# SPECIAL APPLICATION TO REVISE REGISTERED LITERACY PROGRAMS TO LEAD TO ONLY LITERACY (ALL GRADES) CERTIFICATION

#### Important Information:

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| * Use this application to request a change in the registration of a program that leads to the Literacy (Birth to Grade 6 or Grade 5-12) certificate to a program that leads to Literacy (All Grades) certificate and no other certificate title. * There is a separate special application to change programs that lead to Students with Disabilities and/or Literacy certificates and another certificate. The application is available at the State Teacher, Educational Leader, or Pupil Personnel Services Program Registration and Accreditation page. * **Do not use this application if the institution is making changes beyond aligning the program with the new pedagogical core requirements for the new Literacy (All Grades) certificate and changing the title.** For all other changes, use the Teacher and Educational Leader Program Change Form available at the [State Teacher, Educational Leader, or Pupil Personnel Services Program Registration and Accreditation](http://www.nysed.gov/college-university-evaluation/state-teacher-educational-leader-or-pupil-personnel-services-program) page. |
| * **Program registration standards** are defined in Subchapter A of the Regulations of the Commissioner of Education (Chapter II of Title 8 of the Official Compilation of Codes, Rules, and Regulations of the State of New York). NOTE: For information about the application of these standards, please review the [Program Registration Guidance Documen](http://www.nysed.gov/college-university-evaluation/program-registration-guidance-documents)t. |
| * This application includes **attestations and assurances** affirming an institution’s compliance with program registration standards. If an institution is found to be out of compliance with a standard to which it attested compliance, that finding may lead to denial of: (1) registration or re-registration of the program, pursuant to §52.1(l) of the Regulations, and (2) the ability of the institution to utilize attestations in future applications for program registration. |
| * **Questions regarding this application** will be sent to the institution contact designated by the institution’s President or Chief Executive Officer (i.e., the CEO Designee), as applicable. NOTE: If an institution has not identified a CEO Designee, questions will be sent to the institution’s President or Chief Executive Officer. |
| * + SUNY and CUNY institutions must contact System Administration for program registration guidance. |
| * The Department reserves the right to request additional information and/or clarification of any information provided by the institution on this application. |

#### Submission Instructions:

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| 1. Complete this application in its entirety. ***NOTE: Incomplete applications will be returned.*** |
| 1. Save the completed revised program registration application form and any applicable supplemental materials as ***searchable*** PDF document(s); ***DO NOT SCAN***. |
| 1. Submit the ***searchable*** PDF document(s) via e-mail to [OCUEEdapps@nysed.gov](mailto:OCUEEdapps@nysed.gov) with the subject line: “*Revised, Institution, Award, Program*” (e.g., SUBJECT: Revised, XYZ College, MA, Special Education) ***NOTE: These program registration applications will be accepted as searchable PDFs only.*** |
| *NOTE: All requests to revise programs for SUNY and CUNY institutions must be submitted through the applicable System Administration.* |

#### SECTION I – Program Registration Specifics

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| SED Institution ID: |
| Institution Name: |

**Table 1 Currently Registered program being revised.**

* Identify the Program Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| Program Title | Program Code | Degree/Award | Certificates the Program Leads to (List All) |
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* [ ] Check here if the title will change

New title:­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Is the program a **Multiple-Institution** program? **<SELECT YES/NO>**

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| Partner SED Institution ID: | Partner Institution Name: |

#### SECTION II – Institutional Attestation

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| 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 (“Regulations”) and the following specific requirements:   * That credit for study in the proposed program will be granted consistent with the requirements in §50.1(o).   + “Semester hour means a credit, point, or other unit granted for the satisfactory completion of a course which requires at least 15 hours (of 50 minutes each) of instruction and at least 30 hours of supplementary assignments, except as otherwise provided pursuant to §52.2(c)(4) of this Subchapter. This basic measure shall be adjusted proportionately to translate the value of other academic calendars and formats of study in relation to the credit granted for study during the two semesters that comprise an academic year.” * 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.   + The Department reserves the right to request this data at any time and to use such data as part of its evaluation of future program registration applications submitted by the institution. * 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 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 all requirements relating to faculty. * 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) and 52.21(c) * That, consistent with §52.2(e) of the Regulations, 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) of the Regulations, the institution provides adequate academic support services and that all educational activities offered as part of a registered curriculum meet all State regulatory requirements. |

