

## Application to Change a Currently Registered Program<sup>1</sup> Leading to Teacher or Educational Leadership Certification

Use this form to request teacher or educational leadership program changes that require approval by the State Education Department (see chart on the following page). For **programs that are registered jointly** with another institution, all participating institutions must confirm support for the changes.

This application should **NOT** be used for the following types of requests:

- Proposals for new programs
  - Requests for changes to registered general education or Pupil Personnel Services programs
  - Requests for changes to programs preparing Licensed [Professionals](#); or
  - Requests to add the Distance Education Format to a Registered Program



(**Note:** If the only requested change is to add the distance education format to an existing registered program, institutions need only complete and submit the [Application to Add the Distance Education Format to a New or Registered Program](#).)

For requests to changes to Doctoral programs: please [contact](#) the Office of College and University Evaluation (OCUE).

### Directions for submission of request:

1. Create a **single** PDF document that includes the following completed forms:
  - This application
  - Master Plan Amendment Supplement and Abstract (if applicable)
  - [Application to Add the Distance Education Format to a New or Registered Program](#), (if applicable).
2. Create a separate PDF document for any required syllabi or CVs
3. Attach the PDF documents to an e-mail.
4. Send e-mail to [OCUEdapps@mail.nysed.gov](mailto:OCUEdapps@mail.nysed.gov)

When submitting to the mailbox, include the following elements in the subject line of the e-mail: Institution Name, Degree Award, and Program Title

E.g., Subject: AAA College, Request for Change, Master of Science, Adolescent Education

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<sup>1</sup> CUNY and SUNY institutions: You must contact System Administration for program registration processes, procedures, timelines and applications.



## Application to Change a Currently Registered Program<sup>2</sup> Leading to Teacher or Educational Leadership Certification

Institutions wishing to change registered programs leading to teacher certification or education leadership certification must seek and receive approval for the following types of proposed changes

- **Change in Program Title**
- **Discontinuing a Program**
- **Adding or Eliminating a Major or Concentration**
- **Adding or Deleting a Certificate Title**
- **Change in Delivery Mode Change in Format**
- **Altering the Liberal Arts and Sciences Content**
- **Change in Degree Award**
- **Change in the Total Number of Credits of any Certificate or Advanced Certificate**
- **Curricular Change of 1/3 or More of the Credits**
- **Curricular Change that Impacts the Pedagogical Core**

### Other changes:

- For changes in certificate type (e.g., from initial to initial/professional or professional), please use the appropriate form for **registering new programs**.
- Establishing an existing program at a new location requires **new registration** of the program.

Please submit your application materials via email to the New York State Education Department, Office of College and University Evaluation at:

[OCUEdapps@mail.nysed.gov](mailto:OCUEdapps@mail.nysed.gov)

1. Submit the application and CEO signature document, without CVs and Syllabi, as one PDF document.
2. Submit CVs and Syllabi, as required, as separate PDF documents.
3. When submitting to the mailbox, include Institution name, Award, and Program title in the Subject Heading (e.g., AAA College.MAT.Biology 7-12)

### PLEASE NOTE:

Establishing an existing program at a new location requires new registration of the program. If the requested action changes the program's major disciplinary area, master plan amendment may be needed if the revised program represents the institution's first program in that major subject area, at that degree level. If a requested **degree title** is not authorized for an institution chartered by the Board of Regents, charter amendment will be needed.

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<sup>2</sup> CUNY and SUNY institutions: You must contact System Administration for program registration processes, procedures, timelines and applications.



## Task 2. Identification and Explanation of a Proposed Change

Institutions offering registered programs leading to teacher certification/education leadership certification must seek and receive approval for the types of proposed changes listed before implementing the changes.

Below is a list of changes that can be made to currently registered programs.

1. Check the box(es) that correspond to the proposed change(s) you are making.
2. Complete Part A.
3. Complete the applicable items in Part B.
4. Complete the Tasks listed in the parentheses following the change or changes listed in bold.

- Change in Program Title**
- Discontinuing a Program**
- Eliminating a Major or Concentration**
- Adding a Major or Concentration** (Complete Program Schedule, Faculty Table, and Catalog Course Descriptions & New Course Syllabi, and Faculty Table)
- Deleting a Certificate Title** (Complete Side by Side Comparison Chart)
- Adding a Certificate Title** (Complete Side by Side Comparison Chart, Faculty Table, Catalog Course Descriptions & New Course Syllabi, Pedagogical Core Coursework, Field Experiences and Student Teaching or Educational Leadership Core Courses and Field Experiences Educational Leadership)
- Change in Delivery Mode** (Complete Program Schedule, Faculty Table, and Distance Learning Application)
- Change in Format** (Complete Program Schedule and Faculty Table)
- Altering the Liberal Arts and Science Content** (Complete Program Schedule and Side by Side Comparison Chart)
- Change in Degree Award** (Complete Program Schedule and Side by Side Comparison Chart)
- Change in the Total Number of Credits of any Certificate or Advanced Certificate - *Only If the change is less than 1/3 of the credits and Does Not Impact the Pedagogical Core*** (Complete Program Schedule and Side by Side Comparison Chart)
- Curricular Change of 1/3 or More of the Credits** (Complete Program Schedule, Side by Side Comparison Chart, Faculty Table, Catalog Course Descriptions & New Course Syllabi, Pedagogical Core Coursework, Field Experiences and Student Teaching, or Educational Leadership Core Courses and Field Experiences Educational Leadership)
- Curricular Change that Impacts the Pedagogical Core** (Complete Program Schedule, Side by Side Comparison Chart, Faculty Table, Catalog Course Descriptions & New Course Syllabi, Pedagogical Core Coursework, Field Experiences and Student Teaching, or Educational Leadership Core Courses and Field Experiences Educational Leadership)

