#### INTRODUCTION

This document describes the process by which an Idaho State Board Approved Educator Preparation Providers (Educator Preparation Providers) seek approval for a new endorsement program leading to certification. The Office of the Idaho State Board of Education (Board Office) facilitates the approval process.

Public universities and colleges seeking a new degree or certificate program will also follow their institutional policies and procedures and the process identified in <a href="State Board Policy III.G">State Board Policy III.G</a>—

Postsecondary Program Review and Approval. Additional information may be found on the Idaho State Board of Education's website at <a href="Postsecondary Program Approval">Postsecondary Program Approval</a> | Idaho State Board of Education. Educator Preparation Providers seeking a new degree or certificate program will complete the Postsecondary Program approval process in addition to the new program approval process for programs leading to educator certification.

#### STATUTORY AUTHORITY AND REFERENCES

<u>Idaho Code 33-114</u>: supervision and control of the certification of professional education personnel is vested in the State Board. The Board shall approve the program of education of such personnel in all higher institutions in the state, both public and private, and shall accredit as teacher training institutions those in which such programs have been approved.

<u>Idaho Code 33-1207A</u>: The State Board shall review teacher preparation programs at the institutions of higher education.

<u>IDAPA 08.02.02.021</u>: Idaho Educator Preparation Providers shall prepare candidates to teach in area(s) of endorsements in accordance with the Idaho Standards for Initial Certification of Professional School Personnel.

State Board Policy IV.D.: Educator Preparation and Certification

<u>IDAPA 08.02.02.015.01</u>: Instructional staff certification requirements.

<u>IDAPA 08.02.02.015.02:</u> Pupil service staff certification requirements.

IDAPA 08.02.02.015.03: Administrator certification requirements.

#### NEW PROGRAM APPROVAL PROCESS STEPS

The new program approval process has a total of three steps as follows:

- 1. Preparation and Submission of the New Program Application
- 2. Review and Feedback
- 3. Determination of Approval Status

#### Step 1: Preparation and Submission of the New Program Application

The Educator Preparation Provider will use one or more of the following new program applications to request approval of the new program:



- New Elementary or Secondary Program Use New Program Application A
- New Special Education Program Use New Program Applications A and B
- New Pupil Service Program Use New Program Application C
- New Teacher Leader Program Use New Program Application D
- New Administrator Program Use New Program Application E

#### Flow Chart



The new program application includes the following:

- New Program Design
- Explanation how the New Program will meet the provider standards and components
- Clinical Experience Design

Upon completion, the new program application and all applicable supporting documentation is submitted to the Board Office – Educator Effectiveness Program Manager.

#### **Step 2: Review and Feedback**

After receiving a completed new program application, the Board Office will assemble and facilitate a team to review the new program application materials, to include one member of the Professional Standards Commission and members from at least two of the following groups:

- Approved Idaho Educator Preparation Program Staff
- Idaho Experts from the Field and experience with Educator Preparation Program Review
- Idaho Division of Career Technical Education Staff
- Idaho Local practicing K-12 Educators
- Idaho Local practicing K-12 Administrators
- Idaho State Department of Education staff Certification Department

The review team will assess whether the new program as proposed meets the criteria listed in the new program application. A new program that meets the criteria listed in the new program application and shows alignment to the Idaho Standards for Educator Preparation Providers (Provider Standards) will move to Step 3. The review team will use review rubrics to guide input and make the determination if the program meets the criteria listed in the new program application and shows alignment to the Provider Standards.

A new program that does not meet the criteria listed in the new program application will be returned to the Educator Preparation Provider by electronic mail and accompanied by review team feedback. The



Educator Preparation Provider may address the feedback and resubmit a new program application to the Board Office for review as described in Step 1.

Incomplete new program applications received by the Board Office will be returned to the Educator Preparation Provider for completion.

#### **Step 3: Determination of Approval Status**

The review team will provide a program recommendation to the Board Office, for consideration by the State Board at their next regularly scheduled meeting. The Board Office will notify the Educator Preparation Provider of the date of the State Board meeting at which the new program proposal will be considered. The State Board will either approve or not approve the new program. Upon State Board approval or non-approval of the new program, Board Staff will notify the Educator Preparation Provider of the new program approval status by electronic mail. If the new program is approved by the State Board, the Educator Preparation Provider may advertise the program and recruit candidates to the program. If the new program is not approved by the State Board, the application may be revised and resubmitted. Approved new programs will be reviewed at the same time as the Educator Preparation Providers state review that typically occurs on a seven-year cycle.



