This is the CDE logo.Educator Talent Division

**Rule Revision Process and Checklist**

Process and Checklist

The table below details the rule revision process, including key action items and the owners of those items. Before submitting a request, please ensure that the following activities have been completed or have a specific timeline associated with them.

| Activity | Action Items | Owner(s) | Timeline | Done |
| --- | --- | --- | --- | --- |
| Preparation | Complete the **Rule Change Needs Assessment and Request Forms** and submit to [Educator\_Development@cde.state.co.us](mailto:Educator_Development@cde.state.co.us) | Sponsor |  |  |
| **Kickoff meeting** for process review and approval to begin drafting rules/endorsement   * Meet with *CDE Educator Talent Rule/Endorsement Team* to establish rule/endorsement need, review statute, current rule (if applicable), stakeholder concerns, next steps and develop high level timeline | Sponsor |  |  |
| Meeting will be held with CDE Educator Talent team and DHE educator preparation team member | *CDE/DHE* |  |  |
| Identify whether to provide only a written explanation for the State Board of the reasons for the new rules or rule revisions or to provide a brief presentation to the State Board during one of its regularly scheduled meetings | Sponsor |  |  |
| **Determine** who will be responsible for drafting rules or drafting revisions to rules. This is usually the sponsor (it may be a CDE team member, but will not usually be a member of the Division of Educator Talent). | Sponsor or CDE |  |  |
| *Educator Talent Rule/Endorsement Team Member* **takes** rule/endorsement **request forward** to immediate supervisor/Executive team   * Discuss need for new rules or revision to existing rules with immediate supervisor and supervising member of Executive Team | *CDE* |  |  |
| *Educator Talent Rule/Endorsement Team Member* **receives** **approval** from Executive Team to **move** forward and notifies rule/endorsement sponsor. | *CDE* |  |  |
| Informational Item Presented to Board of Education  To Consider:   1. How does this rule change impact our current educators? 2. Is there a grandfather clause to consider? 3. What content assessments will be considered? 4. What approved IHEs or designated agencies have this degree program? 5. Who could development / or be interested in developing a program? 6. What courses will be part of the evaluation worksheets for 24 hour endorsement consideration? | Identify and meet with appropriate parties, including internal and external stakeholders, to involve in drafting informational presentation for Board of Education   * Sponsor will meet with the educational stakeholders to create a proposal to take forward to the Board of Education as an information item.   + Stakeholders should include appropriate CDE staff members and DHE representatives as needed * This step is completed in order to notify the Board that a rule/endorsement change is being discussed by stakeholders. | Sponsor |  |  |
| **Submit** informational presentation to *Educator Talent Rule/Endorsement Team –* please note that a meeting may be scheduled at this time to review the presentation and make any adjustments needed | Sponsor |  |  |
| *Educator Talent Rule/Endorsement Team member* will **meet** withExecutive Team contacts to **create** **timeline** for rule development and rulemaking process (ensuring that timeline aligns with applicable statutory and regulatory requirements). Note: Sponsor may be asked to join rule making timeline meeting. At conclusion of timeline development, this will be reviewed with Executive Team member   * Informational presentation will be placed on the Board of Education agenda upon conclusion of this timeline development | *CDE* |  |  |
| Educator Talent Rule/Endorsement Team member will notify sponsor of agenda item date. | *CDE* |  |  |
| **Present** informational item to Board of Education during regularly scheduled Board meeting   * This is presented in conjunction with the *Educator Talent Rule/Endorsement Team member* (usually the Associate Commissioner) | Sponsor |  |  |
| Stakeholder Involvement and Drafting of Rules  Finalize:   1. How does this rule change impact our current educators? 2. Is there a grandfather clause to consider? 3. What content assessments will be considered? 4. What approved IHEs or designated agencies have this degree program? 5. Who could development / or be interested in developing a program? 6. What courses will be part of the evaluation worksheets for 24 hour endorsement consideration? 7. When will the rule take effect (is there a transition period)? | **Meet** with appropriate parties, including internal and external stakeholders, to **draft rules/endorsement**   * Sponsor will meet with the educational stakeholders to draft rules making sure to include appropriate CDE staff members, CDE immediate supervisor and DHE representatives as needed | Sponsor |  |  |
| **Submit draft rules** to *Educator Talent Rule/Endorsement Team –* please note that a meeting may be scheduled at this time to review the presentation and make any adjustments needed | Sponsor |  |  |
| *Educator Talent Rule/Endorsement Team member* **reviews draft rules** with immediate supervisor and **supervising member of Executive Team** | *CDE* |  |  |
| *Educator Talent Rule/Endorsement Team member* **reviews draft** rules with **Melissa Bloom** **and Julie Tolleson** | *CDE* |  |  |
| *Educator Talent Rule/Endorsement Team member* **shares** draft rules with **Executive Team** | *CDE* |  |  |
| *Educator Talent Rule/Endorsement Team member* **submits an agenda** item to the State Board to **approve a notice of rulemaking** **hearing** to begin the formal rulemaking process, address the following issues, in consultation with the *Educator Talent Rule/Endorsement Team member* **reviews draft who will work with the** Executive Team:   * Whether to create a page on the CDE website to post information about the new rules or rule revisions; * Whether more than one public hearing may be necessary; * Who will be responsible for consolidating any written comments submitted to the State Board about the new rules or rule revisions; * Whether a recommended deadline for when written comments should be submitted should be communicated by the State Board; and * Who will be responsible for providing CDE responses to the public’s written comments, if necessary | *CDE* |  |  |
