



How to Apply for Post-Baccalaureate Accreditation and Program Approval

Application Components

The application consists of three separate sections that must all be submitted for a review to occur. The application components are as follows:

- 1. Intent to Seek Accreditation and Program Approval Form**

Provides general information about the organization and its educator preparation unit, identifies the subject matter programs for which it is seeking approval, and demonstrates its eligibility to undergo a state accreditation and program review. OSSE will only review an applicant's Organizational Report and/or Subject Area Proposals after the submission of a completed Intent to Seek Accreditation and Program Approval form.
- 2. Organizational Report**

The Organizational Report is a narrative proposal outlining the organization's capacity to meet the DC Organizational Standards for Accreditation. The report should emphasize an organization's approach to meeting the standards' relevant indicators. A reporting template is provided to use as a guide in responding to the standards. The response to each standard must include an itemized response to each indicator within a standard. While applicants are not required to directly answer the reference questions following each indicator, they should be used as a guide to frame the organization's broader responses to each indicator.
- 3. Subject Area Program Proposal**

In subject area program proposals, organizations provide a detailed description of how they will prepare candidates to teach the subject area(s) for which the organization is applying for approval. Post-baccalaureate educator preparation programs should focus primarily on pedagogy and instruction coursework since programs must ensure that candidates are proficient in content knowledge prior to entering their respective programs. However, candidate performance assessments must also demonstrate that candidates have mastery of the subject matter content for which they are seeking state licensure. For organizations applying to create administrator programs, the organization must provide a detailed description of how it will prepare candidates for school leadership positions.

The narrative response shall include a discussion of how the program's structure relates to the organizational vision and philosophy, connecting theory to practice. Applicants may also include components such as: an overall description of its instructional approach, the subject area's plan of study, distribution of course/contact hours, syllabi, texts to be used, reading lists, etc. that reviewers may find useful in understanding and assessing the organization's ability to prepare candidates to meet the standards. Responses to this section may be single or double-spaced.





Submission Requirements

Organizations, institutions, and agencies seeking state accreditation will initiate the application process by first submitting a completed *Intent to Seek Accreditation and Program Approval* form, and no more than sixty (60) days thereafter, will submit responses to the DC Educator Preparation Organizational Standards and Subject Area Program Standards in the form of an Organizational Report and Subject Area Program Proposal(s). Following are the specific submission requirements.

Intent to Seek Accreditation and Program Approval

Submit one (1) original and one (1) digital copy of the intent form to OSSE that includes:

- A completed *Intent to Seek Accreditation and Program Approval* form
- An *Organizational Overview*
- Signed assurances

Organizational Report and Subject Area Program Proposal(s)

Submit the following documents to the address listed below:

- Organizational Report
 - One original hard copy
 - Three (3) hard copies
 - One digital copy
- Subject Area Program proposals for each program proposed for state approval
 - One original hard copy
 - Three (3) hard copies
 - One digital copy

Organizational Reports and Subject Area Program Proposals shall be submitted in a tabbed three-ring binder, paginated, with all sections tabbed. Please include a Table of Contents and number pages within each section consecutively. Also, please note that all narrative responses shall be double-spaced, except as otherwise indicated.

Digital copies may be submitted on CD or via email to orman.feres@dc.gov.

Submit to:

Office of the State Superintendent of Education
Division of Elementary and Secondary Education
Educator Licensure and Accreditation
810 First Street, NE, 5th Floor
Washington, DC 20002
Attn: Orman Feres





Delivery of Applications and Supporting Documents

Submissions by mail or other delivery service are acceptable. Hand delivery is encouraged. Please note that photo identification is required for entry to the facility.

Application Submission or Review Process Questions

All questions or comments regarding the preparation or submission of the application, or the application review process or timeline may be directed to:

Orman Feres, State Accreditation Coordinator

Office: (202) 741-5218

Email: orman.feres@dc.gov