New Program	Application .	<b>A</b> -	Elementary or	Second	dary	Program
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New Program App	lication for	Idaho State Bo	ard Approved E	ducator Prej	paration Providers
Name of Educator			Date of Submissi	ion	
Preparation Provider			Dute of Submissi		
New Program Name			Certification/En	dorsement	
(as applicable)			Cor tilleation, Eliv	do i scincin	
STANDARD ONE: PROFI	ESSIONAL. C	ONTENT. AND PI	EDAGOGICAL KN	OWLEDGE	
Educator Preparation Prov					cents, principles, and
practices of their discipline					
1.1 CONTENT KNOWL			•	9	
Educator Preparation P			e able to apply the	ir knowledge	in critical concepts,
principles, and practices					
Personnel, National Acci					
Student Content Standar	rds.	•			• •
Component		How is each stand	lard met? What is th	e plan to meet	the standard? Please
		share your progra	am design, narrative	, and evidence.	(E.g Course Titles,
			Course Credits, Syl		
			essment, Projects, Ev		
		Evidence Item (C	Only link to PDFs)	Narrative	Rationale for Meeting Standard
Idaho Teaching Standards					
The Learner and Learning					
Standard 1: Learner Dev	velopment				
<b>Idaho Teaching Standards</b>					
The Learner and Learning					
Standard 2: Learning D	ifferences				
Idaho Teaching Standards					
The Learner and Learning					
<ul> <li>Standard 3: Learning Endaho Teaching Standards</li> </ul>	ivironment				
Content					
Standard 4: Content Kn	owledge				
Idaho Teaching Standards	owiedge				
Content					
Standard 5: Application	of Content				
Idaho Teaching Standards					
Instructional Practice					
• Standard 6: Assessment	;				
Idaho Teaching Standards					
Instructional Practice					
Standard 7: Planning for	r Instruction				
Idaho Teaching Standards					
Instructional Practice	1.5				
Standard 8: Instructional					
1.2 PROFESSIONAL KN			1.1. 4. 1 (7		. Cab. I dala
	Educator Preparation Providers ensure candidates are able to apply their knowledge of the Idaho Standards for Initial Certification of Professional School Personnel, National Accreditation Standards of				
Pupil Service Programs,	and the Stat				
Component					the standard? Please (E.g Course Titles,
		Course Numbers, Course Credits, Syllabi, Course Description, Module Information, Assessment, Projects, Evidence of Student Learning)			



	Evidence Item (Link Syllabus only as a PDF)	Narrative/Rationale for Meeting Standard
Idaho Teaching Standards		
Professional Responsibility:		
Standard 9: Professional Learning		
and Ethical Practice		
Idaho Teaching Standards		
Professional Responsibility		
Standard 10: Leadership and		
Collaboration		
	CATIONS	
1.3 <u>IDAHO EDUCATIONAL EXPECT</u> Educator Preparation Providers into	egrate State Board of Education pol	icies and procedures and Idaho
Rules Governing Uniformity into the	preparation of candidates.	
Component	How is each standard met? What is the	ne plan to meet the standard? Please
	share your program design, policy, na	arrative, and evidence. (E.g Course
		lits, Syllabi, Course Description, Module
	Information, Assessment, Projects, Ev	
	Evidence Item (Only link to PDFs)	Narrative/Rationale for Meeting
		Standard
Idaho Teaching Standards		
State Specific Standards:		
Standard 11: American Indian		
Tribes in Idaho		
Idaho Teaching Standards		
State Specific Standards:		
• Standard 12: Code of Ethics for		
Idaho Professional Educators		
Idaho Teaching Standards		
State Specific Standards:		
<ul> <li>Standard 13: Digital Technology</li> </ul>		
and Online Learning		
Idaho Comprehensive Literacy		
Standards		
• Standard 1: Foundational Literacy		
Concepts		
Standard 1: Fluency, Vocabulary		
Development, and Comprehension		
Standard 3: Literacy Assessment		
Concepts		
• Standard 4: Writing Process		
<ul> <li>Standard 5: Diverse Reading and</li> </ul>		
Writing Profiles – Reading and		
Writing Difficulties		
Certificate and Endorsement		
Requirements		
(IDAPA 08.02.02 & State Board Policy		
<u>IV.D.)</u>		
*Show how your sequence of		
courses/modules/evidence of student		
learning meet the requirements in policy		

