

## Approval of New Education Program Endorsements

Requests for new education program endorsement areas must be approved by the Board of Education. Requests must include the *Request for New Education Program Endorsement Area* form, the *Accountability Measurement of Partnerships and Collaborations Based on PreK-12 School Needs (8VAC20-542-40.7.a)*, *Education Programs (excluding Administration and Supervision Programs)* form or the *Accountability Measurement of Partnerships and Collaborations Based on PreK-12 School Needs (8VAC20-542-40.7.b)*, *Administration and Supervision Programs* form, the matrices verifying competencies have been appropriately addressed, and course syllabi. Your proposal to add a new endorsement must be submitted electronically to the Director of Teacher Education, Department of Education, Division of Teacher Education and Licensure. Within one week of submission, you will receive an electronic confirmation that your request was received. If the confirmation is not received, please contact the Director of Teacher Education to ensure that the request was received.

Requests for new education program endorsements to be considered for the fall ABTEL meeting must be submitted on or before May 29 of each year. Only those proposals that are complete and meet all criteria will be submitted to ABTEL the following September. [Please note that summer contact information must be included on the *Request for New Education Program Endorsement Form*.]

The proposal must be complete before it may be submitted to the Advisory Board on Teacher Education and Licensure (ABTEL). After the Advisory Board makes a recommendation, the proposal will be scheduled for submission to the Board of Education for review and final approval.

**VIRGINIA DEPARTMENT OF EDUCATION  
DIVISION OF TEACHER EDUCATION AND LICENSURE  
P. O. BOX 2120  
RICHMOND, VA 23218-2120**

**REQUEST FOR NEW EDUCATION PROGRAM ENDORSEMENT AREA**

NAME OF INSTITUTION: \_\_\_\_\_

ENDORSEMENT AREA REQUESTED: \_\_\_\_\_

DEGREE ASSOCIATION & CIP CODE (*Classification of Instructional Program*):  
\_\_\_\_\_

DATE: \_\_\_\_\_ PROPOSED IMPLEMENTATION DATE: \_\_\_\_\_

NAME OF CONTACT PERSON: \_\_\_\_\_

TITLE OF CONTACT PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ FAX: \_\_\_\_\_

PHONE NUMBER (FOR CONTACT IN SUMMER MONTHS): \_\_\_\_\_

ELECTRONIC MAIL: \_\_\_\_\_

Attach to this cover sheet a proposal of not more than six pages that addresses the following:

- I. Rationale for the additional endorsement, including
  - current, or if a new program, projected enrollment data
  - local division or service area demand data
  - statement of institutional support (e.g., from dean, provost, president, or designee)
  - statement of local school division support
  
- II. Requirements of the program including academic and professional studies
  - indicate degree and major
  - list required courses in the major and course work for professional studies (attach course descriptions)
  
- III. Program competencies
  - provide required academic and professional competencies on matrices provided by the Department of Education
  - describe attention to current research, literature, professional organizations
  
- IV. Program evaluation

- list assessment measures used to evaluate competencies of education candidates

V. Faculty assigned to the program

- list faculty assigned to the specific teaching endorsement area to include a brief vitae
- identify courses taught, advising assignments, and responsibility for supervision of field experiences

Institutions must submit certification of areas required for biennial program approval reporting requirements, **including partnership agreements form.**

**Please submit all application forms and supporting materials via flash drive by May 29, 2015 to:**

**Dr. Joan B. Johnson**  
**Director of Teacher Education**  
**Division of Teacher Education and Licensure**  
**P.O. Box 2120**  
**Richmond, Virginia 23218**  
**[joan.johnson@doe.virginia.gov](mailto:joan.johnson@doe.virginia.gov)**  
**(804) 371-2475**