

## **Program Only Group Approval Review Policies and Requirements**

In its continuous efforts to streamline the GaPSC approval review process and minimize the resources required for program additions, the GaPSC will conduct program only reviews utilizing the Program Only Group Review process. The Program Only Group Review Process may be scheduled for:

- 1) Educator Preparation Providers (EPPs) seeking **Developmental approval** of one to four programs outside of their regularly scheduled Initial Performance Review (First Continuing Review) or Continuing Approval Review. An EPP may not submit programs for the group review process one year before or one year after the semester of a Developmental, Initial Performance (First Continuing), or Continuing Review. EPPs seeking approval of more than four programs are not eligible for the Program Only Group Review Process.
- 2) EPPs that are scheduled to undergo an Initial Performance (First Continuing) Review for programs developmentally reviewed during a regularly scheduled CAEP and/or GaPSC review or during a group review of additional programs between scheduled reviews.

### **Eligibility Requirements**

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

- a. The GaPSC (or NCATE/CAEP) must approve the EPP with all standards met at their most recent EPP level review;
- b. The EPP must agree to incur all expenses associated with the electronic review to include long-distance telephone calls and any charges associated with the use of web-based conferencing and the preparation of and distribution of electronic evidence;
- c. Appropriate institutional/agency documentation of program approval must be available at the time the EPP approval is presented to the Commission for a decision. (e.g. RESA-Board of Control minutes or other documentation of approval to begin the program, private college/university administration letter or documentation of approval to begin the program, or Board of Regents letter of program approval);
- d. The EPP must verify it has the capacity to support an electronic review to include web-based meetings, telephone conference calls with speakerphones available in more than one location, and the capability to make approval review evidence available electronically; and
- e. The EPP must complete the PRS-II by the scheduled timeline provided below.

## Site Visitor Team

Site visitor teams will be comprised of a trained site visit chair and a sufficient number of team members, as determined by the number of programs to be reviewed. During the Program Only Group Review process, site visitor team members will access program reports electronically and conduct team meetings using electronic conferencing systems. The site visitor team will conduct interviews electronically 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 findings in a Site Visitor Report.

### Updated Timeline for Developmental Group Program Approval Reviews

The Program Only Group Review Process is conducted two times per year in accordance with the following timelines:

<b>Step 1 EPP Submit ISA Form No Later Than...</b>	<b>Step 2 EPP Finalize PRS-II</b>	<b>Step 3 *Group Review</b>	<b>Step 4 Site Visit Reports Completed and Sent to EPP</b>	<b>Step 5 ‡GaPSC Approval Decision</b>
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 and upon the submission of a Rejoinder to the Site Visitor Report.