**All identified fields in this section must be completed to confirm attestation.**

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| Name and Title of President/Chief Executive Officer  (Or institution’s designated SED contact) \*: |  |
| Email Address: | Phone Number: |
| Signature: **<ENTER SIGNATURE>** | Date: **<ENTER DATE>** |

**If the program is a multiple-institution program, the partner institution must provide the following information:**

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| Name and Title of Partner Institution President/Chief Executive Officer (or institution’s designated SED contact): |  |
| Partner SED Institution ID: | Partner Institution Name: |
| Email Address: | Phone Number: |
| Signature: **<ENTER SIGNATURE>** | Date: **<ENTER DATE>** |

**\*NOTE: This application must be signed by either the institution’s President/Chief Executive Officer (CEO) or the designated contact on file with the Office of College and University Evaluation, as authorized by the President/CEO.**

#### SECTION III – Program Design

**A: Literacy (All Grades): Program Specific Pedagogical Core**

In the chart below, identify all courses within the revised program that meet the three program-specific pedagogical core requirements for programs leading to Literacy (All Grades) certification. List each course number and title and describe each course for this program as it appears or will appear in the college catalog. Each course listed must have a course description which reflects alignment with the regulatory requirements of the certificate title. List the faculty assigned to teach the course, their earned degrees and disciplines and any additional related qualifications. Identify new courses.

Course syllabi for all new courses must be submitted with this application. NOTE: For information related to Department expectations for course syllabi, please review the [Program Registration Guidance Documents for Curriculum](http://www.nysed.gov/college-university-evaluation/department-expectations-curriculum). Syllabi should include a course description and identify course credit, objectives, topics, student outcomes, texts/resources, and the basis for determining grades. \*Syllabi for each new course must be saved, not scanned, as a PDF document and added as an addendum to this application.

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| (i) knowledge of the theories of literacy development and individual differences, including but not limited to an understanding of difficulties that may be confronted in acquiring the literacy skills of listening, speaking, reading, and writing; and the principles and practices of assessing student literacy performance; |

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| Course Number and Title (Use an [\*] to indicate a new course.) | Course Description | Faculty Member Name/Title/Earned Degrees & Discipline/Additional Related Qualifications |
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| (ii) proficiency in providing instruction and assessment in cooperation with other school staff, including but not limited to: creating instructional environments; teaching all aspects of literacy acquisition, including but not limited to phonemic awareness, phonics skills, word identification, vocabulary skills, study strategies and strategies for building comprehension, constructing meaning, and building literacy in the content areas; assessing students’ literacy performance, including but not limited to identifying dyslexia; providing appropriate instruction for students experiencing difficulty in acquiring literacy skills; and providing literacy services to students in compensatory or special education programs; and |

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| Course Number and Title (Use an [\*] to indicate a new course.) | Course Description | Faculty Member Name/Title/Earned Degrees & Discipline/Additional Related Qualifications |
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| (iii) proficiency in organizing and enhancing literacy programs, including but not limited to: communicating information about literacy to various groups; developing literacy curricula; and communicating assessment results to parents, caregivers, and school personnel. |

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| Course Number and Title (Use an [\*] to indicate a new course.) | Course Description | Faculty Member Name/Title/Earned Degrees & Discipline/Additional Related Qualifications |
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B: Practica

Complete the chart below to show at least 50 clock hours of college-supervised practica in teaching literacy to students across the grade range, including pre-kindergarten through grade 4 and grades 5 through 12.

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| Course Number | Course Title | Instructor | Grade Level | Number of Clock Hours |
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