STANDARD TWO: CLINICAL EXPERIENCE
Educator Preparation Providers ensure diverse high-quality clinical experiences to develop knowledge, skills, and professional dispositions in candidates and educators.



A 1 CLINICAL DD 1 CTICE						
2.1 CLINICAL PRACTICE			•	1 1 4 4		
-		e clinical practice of depth, breadtl				
	ators to demo	nstrate proficiency in their area of				
Component		How is each standard met? What is t				
		Please share your program design, n				
		Course Titles, Course Numbers, Cou				
	Description, Module Information, Assessment, Projects, Evidence of					
		Student Learning)				
		Evidence Item (Only link to PDFs)		ationale for Meeting		
				Standard		
Clinical preparation depth, breadth,						
coherence, and duration						
~						
Comprehensive clinical experience						
		S*				
		Signatures				
Signature of the			Date			
Program/College Chair,						
Director, or Other						
Designee						
Signature of the College			Date			
of Education Dean or						
Educator Preparation						
Provider Head Official						



<sup>\*</sup>Applications without appropriate dated signatures will not be considered.

<sup>\*</sup> Public universities and colleges seeking a new degree or certificate program will also follow the process identified in <u>State Board Policy III.G – Postsecondary Program Review and Approval.</u>

<sup>\*</sup>The signatures serve as an attestation that the Educator Preparation Provider understands the requirements and has met all policies, rules, and statutes, and institutional procedures.

## **New Program Application B - Specialized Populations Program**

(For use only with New Program Application A)

Name of Educator			Date of Submission	on		
Preparation Provider			Cartification/End	lawaamant		
New Program Name (as applicable)			Certification/Endorsement			
STANDARD ONE: PROFES	SSIONAL (	CONTENT AND PI	EDAGOGICAL KNO	OWLEDGE.		
Educator Preparation Providence					icepts, principles, and	
practices of their discipline,						
1.1 Content Knowledge and			1.2 Professional K			
Educator Preparation Pro	oviders ens	sure candidates	<b>Educator Prepar</b>	ation Provide	ers ensure candidates	
are able to apply their kno			are able to apply			
concepts, principles, and p					tion of Professional	
the Idaho Standards for I					ccreditation Standards	
<b>Professional School Perso</b>			-		d the State Board	
Accreditation Standards			approved Idaho S	Student Cont	ent Standards.	
and State Board approved	d Idaho Sti	Student Content				
Standards.		The state of the s				
Component		How is each standard met? What is the plan to meet the standard? Please				
		share your program design, narrative, and evidence. (E.g Course Titles, Course Numbers, Course Credits, Syllabi, Course Description, Module				
		Information, Assessment, Projects, Evidence of Student Learning)				
	-		only link to PDFs)		/Rationale for Meeting	
		<u> </u>			Standard	
Idaho Standards for Blended	d Early					
Childhood Education/Early						
Childhood Special Education Teachers	n					
• Standard 1: Child Develo	nment					
Standard 1: Cliffd Develo     Standard 2: Embedding	philent					
Instructional Strategies						
Standard 3: Functional Sl	kills					
Standard 4: Integrated and						
Meaningful Learning						
Standard 5: Authentic As	sessment					
• Standard 6: Laws, Rules,	and					
Regulations						
Standard 7: Assistive Tec						
Standard 8: Coaching and	d					
Consultation	1. :					
• Standard 9: Family Partno Idaho Standards for Excepti						
Child Education Teachers	IUIIAI					
Standard 1: Special Education	ation Law					
Standard 1: Special Edde     Standard 2: Specially Des						
Instruction						
Standard 3: Assistive Tec						
Standard 4: Eligibility As						
Standard 5: Support Staff						
Idaho Standards for Teacher						
Blind and Visually Impaired						
Standard 1: Special Education	ation Law					



