



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

State Educator Preparation Provider and Subject Area Program Approval

Frequently Asked Questions (FAQ)

(Updated March 30, 2023)

Introduction

On June 24, 2022, the Office of the State Superintendent of Education (OSSE) released [regulations](#) governing state educator preparation provider (EPP) and subject area program (SAP) approval. The intent of the approval process is to ensure that candidates and program completers of EPPs and SAPs who seek an educator credential in the District of Columbia receive the training and practicum experiences to enable them to provide effective and high-quality education to public school students in the District of Columbia.

This guidance document provides responses to frequently asked questions from EPP staff regarding state EPP or SAP review and approval. For more information about state EPP or SAP review and approval, please contact the state approval administrator Joelle Lastica Hlava at Joelle.LasticaHlava@dc.gov.

This FAQ document is organized in the following sections:

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- D. [State EPP or SAP Visits](#)
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Needs Assessment

A-1. In what format should an EPP submit its needs assessment and evidence?

An EPP should use the [needs assessment template](#) to write its response in narrative form and succinctly describe evidence and data. An EPP may hyperlink evidence and data to a website or attach as appendices. For more on needs assessment submission, please see [OSSE's State Educator Preparation Provider and Subject Area Program Approval Handbook](#) (pp. 7-9).

A-2. Do the word count limits apply for each section (*i.e.*, Diversity or Responsiveness to Workforce Needs) or to each subsection (*i.e.*, shortage area, candidate interest, low enrollment in the Responsiveness to Workforce Needs section) in each section?

Each section word count limit applies to each section of the needs assessment (250-500 words for the *Diversity* section and 500-750 words for *Responsiveness to Workforce Needs* section).

State EPP or SAP Approval Application

B-1. When is the initial EPP or SAP approval application due for an EPP that is interested in becoming approved to provide educator preparation through subject area programs that prepare individuals to earn an educator credential in the District of Columbia?

OSSE accepts state EPP or SAP approval applications on a rolling basis. Please see the [Handbook](#), Appendix A, for the applicable approval checklist. If an interested EPP has or will seek external EPP accreditation with the Council for the Accreditation of Educator Preparation (CAEP) and SAP approval with the relevant specialized professional associations (SPAs), the “EPPs with External Accreditation” checklist will apply; if an interested EPP is eligible to seek state EPP and SAP review through the state (OSSE), the “EPPs Seeking State Review” checklist will apply. Please know that only eligible EPPs may apply for state EPP and SAP review ([5A DCMR §1704.8](#)).

To initiate the state EPP and SAP approval process, an interested EPP must first submit the needs assessment ([Handbook](#), Appendix B), and then submit its state EPP or SAP approval application ([Handbook](#), Appendix C) 30 calendar days later. The interested EPP must submit its approval application no later than 180 calendar days prior to the interested EPP’s or SAP’s desired launch date.

B-2. Should an EPP seek Higher Education Licensure Commission (HELC) approval prior to state EPP approval?

An EPP may seek both state approval and HELC approval simultaneously.

B-3. If a currently approved EPP is interested in launching one or more new SAPs, should it submit two EPP or SAP approval applications (i.e., one for the EPP and existing SAPs and one for the new SAPs)?

No, the EPP must submit one EPP or SAP approval application and check the box (under the Review Requested column) for each new SAP for which the EPP is seeking state review.

B-4. Where can an EPP find information about its HELC approval status?

An EPP can find this information in OSSE HELC’s searchable directory of active institutions at [this](#) OSSE webpage. If an EPP with HELC approval is not listed in this directory, please contact the state approval administrator.

B-5. Should an EPP that is accredited by an external organization, such as Council for the Accreditation of Educator Preparation (CAEP) complete the State EPP Review Eligibility section of the state EPP or SAP approval application?

No, an externally accredited EPP should not complete the State EPP Review Eligibility section as it is not eligible to seek state EPP review.

B-6. Does OSSE provide each EPP in an alternate route organization or institution (AROI) with its employment rate of program completers (for the purpose of confirming eligibility to seek state EPP and SAP review)?

Yes, OSSE provided this data for each state approved AROI. OSSE provided each EPP with its EPP report and data in [Box](#) in 2021 and 2022. In its data (Excel spreadsheet), OSSE included a tab labeled “AROI Comp Employment.” AROI Completer Employment (AROI Comp Employment) is defined as the following: Provides the count of completers from this EPP who were employed as teachers in the year following completion, in any year of teaching, for the past three years.

