



Introduction and Purpose

If you're reading this, then you're interested in either developing an educator preparation program at an Institute of Higher Education (IHE) or adding an endorsement to an existing program at an IHE.

Completion of preparation programs at IHEs lead to an array of licensure endorsement possibilities for candidates. The Colorado Department of education (CDE) and the [Department of Higher Education](#) (DHE) both play a role in the authorization and reauthorization processes of IHE-based licensure programs. These guidelines outline your responsibility to CDE and the Colorado State Board of Education (SBE) in these processes.

If you have questions pertaining to degree requirements or if you are looking for information on becoming a new Institute of Higher Education in Colorado, please contact DHE. These guidelines apply only to IHEs looking to create traditional educator preparation programs or IHEs that have existing traditional educator preparation programs that wish to add a new endorsement to a program. Examples of programs and endorsements include Culturally and Linguistically Diverse (CLD), Math, Science, Gifted Education, Special Service Professionals (SSP), and so on.

Traditional preparation programs offered through IHEs provide a pathway for developing educators in Colorado. IHEs that offer traditional educator preparation programs are charged with preparing the breadth of licensed personnel who serve Colorado's children. Each IHE has a unique teaching and learning mission that guides the way that they serve educator candidates across the state.

This document, together with the information and links provided on the [Educator Preparation](#) website, provide everything you need to know to get started with your program or endorsement proposal.

CDE Approval Process

CDE and the State Board of Education (SBE) review the content of educator preparation programs offered by IHEs within the state of Colorado (State Statute 22-2-109[5][a]). This review by CDE and SBE ensures that the content of each program is designed and implemented in a manner that will prepare teacher candidates to serve the children in their classrooms.

Authorization and reauthorization processes are formulated to enable IHEs to think about the program design (its alignment with rules), how it is working (measures and outcomes), and then review the program design as part of a continuous improvement cycle. CDE's portion of the initial authorization or reauthorization process for IHEs consists of content review aligned to endorsement standards and educator quality standards.

Required Submission to CDE for content review:

- [Educator Preparation endorsement matrices](#) are provided to show how program content aligns to CDE endorsement standards and Educator Quality Standards. Each matrix requires course alignment and outcome/evidence of individual standards. Examples of outcome/evidence are work products, documentation of assessments, coursework plans, syllabi, etc.

The reauthorization process requires the same endorsement matrices and will also focus on the implementation and impact (measures and outcomes) of the educator preparation program. This informs what elements of the program's design may need to be revisited or revised.

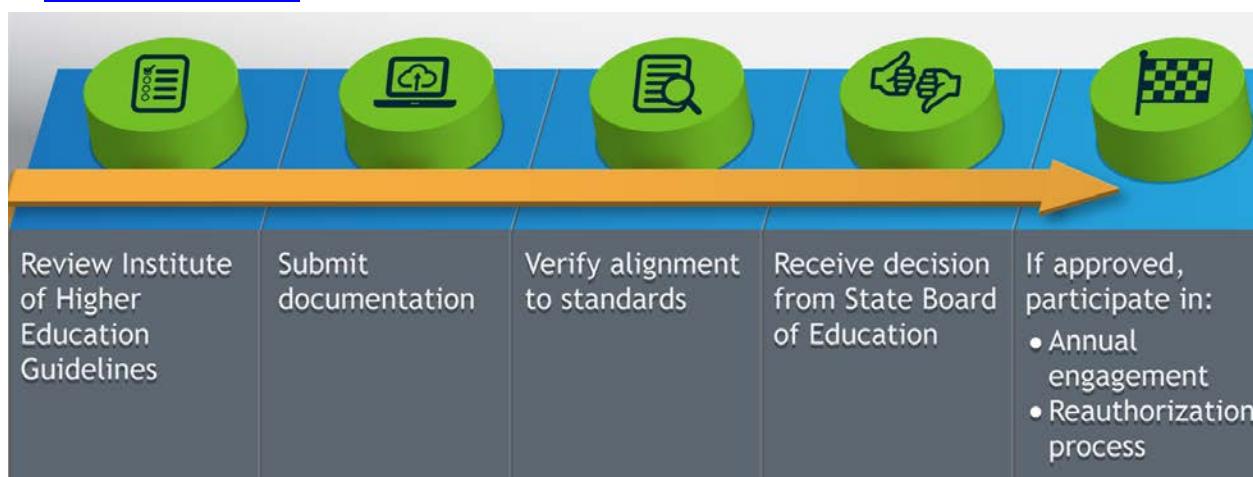
Quality Indicators Rubric

By providing initial authorization documentation, a program lays the foundation for the reauthorization process whereby CDE will evaluate the program's implementation and impact. Evaluation is based on the following Quality Indicators Rubric:

Quality Indicators	Explanation/Examples	Does Not Meet Standard	Partially Meets Standard	Meets or Exceeds Standard
Alignment to Educator Quality Standards and endorsement-specific standards	Coursework plans, syllabi, assessments, etc. Evidence of 24 semester hours for endorsement-specific preparation, syllabi, assessments, etc.			
Program Implementation and Impact	Data reporting to state agencies, growth and continual improvement processes, documentation of candidate progress, stakeholder feedback, etc.			

IHE Authorization or Re-authorization Process

There are five broad steps that a prospective IHEs must go through to receive State Board of Education approval. Each of these steps is described in more detail and supported with links and resources at the [Educator Preparation](#) website.



Ongoing Commitments

Document Version: 2.0; November 2017. Please make sure that you have the most recent version of this document by visiting the [Educator Preparation](#) website.



Once approved, there are several on-going activities that IHEs must complete to maintain status.

- Engage in an annual preparation provider update. This includes:
 - Provide program updates including but not limited to: contacts for state and federal reporting, curricular changes, new endorsement areas, etc.
- Submit required data reports to CDE per state and federal statutes (i.e. Title II, Report to the General Assembly, Educator Preparation Report, etc.)
 - IHEs are required to comply with data requests from state and federal agencies.
- Participate in the required State Board of Education reauthorization process, including an onsite evaluation and site-visit conducted not more than every 5 years. This includes:
 - IHE report submitted prior to site visit.
 - Site visit with stakeholders (candidates, graduates, hiring principals, program instructors, etc.)
 - New coursework plans and syllabi for curricular changes or new endorsement areas.
 - Final report from CDE and reauthorization decision by State Board of Education.