

TEMPORARY AUTHORIZATION PROCESS TO ADD A NEW PROGRAM FOR IHEs WITH APPROVED PROGRAMS

Please Note:

Approval granted by a governing board/organization of an IHE to offer a teacher education program on an institution's campus is not equivalent to approval to recommend program completers for licensure. NC DPI Temporary Authorization grants approval to institute the program in accordance with state standards and to recommend program completers for licensure.

Candidates should not be admitted to an educator preparation program that leads to state licensure prior to the program receiving DPI Temporary Authorization.

Please mail **two copies** of the Temporary Authorization request for a new program(s) leading to licensure to:

Charlotte Hughes
Special Assistant to the Associate Superintendent
North Carolina Department of Public Instruction
6307 Mail Service Center
Raleigh, NC 27699-6307

Temporary Authorization Request Components (A-F)

- A. A narrative response to the 11 NC Program Approval Standards and the Conceptual Framework should be include in all requests for Temporary Authorization – **(use Standards effective Jan. 2006)**. Specific information to include in the Temporary Authorization request narrative for Standard 1 of the NC Program Approval Standards is given below.

NOTE: Standard 1—address all elements of the standard (i.e. working with families, and etc.) along with the following additional sets of standards - depending on the level and type of program

- For an A-Level (initial) licensure program, under Program Approval Standard 1, address the following sets of standards:
 - Core Standards
 - Diversity Standards
 - Technology Standards
 - Specialty Area Standards
 - All standards above are available at <http://www.ncpublicschools.org/humanrsrcs/>
 - For an M-Level (advanced) licensure program, under Program Approval Standard 1, address **(prior licensure of candidates who will be admitted to the program is an important consideration in addressing standards in the Temporary Authorization request)**:
 - Standards for the Master's Degree License (Jan. '06 adoption) – for teaching programs that do not have separate M-level Specialty Area Standards (most teaching programs- English, Art, and Family and Consumer Sciences). If the M-level program will admit candidates who are **licensed at the A-level, but not in the proposed program area**, then the program proposal should address the A-level Specialty Area Standards also. If the program will admit candidates who are **not licensed**, then the program must address A-level Core, Diversity, Technology, and Specialty Area Standards.
- OR**
- M-level Specialty Area Standards – teaching program areas **with M-level Specialty Area Standards, like Reading, should address these under Program Approval Standard 1** (do not address the generic Standards for the Master's Degree noted above). If the M-level program will admit candidates who are **licensed at the A-level, but not in the proposed program area**, then the program proposal must address the A-level Specialty

Area Standards also. If the program will admit candidates who are **not licensed**, then the program must address A-level Core, Diversity, Technology, and Specialty Area Standards.

- For General Curriculum (GC) and Adapted Curriculum (AC) programs (**prior licensure of candidates who will be admitted to the program is an important consideration in addressing standards in the Temporary Authorization request**):
 - If the IHE has an A – level GC/AC program already and wants to establish an M-level program in GC/AC, then address under Program Approval Standard 1 Standards for the Master’s Degree License (effective January 2006), **if the candidates who will be admitted are licensed in GC/AC at the A-level already.**
 - If candidates being admitted to the M-level GC/AC program are not licensed already at the A-level in GC/AC (but are licensed at the A-level in some other area), then the program should address under Program Approval Standard 1:
 - A – level Specialty Area Standards in GC/AC
 - Standards for the Master’s Degree License
 - If the M-level GC/AC program will admit candidates who are licensed at the A-level in a categorical special education area (ex. LD or MD), then address under Program Approval Standard 1:
 - A-level GC/AC Specialty Area Standards
 - Standards for the Master’s Degree License
 - If the M-level GC/AC program will admit candidates who hold an M-level categorical license (ex. LD or MD), then the process is similar to a licensure-only transcript review with a program of study being identified. A narrative explanation of how this will occur should be included in the Temporary Authorization request under Program Approval Standard 1. Include here also other specific programmatic requirements of these candidates.
 - Candidates completing a program leading to an M-level license in a categorical area (ex. LD, MD, SPD) may be recommended simultaneously for licensure in the corresponding A-level GC or AC area.
- MAT programs (GC and AC included) must address under Program Approval Standard 1:
 - Core Standards
 - Diversity Standards
 - Technology Standards
 - Specialty Area Standards
 - Standards for the Master’s Degree License
- Supporting narratives that address the standards may include a matrix showing how the program addresses and assesses the standards. Include in the matrix the standards being addressed, the courses in which the standards will be met, and how candidates will be assessed to ensure that they have met the standards.
- For A-level and M-level programs in School Support Personnel and/or Instructional Support Personnel such as: 1) School Administration, 2) Curriculum and Instructional Specialist, 3) Instructional Technology Specialist – Computers/Telecommunications, 4) Media Supervisor or Coordinator, 5) School Counselor, 6) School Social Worker, 7) School Psychologist, and 8) Speech-Language Pathologist address in narrative form under NC Program Approval Standard 1:
 - Specialty Area Standards for that program area

- For Specialist Level (S-Level) programs address under Program Approval Standard 1:
 - The program's extension of the candidate's master's level competencies in a 60 hour program of study. Clearly identify the knowledge, skills, and dispositions that candidates are expected to develop.
- For Doctoral Level (D-level) programs under Program Approval Standard 1:
 - Identify and explain the standards and additional requirements upon which the program is based, and how the program will ensure that candidates meet those standards and requirements. Clearly identify the knowledge, skills, and dispositions that candidates are expected to develop.

B. Syllabi for courses taught in the proposed curriculum

C. Vita for the faculty teaching program courses – faculty who teach methods courses or supervise student teachers in the program must have a current NC teaching license in that area. An appropriately specialized program coordinator who is full-time to the institution must be employed.

D. Resource support for the program - including library and laboratory resources

E. Documentation of your institution's approval for the addition of this program (may include additional documentation from the Board of Trustees/Governors or UNC General Administration as appropriate)

F. A cover letter from the Unit Head or institutional administration to DPI (see address above) requesting Temporary Authorization of the program

There may be several iterations of communication to request additional materials/information that support the granting of Temporary Authorization to the program. Notification of Temporary Authorization having been granted to the program will be sent to the Unit Head by way of email. **This authorization allows the program to admit candidates.** Once the first cohort of candidates begins student teaching/interning, the teacher education program at the institution must contact the Teacher Education Section of NC DPI to make arrangements for an on-site visit to lift Temporary Authorization and grant Full Approval. A consultant from the Teacher Education Section and a reviewer(s) in the area of the program(s) will conduct the on-site review. The resulting visit report will be reviewed by the State Evaluation Committee on Teacher Education (SEC), which will then make a recommendation to the State Board of Education regarding the approval status of the program(s).

For additional information on the process of requesting Temporary Authorization please contact:

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