Review fees

C-1. What are the fees for approval renewal of a state approved EPP and its two state-approved SAPs, and to add two new SAPs? When are fees due?

Entity under state review	State review fee
EPP	\$2,500 (renewal)
Current subject area program	\$500 (renewal) x 2 = \$1,000
New subject area program	\$1,000 each (initial) x 2 = \$2,000
Total	\$5,500

An EPP must pay state review fees on or before the state review visit.

C-2. In the case of an EPP that is accredited by CAEP and operating some SAPs with national SPA recognition and other SAPs with state SAP approval, should an EPP furnish funds to OSSE to complete its state review?

- A currently approved EPP with external EPP accreditation will not pay a review fee to OSSE to renew its EPP accreditation. External EPP accreditation fees are paid to the external EPP accreditor.
- An SAP with national program recognition through its relevant SPA will not pay a review fee to OSSE to renew its program recognition status. SPA SAP fees are paid to either the external EPP accreditor or the SPA.
- A currently approved EPP with external EPP accreditation will pay a review fee to OSSE for any SAP for which there is no SPA, as OSSE will review this SAP.
- A currently approved EPP eligible to seek state EPP review will pay renewal fees to OSSE for its state EPP review and for each currently approved subject area program for which it seeks state review.
- An EPP will pay a renewal fee to OSSE if it is seeking renewal of its current state SAP approval and an initial approval fee to OSSE if it is seeking initial state approval of the SAP.

C-3. Will an EPP receive an invoice for the review fees it furnishes to OSSE?

OSSE will furnish an invoice to EPPs at an EPP's request. If an EPP is interested in receiving an invoice, it should contact the state approval administrator.

State EPP or SAP Visits

D-1. Are state review visits conducted virtually, in-person, or does an EPP have a choice?

State review visits are conducted in-person; however, the EPP should accommodate participants or reviewers who are only able to join virtually.

D-2. A CAEP accredited EPP has two SAPs without SPAs. Will these SAPs be reviewed by OSSE? If so, will OSSE conduct a separate review visit for each SAP or one combined review visit during which both SAPs are reviewed?

Yes, OSSE will review SAPs without SPAs. OSSE will conduct one combined on-site state review visit for these two programs and if applicable, the science of reading (please see E-1 below).

D-3. Is there a state EPP or SAP review agenda template?

Yes, the [review visit schedule template](#) is available on the [OSSE website](#). However, an EPP may work with OSSE to modify the review schedule to best accommodate state visit participants and reviewers.

*Initial and renewal of state **EPP and SAP** approval review visits will be scheduled for a duration of either one day or one and one-half consecutive days, depending on the EPP or SAPs under review.*

Some state EPP review visits will include local education agency (LEA) site visits, so the review schedule should accommodate visits to LEA partners (by some, not all review team members). OSSE recommends starting with an overview/introduction of the EPP followed by interviews with groups common to the SAPs under review (*i.e.*, EPP leader, staff, program approval coordinator, assessment coordinator, data manager, admissions director/coordinator) before breaking into SAP-specific groups (*i.e.*, EPP faculty, LEA partners, candidates and graduates). The review visit should include time for state review team meetings (confidential) and end with an exit meeting (20-30 minutes) with OSSE staff, state review team members (optional), the EPP leader and may include EPP team members and organization or university leadership.

D-4. Who should be interviewed during a state EPP or SAP review visit?

Interviews should include representatives from the following stakeholder groups:

- **EPP Team**
 - EPP leader
 - EPP staff (those responsible for developing and implementing programs)
 - State EPP and Program(s) Approval Coordinator
 - Assessment Coordinator(s)
 - Data Manager
 - Admissions Director/Coordinator
- **EPP Faculty**
 - EPP faculty members
 - Course instructors
 - University or EPP supervisor(s) (if applicable)
 - Field experience coordinator(s)
 - School-based faculty including teacher mentors (if applicable)
- **Partners (Pre-K-12 School, LEA and/or EPP-based)**
 - Pre-K-12 Administrators/LEA partners
 - Employers of recent graduates (if applicable)
- **Candidates and Recent Program Completers or Graduates (if applicable)**
 - Current candidates
 - Recent graduates

D-5. What facilities/equipment/technology does the EPP need to provide OSSE and the state review team during the state review visit?

Wireless internet access, virtual meeting capability, a room to conduct group interviews for each subject area program under review and a room for the state review team (for confidential state review team discussions).

