

Guide for New Program Approval for Educator Preparation Providers



PREP-RI Rhode Island
Department
of Education

This guide describes the steps necessary for a provider to begin preparing future educators within a specific certificate area. The guide includes timelines and application requirements. Upon approval, program completers will be eligible for certification in Rhode Island and providers and programs will enter into a Performance Review for Educator Preparation – Rhode Island (PREP-RI) cycle. The guidance in this document applies to both providers seeking approval in RI as well as currently approved providers seeking to add certificate area programs. Applicants should carefully plan for the timelines communicated in this document.

An Important Note

Providers **cannot** advertise or recruit candidates for preparation programs until the provider has completed fully the approval process and has received a formal approval memo from the Director of Educator Effectiveness and Certification Services. RIDE is not responsible for provider miscommunication with candidates. The Office of Educator Excellence and Certification Services will not honor transcripts from candidates who completed a Rhode Island preparation program that RIDE has not approved. Providers that engage in false advertising jeopardize their approval status in Rhode Island.

Introduction

RIDE seeks to ensure all educators prepared in Rhode Island are student and school ready. RIDE expects the following of RI program completers:

- 1) **Demonstrate PK-12 student achievement:** Program completers positively affect student learning and enable their students to meet Rhode Island standards.
- 2) **Be ready to succeed in Rhode Island schools:** Program completers possess the knowledge, skills, and techniques required to be effective educators from day one in Rhode Island schools.
- 3) **Serve as leaders and professionals:** Program completers serve as contributing members of school and district communities. They demonstrate responsibility and professionalism in their work with colleagues, supervisors, direct reports, and students.

The New Program Approval Process aims to ensure that all new programs are well-positioned to prepare educators who are student and school ready. Providers interested in opening new preparation programs must submit an application to RIDE. The review process takes about a year to complete. The process typically includes the following:

- The provider sends RIDE a letter notifying RIDE of their intent to apply to open a new program.
- The provider submits the application to RIDE.
- RIDE provides multiple rounds of written feedback on the proposal based on the initial application and additional information provided. The review of applications is guided by the PREP-RI rubric.
- Once the proposal is of sufficient quality, RIDE will approve the program to open. If the application is not of sufficient quality after three rounds of feedback, RIDE will ask the provider to revise and resubmit the program application within the next review window.

This document describes the process for applying to open a new preparation program. RIDE revised the program application in Spring 2017 based on prior experience and feedback. The purposes of the revised document, which includes greater specificity, are to make the process fully transparent and to improve alignment to the Rhode Island Educator Preparation Standards.

2017-18 Program Approval Windows

Because 2017-18 is a transition year, RIDE will accept new program applications during both old and new windows. Programs that notify RIDE of intent to submit an application by October 31, 2017 may submit an application between November 1, 2017 and December 31, 2017.

Beginning Spring 2018, RIDE will only accept applications between April 15 and May 15. All program applications must follow the format specified in this document.

Timeline for 2018 and Beyond

Timeframe	Step	Details
Prior to April 15	1: Intent to Submit an Application	The provider submits a formal notification that it intends to submit an application.
		RIDE confirms receipt of the notification via e-mail.
April 15-May 15	2: Preparation and Submission of the New Program Application	The provider submits initial new program applications.
		RIDE confirms receipt of all applications via e-mail.
June-November	3: Review and Feedback	RIDE conducts an initial review of the application and sends the provider a feedback memo.
		The provider submits its response or appended application based on feedback.
		RIDE conducts a second review and sends the provider a feedback memo.
		The provider submits its second response or appended application.
		RIDE conducts a third review and sends the provider a feedback memo.
		The provider submits its final response based on feedback.
December	4: Approval Status	RIDE shares approval status with the provider. Providers that are not able to revise their application to acceptable standards by the end of the improvement window may apply again in an upcoming application window the following year.

The timeline on the previous page is contingent upon the quality of the application and the timeliness of revisions.

RIDE provides templates for some documents on its website. All templates can be found under “New Program Application Materials” at

<http://www.ride.ri.gov/TeachersAdministrators/EducatorCertification/PerformanceReviewforEducatorPreparation-RI.aspx>

Step 1: Intent to Submit an Application TEMPLATE

Beginning Spring 2018, the provider should submit a formal memo of intent to apply to the Commissioner of Elementary and Secondary Education prior to April 15. The memo must identify the following:

- The certificate area of the proposed program
- The pathway(s) included in the program (i.e. undergraduate, graduate, or non-degree)

RIDE will confirm receipt of the memo via e-mail.

Step 2: Preparation and Submission of the New Program Application

When submitting applications, the provider should submit three identical binders of materials, with each organized into 10 tabs, and an electronic version of materials. If a provider is submitting multiple new program applications, each application must be in a separate binder. All written narratives should be double-spaced.

The outline below describes the key pieces of the application and the preferred organization of materials. Each tab description also identifies the Rhode Island Educator Preparation Standards that align to the materials within that tab. RIDE strongly recommends that you self-assess your application against the PREP-RI rubric and make sure that the application addresses each standard.