### Part A: All Program Changes: Complete items 1 and 2 for all program changes.

1. Provide an explanation of the program change.

*Answer:* The discontinuation of these programs leading to Transitional B certification is to comply with the New York State Education Department requirement that the program that has been non-active for 2 or 3 years be discontinued.

2. Identify the certificate title(s) to which the program currently leads.

*Answer:* See Appendix Dormant Programs

**Part B: Program-Specific Change Items:** Complete the items that correspond to the change or changes in the program being requested.

**1. Changing a Program Title**

Indicate the new program title.

*Answer:*

**2. Discontinuing a Program**

Indicate the date\* the program will be discontinued.

*Answer:*

\*In the event that any students do not complete studies in this/these curriculum(s) by the termination date, it is the responsibility of the institution to request an extension of the registration period for the program or to make other arrangements for those students to complete their studies.

**3. Adding a Major or Concentration**

Explain how the new major or concentration addresses depth and breadth in the discipline.

*Answer:*

**4. Deleting a Certificate Title**

Indicate the date by which all students in that certificate title will have completed the program.

*Answer:* 6/1/2015

**5. Adding a Certificate Title**

Provide the documented need for this change along with admission requirements.

*Answer:*

## 6. Changing the Delivery Mode

(e.g., from traditional format to distance education), indicate the proposed delivery mode:

Standard  Independent Study  External  Accelerated  Distance Education

(to register a program with the Distance Education format submit **Distance Education Application** with this proposal)

Bilingual  Language Other Than English

And

Describe how the change impacts library resources, support services or financial aid eligibility. If no new resources are identified as needed for the proposed program, describe why none are needed.

*Answer:*

## 7. Changing the Program Format

(e.g., from day to evening, from full-time to part-time, see format [definitions](#)), indicate the proposed format:

Day  Evening  Weekend  Evening/Weekend  Not Full-Time

And

Describe how the change impacts library resources, support services or financial aid eligibility. If no new resources are identified as needed for the proposed program, describe why none are needed.

*Answer:*

## 8. Changing the Degree Award

Indicate the proposed degree award and explain how the program meets Section 3.47 and Section 3.50 of the Regents Rules on degree requirements.

*Answer:*

## 9. Changing the Total Number of Credits for a Certificate or Advance Certificate Program

Indicate the number of credits in the current program as well as the proposed number of credits in the proposed change.

*Answer:*

**Task: Program Schedule**

**Complete this Task for the following changes:**

- Change in Delivery Mode
- Change in Format
- Altering the Liberal Arts and Science Content
- Change in Degree Award
- Change in the Total Number of Credits of any Certificate or Advanced Certificate Program
- Curricular Change of 1/3 or More of the Credits
- Curricular Change that Impacts the Pedagogical Core
- Adding a Major or Concentration

**a)** Complete Undergraduate Program Schedule Table (for undergraduate programs) or Graduate Program Schedule Table (for graduate programs) to show the sequencing and scheduling of courses in the program.

**b)** If the program will be offered through a nontraditional schedule, provide a brief explanation of the schedule, including its impact on financial aid eligibility.

*Answer:*

**c)** Confirm that for each (one) credit there is at least 15 hours (of 50 minutes each) of instruction and at least 30 hours of supplementary assignments.

Yes     No    If no, explain:

**d) Only for master's degree programs**, as required under §52.2(c) (8), research or a comparable occupational or professional experience shall be a component of each master's degree program. This normally includes at least one of the following: passing a comprehensive test, writing a thesis based on independent research or completing an appropriate special project. Identify how this requirement is met, including course number if applicable:

*Answer:*

### Undergraduate Program Schedule Table

- Indicate **academic calendar** type:  Semester  Quarter  Trimester  Other (describe):
- Label each term in sequence, consistent with the institution's academic calendar, e.g., Fall 1, Spring 1, Fall 2.
- Use the table to show **how a typical student may progress through the program**; copy/expand the table as needed.

