
Appendix A: Regulations Governing Program Approval

<http://www.doe.mass.edu/lawsregs/603cmr7.html?section=03>

603 CMR 7.00

Regulations for Educator Licensure and Preparation Program Approval

Most Recently Amended by the Board of Elementary and Secondary Education: June 26, 2012

7.03: Educator Preparation Program Approval

(1) **Program Approval.** The Department shall issue Guidelines for Program Approval to be used in reviewing programs seeking state approval. The Guidelines for Program Approval will include detailed effectiveness indicators for each program approval standard set forth in 603 CMR 7.03 (2).

(a) Candidates may qualify for licensure through successful completion of an approved preparation program leading to the license sought, providing they meet all other requirements. Individuals who complete approved preparation programs may be eligible for licensure reciprocity with other states that are parties to the NASDTEC Interstate Agreement.

(b) Sponsoring organizations with approved preparation programs have the authority to review prior course work and work experience of their candidates and waive otherwise required course work, including the first half of the practicum or practicum equivalent, when designing programs of study for them. Granting such waivers is the official responsibility of the Sponsoring Organization. Records of candidates for whom coursework or other program requirements have been waived must be available during onsite review.

(c) A Sponsoring Organization that has received approval of one or more of its preparation programs shall endorse candidates who complete the approved preparation program.

(d) A Sponsoring Organization seeking approval of its preparation program(s) shall invite the Department to review them. The Sponsoring Organization shall provide written evidence in accordance with the Guidelines for Program Approval, demonstrating that it satisfies the requirements set forth in 603 CMR 7.03 (1) through (4) for each program for which approval is sought. The Department shall review the written information for each proposed program and verify it through an onsite review at the Sponsoring Organization. The Department shall use the same standards in reviewing all programs and

Sponsoring Organizations for approval.

(e) Program approval will be for a period of seven years, unless the program ceases to meet the requirements set forth in 603 CMR 7.03 (2) through (4) and in accordance with the Guidelines for Program Approval.

(f) During the seven-year approval period a Sponsoring Organization that seeks approval of a new program may ask the Department for an informal review of that program. Sponsoring organizations seeking approval for the first time may also request an informal review. If the review is favorable, individual candidates who complete the program will be deemed to have met the requirements for licensure in Massachusetts, providing they meet all other requirements. Approval of the program will be considered at the time of the next seven-year program review.

(2) Program Approval Standards. Each Sponsoring Organization seeking approval of its preparation program(s) shall provide evidence addressing the following Program Approval Standards, in accordance with the Guidelines for Program Approval.

(a) Continuous Improvement: Conduct an annual evaluation to assess program compliance, effectiveness, and impact using an evidence-based system to ensure continuous improvement.

(b) Collaboration and Program Impact: Collaborate with school districts to ensure positive impact in meeting the needs of the districts.

(c) Capacity: Create, deliver and sustain effective preparation programs.

(d) Subject Matter Knowledge:

1. Initial License - Subject Matter Knowledge: Ensure that program completers have content mastery based on the subject matter knowledge requirements; 603 CMR 7.06, 7.07, 7.09, and 7.11, at the level of an initially licensed educator.
2. Professional License - Advanced Subject Matter Knowledge: Ensure that program completers have advanced content mastery based on the subject matter knowledge requirements; 603 CMR 7.06 and 7.07, at the level of a professionally licensed educator.

(e) Professional Standards for Teachers:

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1. Initial License - Professional Standards for Teachers: Ensure that program completers have been assessed and mastered the Professional Standards for Teachers at the level of an initially licensed teacher.
 2. Professional License - Advanced Professional Standards for Teachers: Ensure that program completers have been assessed and mastered the Professional Standards for Teachers at the level of a professionally licensed teacher.

(f) Professional Standards for Administrative Leadership: Ensure that program completers have been assessed and mastered the Professional Standards for Administrative Leadership at the level of an initially licensed administrator.

