Notice to the New York State Education Department
Pursuant to Section 52.21 of the Regulations of the Commissioner of Education
Concerning Accreditation with a Professional Education Accrediting Association that is
Seeking Recognition from CHEA or USDE

Institution Name: _______________________________________________________________

President/CEO Name: ___________________________________________________________

Name of Dean/Chair of School/Department of Education: ______________________________

Expiration Date of Current Accreditation Period: ______________________________________

By signing below, the President/CEO acknowledges the following conditions as stated in
Commissioner’s Regulations Section 52.21:

1. That the institution is pursuing accreditation with a professional education accrediting
   association that is seeking recognition from the Council for Higher Education
   Accreditation (CHEA) or the United States Department of Education (USDE), prior to the
   expiration date of its current accreditation period, noted above.

2. That, to have its programs considered to be continuously accredited, as required by
   Commissioner’s Regulations Section 52.21, the institution will have five years from the
   date of this notice to successfully complete the accreditation process.

3. That the Commissioner’s Regulations also state that if, at any time during the
   accreditation process, the professional education accrediting association determines that
   the institution’s program or programs cannot be accredited by such association and/or
   that the institution has not diligently pursued an application for accreditation, the
   institution’s program or programs shall not be considered to be continuously accredited
   as required by Commissioner’s Regulations Section 52.21.

Institutions pursuing accreditation by the Association for Advancing Quality in Educator
Preparation (AAQEP) must include a copy of the membership confirmation letter received from
AAQEP, noting membership at the “Regular Membership” level, with this notification form.
Forms submitted to NYSED without the AAQEP membership confirmation letter, will not be
considered to meet the satisfactory evidence requirements of Commissioner’s Regulations
Section 52.21.

Signature of President/CEO: _______________________________________________________

Date: __________________

Please print, complete, sign and scan this form and email it and the AAQEP membership
confirmation letter received by your institution to: ocueinfo@nysed.gov. The subject line in
the email should read, “Notice to NYSED Concerning EPP Accreditation.”