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| **SEDseal** | **THE STATE EDUCATION DEPARTMENT** / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234 |

**Application for the Registration of New Graduate and Undergraduate Curricula/Programs Leading to an Initial Classroom Teaching Certificate, Extension or Annotation – Including Programs to be Offered in Distance Education Format**

**Important Information**

1. Use this application if you are a New York State institution of higher education, holding an absolute charter from the NYS Board of Regents or permanent authority to award degrees, requesting registration of **a program leading to a teaching certificate.**

1. **Do not** use this application if you are requesting registration of:

* Programs leading to certification in educational leadership or pupil personnel services titles
* General academic programs, including those leading to credit-bearing certificates or advanced certificates
* Programs preparing licensed professionals
* Programs leading to doctoral level degrees
* Proposals for revisions to existing registered programs (including title and curricular changes, etc.)

1. Program registration is based upon the standards found in the Regulations of the Commissioner of Education (8 NYCRR Chapter II). The Department registers individual curricula/programs rather than the institution as a whole, but the program registration process includes, in some instances, an assessment of institutional-level compliance with certain of the standards.

1. This application includes attestations/assurances, by the Chief Administrative or Academic Officer/Provost of the institution, on behalf of the institution, concerning the institution’s compliance with statutory and regulatory requirements related to the standards for curricula/program registration and operation of higher education programs in New York State.
2. The Department will audit compliance with the standards and, if an institution is found to be out of compliance with any of the standards to which it attested compliance, that finding may lead to denial of: (1) re-registration of the program, pursuant to §52.1(l) of the Regulations of the Commissioner of Education, and (2) the ability of the institution to utilize attestations in future applications for program registration; and may warrant deregistration of the program.
3. Program proposals from SUNY and CUNY System institutions must be submitted to the Department by the System Administration. Contact the System Administration for information concerning relevant proposal submission requirements.
4. The Department reserves the right to request additional information and/or clarification of any information provided by the institution that may be necessary for the Department to make a registration decision concerning the proposed program.

**Submission Instructions**

Applications for program registration will be accepted in **electronic format only** via the instructions below. Hard copy applications will not be accepted, reviewed or retained by the Department.

1. Create a single PDF document that includes the following documents:

* The completed Application for the Registration of New Graduate and Undergraduate Curricula/Programs in teacher education, with all required signatures included;
* Any request for a Master Plan Amendment and associated information and materials that may be required concerning this program proposal (see below); and
* Any external review of the proposed program that is required (see below).

1. Attach the single PDF document to an e-mail.
2. Send the e-mail (with the attachment) to [OCUEEdApps@nysed.gov](mailto:OCUEEdApps@nysed.gov) .
3. The subject line of the email should include the name of the institution, the degree award and the program title. For example:

Subject: ABC College, M.S. Adolescence Education Biology 7-12

**Master Plan Amendments**

If this program proposal requires a Master Plan Amendment, additional information and materials related to that request will be required. Please refer to information on the Department’s web site at: <http://www.highered.nysed.gov/ocue/aipr/guidance/gpr2.html> for information on Master Plan Amendments to determine if a Master Plan Amendment is required for this program proposal and to access the Master Plan Amendment Supplement.

**External Review**

Please refer to <http://www.highered.nysed.gov/ocue/aipr/guidance/gpr9.html> for information about when an external review of a proposed program is required. If an external review is required, it must be submitted with the program registration application.

**General Information**

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| Institution (Legal Name) | Institution Code |
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| Proposed Program Title | Degree Award |
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| Address of Any Campus Where the Proposed Program Will Be Offered  (main and/or branch campuses) | Full-time or Part-time [[1]](#footnote-1) |
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| Program Format: Please note some formats indicate the entire program can be completed in that format, i.e. “evening” indicates the entire program can be completed in the evening. See <http://www.nysed.gov/college-university-evaluation/format-definitions> for more information. | HEGIS Code |
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| Certification Titles (include any extensions and annotations sought) | Certification Level(s) |
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| Joint Registration IHE (if applicable) | Total Number of Credits |
|  |  |
| Lead Contact [First Name, Last Name, Title] | Telephone Number |
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| Email Address |  |
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**Attestation and Assurances**

On behalf of the institution, I hereby attest to the following:

That all educational activities offered as part of this proposed curriculum are aligned with the institutions’ goals and objectives and meet all statutory and regulatory requirements, including but not limited to Parts 50, 52, 53 and 54 of the Regulations of the Commissioner of Education and the following specific requirements:

That credit for study in the proposed program will be granted consistent with the requirements in §50.1(o).

