



## **Endorsement Program Approval Process**

### **Purpose:**

The Pennsylvania Department of Education (PDE) understands that many program providers would like to offer the newly approved endorsement programs. As a result, PDE has developed an abbreviated method for program providers to apply for approval of an endorsement program that will expedite the approval process while assuring quality.

### **Procedure:**

Program providers may complete the enclosed “Endorsement Program Information and Assurances Form” and submit it to their PDE liaison. Providers will need to submit a separate form for each endorsement program. By submitting and signing the form, the institution is assuring PDE that the endorsement specific guidelines are incorporated into their program.

### **Required Documentation and submission Process:**

Attach the forms on page 2 with examples of the advisement form for each endorsement program for which approval is sought. Scan and save each set of documents as a complete PDF file and send as an email attachment to you PDE liaison.

Upon review of all documentation, PDE will issue initial approval for the program. The program provider may then begin to enroll students. PDE will conduct a review of the endorsement program as part of the major 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.



**Endorsement Program Application Form**

Program Provider:

Contact Person:

Email:

Phone:

**Type of Endorsement Program to be offered:** \_\_\_\_\_

**Instructions:**

Provide the following documents to PDE and briefly complete the narrative below.

- Required Documents
  - ✓ Overview
  - ✓ A list of courses and accompanying syllabuses, with PDE competencies highlighted.
  - ✓ Faculty assigned to each course.
  - ✓ Vitae for all faculty.
  
- **Field Experiences** Describe the integration of comprehensive and coordinated field experiences, which embed candidate competencies.

**Please convert all documents to PDFs send them as one document to your liaison.**

**Signature:** By signing this assurance statement, I \_\_\_\_\_ as a representative of the above mentioned endorsement program provider agree to develop and implement endorsement programs based on the Framework Guidelines. The program provider understands the program will be reviewed through the full 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: \_\_\_\_\_