**EDUCATOR PREPARATION new program proposal APPLICATION**

**Connecticut State Department of Education (CSDE)**

Institutions or organizations seeking approval for new educator preparation programs must complete this application and submit electronically with required supporting documents to Katie Moirs, Connecticut State Department of Education Program Approval Coordinator at [katie.moirs@ct.gov](mailto:katie.moirs@ct.gov).

**I. PROGRAM DESIGN**

1. Briefly (short paragraph) describe the program design, scope and sequence, including how national content standards for preparing educators—CAEP Specialized Professional Association (SPA) standards—and the Connecticut Common Core of Teaching (CCT) competencies were used to develop the program courses and fieldwork/clinical experiences (Note: Use the attached document showing which CCT competencies are applicable to initial certification programs. The CCT is not applicable to advanced licensure programs.). **Please submit a list of planned program courses and all planned program course syllabi with this application. Syllabi should include faculty or instructor names, including clinical experience supervision.**
2. Briefly (short paragraph) describe the assessment system by which candidate performance data will be collected, analyzed, reported, and used for program improvement. Include faculty training and calibration procedures regarding assessment administration and scoring and specific strategies that will be used to remediate candidate knowledge and/or skill deficiencies based on candidate performance data, including any dispositional concerns. **Please submit all key assessments with this application.**
3. Complete the chart below to show the alignment of program key assessments with courses, clinical experiences, national content standards, and CCT competencies (if applicable). Add table rows as necessary.

|  |  |  |
| --- | --- | --- |
| **Key Assessment** | **Which national content standards and/or CCT competencies (if applicable) will be measured with this assessment?** | **Which program courses and/or clinical experiences provide candidate training required for this assessment?** |
| [Content Knowledge] |  |  |
| [Content Knowledge] |  |  |
| [Pedagogical Knowledge and Skills] |  |  |
| [Pedagogical Knowledge and Skills] |  |  |
| [Pedagogical Knowledge and Skills] |  |  |
| [Pedagogical Knowledge and Skills] |  |  |

1. Complete the chart below to show the alignment of program courses with (1) Connecticut certification regulations (2) educator preparation statutory requirements. Add table rows as necessary.

|  |  |
| --- | --- |
| 1. CT Certification Regulations | Title and # for each planned program course that meets certification regulations |
|  |  |
|  |  |
| 1. CT Educator Preparation   Statutory Requirements | Title and # for each planned program course that meets statutory requirements |
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|  |  |

**II. ORGANIZATIONAL CAPACITY**

1. Provide the name, title, and rank of the program director. Include a description of all teaching and administrative duties.
2. Complete the chart below for faculty who will teach and/or serve in a clinical supervisory or evaluator role in the program. Add table rows as necessary. **Please submit vitae or resumes for individuals included in the chart.**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Degree(s) | P-12 Experience | Status and Program Role  (FT/PT; tenure track/adjunct; instructor; clinical supervisor) |
|  |  |  |  |
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1. Briefly (short paragraph) describe any plans for hiring new faculty for the program if necessary, including a timeline and institutional commitment to hiring needed faculty.
2. Briefly (short paragraph) describe the institutional, unit, and program-level facilities and resources that will be available to the program, including technology and library/media resources.
3. Create and provide a budget chart for the program below, including program expenses and revenue.