•	Standard 2: Support Staff	
•	Standard 3: Expanded Core	
	Curriculum	
•	Standard 4: Learning	
	Media/Functional Vision	
	Assessment	
•	Standard 5: Assistive Technology	
	for Blind/Visually Impaired	
•	Standard 6: Braille Skills	
•	Standard 7: Educational Access	
•	Standard 8: Implication of	
	Impairment	
Ida	ho Standards for Teachers of the	
Dea	f/Hard of Hearing	
•	Standard 1: Special Education Law	
•	Standard 2: Individualized	
	Planning for Instruction	
•	Standard 3: Assistive Technology	
•	Standard 4: Eligibility Assessment	
•	Standard 5: Support Staff	
•	Standard 6: Literacy	
•	Standard 7: Language	
•	Standard 8: Culture	



## **New Program Application C – Pupil Service Staff Program**

Name of Educator			Date of Submission	
Preparation Provider				
New Program Name			Certification/Endorsement	
(as applicable)				
STANDARD ONE: CONT	ΓENT, PEDAGO	GICAL, AN	D PROFESSIONAL KNOWLE	<u>DGE</u>
			an understanding of the critical con	
		se practices fle	xibly to advance the learning of all	students.
1.1 Content Knowledge an			1.2 Professional Knowledge	
<b>Educator Preparation P</b>			Educator Preparation Provide	
are able to apply their k			are able to apply their knowled	
concepts, principles, and	<del>-</del>		Standards for Initial Certification	
the Idaho Standards for		tion of	School Personnel, National Ac	
<b>Professional School Pers</b>	· · · · · · · · · · · · · · · · · · ·		of Pupil Service Programs, and	
Accreditation Standards			approved Idaho Student Conto	ent Standards.
and State Board approv	ed Idaho Student	t Content		
Standards.				
Componen		Letter of nat	ional accreditation, other related in	formation)
<b>Audiology and Speech Lan</b>				
Pathologist – Council on A				
Accreditation (CAA), Ame				
Language-Hearing Associa Nursing (School Nurse) – C				
Collegiate Nursing Educati				
School Counselor – Counci				
Accreditation of Counselin				
Educational Programs (CA				
School Psychologist - Natio				
of School Psychologists (NA	ASP)			
School Social Worker - Co	ouncil on Social			
Work Education (CSWE)				
1.3 IDAHO EDUCATION				
			ducation policies and procedures ar	nd Idaho Rules
Governing Uniformity into				
Componen	ıt		standard met? What is the plan to	
			your program design, narrative, ar	
			s, Course Numbers, Course Credits Module Information, Assessment, 1	
		Student Lear		rojects, Evidence or
Idaho Teaching Standards			8/	
State Specific Standards:				
• Standard 1: American I	ndian Tribes in			
Idaho				
Idaho Teaching Standards				
Standard 2: Code of Eth				
Professional Educators				
Idaho Teaching Standards				
• Standard 3: Digital Tec Online Learning	nnology and			
Certificate and Endorseme	ent Requirements			
Comment and Englishme	and recognition to			
( <u>IDAPA 08.02.02</u> )				



STANDARD TWO: CLINICAL EXPERIENCE  Educator Preparation Providers ensure diverse high-quality clinical experiences to develop knowledge, skills, and professional dispositions in candidates and educators.
2.1 CLINICAL PRACTICE  Educator Preparation Providers include clinical practice of depth, breadth, coherence, and duration to enable candidates or educators to demonstrate proficiency in their area of endorsement.
Component Letter of national accreditation, how the program will meet requirements in IDAPA 08.02.02, other related information
School Counselor – Council for Accreditation of Counseling and Related Educational Programs (CACREP)
School Psychologist – National Association of School Psychologists (NASP)
Nursing (School Nurse) – Commission on Collegiate Nursing Education (CCNE) Speech Language Pathologist – Council on
Academic Accreditation (CAA), American Speech-Language-Hearing Association (ASHA)
Audiology -Council on Academic Accreditation (CAA), American Speech- Language-Hearing Association (ASHA)
School Social Worker – Council on Social Work Education (CSWE)
Signatures
Signature of the College/Program Chair, Director, or Other Designee
Signature of the College of Education Dean or Educator Preparation Provider Head Official



