system. Please describe the ways in which the proposed Program will be incorporated into the Unit accreditation system, if different from the manner in which all other programs are included in the institution’s response to C.S. 2. If there is no difference, please indicate so. |  |
| **Common Standard 3 Addendum: Resources** | |
| Identify the fiscal, personnel, and information resources needed by the proposed program. |  |
| Describe the process for determining what resources are needed to ensure effective implementation of the program and the process for ensuring these resources are allocated by the institution, if different from what is contained in the institution’s Common Standard response to C.S. 3. If there is no difference, please indicate so. |  |
| **Common Standard 4 Addendum: Faculty and Instructional Personnel** | |
| Describe the criteria ***specific to the proposed program*** that will be used to determine the selection and hiring of qualified diverse faculty and instructional personnel, if different than the institutions’ response to the C.S. 4 for all other programs. If there is no difference, please indicate so. |  |
| Describe the preparation and support provided to faculty and instructional personnel (e.g. orientation, skills training, networking opportunities), if different than what is described in the institution’s response to C.S. 4 for all other programs. If there is no difference, please indicate so. |  |
| **Common Standard 5 Addendum: Admissions** | |
| Will the admissions criteria and institutional procedures for admission for this program differ from that for other programs as described in the institutions’ response to C.S. 5? Please include any specific employment requirements established by the CTC (e.g. verification of prerequisite credential). If there is no difference, please indicate so. |  |
| **Common Standard 6 Addendum: Advice and Assistance** | |
| Please describe how and when candidates will receive programmatic and academic information (e.g. progress towards completion, deadlines) if different from that described in the institution’s C.S. 6 response for all other programs. If there is no difference, please indicate so. |  |
| Please describe how and when candidates requiring assistance will: 1) be identified, and 2) receive guidance and support, if different from that described in the institution’s response to C.S. 6 for all other programs? If there is no difference, please indicate so. |  |
| **Common Standard 7 Addendum: Field Experience and Clinical Practice** | |
| Please describe how the institution will monitor the overall effectiveness of the field experience and clinical practice component of the proposed program? |  |
| Please describe the process for identifying, selecting, and evaluating field experience and clinical practice sites and how the institution will monitor the appropriateness of these sites, if different from that contained in the institution’s response to C.S. 7 for all other programs. If there is no difference, please indicate so. |  |
| **Common Standard 8 Addendum: District Employed Supervisors** | |
| Please describe how the institution will oversee the effectiveness of the criteria for the selection, preparation, and support for district employed supervisors for the proposed program if it differs from what is contained in the institution’s response to C.S. 8, for all other programs. If there is no difference, please indicate so. |  |
| Please describe how the institution will ensure that the district employed supervisors are sufficiently prepared (e.g. orientation, training, networking opportunities) to serve in their roles, if different from that which is described in the institution’s response to C.S. 8, for all other programs? If there is no difference, please indicate so. |  |
| **Common Standard 9 Addendum: Candidate Assessment** | |
| Please identify the assessments that will be used to determine candidate competence as they progress through the proposed program. Please identify the processes used to determine candidate competency and completion of requirements. |  |
| Please describe how the institution will oversee the effectiveness of the assessments used and the processes in place to determine candidate competency, if different from that described in the institution’s response to C.S. 9 for all other programs. |  |