That, consistent with §52.1(b)(3), a reviewing system has been devised to estimate the success of students and faculty in achieving the goals and objectives of the program, including the use of data to inform program improvements.[[2]](#footnote-2)

That, consistent with §52.2(a), the institution possesses the financial resources necessary to accomplish its mission and the purposes of each registered program, provides classrooms and other necessary facilities and equipment as described in §52.2(a)(2) and (3), sufficient for the programs dependent on their use, and provides libraries and library resources and maintains collections sufficient to support the institution and each registered curriculum as provided in §52.2(a)(4), including for the program proposed in this application.

That, consistent with 52.2(b), the information provided in this application demonstrates that the institution is in compliance with the requirements of §52.2(b) and §52.21(b)(2)(i) and (ii) relating to faculty, including those pertaining to field experiences, student teaching and mentoring teacher of record.[[3]](#footnote-3)

That all curriculum and courses are offered, and all credits are awarded, consistent with the requirements of §52.2(c).

That admissions decisions are made consistent with the requirements of §52.2(d)(1) and (2).

That, consistent with §52.2(e), overall educational policy and its implementation are the responsibility of the institution’s faculty and academic officers, that the institution establishes, publishes and enforces explicit policies as required by §52.2(e)(3), that academic policies applicable to each course as required by §52.2(e)(4), including learning objectives and methods of assessing student achievement, are made explicit by the instructor at the beginning of each term; that the institution provides academic advice to students as required by §52.2(e)(5), and, that the institution maintains and provides student records as required by §52.2(e)(6).

That, consistent with §52.2(f)(2), the institution provides adequate academic support services and that all educational activities offered as part of a registered curriculum meet the requirements established by state statute, the Rules of the Board of Regents and the Commissioner’s regulations.

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| **CHIEF ADMINISTRATIVE or ACADEMIC OFFICER/ PROVOST** |  |
| Signature | Date |
| Type or print the name and title of signatory | Phone Number |

**Program Purpose, Philosophy, Objectives and Targets**

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| **Program Purpose and Philosophy**  *Department Expectation*: *Provide a brief description of the program as it will appear in the institution’s catalog. Include the philosophy, purpose, and specific career objectives of the program.* | | | | | | | | | |
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| **Program Objectives**  *Department Expectation:* *Identify the certification areas the program is designed to lead to.* | | | | | | | | | |
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| **For Certificate and Advanced Certificate Programs** *List all associated registered degree programs to which credit will apply. Include program Title, Degree and Code* | | | | | | | | ***Reminder***: All courses in certificate and advanced certificate programs must be applicable to one or more registered degree programs at corresponding locations. | |
| Title | | | Degree | | | Code | | | |
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| **Program Targets -** *Department Expectation*: *Establish realistic enrollment, retention, graduation, and job placement targets for this program that are connected to the reviewing system by which the success of students and faculty in achieving such goals and objectives of the program are determined. Note: Specific Department defined targets are not required for the registration of curricula. However, the Department expects institutions to establish targets that reflect the espoused quality of the program, and to periodically and systematically review such targets as they relate to program implementation.* | | | | | | | | | |
| Enrollment Projections  *The Department assumes that Year 5 enrollment projections will be full-capacity relative to existing and new resources planned.* | | | | | | | | | |
| Year 1 | Year 2 | | | Year 3 | Year 4 | | | | Year 5 |
|  |  | | |  |  | | | |  |
| **Annual Retention Rate Target (%)** | | **Target graduation rate (%)** | | | | | **Target Job Placement Rate (%)** | | |
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**Curriculum and Course Information**

*Complete the relevant Program Schedule (Table A and/or Table B) in a manner consistent with §52.2(c) of the Regulations of the Commissioner*

