*****Massachusetts Department of***

***Elementary and Secondary Education***

### 75 Pleasant Street, Malden, Massachusetts 02148-4906 Telephone: (781) 338-3000

## TTY: N.E.T. Relay 1-800-439-2370

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TO: Educator Preparation Program Contacts

FROM: Educator Preparation Team

RE: Request to Expire Currently Approved Educator Preparation Program(s)

DATE: September 2017

As part of your Sponsoring Organization’s continuous improvement efforts, you may determine there is no longer a need to offer a particular educator preparation program (or multiple programs). If this is the case, your Sponsoring Organization can request to expire the program(s) (*Guidelines for Program Approval pg.20*).

Once a Sponsoring Organization has submitted intent to expire the program(s), the program(s) will be updated in ELAR as ‘Expired’ with an effective date **one year** after the date of the letter. After the effective date of the expiration, the Sponsoring Organization will no longer be able to endorse candidates under the licensure areas of the expired program(s). This one year period is designed to allow the Sponsoring Organization to teach out any enrolled candidates. A Sponsoring Organization can request a special extension if additional time is needed. Please note: Once a program is expired, if the Sponsoring Organization wishes to operate the program again it will need to go through the program approval process.

If your Sponsoring Organization wishes to expire a currently approved program(s), please submit the following information on official letterhead:

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| On behalf of *Sponsoring Organization*, please expire the following approved programs effective *as of the date of this letter, other specific date, etc.*:  *Example*   * English 5-12, Initial Baccalaureate * English 5-12, Initial Post-Baccalaureate * Foreign Language [French] PreK-6, Initial Baccalaureate   The letter must be signed by the Sponsoring Organization’s President/Executive Director and Educator Preparation contact. |

Please email a PDF of the signed letter *and* mail the original to the attention of your Educator Preparation Specialist:

Attn: *Educator Preparation Specialist*

Center for Instructional Support

Department of Elementary and Secondary Education

75 Pleasant St.

Malden, MA 02148

If you have any questions, please contact your Educator Preparation Specialist.