| **Present** notice of rulemaking item to Board of Education during regularly scheduled Board meeting   * This is presented in conjunction with the *Educator Talent Rule/Endorsement Team member* (usually the Associate Commissioner) | Sponsor |  |  |
| Rulemaking Hearing is Set by Board of Education | **Rulemaking** hearing is **approved** by State Board of Education and written comments can be submitted.   * After draft rules are presented to SBE, SBE approves a Notice of Rulemaking Hearing. Hereafter, comments on rules should be submitted in writing to the SBE. Notice is filed with Secretary of State and DORA; hearing is scheduled at least 20 days after publication of notice. CDE complies with Executive Order 2011-05 notice requirements, if necessary. * During this time, the Board may request changes to the rules as well. | *SBE* |  |  |
| Public Comment | Draft Rules are posted online and written comments are taken. | *CDE* |  |  |
| Rulemaking Hearing is Held by Board of Education | **Rulemaking hearing** is **scheduled** during Board meeting.   * 1-2 months after the notice is approved, SBE holds public hearing. Members of the public may testify before SBE. | *SBE* |  |  |
| *Educator Talent team member*, in conjunction with sponsor, creates agenda item and presentation as necessary. | Sponsor and CDE |  |  |
| CDE present and sponsor present to provide background and answer questions. SBE may opt to hold more than one hearing. | Sponsor and CDE |  |  |
| The Board may choose to approve the rules at this hearing, but cannot do so unless unanimously agreed upon. | *SBE* |  |  |
| Rules are Approved by State Board of Education | **State Board** votes to **approve rules**   * Unless the SBE unanimously agrees to vote earlier, SBE votes to approve rules at their meeting following the public hearing. * Members of the public should be encouraged to submit written comments no later than 1 week prior to SBE vote. | *SBE* |  |  |
| Communication of Rules | **Sponsor** and *Educator Talent Rule/Endorsement Team member* **develop** **implementation** and **communication** plan. (Dates and timelines must be established at this time.)   * Identify communication message * Identify communication channels (Scoop, educator preparation newsletters, institutes of higher education, and groups, website, content-specific groups, HR newsletter, Twitter, Facebook) | Sponsor and CDE |  |  |
| Educator Talent Team members work with evaluators to train them on new rules | *CDE* |  |  |
| Educator Talent Educator Preparation team works with Department of Higher Education to ensure transfer and adoption of changes or new rules. | *CDE* |  |  |
| Rules are not in effect until officially posted on SOS website, estimated timeline no sooner than 30 days from the vote of the Board of Education | *SBE/SOS* |  |  |
| Rules are Finalized | The Attorney General reviews the rules that have been approved and issues an opinion. | *Attorney General* |  |  |
| The final rules are filed with the Secretary of State for publication. | *SOS* |
| The rules also are submitted to the General Assembly to be reviewed by the Legal Services Committee. | *Legal Services* |
| The **final** rules become **effective** 20 days after publication. | *SOS* |  |  |
| Colorado Commission for Higher Education Process for Approving Program  If the new or revised rule requires approval from the Colorado Commission for Higher Education (CCHE). Here is a general overview of the process that IHEs will need to follow to obtain final approval from the Colorado Commission for Higher Education (CCHE):   \* Following submission of materials to the Colorado Department of Education (CDE), the Colorado State Board of Education (CSBoE) must formally approve the educator preparation program to provide the endorsement program.  \* Once CSBoE approves the program, the Colorado Department of Higher Education (DHE) begins its review process for the program. The following areas do require a response. The responses do not have to be extensive (3-4 paragraphs), but should address each of the areas of focus.  1.) Comprehensive Admission System - How does the program provide a comprehensive admission system that includes screening of a candidate's dispositions for the field in which he or she is seeking licensure, consideration of a candidate's academic preparation for entry into his or her desired endorsement area or areas, and preadmission advising for students who are considering becoming candidates?  2.) Ongoing Screening and Advising - How does the program provide ongoing advising and screening of candidates by practicing educators or faculty members?  3.) Coursework and Field Based Training - How does the program bring together course work and field-based training that integrates theory and practice and educates candidates in the methodologies, practices, and procedures of standards-based education?  4.) Minimum Hours of Field Work - Does the program fulfill the requirement that, during the course of the preparation program, each teacher candidate in an initial licensure program complete a minimum of eight hundred hours, each principal and administrator candidate complete a minimum of three hundred hours?  5.) Teacher Candidate Skills and Content Knowledge - How does the program support a comprehensive, ongoing assessment including evaluation of each candidate's subject matter and professional knowledge and ability to demonstrate skill in applying the professional knowledge base?  6.) Continual Improvement - How does the program ensure that there are procedures to monitor and improve the effectiveness of the program?  \* Following review and approval of the program, the proposal for IHE to allow endorsement will be submitted to CCHE for final approval.  Once approved, the program may start enrolling students in the program. | | | | |