D-6. Is the EPP expected to provide lunch and refreshments for the state review team?

The EPP is not expected to provide lunch or refreshments for OSSE or the review team. If it so chooses, the EPP may provide lunch for the review team, but not OSSE staff. If it so chooses, the EPP may provide refreshments for OSSE and the review team.

State SAP Approval Standards

E-1. For which SAPs is an EPP required to complete OSSE's science of reading rubric?

All SAPs that prepare educator candidates with primary responsibility for literacy instruction (*i.e.*, Early Childhood Education, Elementary Education, Reading, Special Education) ([5A DCMR §1704.6](#)) must submit a completed OSSE science of reading standards rubric.

E-2. Does an EPP submit one science of reading standards rubric for all applicable programs (current SAPs and new ones for which an EPP is seeking initial approval) or one per SAP?

It depends. An EPP may submit one completed science of reading standards rubric for each applicable SAP if its responses to OSSE's science of reading rubric are the same for each SAP. If an EPP has different responses to OSSE's science of reading rubric for each SAP, an EPP must submit one completed science of reading rubric for each SAP, or detail within the text of its responses within the rubric where certain information is specific to one or one set of SAPs.

E-3. What does an EPP with SAP SPA recognition need to submit to OSSE as evidence for state review?

An EPP SAP with SPA recognition must submit its SPA recognition decision letter and report to OSSE for use as its evidence for state SAP approval ([Handbook](#), p. 9).

State EPP or SAP Review Evidence

F-1. In addition to course names and syllabi, what evidence should an EPP submit with its completed SAP standards rubrics?

An EPP may submit any other information that would support its responses to the SAP standards rubrics, including data (*e.g.*, *formative and summative assessments, memoranda of agreement*). Other possible sources of evidence are provided in the [Handbook](#), Appendix D.

F-2. Can an EPP submit review evidence at the same time it submits its application (instead of 30 days before the review visit)?

No. An EPP must submit evidence for the state EPP or SAP review at least 30 days before the review visit.

F-3. How does an EPP submit evidence for state review to OSSE?

An EPP must submit its evidence to [Box](#) for state review and notify the state approval administrator of the submission.

F-4. How can an EPP get access to [Box](#)?

An EPP can request [Box](#) access for one or more representatives by contacting the state approval administrator.

Program Modification

G-1. Does an EPP's or SAP's request to shift from in-person to online program delivery require an EPP to submit an EPP Modification Form?

Yes. An EPP must submit an EPP modification form ([Handbook](#), pp. 48-49) to request to shift from in-person to online program delivery. The EPP may send OSSE a letter or statement detailing a description of the changes to begin the process for program modification request.

G-2. Is HELC approval necessary to request an EPP program modification?

It depends on the program modification. In some cases, detailed at this [OSSE HELC webpage](#), an EPP's program modification must be approved by HELC before the change can take effect.

G-3. What is the deadline to submit an EPP Modification Form?

An EPP must submit the EPP Program Modification Form to OSSE at least 60 days prior to launch of the proposed modification ([Handbook](#), p. 19). However, OSSE encourages an EPP to submit the form earlier in case program modifications are substantive and warrant a more comprehensive review.

G-4. Can an EPP request review of a new SAP by submitting an EPP Modification Form?

No. A new SAP is not a program modification. To request review of a new SAP, an EPP must submit a [State EPP or SAP Approval Application](#) to OSSE.

Other Topics

H-1. What must an EPP and a SAP that operate outside the EPP include in the written agreement required by 5A DCMR §1704.7?

An SAP that does not operate within an EPP must submit evidence to OSSE that it operates within an institution of higher education (IHE) and has notified the educator preparation provider operating within that IHE. The subject area program and IHE must submit a written agreement to OSSE that will govern in the event of a closure of the subject area program. This agreement must address how the subject area program and IHE will meet data collection and reporting requirements included in this chapter after closure of the program.

[5A DCMR §1709](#) describes the requirements for data collection and reporting:

1709.1 OSSE shall annually collect and publicly report data from an educator preparation provider, including:

- (a) All data required for collection under the Higher Education Act of 1965, 20 U.S.C. § 1001 (2012);
- (b) Educator candidate and program completer demographic information;
- (c) Educator candidate and program completer certification information;
- (d) Enrolled candidate and recent graduate Praxis or equivalent licensing exams pass rates;
- (e) Enrolled candidate and recent graduate employment and placement outcomes; and
- (f) Candidate and program completer performance.