<u>Program Approval Process</u>

Program approval is the process by which all authorized educator preparation programs (EPPs) across the state submit each of their programs that lead to licensure for approval. This process is required for:

- License-only programs
- Undergraduate degree programs
- Graduate (initial) and Graduate Advanced Degree Programs
- School Administration Programs
- MAT Programs

Formal approval from the North Carolina Department of Public Instruction (NCDPI) must be granted for every program area an EPP offers prior to initial implementation using this online platform. This approval is secondary to receiving approval by the North Carolina State Board of Education (NC SBE) as an Authorized EPP. EPPs may not offer programs without this approval in place. Existing approved programs must be renewed using this same process every five years. Please refer to the NC Educator Preparation division webpage for more information about the program/licensure area approval process as well as EPP Updates to stay informed on SBE Policy and related NC Legislation.

Getting access to the online platform.

- The online proposal platform can be accessed at https://schools.nc.gov/edprep
- All program proposers must have a valid NCID account to gain access to the system. If you do not yet have one, the process is fairly easy and typically takes no more than about five minutes to complete
    - To sign up for an NCID account, go here: https://ncidp.nc.gov/ncidsspr/
    - For directions to guide you through registering for an NCID account, go here: http://www.ncpublicschools.org/epp/edprep/

- Once you have an NCID account, you can then proceed to the program proposal site: https://schools.nc.gov/edprep and register as a proposer, or first time user. This process typically takes about 2 minutes to submit but may take up to a day for a department staff member to approve from the time of submission.

The proposal process

- Once you are registered in the platform, you can submit proposals for review. Each program/license requires a separate proposal. Each proposal requires information in three main areas
    - Program identification and contact information
    - Responses to a series of assurance questions related to state obligations established by General Statute and the State Board of Education of EPPs

- o Submission of the official program curriculum and course descriptions as approved by the internal IHE governance system and published in the institutions catalog
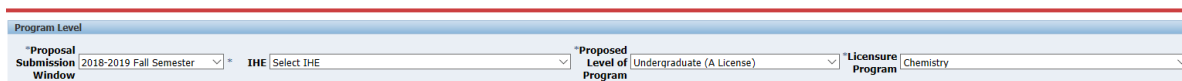
A couple notes about this process

- Only Deans and their designees (department chairs, faculty, etc.) should submit official program proposals and will be identified as Program Proposers.
- Save your work along the way. If you leave the system open for longer than an hour without interacting with it, the system will boot you off and you will lose your work.
- Once you submit your proposal for "Final Authorization for Submission", the proposal will be locked, and no further edits can be made.
- Several proposals can be developed at the same time by different designated users at an EPP.
- Proposals may be submitted and reviewed in advance of their official launch and delivery within the EPP as long as approval has already been received by the IHE (regardless if the proposal represents a new program area or a modification to an existing program area)

Program Identification and Contact Information

Once you are logged into the system, please read the content provided on the Welcome page as it will provide you the most up to date information about program proposals. When you are ready to begin your first proposal, click on the 'Proposal' button in the top right corner of the page

The first information you will need to provide related to provide the semester, your institution, the level of the program, and the licensure area. Options are provided as a series of drop down menus.

Main Screen

Once you have selected the initial areas of the program, the main screen will populate. It contains three main areas.
1. Along the left side of the screen is a table of contents that lists the different areas that need to be addressed in the proposal. You can click on any of these to move to that question at any time.
   a. Questions that are required to be answered but have not been yet are listed in red lettering
   b. Questions that have been answered are in green lettering
   c. Optional questions are listed in black lettering
2. Along the far-right side of the screen is a speedometer. This illustrates the percentage of the proposal that has been completed

3. The middle portion of the screen populates with the questions that need to be answered. Note that you can save at any point along the way and return at a later time to finish a proposal.

The questions in this section define the program you are submitting for consideration and establish point of contact information.

- The question related to licensure level provides an opportunity for the proposer to select multiple licensure areas this proposal may be covering. In most cases this will be identical to the Proposed level of Program at the top of the screen. In rare cases, a proposer may want to submit this proposal on behalf of multiple levels which can be accomplished in this response.

Assurance Questions

The assurance questions provide important information for both the Department and the proposer. These assurances remind all proposers of the requirements of their programs as outlined by policy. The affirmation statements made by the proposer acknowledge that these requirements are in place in the program. Responses here are a simple yes/no button.

These assurances will reference specific NC SBE Policy TCED-004: Educator Preparation Programs (EPPs) Recognition and Approval. Please refer to the NC DPI Educator Preparation program division webpage in advance for links to this policy and other related resources (http://www.ncpublicschools.org/epp/updates/policies/)

Program of Study and Course Description

The final section of the platform requires the proposer to submit a complete program curriculum including course titles and course numbers and prefixes along with course descriptions. The submission can mirror what is presented in a course catalog.

For each program area that the EPP is submitting for review, required supporting documentation is required. Upload one (1) complete PDF attachment for the program area identified on this review request.

1) If this is a "New" program area, the EPP is required to upload one (1) PDF document that clearly outlines the complete curriculum for the program area included in the review. This pdf file must include:
   a. The complete program curriculum with the full course title, course number and prefix, and
   b. The full course descriptions for each course included in the program curriculum exactly as they are presented within the college catalog (see example below for a recommended format)

Example: New Program Areas

ABC University
New Program Area
{Insert Specific Program Area Here}

<u>Complete Program Curriculum</u>

Course Prefix/Course No. : Complete Course Title   ____ credits
Course Prefix/Course No. : Complete Course Title   ____ credits
Course Prefix/Course No. : Complete Course Title   ____ credits
Course Prefix/Course No. : Complete Course Title   ____ credits
Etc…

            _____ Total Credits

<u>Course Descriptions (effective 20XX academic year)</u>

Course Prefix/Course No. : Complete Course Title

{Insert exact language used in the approved course description that will be used in the college catalog}

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2) If this is a "Modified" program area, the EPP is required to upload two (2) PDF documents.