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## **New Program Application D - Teacher Leader Program**

Name of Educator Preparation Provider			Date of Submission		
New Program Name			Certification/Endor	sement	
(as applicable)					
STANDARD ONE: CONT	ENT, PEDAGOGI	CAL, AND PI	ROFESSIONAL KNOW	<u>VLEDGE</u>	
<b>Educator Preparation Prov</b>					
practices of their discipline					
1.1 CONTENT KNOWL			1.2 PROFESSIONAL KNOWLEDGE Educator Preparation Providers ensure candidates		
Educator Preparation P					
are able to apply their k concepts, principles, and			are able to apply the Standards for Initia		
the Idaho Standards for					creditation Standards
Professional School Pers		1011 01	of Pupil Service Pro		
Accreditation Standards		Programs	approved Idaho Stu	_	
and State Board approv			approved Idano Stu	uciii Cont	ent Standards.
Standards.	eu luano Student	Content			
Componen	t	How is each	standard met? What is	the plan to	meet the standard?
Componen	•		your program design, n		
		Course Title	s, Course Numbers, Cou	ırse Credits	s, Syllabi, Course
		Description, Module Information, Assessment, Projects, Evidence of			Projects, Evidence of
		Student Lear		<b>3</b> 7 (*	//D // 1 0 35 //
		Evidence Ite	m (Only link to PDFs)	Narrativ	e/Rationale for Meeting Standard
Standard 1: Understanding	Adults as				
Learners to Support Profes					
Standard 2: Accessing and	Using Research				
to Improve Professional Pr					
Standard 3: Supporting Pr	ofessional				
Learning					
Standard 4: Facilitating In	provements in				
Instruction and Student Le	arning				
Standard 5: Using Assessm	ents and Data				
for School and District Imp	provement				
Standard 6: Improving Ou	treach and				
Collaboration with Familie	s and				
Community					
Standard 7: Advocating for Community, and the Profe					
<u> </u>					
Standard 8: Understanding	g Systems				
Thinking					
1.3 IDAHO EDUCATION					111 L D 1
Educator Preparation Providers integrate State Board of Education policies and procedures and Idaho Rules Governing Uniformity into the preparation of candidates.					
Componen			standard met? What is	the plan to	most the standard?
Componen			your program design, n		
			s, Course Numbers, Cou		
			Module Information, A		
		Student Lear		,	<u>.</u>



		Evidence Item (Only link to PDFs)		ationale for Meeting Standard	
Certificate and Endorsement	Requirements				
(IDAPA 08.02.02 & State Boa	rd Policy				
<u>IV.D.)</u>					
*Show how your sequence of					
courses/modules/evidence of stu	•				
meet the requirements in policy					
STANDARD TWO: CLINICA					
Educator Preparation Providers ensure diverse high-quality clinical experiences to develop knowledge, skills, and professional dispositions in candidates and educators.					
	Signatures				
Signature of the			Date		
College/Program Chair,	1				
Director, or Other	I				
Designee					
Signature of the College	 		Date		
of Education Dean or	1				
Educator Preparation	I				
Provider Head Official	I				



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## **New Program Application E - Administration Program**

