**Illinois State Board of Education**

**Preparation and Evaluation Division**

100 North First Street, E-310 • Springfield, IL 62777-0001

Phone: 217.782.2948 • Fax: 217.557.8392

**New Program Proposal Format**

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 the **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>

**Foreign Language programs** shall meet the requirements of the **23 Illinois Administrative Code, Part 25, Section 25.147(b), Approval of Programs for Foreign Language**.

**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 the **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 program proposal. This format document is to be used when submitting all program proposals **with the exception of the Elementary Education, Middle Grades, Alternative Licensure, Principal Preparation, and Teacher Leader Endorsement programs**. Please submit your program proposal electronically to your ISBE consultant: Emily Fox ([efox@isbe.net](mailto:efox@isbe.net)), Jennifer Gross ([jgross@isbe.net](mailto:jgross@isbe.net)), Stephanie Robinson ([strobins@isbe.net](mailto:strobins@isbe.net)). Also email a copy to Henri Fonville at [hfonvill@isbe.net](mailto:hfonvill@isbe.net).

**Contact Information**  
Date of Submission to State Board of Education:

|  |  |  |
| --- | --- | --- |
| Name of Proposal Preparer: | Email address: | Phone number: |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Name of Dean or Unit Head: | Email address: | Phone number: |
|  |  |  |

**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):**

1. Describe the criteria for:

(a) admission to the program;  
  
(b) retention in the program; and  
  
(c) exit from the program.

1. State the required grade point average for entry into the program.

Per **23 Illinois Administrative Code, Part 25, Section 25.140 (a):**

1. 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):**

1. 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):**

1. 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):**

1. (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):**

1. Describe the course of study, including:

(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.

(e) 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

(f) for English language learners, the criteria found in 23 Illinois Administrative Code, Part 24 (Standards for All Illinois Teachers).

**Field Experience and Clinical Practice**

Per **23 Illinois Administrative Code, Part 25, Section 25.145 (a)(6):**

1. 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.

**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:**

1. 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 |

1. **Teacher Preparation Programs:** 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)**.

1. **Programs for Administrators and School Service Personnel**: 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 (b)(1-5)** required of candidates in the program including:

(b1) an additional content assessment focused on program standards

(b2) an assessment of candidates’ ability to plan an appropriate environment

(b3) an assessment of clinical practice

(b4) an assessment of candidates’ impact on providing a supportive environment for students’ learning

(b5) an assessment of candidates’ dispositions demonstrated, as described in the unit’s conceptual framework submitted pursuant to **23 Illinois Administrative Code, Part 25, Section 25.145 (a)**.

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

1. Provide a description of the data which will be collected and how it will be used by the programs for:
2. all the key assessments that were described;
3. the applicable content-area test identified; and
4. the Assessment of Professional Teaching, if applicable.

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

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

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

1. 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 25.145 (a)(9)**

1. 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, and science), either across the State or in certain geographical areas. If the shortage is in a certain area, then describe the steps that will be taken to attract candidates from that area or to place candidates into positions within schools located there.

**Coursework**

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

**National Standards**

1. Please attach a matrix that explains how the program meets:
2. 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> 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**

1. 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:**

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

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

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

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

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

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

**(For Educational Leadership programs only)**

1. Describe how the program meets the Educational Leadership Policy Standards: ISLLC 2008, adopted by the National Policy Board for Educational Administration posted at <http://www.npbea.org/projects.php>, if applicable (i.e., education leaders, director of special education, chief school business official, superintendents and other district leaders, teacher leaders, and mentors).

**Social and Emotional Learning Standards**

1. Describe how the program meets the Social and Emotional Learning Standards set forth at **23 Illinois Administrative Code 555 Appendix A**.