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| ***Table A: Undergraduate Program Schedule***   * *Indicate academic calendar type****:*** *Semester  Quarter  Trimester  Other (describe):* * *Label each term in sequence, consistent with the institution’s academic calendar (e.g., Fall 1, Spring 1, Fall 2)* * *Use the table to show how a typical student may progress through the program; copy/expand the table as needed.* | | | | | | | | | | | | | | | | | | | | | | | | | |
| Term: | | | | | | Credits per classification | | | | | | |  | | Term: | | | | | Credits per classification | | | | | |
| Course Number & Title | | | | Cr | | LAS | Maj | | New | | Prerequisite(s) | | Course Number & Title | | | Cr | | LAS | | | Maj | New | Prerequisite(s) |
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| Term: | | | | | | Credits per classification | | | | | | | Term: | | | | | Credits per classification | | | | | |
| Course Number & Title | | | | Cr | | LAS | Maj | | New | | Prerequisite(s) | | Course Number & Title | | | Cr | | LAS | | | Maj | New | Prerequisite(s) |
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| Term: | | | | | | Credits per classification | | | | | | | Term: | | | | | Credits per classification | | | | | |
| Course Number & Title | | | | Cr | | LAS | Maj | | New | | Prerequisite(s) | | Course Number & Title | | | Cr | | LAS | | | Maj | New | Prerequisite(s) |
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| Term: | | | | | | Credits per classification | | | | | | | Term: | | | | | Credits per classification | | | | | |
| Course Number & Title | | | | Cr | | LAS | Maj | | New | | Prerequisite(s) | | Course Number & Title | | | Cr | | LAS | | | Maj | New | Prerequisite(s) |
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| **Program Totals**: | Credits: | | | | | | | | | Liberal Arts & Sciences: | | | | | | Major: | | | | | Elective & Other: | | | | |
| **Cr**:= credits **LAS** = [Liberal Arts and Sciences](http://www.highered.nysed.gov/ocue/aipr/guidance/gpr11.html) **Maj** = major requirement **New** = new course **Prerequisite(s)** = list prerequisite(s) for the noted courses | | | | | | | | | | | | | | | | | | | | | | | | | |
| ***Table B: Graduate Program Schedule***   * *Indicate academic calendar type:*  *Semester*  *Quarter*  *Trimester*  *Other (describe):* * *Label each term in sequence, consistent with the institution’s academic calendar (e.g., Fall 1, Spring 1, Fall 2)* * *Use the table to show how a typical student may progress through the program; copy/expand the table as needed.* | | | | | | | | | | | | | | | | | | | | | | | | | |
| Term: | | | | | | | | | | | |  | | Term: | | | | | | | | | | | |
| Course Number & Title | | | Credits | | New | | | Prerequisite(s) | | | | Course Number & Title | | | Credits | | New | | | Prerequisite(s) | | | |
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| Term: | | | | | | | | | | | | Term: | | | | | | | | | | | |
| Course Number & Title | | | Credits | | New | | | Prerequisite(s) | | | | Course Number & Title | | | Credits | | New | | | Prerequisite(s) | | | |
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| Course Number & Title | | | Credits | | New | | | Prerequisite(s) | | | | Course Number & Title | | | Credits | | New | | | Prerequisite(s) | | | |
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| **Program Totals:** | | **Credits:** | | | | | | Identify any comprehensive, culminating element(s) (e.g., thesis or examination), including course number if applicable: | | | | | | | | | | | | | | | | | |
| **New** = indicate if new course **Prerequisite(s)** = list prerequisite(s) for the noted course | | | | | | | | | | | | | | | | | | | | | | | | | |

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| **Program Admission Requirements**  List all program admission criteria and provide the program’s checklist or other documentation the institution uses to verify these requirements are met. Be specific. This checklist may be pasted into the answer below. For graduate level programs commencing on or after July 1, 2016 the following minimum admission criteria must be applied; a minimum score on the GRE or a substantially equivalent admission examination and a minimum cumulative grade point average of 3.0 in the applicant’s undergraduate program; provided, however, that such graduate record examination or substantially equivalent admission examination requirement shall in no case apply to currently certified teachers or educational leaders who already hold a graduate degree. \* |
| **Identifying Program Coursework Requirements**  Go to <http://www.highered.nysed.gov/ocue/aipr/PedagogicalCore.html> and click the link for the Certification Area Code that the proposed program will lead to. Review the program requirements identified on the certification area code sheet. |
| **Meeting the Liberal Arts and Sciences Requirement**  By checking each box below the college attests that program candidates are prepared with knowledge, understanding, and skills in the following liberal arts and sciences. For undergraduate programs, coursework related to each area should be visible on the sample program schedule. For graduate programs where this coursework is completed prior to admission, a verification process should be in place and available for submission upon request.   |  |  |  | | --- | --- | --- | | artistic expression | a language other than English | Information retrieval | | humanities | written analysis and expression | communication | | concepts in history and social sciences | scientific and mathematical processes |  | |

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| **Meeting the Content Core Requirement** |
| List the liberal arts and sciences majors or concentrations that meet the content core requirements. If the program leads to more than one certificate title, as in Adolescent Education, clearly associate the major the institution will accept for each certificate title. |

