



Post-Baccalaureate Program Approval Process – Providers with a PDE Approved Undergraduate Teacher Certification Program in the Matching Subject Area

Purpose:

The Pennsylvania Department of Education (PDE) understands that many program providers with approved undergraduate teacher certification programs would like to offer these programs at the post-baccalaureate level. In order to expedite approval, we have developed an abbreviated method to apply for post -baccalaureate program approval.

NOTE: Initial approval will use this process only for post-baccalaureate programs for which there is a parallel undergraduate program already approved by PDE. A separate process exists for requesting initial approval of a post-baccalaureate program when no such parallel program exists at the undergraduate level.

Procedure:

Providers with approved undergraduate programs may complete the enclosed “Post-Baccalaureate Program Information and Assurances Form” and submit it to their PDE liaison. A separate application must be submitted **for each** post-baccalaureate program. By submitting and signing the form, the provider is assuring PDE that the post-baccalaureate guidelines are incorporated into their program. Guidelines can be found on the [Subject Specific Program Guidelines](#) page.

Post-baccalaureate programs will be reviewed on the following criteria:

1. Needs Assessment & Recruitment Plan
2. Admissions & Intake Process
3. High Quality & Streamlined Program Design
4. Field Experiences & Student Teaching
5. Candidate Assessment & Program Completion
6. Candidate & New Teacher Supports

Required Documentation and Submission Process:

Type responses to the questions on the following form and sign on the final page. Attach a signed copy of the form to examples of the advisement form for the post-baccalaureate program for which approval is sought. Scan and save a set of documents as a merged PDF file **for each post-baccalaureate program for which approval is sought**. Send a complete pdf file for each as separate email attachments to your PDE liaison.

Upon review of all documentation, PDE will issue initial approval for the program(s). The program provider may then begin to enroll students. PDE will conduct a review of each post-baccalaureate program as part of the major program review cycle for the program provider. PDE reserves the right to request a copy of the program design or request a site visit at any time for review and verification of program assurances.



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College/University:

Contact Person:

Email:

Phone:

Instructions: After listing the approved undergraduate program and the post-baccalaureate program to be offered, please include the degree title of your program.

Approved Undergraduate Program:

Title of Post-Baccalaureate Program:

Degree Awarded: Certification track only Master's Doctorate

Instructions: Complete the required narratives for each post-baccalaureate program to be offered.

1. **Needs Assessment:** Describe how your Needs Assessment & Recruitment Plan focuses on district, regional and state needs for a highly qualified and diverse teacher pool.



2. **Admissions & Intake Process:** Describe how you Identify promising candidates and assess their skills and knowledge.



3. **High Quality & Streamlined Program Design:** Describe your plan to meet the needs of both candidates and school districts.



- 4. Field Experiences & Student Teaching:** Describe the integration of comprehensive and coordinated field experiences, which embed candidate competencies throughout. Describe the supervised student teaching experience which includes number of weeks, placements and supervision.



5. **Candidate Assessment & Program Completion:** Describe how the program assures that candidates meet state performance requirements (competencies) and are ready to enter the classroom as teachers of record through regular, comprehensive assessments.



6. **Candidate & New Teacher Supports:** Describe how the program provider will provide a range of high-quality supports during and following the program.



Signature: By signing this assurance statement, I _____,
as a representative of the above mentioned program provider, agree to develop and
implement the post-baccalaureate program based on the post-baccalaureate guidelines.
The program provider understands that each approved program will be subject to the
provider's Major Review process as defined by the Pennsylvania Department of
Education (PDE). The program provider also understands that PDE may request a
copy of the program design or request a site visit at any time for review and verification
of program assurances.

Signature: _____

Title: _____

Date: _____