



**AGENCY OF EDUCATION
EDUCATOR QUALITY DIVISION**

219 North Main Street, Suite 402
Barre, VT 05641 (p) 802-479-1700 | (f) 802-479-4313

Teach-Out Plan Instructions

Per [VSBPE policy N20](#), programs that are choosing to or are mandated to close must provide the VSBPE with the following information. The Program Approval Committee will review this information and approve the plan or require more information from the institution. The documentation below should be submitted to the ROPA program coordinator.

Part A: Letter of Intent to Close

Format: This is a professional document that will be reviewed by the board. It should be written by the program or department head on school letterhead.

The letter of intent to close must include the following:

- Name of the program being closed
- Number of candidates enrolled in the program
- Identification of an administrator who will be responsible for managing the closing process on behalf of the institution or alternate route to licensure program
- Must be signed by the program provider's Director of Education. In the absence of such a position, a senior administrator (dean, vice president, president) can substitute.

In addition, the letter to close must convey that the program provider understands the following:

- Once it has submitted a letter of intent to close it will no longer enroll students into the program
- It must submit a Teach-Out Plan if candidates are enrolled in the program at the time the letter of intent to close is submitted.
- Prior to reopening the program it must be approved through either the ROPA process or a national accreditation process that is approved by the VSBPE, and
- A program provider is obligated to adhere to any Title II HEA reporting responsibilities that may linger after the program has closed.

Part B: Teach-Out Plan

Format: This is a professional document that will be reviewed by the board. It should be written by the program or department head on school letterhead.



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This section is only required if any one or more students are enrolled in an approved program prior to its closing. The Teach-Out Plan must include:

- The name of the program that is being closed
- The number of candidates included in the plan
- Identification of an administrator who will be responsible for managing the closing process on behalf of the institution or alternate route to licensure program
- A timeline for informing candidates of the closing of the program
- Plans to provide candidates with timely and accurate information regarding their opportunities to meet all licensure requirements
- Each candidate's individual plan with a timeline detailing when they are expected to complete all licensure requirements, including Praxis and the Level I licensure portfolio.
- Plan to redirect candidates who are not able to complete all licensure requirements within the timeframe, and
- The date the program provider will cease recommending candidates for licensure.

Part C: Acknowledgements

Format: This is a professional document that will be reviewed by the board. It should be written by the program or department head on school letterhead. Each individual student should have their own page. **This section is only required if any one or more students are enrolled in an approved program prior to its closing.**

In order to safeguard program providers and the candidates included in a Teach-Out Plan, both must provide signatures confirming the following:

- Each candidate reviewed and agreed to their individual plan in collaboration with their program provider, and
- Both understand that if a candidate is not able to complete the Plan, all licensure requirements including the Praxis, and the Level 1 Licensure Portfolio within the designated timeframe, then they will **not** be eligible for a recommendation for licensure from the program provider.

A complete Teach-Out Plan will include all of the above referenced requirements and be submitted to the VSBPE. The VSBPE has the authority to accept or deny a Teach-Out Plan based on its merit. A favorable review of a Teach-Out Plan by the VSBPE enables the AOE to honor recommendations for licensure for candidates who have proceeded through a plan, and completed all licensure requirements as it equates to the completion of an approved program.