**Pedagogical Core Requirements for both Undergraduate and Graduate Programs**

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| **Pedagogical Core Course Table**  *The Pedagogical Core Courses Table is designed to illustrate how the pedagogical course work in the proposed program meets the pedagogical core requirements outlined in Commissioner’s Regulations Section 52.21 for program registration. It can be used for a program leading to a single certificate or to multiple classroom teaching certificates. The Department reviews this table to ensure that the pedagogical requirements of Commissioner’s Regulations have been met.* |
| **Step 1: LISTING PEDAGOGICAL COURSES**  In the first four columns, identify each pedagogical course by course number, title, number of credits, required (R) or elective (E), and the instructor(s)/status (full-time or part-time). See example on Pedagogical Core Courses Table.  **Step 2: IDENTIFYING CERTIFICATION AREA CODES**  Use the Certification Area Code/s listed below to identify the teaching certification area/s the program leads to. Insert the associated certification area code/s (01-24) in the Program-Specific PCR Cert code column/s. For example, if a program prepares candidates for certification in Childhood Education 1-6 and Teaching Students with Disabilities Childhood 1-6, mark 02 and 06 in the Program-Specific PCR Cert Code columns.  **Certification Area Codes (Cert codes)**   |  |  | | --- | --- | | **01**. Early Childhood Education (B-2)  **02.** Childhood Education (1-6)  **03**. Middle Childhood Education (5-9)  **04**. Adolescence Education (7-12)  **05**. Teaching a Special Subject (all grades) (dance, family and consumer science, health education, music, physical education, technology education, theater, or visual arts)  **06**. Teaching Students with Disabilities in Early Childhood and Childhood (B-2 or 1-6)  **07**. Teaching Students with Disabilities 7-12 Generalist  **08.** Teaching Students Who are Deaf or Hard-of-Hearing (all grades)  **09.** Teaching Students Who are Blind or Visually Impaired (all grades)  **10.** Teaching Students with Speech and Language Disabilities (all grades)  **11.** Teaching English to Speakers of Other Languages (all grades)  **12**. Literacy (B-6) or (5-12)  **13**. Teaching the Career Field of Agriculture or Business and Marketing (all grades)  **14.** Teaching a Specific Career and Technical Subject (7-12) | **15**. Library Media Specialist (all grades)  **16.** Educational Technology Specialist (all grades)  **17.** Bilingual Education Extensions\*  **18.** Bilingual Education Extensions\*\*  **19**. Grades 5 and 6 Subject Area Extensions  **20.** Grades 7 through 9 Subject Area Extensions  **21**. Gifted Education Extensions  **22**. Coordination of Work-based Learning Programs Extensions  **23**.Teaching Students with Disabilities 7-12 Subject Area Extensions: Mathematics; English Language Arts; Biology; Chemistry; Earth Science; Physics; Social Studies; and Language other than English  24. Annotations for Teaching Students with Severe or Multiple Disabilities for Teachers of SWD in B-2, 1-6, 5-9 and 7-12 Generalist; Students Who are Deaf or Hard of Hearing; Blind or Visually Impaired; or With Speech and Language Disabilities  \* Bilingual education extensions for all with exception of library media specialist and educational technology specialist.  \*\* Bilingual education extensions for library media specialist and educational technology specialist. |   **Step 3: IDENTIFYING GENERAL AND PROGRAM SPECIFIC REQUIREMENTS MET BY COURSE WORK**  Go to <http://www.highered.nysed.gov/ocue/aipr/PedagogicalCore.html> and click the link for the Certification Area Code that the proposed program will lead to. Review the program requirements identified on the certification area code sheet. Pedagogical core requirements are listed as either General or Program-Specific. Each requirement is identified by a Roman numeral. Identify the General and Program-Specific Pedagogical Core Requirements that are addressed by each course. Complete the chart by entering the associated Roman numeral of the identified requirement into the General or Program-Specific PCR column in the row of the course that meets that requirement**.** Additional instructions are found in the Guidance Document: [Word](http://www.highered.nysed.gov/ocue/aipr/ocue-educator-guidance-Dec-2013.docx) (200KB) [PDF](http://www.highered.nysed.gov/ocue/aipr/documents/ocue-educator-guidance-Dec-2013.pdf) (865 KB) and in the power point at: <http://www.highered.nysed.gov/ocue/aipr/documents/pedcoreinstruct.pdf>.  *NOTE: The Roman numerals listed in the Certification Area Code sheets reflect general and program specific regulatory requirements for each certificate title. These Roman numerals will not always align with the Roman numerals in Commissioner’s Regulations Section 52.21. To complete the Pedagogical Core Courses Table, use the Roman numerals listed on the Certification Area Code sheets.* |