(g) Educator Effectiveness: Analyze and use: aggregate evaluation ratings data of program completers, employment data on program completers employed in the Commonwealth of Massachusetts, results of survey data, and other available data to improve program effectiveness.

(3) Preparation.

(a) **Initial License.** All Sponsoring Organizations with approved programs leading to the Initial license shall provide preparation that addresses subject matter knowledge requirements for the license. See 603 CMR 7.06, 7.07, 7.09, and 7.11. The following additional requirements apply to baccalaureate teacher preparation programs:

1. For elementary, teacher of students with moderate disabilities, teacher of students with severe disabilities, teacher of the deaf and hard of hearing, and teacher of the visually impaired licenses: not less than 36 semester hours in upper and lower level arts and sciences coursework addressing the relevant subject knowledge topics for those licenses set forth in 603 CMR 7.06. Some of this coursework might also count toward the required arts or sciences major or general education requirements.
2. For middle school licenses: 36 semester hours in a mathematics/science or English/history program of studies. This does not exclude the possibility of obtaining a single subject license in any of these subjects for grades 5-8.
3. For the general science license: at least 36 semester hours addressing the topics for the general science license.

(b) **Professional License.** Sponsoring organizations with approved preparation programs leading to the Professional license shall provide preparation that satisfies the requirements in 603 CMR 7.04 (2) (c) 5. a., b. i., or c. i. Coursework and experiences used by candidates to satisfy the requirements for an Initial license may not be used to satisfy the requirements for the Professional license

in the same field. The academic disciplines appropriate to the instructional field of the Professional license sought are specified in appropriate provisions of 603 CMR 7.06 for teachers and in 603 CMR 7.07 for specialist teachers.

1. Approved teacher or specialist teacher license programs sponsored by an alternative preparation organization of at least 50 contact hours of content-based seminars beyond the induction year.
2. Approved programs sponsored by accredited higher education institutions.
 - a. For early childhood, elementary, physical education, teacher of students with moderate disabilities, teacher of students with severe disabilities, teacher of the deaf and hard of hearing, teacher of the visually impaired, and other teacher licenses at levels PreK-8: at least half the credits are in any combination of: upper-level undergraduate or graduate courses in arts or sciences or in professional schools, in the subject matter knowledge of the license sought; and pedagogical courses advanced beyond those for the Initial license based on subject matter knowledge of the Professional license sought.
 - b. For specialist teacher licenses and teacher licenses at levels 5-12 and All: at least half the credits are in upper level undergraduate or graduate level courses in arts or sciences or in professional schools and are in subject matter knowledge or pedagogical courses advanced beyond those for the Initial license based on the subject matter knowledge of the Professional license sought.
 - c. For teacher licenses at levels 8-12: at least half the credits are in graduate level courses in arts or sciences or in professional schools, in subject matter knowledge or pedagogical courses advanced beyond those for the Initial license based on the subject matter knowledge of the Professional license sought.

(4) Annual Reporting. All Sponsoring Organizations shall submit to the Department an annual report that includes the following information for each approved preparation program, in a form prescribed by the Department:

(a) Substantial changes to a program

(b) Candidate data:

1. Number and list of candidates enrolled.
2. Number and list of candidates completing all coursework, except the practicum/practicum equivalent.
3. Number and list of program completers.
4. Demographics:
 - i. Race

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- ii. Ethnicity
 - iii. Gender

(c) Faculty and Staff data:

- 1. Number of full-time equivalent
- 2. Number of part-time equivalent
- 3. Demographics:
 - i. Race
 - ii. Ethnicity
 - iii. Gender

(d) Annual Goals and Attainment

(e) Program with Zero Program Completers:

- 1. Reasons for zero program completers
- 2. Plans for increasing enrollment and number of program completers.

(f) Types of District Partnerships and Collaborations.