| Term:                 |    | Credits per classification |     |                          |                 |
|-----------------------|----|----------------------------|-----|--------------------------|-----------------|
| Course Number & Title | Cr | LAS                        | Maj | New                      | Prerequisite(s) |
|                       |    |                            |     | <input type="checkbox"/> |                 |
|                       |    |                            |     | <input type="checkbox"/> |                 |
|                       |    |                            |     | <input type="checkbox"/> |                 |
|                       |    |                            |     | <input type="checkbox"/> |                 |
|                       |    |                            |     | <input type="checkbox"/> |                 |
|                       |    |                            |     | <input type="checkbox"/> |                 |
| Term credit total:    |    |                            |     |                          |                 |

| Term:                 |    | Credits per classification |     |                          |                 |
|-----------------------|----|----------------------------|-----|--------------------------|-----------------|
| Course Number & Title | Cr | LAS                        | Maj | New                      | Prerequisite(s) |
|                       |    |                            |     | <input type="checkbox"/> |                 |
|                       |    |                            |     | <input type="checkbox"/> |                 |
|                       |    |                            |     | <input type="checkbox"/> |                 |
|                       |    |                            |     | <input type="checkbox"/> |                 |
|                       |    |                            |     | <input type="checkbox"/> |                 |
|                       |    |                            |     | <input type="checkbox"/> |                 |
| Term credit total:    |    |                            |     |                          |                 |

| Term:                 |    | Credits per classification |     |                          |                 |
|-----------------------|----|----------------------------|-----|--------------------------|-----------------|
| Course Number & Title | Cr | LAS                        | Maj | New                      | Prerequisite(s) |
|                       |    |                            |     | <input type="checkbox"/> |                 |
|                       |    |                            |     | <input type="checkbox"/> |                 |
|                       |    |                            |     | <input type="checkbox"/> |                 |
|                       |    |                            |     | <input type="checkbox"/> |                 |
|                       |    |                            |     | <input type="checkbox"/> |                 |
|                       |    |                            |     | <input type="checkbox"/> |                 |
| Term credit total:    |    |                            |     |                          |                 |

| Term:                 |    | Credits per classification |     |                          |                 |
|-----------------------|----|----------------------------|-----|--------------------------|-----------------|
| Course Number & Title | Cr | LAS                        | Maj | New                      | Prerequisite(s) |
|                       |    |                            |     | <input type="checkbox"/> |                 |
|                       |    |                            |     | <input type="checkbox"/> |                 |
|                       |    |                            |     | <input type="checkbox"/> |                 |
|                       |    |                            |     | <input type="checkbox"/> |                 |
|                       |    |                            |     | <input type="checkbox"/> |                 |
|                       |    |                            |     | <input type="checkbox"/> |                 |
| Term credit total:    |    |                            |     |                          |                 |

| Term:                 |    | Credits per classification |     |                          |                 |
|-----------------------|----|----------------------------|-----|--------------------------|-----------------|
| Course Number & Title | Cr | LAS                        | Maj | New                      | Prerequisite(s) |
|                       |    |                            |     | <input type="checkbox"/> |                 |
|                       |    |                            |     | <input type="checkbox"/> |                 |
|                       |    |                            |     | <input type="checkbox"/> |                 |
|                       |    |                            |     | <input type="checkbox"/> |                 |
|                       |    |                            |     | <input type="checkbox"/> |                 |
|                       |    |                            |     | <input type="checkbox"/> |                 |
| Term credit total:    |    |                            |     |                          |                 |

|                        |                 |                                     |               |                              |
|------------------------|-----------------|-------------------------------------|---------------|------------------------------|
| <b>Program Totals:</b> | <b>Credits:</b> | <b>Liberal Arts &amp; Sciences:</b> | <b>Major:</b> | <b>Elective &amp; Other:</b> |
|------------------------|-----------------|-------------------------------------|---------------|------------------------------|

Cr: credits    LAS: [liberal arts & sciences](#)  
 Maj: major requirement    New: new course    Prerequisite(s): list prerequisite(s) for the noted courses



### Graduate Program Schedule Table

- Indicate **academic calendar** type:  Semester  Quarter  Trimester  Other (describe):
- Label each term in sequence, consistent with the institution's academic calendar, e.g., Fall 1, Spring 1, Fall 2.
- Use the table to show **how a typical student may progress through the program**; copy/expand the table as needed.

