Policies and Procedures for Adding New Programs Between EPP Approval Reviews

To streamline the GaPSC approval review process and minimize Educator Preparation Provider (EPP) resources required for program additions, the GaPSC will utilize one of two procedural options: the *Administrative Approval Process for Endorsement Programs* or the *Program Only Group Review Process* (used for initial preparation programs). This document describes the requirements for each.

Administrative Approval Process for Endorsement Programs

GaPSC-approved EPPs seeking approval to add an endorsement program will submit the *Endorsement Approval Application* to a GaPSC staff member and provide basic information about the program, including:

- GaPSC Educator Preparation Program Rule alignment (e.g., *Rule 505-3-.112 Dyslexia Endorsement Program*);
- Program start date (no less than one month from the application submission date); and
- Program delivery mode (i.e., Face-to-face, Online, or Hybrid).

Also required with the application is a *Curriculum Map* describing how the program content standards (e.g., Gifted Endorsement standards 1-7) will be addressed in courses, the program's alignment to InTASC Model Core Teaching Standards, and a brief description of the program's three key assessments. Service Endorsements are aligned only to the program content standards. Up to three endorsements can be added per application.

Once administratively approved by GaPSC staff, the EPP can begin offering the program. At the next Commission meeting, Commissioners will formally grant Developmental Approval. During the EPP's next Continuing Approval Review (or First Continuing Review), Administratively Approved endorsement programs are reviewed against all applicable standards, along with all other programs offered by the EPP.

EPPs electing to use this process are required to have at least one endorsement program representative (faculty or coordinator) participate in two Endorsement Program Professional Learning Webinars per year. Facilitated by GaPSC staff, these one-hour webinars provide EPPs with a professional learning community, as well as support for ensuring programs operate according to the GaPSC Approval Standards. The interactive webinars will feature discussions of effective practices and examples of evidence for meeting standards.

EPPs interested in submitting an endorsement program for Administrative Approval should contact their GaPSC Education Specialist for more information and the application.

Program Only Group Review

When GaPSC-approved EPPs seek to add initial preparation programs between scheduled Reviews of the EPP and all preparation programs (either the First Continuing Review or Continuing Approval Review), the GaPSC will utilize the Program Only Group Review process. This process is used for EPPs seeking Developmental Approval of up to four initial preparation programs. If an EPP seeks approval of more than four initial preparation programs at one time, a Developmental Approval Review will be conducted exclusively for that EPP.

EPPs may not submit programs for the group review process one year before or one year after the semester of a Developmental, First Continuing, or Continuing Review. See the chart below for a graphical depiction of a sample seven-year Continuing Approval Review cycle showing when EPPs can participate in Program Only Group Reviews, which are conducted twice annually.

Spring 2018 EPP Continuing Review	Spring 2019	Spring 2020	Spring 2021	Spring 2022	Spring 2023	Spring 2024	Spring 2025 EPP Continuing Review
Eligible for Program Only Group Review?	No	Yes	Yes	Yes	Yes	No	No

Eligibility Requirements

EPPs must provide verification of capacity to participate in a Program Only Group Review.

   a. The EPP must be approved by GaPSC with all standards met or accredited by CAEP with all standards met;

   b. The EPP's governing board (e.g., University System of Georgia, private college/university administration, or RESA Board of Control) must have approved the program(s) being submitted for review in the Program Only Group Review, and appropriate documentation of that approval must be available at the time the program is presented to the Commission for a decision; and

   c. The EPP must complete and finalize the program report in the GaPSC secure portal Provider Reporting System (PRS) by the deadline specified in the timeline provided below.

Note that the Program Only Group Review Process is also utilized for First Continuing Reviews of developmentally approved initial preparation programs. First Continuing Reviews occur three to four years after programs are developmentally approved.

Site Visitor Teams for Program Only Group Reviews

Site Visitor Teams for Program Only Group Reviews are comprised of a trained site visit chair and a sufficient number of team members, as determined by the number of programs under review. During the Program Only Group Review process, site visitor team members access program reports electronically and conduct team meetings virtually. The site visitor team will conduct interviews electronically, as necessary, and request additional evidence to address questions and triangulate evidence as needed. Team members will make recommendations for each of the applicable standards and present their recommendations in a Site Visitor Report.

Timeline for Program Only Group Reviews

The Program Only Group Review process is conducted twice a year in accordance with the following timelines:

Step 1 EPP Submit ISA Form No Later Than…	Step 2 EPP Finalize PRS	Step 3 *Group Review	Step 4 Site Visit Reports Completed and Sent to EPP	Step 5 ‡GaPSC Approval Decision
April 30	August 31	November 1-15	~4 weeks after review	January-February
August 31	December 31	April 1-15	~4 weeks after review	June-July

*Group approval reviews are scheduled depending upon the availability of trained reviewers.

‡GaPSC decision dates depend upon the status of approval review findings.