(5) **Public Reporting.** The Department shall publish an annual report including, but not limited to the following information for each Sponsoring Organization and approved preparation programs:

(a) Sponsoring Organization General Information

(b) Candidate Data

(c) Faculty and Staff Data

(d) District Partnerships and Collaborations

(e) Annual Goals and Attainment

(f) List of Approved Programs and Program of Study

(g) Admission Requirements for Approved Programs

(h) Manner of Exit from the Approved Program and Persistence Rates

(i) MTEL Pass Rates:

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1. Single assessment and aggregate pass rates on licensing tests or assessments as required by 603 CMR 7.00.
 2. Summary pass rates on licensing tests or assessments as required by 603 CMR 7.00 at the point of: enrollment, completion of all coursework but the practicum/practicum equivalent, and program completion.

(j) State Administered Survey Data from:

1. Candidates enrolled in an approved program.
2. Candidates who have completed all coursework, but the practicum/practicum equivalent.
3. Program completers
4. District personnel

(k) Aggregate Employment Data of Program Completers employed in the Commonwealth of Massachusetts

(l) Aggregate Evaluation Ratings of Program Completers

(6) Revoking Approval.

(a) The Department may conduct an interim review of an approved preparation program on an as-needed basis to corroborate and augment the information provided by an approved preparation program pursuant to 603 CMR 7.03 (4), or during the seven-year cycle review.

(b) Following the interim review, if the approved preparation program fails to meet the requirements and benchmarks set forth in 7.03 (2) and (3) and the Guidelines for Program Approval, it shall receive a designation of low performing.

(c) The Sponsoring Organization shall submit an improvement plan to the Department for any of its programs that receive the designation of low performing. The Department will monitor progress in meeting the goals of the improvement plan. If, after one year under review, a program has not made satisfactory progress, its approval may be revoked. The Commissioner may extend the review for a second year if additional data must be collected, e.g., for small programs with enrollment of less than ten.

(d) The Commissioner will make the final determination regarding revocation of state approval.

(7) Restoring Approval.

(a) A Sponsoring Organization must wait two years after approval of an educator preparation program has been revoked before it can apply to the Department to restore approval. The Sponsoring Organization shall submit written documentation of how it will address the requirements set forth in 603 CMR 7.03 (2) through (4).

(b) The Department will review the written documentation to determine whether the organization and its program(s) satisfy all of the requirements set forth in 603 CMR 7.03 (2) through (4). Programs that demonstrate that they satisfy the requirements set forth in 603 CMR 7.03 (2) and (3) will be allowed to recruit students.

(8) Implementation

(a) Approved programs leading to the following licenses must address the requirements set forth in 7.06(25)(d)(4) and 7.06(26)(b)12 by December 31, 2011: Teachers of Students with Moderate and Teachers of Students with Severe Disabilities.

(b) Approved programs leading to licenses set forth in 603 CMR 7.09, must submit documentation to the Department by April 1, 2013 that they have addressed the requirements set forth in 7.09 and 7.10.

(c) Approved programs leading to the English as a Second Language license must address the requirements set forth in 603 CMR 7.06 (9) by December 31, 2013.

(d) Sponsoring organizations and approved programs must meet the reporting requirements set forth in 603 CMR 7.03 (5) by April 1, 2013.

(e) Sponsoring organizations and educator preparation programs seeking approval after August 31, 2013 must address the requirements set forth in 603 CMR 7.03 and 7.04.

(f) Approved programs must submit documentation to the Department by June 1, 2013 that they have addressed the requirements set forth in 603 CMR 7.08 (2) (a) 9, 603 CMR 7.08 (2) (b) 2. g. and h., 603 CMR 7.08 (2) (c) 1., 603 CMR 7.08 (2) (d) 5, 603 CMR 7.14 (1)(b) and 603 CMR 7.14 (2)(b) for the SEI endorsement, in

accordance with the Guidelines for Program Approval issued by the
Commissioner, in consultation with the Commissioner of Higher Education.

Regulatory Authority:

M.G.L. c. 69, § 1B; c. 69, §§ 1J and 1K, as amended by St. 2010, c. 12, § 3; c. 71, § 38G.