Name of Educator		Date of Submission	l		
Preparation Provider		C ('C' (' /E 1			
New Program Name		Certification/Endo	rsement		
(as applicable)	CICAL AND DI	DUEESSIONAL KNOV	VI EDCE		
	STANDARD ONE: CONTENT, PEDAGOGICAL, AND PROFESSIONAL KNOWLEDGE Educator Preparation Providers ensure candidates develop an understanding of the critical concepts, principles, and				
practices of their discipline, and are able to use practices flexibly to advance the learning of all students.					
1.1 CONTENT KNOWLEDGE AND PED		1.2 PROFESSIONA			
<b>Educator Preparation Providers ensure</b>		Educator Preparati	ion Provide	ers ensure candidates	
are able to apply their knowledge in crit	tical	are able to apply th	eir knowle	dge of the Idaho	
concepts, principles, and practices as id-		Standards for Initia			
the Idaho Standards for Initial Certifica		/		creditation Standards	
<b>Professional School Personnel, National</b>		of Pupil Service Pro	_		
Accreditation Standards of Pupil Service		approved Idaho Stu	ident Cont	ent Standards.	
and State Board approved Idaho Studen	nt Content				
Standards.	1				
Component		tandard met? What is t			
		our program design, na Course Numbers, Cou			
		Module Information, As			
	Student Learn			ojeets, 2 / laenee or	
		n (Only link to PDFs)	Narrative	/Rationale for Meeting	
				Standard	
Idaho Standards for School Principals					
Standard 1: Mission, Vision, and					
Beliefs					
Standard 2: Ethics and Professional Norms					
Standard 3: Equity and Cultural					
Responsiveness					
Standard 4: Curriculum,					
Instruction, and Assessment					
• Standard 5: Community of Care of					
Support for Students					
Standard 6: Professional Capacity     of School Personnel					
Standard 7: Professional					
Community for Teachers					
Standard 8: Meaningful					
Engagement of Families and					
Community					
Standard 9: Operations and					
Management					
Standard 10: Continuous School     Improvement					
Idaho Standards for Superintendents					
Standard 1: Mission, Vision, and					
Beliefs					
Standard 2: Ethics and					
Professionalism					
Standard 3: Equity and Cultural					
Responsiveness					



•	Standard 4: High Expectations for		
	Student Success		
•	Standard 5: High Expectations for		
	Professional Practice		
•	Standard 6: Advocacy and		
	Communications		
•	Standard 7: Operations and		
	Management		
•	Standard 8: Continuous		
	Improvement		
•	Standard 9: Governance		
	tandards for Directors of Special		
Education			
•	Standard 1: Mission, Vision, and		
	Beliefs		
•	Standard 2: Ethics and Professional		
	Norms		
•	Standard 3: Equity and Cultural		
	Responsiveness		
•	Standard 4: Curriculum,		
	Instruction, and Assessment		
•	Standard 5: Community of Care of		
	Support for Students		
•	Standard 6: Professional Capacity		
	of District and School Personnel		
•	Standard 7: Professional		
	Community for Teachers		
•	Standard 8: Meaningful		
	Engagement of Families and		
	Community		
•	Standard 9: Operations and		
	Management		
•	Standard 10: Continuous School Improvement		
1.2 ID	AHO EDUCATIONAL EXPECTAT	IONS	
		<u>ions</u> ite State Board of Education polici	os and procedures and Idaho
	Governing Uniformity into the pr		es and procedures and idano
Kuies	Component	How is each standard met? What is t	he plan to most the standard?
	Component	Please share your program design, n	
		Titles, Course Numbers, Course Cree	
		Module Information, Assessment, Pr	
		Learning)	ojecto, Evidence of student
		Evidence Item (Only link to PDFs)	Narrative/Rationale for Meeting
		,	Standard
Certifica	ate and Endorsement		
Require	ments		
	08.02.02)		
	low your sequence of		
	modules/evidence of student learning		
	requirements in policy and rule.		
	eaching Framework for		
Evaluati	ion		
(ID A D A	00.02.02\		
	08.02.02)	LICE.	
STAND	ARD TWO: CLINICAL EXPERIEN	NCE	



Educator Preparation Providers ensure diverse high-quality clinical experiences to develop knowledge, skills, and professional dispositions in candidates and educators.				
2.1 CLINICAL PRACTICE				
Educator Preparation Providers include clinical practice of depth, breadth, coherence, and duration to enable candidates or educators to demonstrate proficiency in their area of endorsement.				
Component		How is each standard met? What is the plan to meet the standard? Please share your program design, narrative, and evidence. (E.g		
		Course Titles, Course Numbers, Course Credits, Syllabi, Course		
		Description, Module Information, Assessment, Projects, Evidence of		
		Student Learning)	77 1 17 17 17 17 17	
		Evidence Item (Only link to PDFs)	Narrative/Rationale for Meeting Standard	
Clinical preparation depth, breadth,		TDF3)	56	inuui u
coherence, and duration				
Comprehensive clinical experience				
Signatures				
Signature of the			Date	
College/Program Chair,				
Director, or Other				
Designee				
Signature of the College			Date	
of Education Dean or				
Educator Preparation				
Provider Head Official				



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