**Complete this form for EACH teacher preparation program you are submitting. Save as PROGRAM NAME.**

**Name of IHE:**  **Date:**

 If other, please indicate name of IHE:

**Contact Name:**

 **Phone:**

 **E-mail:**

**Reauthorization or Initial Approval of New Program** (Select one)

[ ]  Reauthorization

[ ]  Initial Approval

**Required Information & Documents**

The proposal should document how the IHE assesses candidate proficiency in order to assure that the candidates know the content and are able to deliver content effectively to support student learning.

1. **Endorsement / Licensure** (Select one program from alphabetical list.)

1. **Level**:
2. **Delivery Model**:

If the delivery model for traditional, on-line, or hybrid programs differ substantially by syllabi, assignments, or assessments, please complete a separate form for each program.

1. **List all *REQUIRED* courses by course number, title, and credit hours.**

You may type or cut-and-paste information into the box.

**Example:**

|  |  |
| --- | --- |
| Course #  | Title / (Credits) |
| EDUC 4000  | Instructional Methods (3) |

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| --- |
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1. **For EACH *required* course listed above, please include electronic master syllabi which show the following:** (*See sample documents posted on the Content Review Resources page*)

[ ]  Course title, number and length of sessions (quarter hours or semester hours)

[ ]  Course objectives and goals (student outcomes) that identify expected teacher candidate knowledge and skills explicitly linked to state standards or provide a matrix of course objectives aligned to standards

[ ]  List of required texts and readings with full citations

[ ]  Detailed content for each class session

[ ]  Detailed descriptions of required assignments

[ ]  Tells how teacher candidate knowledge and skills are objectively measured with respect to state standards

1. **Endorsement Program Matrix**

Complete a Program-level matrix that clearly identifies each Standard or Endorsement element (from the *Rules for the Administration of the Educator Licensing Act of 1991*) addressed in the proposed program coursework for this endorsement. You may use the *evaluation matrix templates* specific to the endorsement rule.

* Put the Standard or Endorsement elements in the left column and each course number and title on the top row.
* In each course column, specify the class session, assignment, or assessment that addresses each standard. Each standard element needs to be addressed at least once in the endorsement program. This matrix will provide information that ensures the candidate will acquire the necessary and adequate content relative to state standards.

|  |
| --- |
| **Name of Endorsement: (e.g. “Math”)** |
| **Endorsement Item** | **Class #1****\_\_\_\_\_\_\_** | **Class #2****\_\_\_\_\_\_\_** |
| 8.14.1 (a). Articulate to students and effectively instruct about the developmental contributions of mathematical systems to and from diverse cultures and societies. | p.2, Day 1 |  |

**How to Prepare and Submit Documents**

1. **Copy this Teacher Preparation Content Review Cover Page and all electronic content review documents onto a CD-Rom or flash drive.**
* Create a folder and label it with the Program Name (e.g., ELEMENTARY EDUCATION. Place all documents related to this program in this folder.
* Label each document with the course number, name, and title (e.g., EDUC 4000 Instructional Methods syllabus; EDUC 4000 Instructional Methods mid-term).
1. **Mail Electronic Content Review Documents to:**

 Office of Professional Services, Attn: IHE Content Review, Colorado Department of Education, 201 East Colfax Avenue, Denver, CO 80203