



State-only Post-Baccalaureate Accreditation and Program Approval Timeline

This accreditation option is for institutions, agencies, and organizations that seek to prepare post-Baccalaureate, non-degree teacher and administrator candidates for roles in District of Columbia schools. While programs under this option may include degree options, degrees cannot be a required component of the licensure programs approved under this accreditation option.

Prior to submitting an Intent to Seek Accreditation and Program Approval form, institutions, organizations, and agencies are expected to undergo an extensive and intensive self-study analysis to determine the feasibility of operating a state-accredited educator preparation unit. It is likely that institutions will invest 6 months or more of planning and preparation during this period of self-evaluation. The self-study should focus on the unit's ability to meet the conditions for qualifying for a review, its plan for meeting the DC Organizational Standards for Educator Preparation and subject area program standards, and development of a candidate assessment system that meets Standard 2 of the DC Organizational Standards for Educator Preparation.

Organizations are encouraged to submit their intent to apply for accreditation and program approval at any time throughout the year. However, organizations should factor the following submission and review timeline into their expectations and planning pertaining to making programs operational and into their plans for recruitment of candidates:

At least 4-6 months prior to submitting an Intent to Seek Accreditation and Program Approval form:

- Applicant undergoes a self-study analysis to determine the feasibility of seeking state accreditation to operate an educator preparation organization and programs.

At the conclusion of the applicant's self-study analysis:

- Prospective applicant submits an Intent to Seek Accreditation and Program Approval form indicating their intent to apply for accreditation and program approval. OSSE will respond in writing, acknowledging an organization's intent





to seek accreditation and program approval.

Within 30 days after intent form is received by OSSE:

- Review team members are selected by OSSE.
- On-site reviews/interviews with prospective applicants are scheduled.

Within 60 days after intent form is received by OSSE:

- Applicant shall submit an organizational report and subject area program report(s) to OSSE.

Application Review (begins within 10 days after organizational report and subject area program reports(s) are submitted to OSSE and will conclude within 60 days):

- A state-facilitated, trained team of examiners conducts a paper review of program proposals/reports and supporting documents, and conducts the on-site review of the institution, organization, or agency seeking accreditation and program approval.

Within 15 days of the conclusion of the review period:

- OSSE's Educator Licensure and Accreditation unit (ELA) completes the final report of findings for each applicant and makes its recommendation to the State Superintendent of Education.

Within 30 days of a recommendation being sent to the State Superintendent:

- The State Superintendent of Education will make a final decision regarding the accreditation and program approval status of the unit and its programs.

ELA notifies the institution/organization of the State superintendent's action.