|                                  |         |                          |                 |                                  |         |                          |                 |
|----------------------------------|---------|--------------------------|-----------------|----------------------------------|---------|--------------------------|-----------------|
| <b>Term:</b>                     |         |                          |                 | <b>Term:</b>                     |         |                          |                 |
| <b>Course Number &amp; Title</b> | Credits | New                      | Prerequisite(s) | <b>Course Number &amp; Title</b> | Credits | New                      | Prerequisite(s) |
|                                  |         | <input type="checkbox"/> |                 |                                  |         | <input type="checkbox"/> |                 |
|                                  |         | <input type="checkbox"/> |                 |                                  |         | <input type="checkbox"/> |                 |
|                                  |         | <input type="checkbox"/> |                 |                                  |         | <input type="checkbox"/> |                 |
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|                                  |         | <input type="checkbox"/> |                 |                                  |         | <input type="checkbox"/> |                 |
|                                  |         | <input type="checkbox"/> |                 |                                  |         | <input type="checkbox"/> |                 |
| Term credit total:               |         |                          |                 | Term credit total:               |         |                          |                 |
| <b>Term:</b>                     |         |                          |                 | <b>Term:</b>                     |         |                          |                 |
| <b>Course Number &amp; Title</b> | Credits | New                      | Prerequisite(s) | <b>Course Number &amp; Title</b> | Credits | New                      | Prerequisite(s) |
|                                  |         | <input type="checkbox"/> |                 |                                  |         | <input type="checkbox"/> |                 |
|                                  |         | <input type="checkbox"/> |                 |                                  |         | <input type="checkbox"/> |                 |
|                                  |         | <input type="checkbox"/> |                 |                                  |         | <input type="checkbox"/> |                 |
|                                  |         | <input type="checkbox"/> |                 |                                  |         | <input type="checkbox"/> |                 |
|                                  |         | <input type="checkbox"/> |                 |                                  |         | <input type="checkbox"/> |                 |
|                                  |         | <input type="checkbox"/> |                 |                                  |         | <input type="checkbox"/> |                 |
| Term credit total:               |         |                          |                 | Term credit total:               |         |                          |                 |
| <b>Term:</b>                     |         |                          |                 | <b>Term:</b>                     |         |                          |                 |
| <b>Course Number &amp; Title</b> | Credits | New                      | Prerequisite(s) | <b>Course Number &amp; Title</b> | Credits | New                      | Prerequisite(s) |
|                                  |         | <input type="checkbox"/> |                 |                                  |         | <input type="checkbox"/> |                 |
|                                  |         | <input type="checkbox"/> |                 |                                  |         | <input type="checkbox"/> |                 |
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| Term credit total:               |         |                          |                 | Term credit total:               |         |                          |                 |
| <b>Term:</b>                     |         |                          |                 | <b>Term:</b>                     |         |                          |                 |
| <b>Course Number &amp; Title</b> | Credits | New                      | Prerequisite(s) | <b>Course Number &amp; Title</b> | Credits | New                      | Prerequisite(s) |
|                                  |         | <input type="checkbox"/> |                 |                                  |         | <input type="checkbox"/> |                 |
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|                                  |         | <input type="checkbox"/> |                 |                                  |         | <input type="checkbox"/> |                 |
|                                  |         | <input type="checkbox"/> |                 |                                  |         | <input type="checkbox"/> |                 |
| Term credit total:               |         |                          |                 | Term credit total:               |         |                          |                 |

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|------------------------|-----------------|--|
| <b>Program Totals:</b> | <b>Credits:</b> |  |
|------------------------|-----------------|--|

**New:** indicate if new course **Prerequisite(s):** list prerequisite(s) for the noted courses

**Task: Side by Side Comparison Chart**

**Complete this Task for the following changes:**

- Deleting a Certificate Title
- Altering the Liberal Arts and Science Content
- Change in Degree Award
- Change in the Total Number of Credits of any Certificate or Advanced Certificate Program
- Curricular Change of 1/3 or More of the Credits
- Curricular Change that impacts the Pedagogical Core
- Adding a Certificate Title

**a)** Complete the **Side-by-Side Comparison Chart** Side-by-Side Comparison Chart of the existing and newly modified program.

### Side by Side Comparison Chart

| Courses in Existing Program |              |                | Courses in the Newly Modified Program |              |                |
|-----------------------------|--------------|----------------|---------------------------------------|--------------|----------------|
| Course Number               | Course Title | Course Credits | Course Number                         | Course Title | Course Credits |
|                             |              |                |                                       |              |                |
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**Task: Faculty Table**

**Complete this Task for the following changes:**

- Change in Delivery Mode
- Change in Format
- Curricular Change of 1/3 or More of the Credits
- Curricular Change that Impacts the Pedagogical Core
- Adding a Certificate Title
- Adding a Major or Concentration

If the change impacts faculty who will be teaching courses as a result of the indicated change(s) or if new courses are being added complete the Full-Time Faculty Table, Part-Time Faculty Table, and/or Faculty to be Hired Table, as applicable for the new courses being added. If the proposed programs are to be offered at multiple campuses, please submit faculty tables for each campus. Please see **Guidance Document for Teacher, Educational Leader, and Pupil Personnel Services Programs:** [Word](#) (200KB) [PDF](#) (865 KB) regarding faculty qualifications.

- a) Attach the individual faculty curricula vita for each new instructor indicated in the proposed program change. **To attach, follow instructions on the Task upload page.**

**Full-Time Faculty Table**

**Note:** Faculty teaching at the graduate level must have an earned doctorate/terminal degree or demonstrate special competence in the field.

| <b>Faculty Member Name and Title</b> (include and identify <b>Program Director</b> ) | <b>List All Earned Degrees &amp; Disciplines</b> (include College/University). <b>Disciplines must be identified.</b>   | <b>Additional Qualifications:</b> list related certifications/ licenses; professional experience; scholarly contributions, etc.                                  | <b>Program Courses (Course Number and Title) Must be Listed</b>  | <b>Percent Time to Program</b> |
|--|---|--|--|--------------------------------|
| <i>Example:<br/>Jonathan Smith, Assistant Professor<br/>Program Director</i>         | <i>Example:<br/>Ph.D. in Curriculum and Instruction, Syracuse University<br/>M.A. in Special Education, College of Saint Rose<br/>B.A. in English, University at Albany</i> | <i>Example:<br/>Special Education N-12 certificate<br/><br/>Smith, J. (2011) Teaching Students with Special Needs. Journal of Special Needs, 3 (6), 226-241.</i> | <i>Example:<br/>EDU 301: Teaching Students with Disabilities</i> | <i>Example:<br/>60%</i>        |
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**Part-Time Faculty Table**

