New Program Proposal Format – Alternative Educator Licensure Program

The new program proposal format is to be used by institutions or not-for-profit entities submitting a new program proposal to the Illinois State Educator Preparation and Licensure Board (SEPLB) and the State Board of Education for approval. The proposal must meet the requirements of 23 Illinois Administrative Code, Part 25, Section 25.145, Approval of New Programs Within Recognized Institutions http://www.isbe.net/rules/archive/pdfs/25ark.pdf

Alternative Licensure programs shall meet the requirements of 23 Illinois Administrative Code, Part 25, Section 25.60, Alternative Educator Licensure Program for Teachers.

Rule Update Notice: There are rules that are currently being amended and all program proposals shall meet the requirements set forth in the new rules.

Standards related to the content area of the proposed program must also be addressed. It is also important to review 23 Illinois Administrative Code, Part 25, Section 25.142 Assessment Requirements for Individual Programs to make certain that the assessment information provided is comprehensive.

Instructions: Use this form for submission for a new alternative educator licensure program proposal. Please submit your program proposal electronically to your ISBE consultant: Jennifer Gross (jgross@isbe.net) or Emily Fox (efox@isbe.net). Also email a copy to Henri Fonville at hfonvill@isbe.net.
**Contact Information**
Date of Submission to State Board of Education:

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<th>Name of Proposal Preparer:</th>
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<th>Name of Dean or Unit Head:</th>
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**Program Components**
Name of the Institution:

Name of the Education Unit:

Name of the Program:

Type of Program (i.e., traditional (face to face), blended (traditional and online), totally online, alternative route):

Level of the Program (Initial, Advanced, Alternative as defined by NCATE/CAEP):

Name of the type of endorsement (i.e., teaching, administrative or school support personnel per **23 Illinois Administrative Code Section 25.25**) and the field of specialization, if applicable; grade range and the degree to be granted:

Education level of candidates to be enrolled (i.e., Undergraduate, Graduate, Post Baccalaureate):

Projected Size of initial cohort:

**Conceptual Framework**
Per **23 Illinois Administrative Code, Part 25, Section 25.145(a) (1):**

1. Describe how the program aligns with the unit’s conceptual framework.

**Criteria**
Per **23 Illinois Administrative Code, Part 25, Section 25.145(a) (2):**

2. Describe the criteria for:
   (a) admission to the program;
   (b) retention in the program; and
   (c) exit from the program.

3. State the required grade point average for entry into the program.
Per **23 Illinois Administrative Code, Part 25, Section 25.140(a)**:

4. Describe the assessment system that will be used for collecting, analyzing, summarizing, and using information from the assessments of candidates, including measures that provide evidence of candidates’ proficiency with respect to professional, State, and institutional standards.

Per **23 Illinois Administrative Code, Part 25, Section 25.145(a) (2)**:

5. Describe how the key assessments used in the program are derived from or informed by the unit’s assessments system.

Per **23 Illinois Administrative Code, Part 25, Section 25.145(a) (3)**:

6. Describe how the data on the candidates enrolled in the program and candidates completing the program will be used as a part of the assessment system required under Section 25.142. If a program is offered at more than one level (i.e., baccalaureate, post-baccalaureate, graduate, or as an alternative program), data shall be considered separately for each of these arrangements.

**Faculty**

Per **23 Illinois Administrative Code, Part 25, Section 25.145(a) (4)**:

7. (a) Identify the faculty members with the primary responsibility for preparing professional educators in the program; and

(b) state their qualifications for their positions.

**Course of Study**

Per **23 Illinois Administrative Code, Part 25, Section 25.145(a) (5)**:

8. Each alternative educator licensure program includes:

- a description of a **program of study** that addresses the content enumerated in Section 21B-50(b)(1) of the School Code and the 23 Illinois Administrative Code, Part 25, Section 25.60 (a)(2) and provides the following pursuant to 25.145(a)(5):

  (a) the required courses;

  (b) the State standards which each course addresses;

  (c) **related** field experiences or clinical practices as applicable to specified courses; and

  (d) the proportion of coursework offered by distance learning or video-conferencing technology.

- evidence of instruction relative to special education and reading, which shall meet the criteria set forth in Section 25.25 (a)(1) of Part 25; and
for English language learners, the criteria found in 23 Illinois Administrative Code, Part 24 (Standards for All Illinois Teachers).

