

## Initial Program Preconditions Evidence Guidance

*The following two preconditions apply to institutions that fall into one of the two following categories:*

1. Commission-approved institutions submitting an educator preparation program proposal through [Initial Program Review](#) or
2. Institutions in Stage III of the [Initial Institutional Approval process](#)

PRECONDITION LANGUAGE	EVIDENCE FOR PRECONDITION
<p><b>(1) Demonstration of Need.</b>            To be granted initial program accreditation by the Committee on Accreditation, the program sponsor must demonstrate the need for the type of program in the service area in which it will operate or a need for educators prepared through the specific program delivery model. Proposals must include data on the number of individuals currently serving on less than full credentials, where available, in the service area of the proposed program, projected need based on a needs analysis, and affirmations from employers with their anticipated hiring need for individuals with the planned credential.</p>	<p><i>Examples of <b>Acceptable</b> Evidence</i></p> <ul style="list-style-type: none"> <li>• Data that show the number of individuals serving on less than full credentials in the service area of the proposed program, if available (Educator Supply data can be found on the <a href="#">California Educator Supply webpage</a>); <b>OR</b> Data that show the need for educators prepared through the specific program delivery model of the proposed program</li> <li>• A needs analysis which may include, but not be limited to:               <ul style="list-style-type: none"> <li>○ Number of vacancies in the planned credential category in the service area of the proposed program</li> <li>○ Projected student growth for the service area of the proposed program</li> </ul> </li> <li>• Letters from one or more districts that affirm a hiring need for individuals with the planned credential(s)</li> </ul> <p><i>Examples of <b>Insufficient</b> Evidence</i></p> <ul style="list-style-type: none"> <li>• Statement of assurance from the program sponsor</li> </ul>

PRECONDITION LANGUAGE	EVIDENCE FOR PRECONDITION
<p><b>(2) Collaboration in Program Design and Implementation.</b>            To be granted initial program accreditation by the Committee on Accreditation, the program sponsor must demonstrate evidence of collaboration between institutions of higher education, employers of credentialed educators, and TK-12 practitioners in the design of the program. This evidence must include verification that the partners will share authority and responsibility for the implementation and continuous improvement of the proposed educator preparation program as negotiated in the partnership agreement.</p>	<p><i>Examples of <b>Acceptable</b> Evidence</i></p> <ul style="list-style-type: none"> <li>• A table showing the individuals involved in the program design including, but not limited to:               <ul style="list-style-type: none"> <li>○ Name</li> <li>○ Title</li> <li>○ Role</li> <li>○ Relevant credentials/qualifications</li> </ul>               This table must show that the program sponsor included representatives from institutions of higher education, employers of credentialed educators, and TK-12 practitioners.             </li> <li>• Meeting agendas and minutes for program design meetings indicating who was present and how attendees participated</li> <li>• Memorandum of Understanding (MOU) that demonstrates how these individuals have shared authority and responsibility for implementing the program, and for the continuous improvement of the program, as negotiated in the partnership agreement</li> </ul> <p><i>Examples of <b>Insufficient</b> Evidence</i></p> <ul style="list-style-type: none"> <li>• Statement of assurance from the program sponsor</li> <li>• Table that includes only the name and title of individuals involved in program design</li> </ul>