**Pedagogical Core Courses Table**

| **Course Number and Title** | **Credit Hours** | **R/E** | **Instructor(s) / Status** | **Pedagogical Core Requirements (PCR) Addressed** | | | | |
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| **General PCR\*** | **Cert Code** | **Cert Code** | **Cert Code** | **Cert Code** |
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| *\*Based on regulations, General Pedagogical Core Requirements (PCR) are applicable to all programs with exception of a) programs leading exclusively to initial certificates valid for teaching a specific career and technical subject; and b) programs leading exclusively to extensions/annotations.* | | | | | | | | |

| **Pedagogical Core Course Descriptions**  *In the space below, identify all pedagogical courses within the program, identify the new courses, list each course number and title, and provide a description of each pedagogical course for this program as it appears or will appear in the college catalog. Each course that has been identified in the Pedagogical Core Course Table must be identified below and have a course description which reflects alignment with the regulatory requirements.* ***\*In addition to the course descriptions identified below, submit syllabi for each new course as an addendum to this application. Syllabi should include a course description and identify course credit, objectives, topics, student outcomes, texts/resources and the basis for determining grades*** | | | |
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| **Course Number** | **Course Title** | **Check if this is a new course** | **Course description** |
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| **Graduate Programs Seeking to Waive General Pedagogical Core Requirements**  *Graduate level programs that require prior teacher certification for admission and prepare candidates for a second certificate can waive general pedagogical core requirements if the institution determines the requirement was met in a previous teacher preparation program. If proposing to waive such requirements provide an explanation of how the institution determines the requirement was met prior to program admission and a checklist used to identify the candidates prior coursework that meets the requirement.* |
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**Field Experiences and Student Teaching**

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| **Field Experiences**  *Complete the chart below for courses that require field experience.* | | | |
| **Course Number and Title** | **Instructor** | **Grade Level** | **Clock Hours** |
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| **College Supervised Student Teaching Experiences**  *Complete the chart below for courses that require College supervised student teaching experiences.* | | | |
| **Course Number and Title** | **Instructor** | **Grade Level** | **Number of Full School Days** |
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**Faculty Information**

| **Existing Core Faculty**  *Department Expectations: Identify the specific faculty members that will be responsible for setting the curricular objectives, teaching program courses, advising students, and determining the means by which program and course objectives are measured.* ***Identify the program director.***  *Core faculty members must meet minimum academic qualifications as identified in Part 52.2(b) of regulations, and be of sufficient depth and breadth to provide leadership, direction, and discharge other responsibilities critical to the start-up of the program.*  ***Note:*** *Faculty curricula vitae or resumes should not be attached to this application and should only be provided if specifically requested by the Department.* | | | | |
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| Faculty Member Name, Title, and Rank | Courses to be taught. **Include number and Title** | Full-time or Part-time; if Full-time identify % of time to the program | **List All Earned Degrees & Disciplines** (include College/University). **Disciplines must be identified.** | List additional qualifications that demonstrate special competence in the field relative to the specific program. (certifications/ licenses; professional experience; scholarly contributions, etc) |
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| **Faculty to be Hired**  *Department Expectations: Identify the specific job title, courses to be taught, and qualifications for each position and the specific timeline by which the faculty member(s) will be hired. The job descriptions and minimum qualifications of faculty to be hired meet the meet minimum academic qualifications as identified in Part 52.2(b) of Commissioner’s regulation. The date provided by which faculty to be hired will be in place must be clear and directly connected to when they are needed to discharge their responsibilities during program implementation. The Department reserves the right to request more information concerning recruitment and hiring of faculty if it is needed to make a determination concerning compliance with program registration standards.* | | | |
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| Position Title, and Rank | Highest Earned Degree, Discipline, and additional qualifications | Courses to be taught | Date by which they will begin job duties |
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1. Please refer to §52.2(c) and §145-2.1 of the Regulations of the Commissioner for definitions and information about full and part time study. Only programs meeting the definition of full-time under §145-2.1 can be registered as eligible for financial aid under NYS’s Tuition Assistance Program (TAP). Programs are subject to audit by the NYS Office of the State Comptroller and the Higher Education Services Corporation (HESC) for financial aid compliance purposes. [↑](#footnote-ref-1)
2. The Department reserves the right to request these data at any time and to use such data as part of its evaluation of future program registration applications submitted by the institution. [↑](#footnote-ref-2)
3. Please review all of the requirements concerning faculty for teacher education programs found in §52.21(b)(2) to ensure compliance. [↑](#footnote-ref-3)