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New Program Review Information

This information is for Vermont Educator Preparation Programs who wish to add a new approved licensure-track program.

Q: What is a new program review?

A: A new program review is part of the Results-Oriented Program Approval (ROPA) process. It grants institutions the authority to recommend candidates who have completed the approved program for a Vermont educator's license or additional endorsement on an existing license. The review consists of an application to the Vermont Standard's Board for Professional Educators (VSBPE). Once that application is approved, the VSBPE will authorize the Agency of Education (AOE) to empanel a review team. The institution will complete a self-study resulting in the preparation of an Institutional Portfolio which will document how the program will meet Vermont's Core Standards for Educators as well as the relevant endorsement requirements. This Portfolio will be submitted to the review team. The review team will schedule a visit to the institution to verify the information presented in the Portfolio through observations and interviews.

Q: How does our institution apply for a new program review?

A: The initial application for a new program review should include the following items that are sent to the VSBPE in care of the Agency of Education ROPA Consultant at least six months before the program review visit is conducted:

1. A formal letter from the president or head of the institution requesting a review
2. A completed application (see below) with all accompanying documents
3. A non-refundable application fee of \$2000

Upon receipt of these materials, the VSBPE will consider the application and seek clarification from the institution, as needed, before approving a visit. The visit date will be scheduled by the AOE in cooperation with the institution. The Review Team will be determined by the AOE and approved by the institution. The team will then be approved by the VSBPE.

At least two months prior to the scheduled visit, the Institutional Portfolio (IP) should be sent to the AOE ROPA Consultant. The team reviews the IP and makes one of the following determinations:

- Not enough information was provided for the visit to take place as scheduled
- More information is needed prior to the visit
- Visit is ready to take place

Next, the visit is conducted. A report is issued by the Review Team and one of the following determinations is made by the VSBPE:

- Conditional approval for one year
- Conditional approval for two years
- Denial of request

Q: What is the fee to review a new program?

A: H.872 (Act 149) has determined the fee as “Colleges, universities, and other educator preparation programs that do not have existing approved ROPA programs, or that wish to add an additional program approved by ROPA shall pay a fee of \$2,000.00 for the initial program application.” The check should be sent with the initial application and be made payable to: Vermont Agency of Education.

Q: When can our institution submit a request for a new program?

A: The application process for New Programs is open year round. New Program Applications can be submitted electronically or by post to: Ellen Cairns, ROPA Consultant Ellen.Cairns@vermont.gov Agency of Education of Education, 219 North Main Street, Barre, VT 05641. Checks must be submitted by post.

Q: How long does it take for a new program to get approved?

A: The length of the process can vary depending upon factors including the approval of the application form, submission of fee, and the schedule of the VSBPE, which meets 10 months per year. Plan on submitting your application at least six months prior to the first semester for the new program.

Q: How does a new program receive full approval?

A. New programs may receive conditional approval for either one or two years and are eligible for full approval at the end of a two-year period after a two-year report has been received and approved by the VSBPE.

Questions?

Ellen Cairns, Vermont AOE ROPA Consultant: Ellen.Cairns@vermont.gov (802)479-7461

Application for New Program Review

Directions: Applicants seeking a new program review must submit the following to the AOE at least 6 months before the program review is conducted:

- A completed Design Document: you may use the template provided below or create your own Design Document detailing the proposed program.
- A formal letter requesting a review visit from the president or head of the institution
- Application fee of \$2000

Program Name	
Address	
Contact Name	
Phone	
Email	

Endorsement Area Sought	
Rationale (must include data and any other information indicating a demand for the program)	
Program Delivery Model	
Timeline	

Please provide a 3-5 sentence summary of your existing programs and concerns from your last ROPA review, if applicable. Attach additional supporting documentation as needed.

Existing Approved Programs and Delivery Models	
Programs under Conditional Approval	
Progress toward Addressing Identified Program Concerns	
Potential Impact of Proposed Program on Existing Programs	

Please provide a brief overview of the proposed program. Attach a curriculum map detailing the program’s alignment with the *Core Teaching and Leadership Standards* and endorsement knowledge and performance standards and additional documentation, as needed.

Program and/or Endorsement Overview	
Criteria for admission	
Curriculum Overview (course titles and descriptions)	
Desired impact of program	

Please provide a brief overview of the proposed program(s) assessment system including how the program anticipates using assessments as part of its overall evaluation system. Attach additional documentation, as needed.

Assessment System Overview	
Key Assessments	
Essential Data to be collected	
Proposed Evaluation System	

Please provide a brief overview of the resources available to support the proposed program. Attach additional documentation, as needed.

Resources and Practices Overview	
Key Policies and Resources in place to support the new program	