Tab 1 – Overview of the Program

Purpose: Provide the reviewer basic information about the program, including the demand for what the proposed program is offering and the overall structure of the program

PREP-RI Focus Component: 3.2

Required Documents:

- Completed Demonstration of Need Form TEMPLATE
- A high-level narrative describing the proposed program and its structure (no more than 8 pages)

Tab 2 – Candidate Experience

Purpose: Elucidate the sequence of learning experiences within the program

PREP-RI Focus Components: 1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 1.7, 2.1, 3.4, 3.5

Required Documents:

- Candidate Experience Data File [TEMPLATE](#)
- Clinical Experiences Data File [TEMPLATE](#)

Tab 3 – Assessment System Overview

Purpose: Articulate clearly how the program determines candidate readiness for progression through the program at key points (admission, progression to student teaching, and recommendation for certification) and specify the minimum acceptable level of performance for candidates

PREP-RI Focus Components: 3.3, 3.4, 3.5, 3.6

Required Document: Assessment System Overview [TEMPLATE](#)

Tab 4 – Evaluation of Candidate Performance during Clinical Experiences

Purpose: Share examples of assessments used to assess candidate performance and clarify the program's expectations for candidate performance during clinical experiences

PREP-RI Focus Components: 2.1, 3.4, 3.5

Required Documents: Any instruments used to evaluate candidate performance during clinical experiences (e.g. observation forms, rubrics, or feedback forms)

Recommended Document: Student Teaching or Clinical Experiences Handbook

Tab 5 – Impact on Student Learning

Purpose: Describe processes that the program will use to assess candidate impact on student learning

PREP-RI Focus Component: 2.2

Required Documents:

- A brief narrative or flowchart communicating the measures that the program will use to determine candidate impact on student learning, the process for collecting and reviewing impact data, and the process for using impact data for continuous improvement purposes
- The measures of candidate impact on student learning from early clinical experiences and later clinical experiences
- A description of how the program developed the tools

Tab 6 – Clinical Partnership Information

Purpose: Share information about proposed clinical partnerships and the proposed level of collaboration between the program, K-12 school district, and clinical educators

PREP-RI Focus Components: 2.3, 2.4

Required documents:

- Partnership agreements
- Any tools or materials the program will use to recruit, select, train, or evaluate clinical educators

Tab 7 – Recruitment and Selection Plan

Purpose: Clarify how the program will recruit, admit, and support high-quality candidates

PREP-RI Focus Components: 3.1, 3.2, 3.3

Required documents:

- A brief narrative that includes information about how the program will recruit, admit, and support high-quality candidates who reflect the diversity of Rhode Island's PK-12 students (about one typed page)
- A few paragraphs about how the program will provide current and prospective candidates with information about employment prospects as well as how the program will respond to employment needs
- A copy of the provider's conditional acceptance policy, if applicable

Tab 8 – Implementation Plan

Purpose: Demonstrate that the provider is prepared to take key steps to launch, sustain, and improve the program

PREP-RI Focus Components: 4.1, 4.2, 5.1, 5.2, 5.4

Required documents:

- Program budget
- Implementation timeline
- List of key milestones, resources, and contingency plans
- Description of the provider and program’s continuous improvement efforts (about one typed page)

Tab 9 – Faculty

Purpose: Demonstrate candidates will be prepared by a faculty composed of educators who demonstrate current expertise in their respective fields

PREP-RI Focus Component: 5.5

Required documents:

- Curriculum vitae for all program faculty
- Information about the faculty evaluation process (about one typed page)

Tab 10 - Course Syllabi

Purpose: Provide detailed information about the candidate experience, including assignments, readings, and assessments

PREP-RI Focus Component: 1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 1.7, 2.1, 3.4, 3.5

Required documents:

- Syllabi for all required courses, including content area coursework
- Additional information if not captured in syllabi (i.e. list of relevant assignments and readings, information about how the course grade is determined, alignment to RIPTS and professional and organization standards)

Step 3: Review and Feedback

After receiving the application, RIDE will review the application materials and provide up to three rounds of written feedback. Each memo from RIDE may include up to three types of feedback.

Revisions/Clarifications – The provider must address any significant gaps between the submitted program design and the RI Standards for Educator Preparation. The provider must address any questions or feedback included in this section of the memo in its response.

Factual Errors – Factual errors are statements in the design document that reflect inaccurate information or interpretation. The provider must correct factual errors and submit them for further review.

Design Considerations – Design considerations represent design elements that merit reconsideration and ultimately may impact performance and approval. The provider does not need to address these considerations prior to approval, but faculty and staff should review and address these considerations as the program approaches implementation.

RIDE will align its feedback to components of the PREP-RI rubric. RIDE strongly encourages providers to re-review the PREP-RI rubric as it revises its programs.

As needed, RIDE will be available to applicants to clarify and discuss the written feedback.

Step 4: Approval Status

At the end of the review process, RIDE will either approve the program to open or deny the application. Providers that are not able to revise their application to acceptable standards by the end of the review process may apply again in an upcoming application window the following year.

When RIDE approves a program, it will share details regarding PREP-RI timelines. RIDE will typically conduct a full on-site review of all newly approved programs prior to the completion of the second cohort of candidates.

Questions?

Please direct all questions regarding the New Program Approval Process to Lauren Matlach at lauren.matlach@ride.ri.gov or Sarah Whiting at sarah.whiting@ride.ri.gov.