The first pdf file will clearly outline the **existing** complete curriculum for the program area included in the review. This first pdf file must be labeled as "existing program" in the file name and on the document itself to aid identification of the program to be reviewed. This first pdf file must include:

   a. The complete existing program curriculum with the full course title, course number and prefix, and
   b. The full course descriptions for each course included in the program curriculum exactly as they are presented within the college catalog (see example below for a recommended format)

Example: Modified Program Areas (First PDF File)

ABC University
Modified Program - Existing Program Area
{Insert Specific Program Area Here}

Complete Existing Program Curriculum Active Now

Course Prefix/Course No. : Complete Course Title   ____ credits
Course Prefix/Course No. : Complete Course Title   ____ credits
Course Prefix/Course No. : Complete Course Title   ____ credits
Course Prefix/Course No. : Complete Course Title   ____ credits
Etc…

_____ Total Credits

Course Descriptions (are currently active in the college catalog now)

Course Prefix/Course No. : Complete Course Title
{Insert exact language used in the approved course description that will be used in the college catalog}

All courses required and possible elective options will be included in the existing program curriculum before modifications were made as well as the course descriptions

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The second pdf file will clearly outline the **modified or new** complete curriculum for the program area included in the review. This second pdf file must be labeled as "modified program" in the file name and on the document itself to aid identification of the program to be reviewed. To further assist in transparent identifications of the modifications that were made and approved by the EPP, all text related to a change, regardless of the scope of modifications approved by an EPP to a program area, must be noted using red color

for the text (this is not track changes, rather the text color will be red). If elements are removed, no additional indication is needed in this second file. This second pdf file must include:

a. The complete modified program curriculum with the full course title, course number and prefix (presented in standard black text color for all elements that are unchanged, and red text color for all elements that have been modified and/or are new), and

b. The full course descriptions for each course included in the program curriculum exactly as they are presented within the college catalog (presented in standard black text color for all elements that are unchanged, and red text color for all elements that have been modified and/or are new). See example below for a recommended format.

Example: Modified Program Areas (Second PDF File)

ABC University
Modified Program - Modified Program Area
{Insert Specific Program Area Here}

Complete Modified & Approved within the EPP's process Program Curriculum

Course Prefix/Course No. : Complete Course Title   _____ credits   Indicates these are new courses for this
Course Prefix/Course No. : Complete Course Title   _____ credits   program area because they use red text
Course Prefix/Course No. : Complete Course Title   _____ credits
Course Prefix/Course No. : Complete Course Title   _____ credits   Indicates no change was made with these
Etc…   courses because they use black text color

_____ Total Credits

Course Descriptions (are currently active in the college catalog now)

Course Prefix/Course No. : Complete Course Title
{Insert exact language used in the approved course description that will be used in the college catalog}
*Any new course or modified language in the course description for an existing course will be presented in red text color

All courses required and possible elective options will be included in the existing program curriculum before modifications were made as well as the course descriptions

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Finally, there is an optional question at the end of the submission process where proposers can provide additional information they feel would be helpful for reviewers to better understand their submission. A second way in which this optional comment box may be used is if the EPP is proactively submitting a proposal for approval that has already received IHE approval through their internal governance system, but the program/licensure area will not be effective until the next academic year. EPPs are not permitted to market or recruit for programs that do not have

approval provided by the NC DPI, therefore, going through this process in advance may be an aid for marketing and recruitment efforts for an EPP, if desired.

Final Authorization for Submission

When all required questions (red along the left side of the screen) have been addressed (turned green), a 'Final Authorization for Submission' button will appear in the top right of the screen. Clicking this button submits the proposal for review and at that point can no longer be edited by the proposer. To unlock a proposal, contact us at EDPrep@dpi.nc.gov.
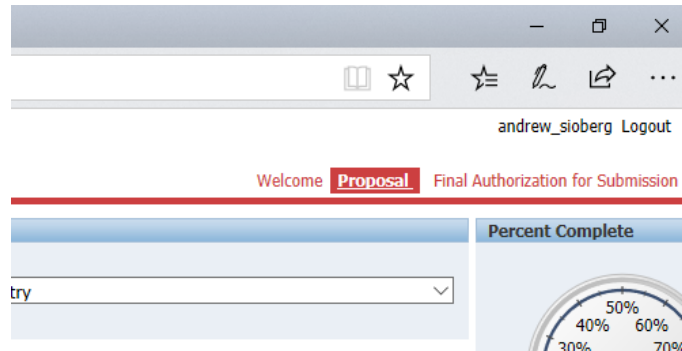
Communication Regarding Submissions

The online platform sends email updates to the contact person listed in the proposal.
- If a proposal requires additional work, the point of contact will be contacted and provided feedback in the system as to what additional materials may be required.
- If a proposal is approved, the point of contact will receive an email indicating the formal approval of the proposal.
  - Changes to the Approved Program/License Areas Grid are made following approval where appropriate. That document can be located at this link: http://www.ncpublicschools.org/epp/approved/
  - If the proposal is a new program, the EPP may begin to recruit and offer the program at the point the proposal has been formally approved.
  - Program approval is good for five years before it must be renewed. In that time, however, annual program outcome requirements can warrant sanctions and even retract a program approval if the program is not producing sufficient quality teacher candidates (for more information on annual program outcomes and sanctions, please reference TCED 008: Sanctions for Educator Preparation and Programs and TCED 013: Educator Preparation Program (EPP) Accountability Requirements and Risk Factors.