Per 23 Illinois Administrative Code, Part 25, Section 25.60(c)(6)(A):

9. Course of Study – A description of how candidates will acquire knowledge of content and skills equivalent to the content and skills contained in a preparation program pursuant to Subpart C of Part 25 with regards to:

- instructional planning [Section 25.60 (c)(6)(A)(i)]
- instructional strategies, including those meeting the criteria for instruction relative in special education, reading and English language learning set forth in Section 25.25(b) [Section 25.60 (c)(6)(A)(ii)]
- classroom management [Section 25.60 (c)(6)(A)(iii)]; and
- the assessment of students and use of data to drive instruction per Section 21B-50(b)(1) of the School Code [Section 25.60 (c)(6)(A)(iv)]

Field Experience and Clinical Practice
Per 23 Illinois Administrative Code, Part 25, Section 25.145(a) (6):

10. Describe the required field experience and clinical practice, in practicum courses including:

(a) criteria (e.g., what candidates are expected to know, understand, and be able to do because of the field experience or clinical practice);

(b) measures taken to ensure placements in diverse settings and with the diverse students; and

(c) the program requirements for faculty supervision of these experiences.

Per 23 Illinois Administrative Code, Part 25, Section 25.60(c) (6) (C):

11. A description of the field experiences in which candidates will participate before beginning their first year of residency.
Assessments
Per 23 Illinois Administrative Code, Part 25
Section 25.142 Assessment Requirements for Individual Programs
Section 25.142(a)(1-5) Teacher Preparation Programs
Section 25.145(a)(7) Approval of New Programs Within Recognized Institutions:

12. By selecting “YES” the institution assures that the applicable Assessment of Professional Teaching and the applicable content area test are key assessments for candidates in teacher preparation programs.

_____ YES

13. Please describe the key assessments and the specific standards addressed by each assessment that is used to comply with 23 Illinois Administrative Code, Part 25, Section 25.142(a)(1-5) required of candidates in the program including:

(a1) an additional content assessment focused on program standards

(a2) an assessment of candidates’ ability to plan instruction

(a3) an assessment of clinical practice

(a4) an assessment of candidates’ impact on students’ learning

(a5) an assessment of the candidates’ dispositions demonstrated, as described in the unit’s conceptual framework pursuant to 23 Illinois Administrative Code, Part 25, Section 25.145(a).

Per 23 Illinois Administrative Code, Part 25, Section 25.60(c)(6)(D):

14. A description of the pre-service assessment of each candidate’s performance which is to be conducted by the institution or not-for-profit entity responsible for the program at the conclusion of the course of study in order to determine the candidate’s readiness for the two year teaching assignment including criteria for the institution’s or entity’s determination of candidates’ readiness for placement in residency.
Per 23 Illinois Administrative Code, Part 25, Section 25.145(a) (7) (B):

15. Provide a description of the data which will be collected and how it will be used by the programs for:

   (a) all the key assessments that were described;

   (b) the applicable content-area test identified; and

   (c) the Assessment of Professional Teaching, if applicable.

Per 23 Illinois Administrative Code, Part 25, Section 25.145(a)(7)(C):

16. Discuss how the assessment data will demonstrate candidates’ mastery of identified standards.

Per 23 Illinois Administrative Code, Part 25, Section 25.145 (a) (8):

17. Describe the information related to two or three additional assessments that address relevant standards, if inclusion of this is desired by the unit offering the program.

Per 23 Illinois Administrative Code, Part 25, Section 25.60(c) (2):

18. A description of the need for individuals holding the type of endorsement to be awarded upon completion of the program, including, but not limited to, evidence of a shortage of these types of educators (e.g., special education, math, science), either across the State or in certain geographical areas. If the shortage is in a certain area, the steps to attract candidates from that area or to place candidates in positions in schools located there are described.

**Coursework**

Per the 23 Illinois Administrative Code, Part 25, Section 25.115(e) (1-4):

**National Standards**

19. Please attach a matrix that explains how the program meets:

   (a) national content standards if applicable as set forth in the SPA and Standards pdf located at [http://www.isbe.net/prep-eval/pdf/spa_std_listing-nov13.pdf](http://www.isbe.net/prep-eval/pdf/spa_std_listing-nov13.pdf) or the applicable content standards set forth at 23 Illinois Administrative Code, Part 20 (Standards for Endorsements in Elementary Education), Part 21 (Standards for Endorsements in the Middle Grades), Part 23 (Standards for the School Service Personnel Certificate), Part 26 (Standards for Endorsements in Early Childhood Education and in Elementary Education), Part 27 (Standards for Endorsements in Specific Teaching Fields), Part 28 (Standards for Certification in Special Education), or Part 29 (Standards for Administrative Certification).
State Standards

(b) Describe how the program meets the Standards for All Illinois Teachers set forth in 23 Illinois Administrative Code Part 24 by attaching the 2013 Illinois Professional Teaching Standards Matrix.