**Note:** Faculty teaching at the graduate level must have an earned doctorate/terminal degree or demonstrate special competence in the field. Provide information on part-time faculty members who will be teaching each course in the major field or graduate program. The application addendum for professional licensure, teacher certification, or educational leadership certification programs may provide additional directions for those types of proposals.

| <b>Faculty Member Name and Title</b> (include and identify Program Director) | <b>List All Earned Degrees &amp; Disciplines</b> (include College/University). <b>Disciplines must be identified.</b>  | <b>Additional Qualifications:</b> list related certifications/ licenses; professional experience; scholarly contributions, etc.                                    | <b>Program Courses (Course Number and Title) Must be Listed</b> |
|--|--|--|---|
| <i>Example:</i><br>Jonathan Smith, Assistant Professor<br>Program Director   | <i>Example:</i><br>Ph.D. in Curriculum and Instruction, Syracuse University<br>M.A. in Special Education, College of Saint Rose<br>B.A. in English, University at Albany | <i>Example:</i><br>Special Education N-12 certificate<br><br>Teaching Students with Special Needs. <i>Journal of Special Needs</i> , vol. 3, no. 6, 226-241, 2011. | <i>Example:</i><br>EDU 301: Teaching Students with Disabilities |
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### Faculty to be Hired Table

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If faculty must be hired, specify the number and title of new positions to be established and minimum qualifications.

| Title/Rank of Position | No. of New Positions | Minimum Qualifications (including degree and discipline area) | F/T or P/T | Percent Time to Program | Expected Course Assignments | Expected Hiring Date |
|------------------------|----------------------|---|------------|-------------------------|-----------------------------|----------------------|
|                        |                      |   |            |                         |                             |                      |
|                        |                      |   |            |                         |                             |                      |
|                        |                      |   |            |                         |                             |                      |
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|                        |                      |   |            |                         |                             |                      |
|                        |                      |   |            |                         |                             |                      |

**Task: Catalog Course Descriptions & Course Syllabi**

**Complete this Task for the following changes:**

- Curricular Change of 1/3 or More of the Credits
- Curricular Change that impacts the Pedagogical Core
- Adding a Certificate Title
- Adding a Major or Concentration

a) Attach catalog course descriptions for existing courses that are impacted by the change. **To attach, follow the instructions on the Task upload page.**

b) If new courses are being added as part of the indicated change(s), attach syllabi for each **new** course. Syllabi should include a course description and identify course credit, objectives, topics, student outcomes, texts/resources and the basis for determining grades. Specific requirements pertaining to **course syllabi**:

- Course syllabi for new courses are submitted.
- Syllabi are demonstrably consistent with, or superior to, those of comparable courses and programs at comparable institutions; syllabi embed the content and skill expectations of professional associations in the field.
- Syllabi are reflective and comprehensive, confirm the expertise and pedagogical skill of the instructor and include the following items:
  - course description
  - course objectives
  - pre- and co-requisites
  - credits allocated
  - topics addressed
  - assignments
  - method of assessing student achievement, including the assessment rubrics at the course and project levels
  - basis of grade determination
  - texts and other resources
  - other course policies related to integrity of credit
  - author(s) of syllabus and resume(s)/curriculum vitae, if not cited in the faculty table
- Syllabi are submitted for all new courses of proposed programs.
- Syllabi for all existing courses should be available upon request.
- Syllabi for pedagogical courses embed the content and skill expectations of professional associations in the field.
- Syllabi demonstrate that at the course level the requirements for expected time on task (seat time) meet the requirements of Commissioner's Regulations Part 50.1(o), that all work for credit is college-level, of the appropriate rigor, and that credit will be granted only to students who have achieved the stated learning objectives.

**To attach, follow instructions on the Task upload page.**

**NOTE:** Each course that has been identified as meeting the general/program-specific requirement(s) of the pedagogical core must have a course description which reflects alignment with the regulatory requirements.



**Task: Pedagogical Core Coursework****Complete this Task for the following changes:**

- Curricular Change of 1/3 or More of the Credits
- Curricular Change that Impacts the Pedagogical Core
- Adding a Certificate Title

**a)** The Pedagogical Core Courses Table is designed to illustrate how the pedagogical course work in the proposed program meets the pedagogical core requirements outlined in Commissioner's Regulations Section 52.21 for program registration. It can be used for a program leading to a **single certificate or to multiple classroom teaching certificates**. The Department reviews this table to ensure that the pedagogical requirements of Commissioner's Regulations have been met.

Follow the steps outlined below to complete the Pedagogical Core Courses Table. For a more detailed explanation, view the power point "[How to Complete the Pedagogical Core Course Table](http://www.highered.nysed.gov/ocue/aipr/documents/pedcoreinstruct.pdf)" at <http://www.highered.nysed.gov/ocue/aipr/documents/pedcoreinstruct.pdf>.

**Step 1: LISTING PEDAGOGICAL COURSES**

In the first four columns, identify each pedagogical course by course number, title, number of credits, required (R) or elective (E), and the instructor(s)/status (full-time or part-time). See example on Pedagogical Core Courses Table.

