



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

**State Educator Preparation Provider and Subject Area Program Approval Extension Policy
(updated September 2022)**

Background: On June 24, 2022, the Office of the State Superintendent of Education (OSSE) released a [Notice of Final Rulemaking](#) (NFR) regarding state educator preparation provider (EPP) and subject area program (SAP) approval. Consistent with the NFR, OSSE has published an [EPP Approval Schedule](#) for the first cycle of state EPP and SAP approvals. In order to remain in compliance with the approval requirements of the newly promulgated regulations, an EPP, or in the case of a subject area program operating outside of an EPP, an institution of higher education (IHE), may be interested in seeking an extension of the time indicated on OSSE's approval schedule.

Policy: OSSE will consider an approval extension request from a currently approved EPP or IHE if it submits a state approval extension request no fewer than 60 calendar days before the first day of the month in which its approval application submission is due.¹ For example, if an EPP or SAP approval application is due to OSSE in January 2023, its state approval extension request is due to OSSE on Nov. 1, 2022.

The EPP's or IHE's approval extension request must include a justification. The justification must include the following:

- documentation of an extension or approval timeline from an external EPP accreditor or specialized professional association (SPA); or
- a letter to OSSE from the EPP leader or authorized representative that describes the reason for the extension request; **AND**
- what steps the EPP or IHE will take to ensure adherence to its upcoming state approval timeline, if OSSE grants the requested extension.

For EPPs or SAPs that are currently externally accredited or recognized, or actively seeking external accreditation or recognition, OSSE will consider an extension period aligned with the extension granted, or accreditation or recognition approval timeline provided, by the external accreditor or SPA. For EPPs or IHEs with state EPP or SAP approval, OSSE will consider an extension period of 180 calendar days.

¹ The [EPP Approval Schedule](#) is posted on the OSSE website.

EPP Information and State Approval Extension Request

EPP name	
Most recent EPP accrediting or approval entity	<input type="checkbox"/> Council for the Accreditation of Educator Preparation (CAEP) <input type="checkbox"/> OSSE
EPP accreditation expiration or state approval determination date	
Requesting State EPP Approval Extension	<input type="checkbox"/> Yes
Justification	<input type="checkbox"/> CAEP extension documentation attached (for EPPs with external CAEP accreditation), as well as the steps the requesting entity, will take to ensure adherence to the new approval timeline, should OSSE grant the extension request <input type="checkbox"/> Letter to OSSE from EPP leader or authorized representative attached (for EPPs with state EPP and/or SAP approval) describing need for request and steps the requesting entity will take to ensure adherence to the new approval timeline, should OSSE grant the extension request
EPP leader or authorized representative name, title and contact information (email and phone number)	
EPP leader or authorized representative signature	
Date	

Subject Area Program Information and State Approval Extension Request

Approved subject area programs (add more rows, if necessary)	Most recent SAP recognition or approval entity (please check either SPA or OSSE)		SAP recognition expiration or state approval determination date	Requesting SAP approval extension (please check yes or no)		Justification (Please check SPA documentation or description attached)	
	SPA	OSSE		Yes	No	SPA documentation attached	Description of need* attached
EPP leader or authorized representative name, title and contact information (email and phone number)							
EPP leader or authorized representative signature							
Date							

***Note:** The EPP must also include the steps it will take to ensure adherence to the new approval timeline, should OSSE grant the extension request.