Program Approval Process for New Educator Preparation Programs or Providers

1. Purpose

To outline the standardized review and approval sequence for new educator preparation programs or providers to ensure compliance with NDE regulations and licensing standards.

2. Review Committee Composition

The application is reviewed by a multi-disciplinary committee consisting of:

- **Two (2) members of COPS**.

- **The EDLiFE Director** (serving as the COPS secretary).

- **Licensing Analysts**.

- **An NDE Content Area Expert**.

3. Operational Sequence

At the conclusion of each step, the review results are returned to the EdPrep EPP who moves the application to the next step or contacts the provider for revisions.

Step	Action Party	Responsibility
1	**EdPrep EPP**	Works with the provider to ensure the application is complete and meets all current regulations.
2	**Licensing Analysts**	Reviews the crosswalk and supporting syllabi to ensure graduates will have the necessary coursework for licensure.
3	**NDE Content Expert**	Conducts a technical review of the application following analyst approval.
4	**COPS Members**	Review the application once content expert approval is secured.
5	**COPS Meeting**	The EdPrep EPP present the program at the next available meeting for a formal vote.
6	**Notification**	Upon final COPS approval, the EdPrep EPP issues an official notice to the provider.

4. Deficiency & Remediation

If an application is not approved at any stage of the review:

- **Feedback**: A formal explanation is provided to the provider regarding the deficiency and necessary remedies.

- **Resubmission**: The provider must address the identified issues.

- **Continuation**: Once remedied, the application continues through the remaining steps of the established process.

5. Final Authority

While the committee provides recommendations, final approval authority rests with the **Commission on Professional Standards in Education (COPS)**.