**Step 2: IDENTIFYING CERTIFICATION AREA CODES**

Use the Certification Area Code/s listed below to identify the teaching certification area/s the program leads to. Insert the associated certification area code/s (01-24) in the Program-Specific PCR Cert code column/s. For example, if a program prepares candidates for certification in Childhood Education 1-6 and Teaching Students with Disabilities Childhood 1-6, mark 02 and 06 in the Program-Specific PCR Cert Code columns. See the example in the [Sample Pedagogical Core Courses Table](#).

## Certification Area Codes (Cert codes)

01. Early Childhood Education (B-2)
02. Childhood Education (1-6)
03. Middle Childhood Education (5-9)
04. Adolescence Education (7-12)
05. Teaching a Special Subject (all grades) (dance, family and consumer science, health education, music, physical education, technology education, theater, or visual arts)
06. Teaching Students with Disabilities in Early Childhood and Childhood (B-2 or 1-6)
07. Teaching Students with Disabilities 7-12 Generalist
08. Teaching Students Who are Deaf or Hard-of-Hearing (all grades)
09. Teaching Students Who are Blind or Visually Impaired (all grades)
10. Teaching Students with Speech and Language Disabilities (all grades)
11. Teaching English to Speakers of Other Languages (all grades)
12. Literacy (B-6) or (5-12)
13. Teaching the Career Field of Agriculture or Business and Marketing (all grades)
14. Teaching a Specific Career and Technical Subject (7-12)
15. Library Media Specialist (all grades)
16. Educational Technology Specialist (all grades)
17. Bilingual Education Extensions\*
18. Bilingual Education Extensions\*\*
19. Grades 5 and 6 Subject Area Extensions
20. Grades 7 through 9 Subject Area Extensions
21. Gifted Education Extensions
22. Coordination of Work-based Learning Programs Extensions
23. Teaching Students with Disabilities 7-12 Subject Area Extensions: Mathematics; English Language Arts; Biology; Chemistry; Earth Science; Physics; Social Studies; and Language other than English
24. Annotations for Teaching Students with Severe or Multiple Disabilities for Teachers of SWD in B-2, 1-6, 5-9 and 7-12 Generalist; Students Who are Deaf or Hard of Hearing; Blind or Visually Impaired; or With Speech and Language Disabilities

\* Bilingual education extensions for all with exception of library media specialist and educational technology specialist.

\*\* Bilingual education extensions for library media specialist and educational technology specialist.

**Step 3: IDENTIFYING GENERAL AND PROGRAM SPECIFIC REQUIREMENTS MET BY COURSE WORK**

Go to <http://www.highered.nysed.gov/ocue/aipr/PedagogicalCore.html> and click the link for the Certification Area Code that the proposed program will lead to. Review the program requirements identified on the certification area code sheet. Pedagogical core requirements are listed as either General or Program-Specific. Each requirement is identified by a Roman numeral. Identify the General and Program-Specific Pedagogical Core Requirements that are addressed by each course. Complete the chart by entering the associated Roman numeral of the identified requirement into the General or Program-Specific PCR column in the row of the course that meets that requirement. See the example in the [Sample Pedagogical Core Courses Table](#). Additional instructions are found in the Guidance Document: [Word](#) (200KB) [PDF](#) (865 KB) and in the power point at: <http://www.highered.nysed.gov/ocue/aipr/documents/pedcoreinstruct.pdf>.

*NOTE: The Roman numerals listed in the Certification Area Code sheets reflect general and program specific regulatory requirements for each certificate title. These Roman numerals will not always align with the Roman numerals in Commissioner’s Regulations Section 52.21. To complete the Pedagogical Core Courses Table, use the Roman numerals listed on the Certification Area Code sheets.*

**Sample Pedagogical Core Courses Table**

| Course Number and Title                              | Credit | R/E | Instructor(s) / Status | Pedagogical Core Requirements (PCR) Addressed |                      |                            |           |           |
|--|--------|-----|------------------------|---|----------------------|----------------------------|-----------|-----------|
|  |        |     |                        | General PCR*                                  | Program-Specific PCR |                            |           |           |
|  |        |     |                        |   | Cert Code            | Cert Code                  | Cert Code | Cert Code |
|  |        |     |                        |   | 02                   | 06                         |           |           |
| EDU 620: Literacy Methods in the Inclusive Classroom | 3      | R   | J. Smith / FT          | (iv);<br>(v);<br>(vi);                        | (ii);                | (vi);<br>(vii);<br>(viii); |           |           |

**Pedagogical Core Courses Table**

| Course Number and Title | Credit | R/E | Instructor(s) / Status | Pedagogical Core Requirements (PCR) Addressed |                      |           |           |           |
|-------------------------|--------|-----|------------------------|---|----------------------|-----------|-----------|-----------|
|                         |        |     |                        | General PCR*                                  | Program-Specific PCR |           |           |           |
|                         |        |     |                        |   | Cert Code            | Cert Code | Cert Code | Cert Code |
|                         |        |     |                        |   |                      |           |           |           |
|                         |        |     |                        |   |                      |           |           |           |
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\*Based on regulations, General Pedagogical Core Requirements (PCR) are applicable to all programs with exception of a) programs leading exclusively to initial certificates valid for teaching a specific career and technical subject; and b) programs leading exclusively to extensions/annotations.