Per 105 ILCS 5/21B-20 (1) Professional Educator License and 23 Illinois Administrative Code, Part 25, Section 25.25, Requirements for the Professional Educator License:

20. Describe how the program meets the Professional Educator License coursework requirements including:

(a) the psychology of the exceptional child including without limitation the learning disabled;

(b) the identification of the exceptional child including without limitation the learning disabled;

(c) the methods of instruction for the exceptional child including without limitation the learning disabled; and

(d) the methods of reading and writing in the content area.

Social and Emotional Learning Standards

21. Describe how the program meets the Social and Emotional Learning Standards set forth at 23 Illinois Administrative Code 555 Appendix A.
Alternative Educator Licensure Program for Teachers
Per 23 Illinois Administrative Code, Part 25, Section 25.60

The proposal must meet the requirements of Section 25.60 as follows:

22. By selecting ‘YES’ the institution ensures that:
   • candidates shall pass the Illinois test of basic skills and the content area test for which licensure is sought, as required under Section 21B-30 of the School Code and Section 25.720 of Part 25;
   • in order to participate in the first year of residency, the candidate will apply for an educator license with stipulations endorsed for provisional alternative educator, that will be issued upon the presentation of evidence of having met the requirements set forth in Section 21-B-50(c) of the School Code;
   • candidates will pay the fee required under Section 21B-40 of the School Code; and
   • candidates will complete the course of study required under subsection (a) (1) of Section 25.60.

   YES

Per 23 Illinois Administrative Code, Part 25, Section 25.60(c) (3):

23. Provide an explanation of how the program will evaluate the congruence of a candidate’s baccalaureate education, his or her employment experience in a field requiring application of that education and the teaching area for which the candidate seeks preparation and license.

Per 23 Illinois Administrative Code, Part 25, Section 25.60(c) (4):

24. For candidates who have not completed a major in the particular content area of the endorsement sought, as required under Section 21 B-50(c) of the School Code, provide a description of the process and criteria used to determine whether the coursework the candidate completes aligns to the standards for the content area of the endorsement and represents at least 32 semester hours of credit in that content area.

Per 23 Illinois Administrative Code, Part 25, Section 25.60(c)(4)(A):

25. By selecting ‘YES’ the institution ensures that it shall submit any transcript evaluations of candidates conducted to the State Superintendent of Education for approval.

   YES
26. By selecting ‘YES’ the institution ensures that candidates seeking an endorsement in early childhood, elementary, or special education will complete a major in the content area of reading, English language arts, mathematics or one of the sciences, as required by Section 5-21B-50 of the School Code. A major in the content area of one of the sciences shall be understood to mean any of the physical or social sciences.

YES

27. By selecting ‘YES’ the institution ensures that a candidate shall progress to the second year of residency only if he or she has:

- completed any coursework relative to the standards set forth in 23 Illinois Administrative Code, Part 24, Standards for All Illinois Teachers;
- met the content-area standards for the teaching field of the endorsement, as required under Section 25.115 (e) of the 23 Illinois Administrative Code, Part 25;
- passed the Teacher Performance Assessment (edTPA), except that candidates beginning their second year of residency in the 2015-2016 school year shall be required to pass the edTPA during that year (also see subsection (c)(5) of 23 Illinois Administrative Code, Part 25, Section 25.60);
- passed of the Assessment of Professional Teaching (APT) (also see subsection (c)(5) of 23 Illinois Administrative Code, Part 25, Section 25.60); and
- has been recommended for a second year of residency in accordance with the program’s process established pursuant to subsection (c) (7) (C) of Section 25.60.

YES

28. The process and criteria to be used by the principal of the school where candidate is placed and the program coordinator to recommend the candidate’s placement in a second year of residency.

Per 23 Illinois Administrative Code, Part 25, Section 25.60(c) (7) (C):

29. Identification of the program coordinator assigned by the institution or entity to oversee the candidates in the alternative program.
30. By selecting ‘YES’ the institution is ensuring that the program coordinator has:

- three years of experience in any of the grades of prekindergarten through grade 12 in the 10 years immediately preceding his or her assignment to the position.
- the requirements for training under subsection (c)(8) of Section 25.60 (completed the qualification process); and
- passage of the required assessment authorized by Section 24 A-3 of the School Code having participated in a state approved evaluator training on the evaluation of certified personnel at least once during each license renewal period.

_____ YES

Per 23 Illinois Administrative Code, Part 25, Section 25.60(c) (1) (A):

31. Explain the plan to ensure that the program coordinator visits the classroom in which each candidate is placed an average of once per week during the school year.

Per 23 Illinois Administrative Code, Part 25, Section 25.60(c) (6) (A):

32. The provisions for determining the amount of time individual candidates will need in order to complete the proposed course of study, based upon such factors as their experience and the type of program offered.

