

# NEW CERTIFICATION PROGRAM PROCEDURES FOR ESTABLISHED UNITS

## Adding New Certification Programs

Accredited teacher preparation units seeking to add programs to current certification offerings must document that such programs will meet all institutional, state, and national requirements. Institutions should submit supporting documentation regarding the proposed certification program for review and approval by the Oklahoma Commission for Teacher Preparation. The following documentation is required:

1. A rationale that explains how the proposed program relates to the total offerings of the unit and institution. The rationale should include information about program governance, faculty qualifications, and library and technology resources, including a financial explanation detailing how the unit will initiate and maintain appropriate funding for the program.
2. Letters of approval or other appropriate documentation that indicate the program proposal has the approval of all institutional and state (in case of state institutions) governing boards.
3. A program review that responds to program area standards as delineated by the OCTP *Review Process for New Programs* (refer to Appendix A).

## Approval Procedure

1. Submit Rationale, Governing Board Approval Documentation and Program Review to OCTP 6-12 months prior to offering courses.
2. OCTP distributes the program review to trained reviewers for evaluation. The composite report submitted by reviewers indicates if standards and criteria are met, as well as program and weaknesses.
3. If the proposed program as described in the program review is *not recognized*, the institution may submit a rejoinder and provide additional evidence if it so chooses.
4. If the program as described in the program review is *recognized*, the composite report, rationale, and other documentation are forwarded to the Program Accreditation Committee for action at the next scheduled meeting. (Note: the Program Accreditation Committee meets in September, November, February, and April, according to OCTP rules.)
5. The Program Accreditation Committee recommends appropriate action regarding the addition of a new certification program to the full Commission. The Commission may grant or deny approval for the new program.

6. If approved, the approval decision becomes effective the next semester, and the State Department of Education is notified of the certification program's status so that candidate credentials may be appropriately issued.
7. Additional reviews of the program will be conducted at the mid and terminal points as described in the *Review Process for New Programs*.
8. Any institution that is the object of an adverse decision may appeal that decision to OCTP Appeals Board as outlined in OAC 712: 10-5-1(9).

## **Appendix A**

### **Review Process For New Programs**

1. The unit must first complete the program initiation process through appropriate institutional and state channels.
2. The unit will submit an assessment plan to OCTP using the program review template designated by the corresponding SPA for NCATE affiliate programs. When a SPA template is not available, the institution will use the template designated by the Program Review Advisory Board and the Commission for Teacher Preparation.
3. The program report will clearly identify all assessments that will be utilized in the collection of data related to the development of candidates' knowledge, skills, and dispositions. In addition, the unit will identify a program midpoint (an anticipated time by which one-half of the program candidates have reached the midpoint of the program) and a terminal point (an anticipated date by which one-half of the candidates have completed the program).
4. In the program review, the unit will delineate a process for the analysis and the use of data for program improvement.
5. The chair of the Program Review Advisory Board (PRAB), the corresponding subject area representative from the advisory board, and a trained reviewer (either in state or national) designated by the OCTP Director of Accreditation will examine the preliminary program report.
6. In case of a conflict of interest involving the PRAB chair, the vice-chair will serve in his/her capacity. If the PRAB member in the certification area has a conflict of interest, the OCTP Director of Accreditation will appoint another trained reviewer (in-state or national) to the review committee in place of the PRAB member.
7. If the preliminary program review is not approved by the review committee, the institution may submit a revised report and provide additional evidence if it so chooses.

8. If the review committee approves the preliminary program review, it will be forwarded to the Program Accreditation Committee and the Commission for final approval.
9. If approved by the Commission, the approval decision becomes effective the next semester, and the State Department of Education is notified of the certification's status so that candidate credentials may be appropriately issued.