**Task: Field Experience and Student Teaching for Teacher Preparation Programs**

**Complete this Task for the following changes:**

- Curricular Change of 1/3 or More of the Credits
- Curricular Change that Impacts the Pedagogical Core
- Adding a Certificate Title

**a)** If a teacher education program, does the change impact field experience or student teaching requirements?  
Please indicate:

No or  Yes, Continue with responses below.

**b)** Please check that each requirement for field experience, student teaching and practica meet the following regulatory requirements:

is consistent with the program's philosophy, purposes and objectives and carefully selected and planned by program faculty, with learning outcomes specified and their achievement regularly evaluated;

is accompanied by coursework or seminars and supervised by one or more faculty who participate actively in the program and in program development, and who have training and skills in supervision and the expertise to provide supervision related to content and pedagogy. Full-time faculty shall participate in supervising students during their student-teaching or practica experiences; and

provides candidates with experiences in a variety of communities and across the range of student developmental levels of the certificate, experiences practicing skills for interacting with parents or caregivers, experiences in high need schools, and experiences with each of the following student populations: socioeconomically disadvantaged students, students who are English language learners, and students with disabilities.

**c) List courses that require field experiences\*:**

| Course Number | Course Title | Instructor | Grade Level | Clock Hours |
|---------------|--------------|------------|-------------|-------------|
|               |              |            |             |             |
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\*Based on regulations, field experiences are not applicable to programs leading exclusively to the following extensions: 1) 5-6 extensions; 2) 7-9 extensions; and 3) coordination of work-based/discipline-specific and diversified learning programs extensions.

**d) List courses that require college-supervised student-teaching experiences\*:**

| Course Number | Course Title | Instructor | Grade Level | No. of Full School Days |
|---------------|--------------|------------|-------------|-------------------------|
|               |              |            |             |                         |
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\*Based on regulations, student-teaching experiences are not applicable to programs leading exclusively to extensions/annotations.

**Task: Field Experiences for Educational Leadership Programs**

**Complete this Task for the following changes:**

- Curricular Change of 1/3 or More of the Credits
- Curricular Change that Impacts the Pedagogical Core
- Adding a Certificate Title

a) Does the change impact field experience or internship requirements? Please indicate:

No or  Yes, Continue with responses below.

b) Please check that the leadership experiences meet the following requirements:

includes experiences in districts serving students at different developmental levels and with a variety of characteristics and socioeconomic backgrounds;

are carefully selected and planned by program faculty in collaboration with educational leaders, with learning outcomes specified that are connected to programs competencies and with the achievement of those outcomes regularly evaluated by program faculty; and

are supervised by appropriately certified educational leaders and by program faculty who have preparation and expertise in supervision related to educational leadership.

c) List courses that include leadership experiences (field work)\*: Please see **Guidance Document for Teacher, Educational Leader, and Pupil Personnel Services Programs** for regulations defining Educational Leadership field experiences: [Word](#) (200KB) [PDF](#) (865 KB)

| Course Number | Course Title | Instructor |
|---------------|--------------|------------|
|               |              |            |
|               |              |            |
|               |              |            |
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\*Based on regulations, the leadership experiences shall occur throughout the program of study.

d) List the culminating leadership experience (internship) courses\*:

| Course Number | Course Title | Instructor | No. of Full School Days |
|---------------|--------------|------------|-------------------------|
|               |              |            |                         |
|               |              |            |                         |
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|               |              |            |                         |

\*Based on regulations, the leadership experiences shall culminate in a full-time experience of at least 15 weeks that is structured to provide leadership responsibilities of increasing breadth and depth.

