

Appendix C.

**State Educator Preparation Provider or
Subject Area Program Approval Application**

Introduction: This application enables an educator preparation provider (EPP) in the District of Columbia to provide information to the Office of the State Superintendent of Education (OSSE) to request state EPP or subject area program review. This form should be submitted to the OSSE State Approval Administrator within 30 calendar days of submitting its Needs Assessment. This application should be submitted to OSSE 180 calendar days prior to desired EPP or subject area program start, in the case of an EPP seeking initial approval, or 180 calendar days prior to the expiration of the previous state EPP or subject area program approval term, in the case of an EPP seeking renewal of state approval.

General Information:

EPP name (in the box below)	EPP leader name and contact information (email and phone number in the box below)
EPP address (in the box to the right)	
EPP website (in the box to the right)	
If the EPP is seeking or has already been approved by the District of Columbia Higher Education Licensure Commission (HELC), please indicate status and date of approval, if applicable (in the box to the right).	<input type="checkbox"/> HELC application in progress <input type="checkbox"/> HELC approved effective date:
If the EPP is accredited by Council for the Accreditation of Educator Preparation (CAEP) or another accrediting body, please provide the accrediting body name and date of the most recent accreditation in the boxes below	
Name	Effective date of most recent accreditation term

<p>If the EPP or any subject area program indicated below has received a probation, suspension, denial, or revocation determination by another accreditor, specialized professional association, state, or jurisdiction in which the EPP or subject area program is operating or has operated within 365 calendar days of its request for OSSE approval, please provide the body, determination and effective date(s) in the boxes below.</p>	
<p>Accreditor, Specialized Professional Association (SPA), state or jurisdiction</p>	<p>Determination</p>
<p>Effective date(s)</p>	

Subject Area Programs: Please indicate in the table below for which subject area programs the EPP is seeking state approval (including those subject area programs for which an EPP has or is seeking SPA recognition).

- An EPP seeking *initial* state EPP and subject area program approval may request review of up to 6 subject area programs.
- An EPP seeking *renewal* of state EPP and subject area program approval should indicate all subject area programs for which it is requesting approval, and then check the box for which type of review (SPA or state, pending eligibility approval by OSSE), is requested.

Subject Area Program	Review requested		Subject Area Program	Review requested	
	SPA	State		SPA	State
¹ Adult Education			^{1, 2} Reading		
Art			School Counselor		
Bilingual Special Education			School Library/ Media Specialist		
Drama/Theater			School Psychologist		
² Early Childhood Education			School Social Worker		
Early Childhood Special Education			¹ Secondary Biology		
Educational Leadership and Administration			¹ Secondary Chemistry		

^{1, 2} Elementary Education			Secondary Computer Science		
Elementary Mathematics Resource			Secondary English		
English as a Second Language			¹ Secondary General Science		
Foreign Languages (Modern)			Secondary Mathematics		
Health and Physical Education			¹ Secondary Physics		
Middle School General Education			¹ Secondary Science		
Middle School English			Secondary Social Studies		
Middle School Mathematics			² Special Education (Deaf and Hard of Hearing)		
¹ Middle School Science			² Special Education (Learning Disability)		
Middle School Social Studies			² Special Education (Non-Categorical)		
Music—Instrumental and Vocal			² Special Education (Severe Emotionally Disturbed)		

¹These subject area programs do not have a specialized professional association (SPA) and will be reviewed by OSSE. All other subject area programs will be reviewed by the relevant SPA, unless the EPP is eligible for state review.

² These subject area programs prepare educator candidates with primary responsibility for literacy instruction (such as elementary education, early childhood education, special education, reading and any other applicable subject area program), and the EPP will be required to demonstrate to OSSE that it sufficiently covers each of the five components of scientifically based reading instruction: phonemic awareness, phonics, oral reading fluency, vocabulary and comprehension, in addition to SPA or state (OSSE) subject area program approval.

EPP Overview: Please attach additional pages to this form that provide an overview of the EPP. The EPP overview should contain relevant information about the EPP, including: an introduction to the EPP with relevant background information and the program structure. This section is designed to provide an overall understanding of the EPP’s design. Please limit the EPP Overview to two pages.

- **Introduction**
Please provide relevant EPP background information and history and qualifications of key staff and faculty.
- **Program Structure**

Provide anticipated program start date, estimated tuition, and anticipated number of candidates. Describe the structure of the program(s), including course/contact hour requirements and program length.

Assurances: As a duly and legally authorized representative of the EPP designated on this form, I verify that the information provided in this application is true, correct, and complete.

In accordance with the DC Human Rights Act of 1977, as amended, DC Official Code Section 2-1401.01, *et seq.*, (the “Act”) all EPPs and subject area programs approved by the District of Columbia shall not discriminate against candidates, faculty and personnel on the basis of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business.

Name of EPP leader	
Signature of EPP leader	Date

State EPP Review Eligibility

Eligibility and Evidence:

(1) EPP name (in the box below)		(2) EPP contact person name, title, and information (email and phone number in the box below)	
(3) Please indicate with a checkmark which condition below enables your EPP to request state review:			
<p>_____ Operates solely in the District of Columbia (if this box is selected, request is complete and ready to submit to OSSE State Approval Administrator); or</p> <p>_____ Can demonstrate that 50 percent or more of its program completers are employed by LEAs in the District of Columbia per year for the most recent three years (if this box is selected, please complete boxes (4) and (5) below).</p>			
(4) Please provide in the boxes below the percentage of program completers who currently teach or have taught during the two previous school years in public schools in DC, which may include both the District of Columbia Public Schools (DCPS) and public charter schools:			
	School Year <i>(i.e., 2019-20)</i>	Percentage	
Current school year			
Most recent prior school year (2)			
School year two years prior (3)			
(5) Please provide as additional pages to this form a description (not to exceed 500 words) and evidence for the percentages provided above. Among other examples for evidence, an EPP may refer to the OSSE EPP report, provide evidence from local education agency partners in DC or internal or external EPP documents, surveys, or reports.			

EPP Notification: OSSE will confirm receipt of this State EPP or Subject Area Program Approval Application within five calendar days of an EPP’s submission.

OSSE will notify the EPP of its state EPP review eligibility status within 60 calendar days of the submission of this State EPP and Subject Area Program Approval application.