

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 Office of Educational Quality and Accountability (OEQA). 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 OEQA *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 recognition 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 recognition report, rationale, and other documentation are forwarded to the Commission for action at the next scheduled meeting.
5. If approved, the State Department of Education is notified of the certification program's status so that candidate credentials may be appropriately issued.
6. Any institution that is the object of an adverse decision may appeal that decision to OEQA 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 OEQA 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 Educational Quality and Accountability.
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
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 OEQA Director of Educational Quality will examine the preliminary program report.
6. If the PRAB member in the certification area has a conflict of interest, the OEQA Director of Educational Quality 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 Commission for final approval.
9. If approved by the Commission, the State Department of Education is notified of the certification's status so that candidate credentials may be appropriately issued.
10. Once a new program has been determined Recognized or Recognized with Conditions the subsequent program review submissions are to be sent to its national SPA where one is applicable.