Per 23 Illinois Administrative Code, Part 25, Section 25.60(c)(7)(B):

33. A description of provision enabling candidates to compensate for teaching time lost due to emergencies.

Per the School Code 105 ILCS Section 21B-50(b) (2) and (3) and 23 Illinois Administrative Code, Part 25, Section 25.60(a) (2):

34. A description of two years of residency pursuant to Section 21B-50(b)(2) and (3) of the School Code and 23 Illinois Administrative Code, Part 25, Section 25.60 (a)(2) whereby the candidate is assigned to teach full-time for two school years as the teacher of record or a co-teacher.

35. Per 23 Illinois Administrative Code, Part 25, Section 25.60(a) (2) (A) (i):

Describe the process through which mentors are assigned.
Per the 23 Illinois Administrative Code, Part 25, Section 25.60(a) (2) (A) (i) and (a) (2) (A) (iii):

36. By selecting ‘YES’ the institution is ensuring that mentors must:
   a. hold a professional educator license and be employed by the school district where the candidate is serving his or her residency;
   b. have three years of full-time teaching experience in the 10 years immediately preceding his or her assignment as a mentor; and
   c. have achieved a performance evaluation rating of proficient or higher in his or her two most recent evaluations.
      ______ YES

Per the 23 Illinois Administrative Code, Part 25, Section 25.60(a) (7):

37. The nature and intensity of the support to be provided to candidates by the mentor, as well as any experienced teachers and other staff members of the district; (23 IAC 25.60 (a)(7)(A));

38. The qualifications and experience of the mentor and any of the assisting teachers and staff; (23 IAC 25.60 (a)(7)(A)(i));

39. The estimated amount of time the mentor and any assisting teachers and staff will devote to advising and assisting candidates; and (23 IAC 25.60 (a)(7)(A)(ii)); and

40. The specific roles of the mentor and any assisting teachers and staff. (23 IAC 25.60 (a) (7) (A) (iii)).

Per 23 Illinois Administrative Code, Part 25, Section 25.60(a) (7):

41. A description of the formal written agreement between the program and the school where the candidate will practice to formalize the proposed arrangements for candidates’ teaching assignments.

Per Section 21B-50 (b) (4) of the School Code and 23 Illinois Administrative Code, Part 25, Section 25.60(a) (7) (C):

42. A description of the process and criteria to be used by the principal of the school where the candidate is placed and the program coordinator to recommend the candidate placement in a second year of residency.
Per Section 24A-3 of the School Code [105 ILCS 5/24A-3] and 23 Illinois Administrative Code, Part 25, Section 25.60(a) (8):

43. A description of the proposed method of comprehensively assessing candidates’ teaching performance at the conclusion of the second year of residency, which meets the requirements of 23 IAC 50.120 (Professional Practice Components for Teachers) and be conducted by an individual who has successfully completed the prequalification process and passed the required assessment authorized by Section 24A-3 of the School Code [105 ILCS5/24A-3] and 23 Illinois Administrative Code, Part 25, Section 25.60 (a)(8), including:

44. The formal written agreement between the participating entity responsible for the program and the school. Each agreement should describe:
   a. The roles of the principal and program coordinator who will participate in the evaluation of candidates; and
   b. Assessment methods capable of demonstrating whether a candidate is:
      knowledgeable about specific subject matter and strategies for teaching that subject matter to students with differing needs.

Per 23 Illinois Administrative Code, Part 25, Section 25.60(a)(8)(C):

45. An explanation of the professional development process to be used either for those candidates who receive a “needs improvement” rating at the conclusion of the assessment process or in instances when the principal and program coordinator cannot agree, which address the candidate’s weaknesses and deficiencies identified during the assessment and assist the candidate in making improvements during the third year of residency relative to those weaknesses and deficiencies.

Per 23 Illinois Administrative Code, Part 25, Section 25.60(a) (9):

46. A description of the criteria which will be used in addition to the candidate receiving a rating of “Proficient or higher” at the conclusion of the comprehensive assessment required under subsection (c)(8) of Section 25.60, to recommend the candidate for the professional education license endorsed in the content area and grade level of the candidate’s residency practice.
Per Section 21B-50(d) of the School Code and 23 Illinois Administrative Code, Part 25, Section 25.60 (a)(3)

47. A description of a partnership of the institution or not-for-profit entity offering the alternative educator program with a public school district or nonpublic school that meets the criteria set forth in Section 21B-50(d) of the School Code.

Per 23 Illinois Administrative Code, Part 25, Section 25.60(c) (1):

48. A description of the role and responsibilities of the institution or not-for-profit entity and of the school district or nonpublic school with which the institution or entity will partner.