

TITLE 5. EDUCATION
DIVISION 8. COMMISSION ON TEACHER CREDENTIALING
CHAPTER 5. Approved Programs
ARTICLE 4. Initial Institutional and Program Approval

Section 80700. Initial Institutional Approval Eligibility Requirements

(a) Prerequisite - Educational institutions not currently approved by the Commission for Initial Institutional Approval (IIA) seeking to offer educator preparation programs must complete the following application requirements. Pursuant to Education Code 44372 (c), the Commission shall determine if an institution has met all eligibility requirements.

(1) For institutions of higher education: The institution must be accredited by the Western Association of Schools and Colleges: Senior College and University Commission (WSCUC) or another of the following regional accrediting associations: Middle States Association of Colleges and Schools (MSA)/Commission on Higher Education (MSCHE); Northwest Commission on Colleges and Universities (NWCCU); Higher Learning Commission (HLC); New England Commission of Higher Education (NECHE); Southern Association of Colleges and Schools/Commission on Colleges (SACS-COC).

(2) For public schools, school districts, or county offices of education: The institution must be a public school, school district or county office of education and have received approval of sponsorship from the agency's governing board, documented by governing board minutes.

(b) Prior to acceptance of an application for Initial Institutional Approval (IIA), institutional personnel must attend an initial consultation meeting with Commission staff.

(c) Eligibility Requirements: To be considered for Initial Institutional Approval, prospective institutions must meet all eligibility criteria listed below.

(1) Criterion 1: Responsibility and Authority

(A) An institution must identify the lines of authority and responsibility for all prospective educator preparation programs within the institution.

(B) An institution must provide assurance in writing to the Commission that only the person(s) employed by the program sponsor will recommend individuals to the Commission for a credential or authorization.

(2) Criterion 2: Lawful Practices

(A) A program of professional preparation must be proposed and operated by an entity that makes all personnel decisions regarding employment, retention, or promotion of employees without unlawful discrimination.

(B) The entity must make all decisions regarding the admission, retention, and graduation of students without unlawful discrimination.

(3) Criterion 3: Commission Assurances and Compliance

(A) The institution must provide an assurance in writing for each of the following:

1. The institution shall comply with all relevant statutory, regulatory, and Commission requirements for program(s) the institution would like to propose.
2. All Commission-required reports including, but not limited to, data reports and accreditation documents, will be submitted by the Commission-approved entity for all educator preparation programs.
3. The institution will cooperate in an evaluation of the program by an external team or monitoring of the program by one or more Commission staff members.
4. The institution will participate fully in the Commission's accreditation system and adhere to submission timelines.
5. Once a candidate is accepted and enrolled in an educator preparation program, the institution must offer the approved program until the candidate completes the program or is admitted to another Commission approved program.

(4) Criterion 4: Requests for Data

- (A) An institution must identify a qualified officer responsible for reporting and responding to all data requests from the Commission.

(5) Criterion 5: Grievance Process

- (A) An institution must have a clearly defined process identified for handling all candidate grievances in a fair and timely manner.
- (B) An institution must make its grievance process readily accessible for all applicants and candidates.

(6) Criterion 6: Communication and Information

- (A) An institution must provide a plan to the Commission for communicating and informing the public about the institution and the educator preparation programs it intends to offer.
- (B) The institution must create and maintain a secure, easily accessible website that includes information about the institution and all approved educator preparation programs.
- (C) The institution must provide assurance in writing to the Commission that it will make public information about all of its Commission approved educator preparation programs, the mission of the institution, its governance and administration, and its admission procedures.

(7) Criterion 7: Student Records Management, Access, and Security

- (A) An institution must demonstrate that it will maintain and retain candidate records and provide verification that:
1. Candidates have access to and are provided with transcripts and/or other documents to verify academic units and program completion.
 2. Candidate records, including paper or electronic versions, are maintained at the main institutional site or at a central location.
 3. Candidate records are kept in a secure manner either in locked rooms or depositories or on a secure server located in a room not accessible by the public.

(8) Criterion 8: Disclosure

(A) Institutions must disclose information regarding:

1. Delivery model(s) which include online, in person, or hybrid instruction for all programs it will propose.
2. All locations of proposed educator preparation programs including satellite campuses.
3. All outside organizations, including individuals not formally employed by the institution seeking IIA, who will be providing any direct educational service, including the type of service that will be provided, as part of the proposed program(s).

(9) Criterion 9: Veracity in all Claims and Documentation Submitted

(A) The institutional leadership must provide an assurance signed by institutional leadership attesting to the veracity of all statements and documentation submitted to the Commission.

(B) Evidence of a lack of veracity is cause for denial of Initial Institutional Approval.

(10) Criterion 10: Mission and Vision

(A) The institution and education leadership must provide a mission and vision for educator preparation that reflects commitment to adopted state PK-12 student academic standards and frameworks adopted by the California State Board of Education.

(11) Criterion 11: History of Prior Experience and Effectiveness in Educator Preparation

(A) Institutions seeking IIA must disclose:

1. Its experience in sponsoring one or more educator preparation programs leading to licensure.
2. Its participation as a partner in an educator preparation program and/or program focused on PK-12 public education.

(B) The Commission may consider any additional public information regarding the history of prior experience and effectiveness of the institution and its programs in educator preparation.

(12) Criterion 12: Capacity and Resources

(A) An institution must submit to the Commission a capacity and resources plan that provides information about how it will sustain the educator preparation program(s) during a two to four-year provisional period.

Credits

NOTE: Authority cited: Section 44372(c), Education Code.