**Appendix Dormant Programs**

| <b>PROGRAM CODE</b> | <b>CREDITS</b> | <b>HEGIS CODE</b> | <b>PROGRAM &amp; CERTIFICATE TITLE</b>   | <b>AWARD</b> | <b>CERTIFICATION TITLE</b> | <b>CERTIFICATION TYPES</b> |
|---------------------|----------------|-------------------|--|--------------|----------------------------|----------------------------|
| 25777               | 42             | 899.50            | ALT CRT:EARLY CHILDHOOD ED - TRANS B     | ADV CRT      | E CHLDHD BIRTH-2           | INIT/PRF                   |
| 25779               | 48             | 899.50            | ALT CRT:EARLY CHLDHD ED W/BIL EX-TRANS B | ADV CRT      | E CHLDHD BIRTH-2           | INIT/PRF                   |
| 25779               | 48             | 899.50            | ALT CRT:EARLY CHLDHD ED W/BIL EX-TRANS B | ADV CRT      | BILNG/TCHR EXT             | INIT/PRF                   |
| 25795               | 45             | 899.50            | ALT CRT: ELEM EDUC W/BILING EXT-TRANS B  | ADV CRT      | BILNG/TCHR EXT             | INIT/PRF                   |
| 25795               | 45             | 899.50            | ALT CRT: ELEM EDUC W/BILING EXT-TRANS B  | ADV CRT      | CHILDHOOD 1-6              | INIT/PRF                   |
| 25798               | 39             | 899.50            | ALT CRT: ELEMENTARY ED - TRANS B         | ADV CRT      | CHILDHOOD 1-6              | INIT/PRF                   |
| 25804               | 36             | 899.50            | ALT CRT:READ TCHR:MID CHILD 5-12-TRANS B | ADV CRT      | LITERACY 5-12              | INIT/PRF                   |
| 25805               | 36             | 899.50            | A C:READ TCHR:MID CHLD/ADOL 5-12-TRANS B | MSED         | LITERACY 5-12              | INIT/PRF                   |
| 25807               | 36             | 899.50            | ALT CRT:READ TCHR/E CHILD&CHILD-TRANS B  | ADV CRT      | LITERACY BIRTH-6           | INIT/PRF                   |
| 25808               | 36             | 899.50            | ALT CRT:READ TCHR:E CHILD&CHILD-TRANS B  | MSED         | LITERACY BIRTH-6           | INIT/PRF                   |
| 25810               | 36             | 899.50            | ALT CRT:SPEC ED - CHLDHD (TRANS B)       | ADV CRT      | SP ED 1-6                  | INIT/PRF                   |
| 25810               | 36             | 899.50            | ALT CRT:SPEC ED - CHLDHD (TRANS B)       | ADV CRT      | SEV/MULT DIS ANN           | INIT/PRF                   |
| 25811               | 36             | 899.50            | ALT CRT:SPEC ED - CHLDHD (TRANS B)       | MSED         | CHILDHOOD 1-6              | INIT/PRF                   |
| 25811               | 36             | 899.50            | ALT CRT:SPEC ED - CHLDHD (TRANS B)       | MSED         | SP ED 1-6                  | INIT/PRF                   |
| 25811               | 36             | 899.50            | ALT CRT:SPEC ED - CHLDHD (TRANS B)       | MSED         | SEV/MULT DIS ANN           | INIT/PRF                   |
| 25813               | 36             | 899.50            | ALT CRT:SPEC EDUC-EARLY CHLDHD-TRANS B   | ADV CRT      | SP ED BIRTH-2              | INIT/PRF                   |
| 25813               | 36             | 899.50            | ALT CRT:SPEC EDUC-EARLY CHLDHD-TRANS B   | ADV CRT      | SEV/MULT DIS ANN           | INIT/PRF                   |
| 25814               | 36             | 899.50            | ALT CRT:SPEC EDUC-EARLY CHLDHD-TRANS B   | MSED         | E CHLDHD BIRTH-2           | INIT/PRF                   |
| 25814               | 36             | 899.50            | ALT CRT:SPEC EDUC-EARLY CHLDHD-TRANS B   | MSED         | SP ED BIRTH-2              | INIT/PRF                   |
| 25814               | 36             | 899.50            | ALT CRT:SPEC EDUC-EARLY CHLDHD-TRANS B   | MSED         | SEV/MULT DIS ANN           | INIT/PRF                   |
| 25822               | 30             | 899.50            | ALT CRT: MUSIC - TRANS B                 | ADV CRT      | MUSIC                      | INIT/PRF                   |
| 25823               | 30             | 899.50            | ALT CRT: MUSIC - TRANS B                 | MAT          | MUSIC                      | INIT/PRF                   |
| 25830               | 36             | 899.50            | ALT CRT: SPEC EDUC - ADOLESC - TRANS B   | MSED         | 5-6 EXT                    | INIT/PRF                   |
| 25830               | 36             | 899.50            | ALT CRT: SPEC EDUC - ADOLESC - TRANS B   | MSED         | SEV/MULT DIS ANN           | INIT/PRF                   |
| 25830               | 36             | 899.50            | ALT CRT: SPEC EDUC - ADOLESC - TRANS B   | MSED         | SP ED SOC ST7-12           | INIT/PRF                   |

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|-------|----|--------|--|---------|------------------|----------|
| 25830 | 36 | 899.50 | ALT CRT: SPEC EDUC - ADOLESC - TRANS B | MSED    | SP ED MATH 7-12  | INIT/PRF |
| 25830 | 36 | 899.50 | ALT CRT: SPEC EDUC - ADOLESC - TRANS B | MSED    | SP ED PHYSCS7-12 | INIT/PRF |
| 25830 | 36 | 899.50 | ALT CRT: SPEC EDUC - ADOLESC - TRANS B | MSED    | SP ED GERMAN7-12 | INIT/PRF |
| 25830 | 36 | 899.50 | ALT CRT: SPEC EDUC - ADOLESC - TRANS B | MSED    | SP ED FRENCH7-12 | INIT/PRF |
| 25830 | 36 | 899.50 | ALT CRT: SPEC EDUC - ADOLESC - TRANS B | MSED    | SP ED ENGLSH7-12 | INIT/PRF |
| 25830 | 36 | 899.50 | ALT CRT: SPEC EDUC - ADOLESC - TRANS B | MSED    | SP ED ERTHSC7-12 | INIT/PRF |
| 25830 | 36 | 899.50 | ALT CRT: SPEC EDUC - ADOLESC - TRANS B | MSED    | SP ED CHEM 7-12  | INIT/PRF |
| 25830 | 36 | 899.50 | ALT CRT: SPEC EDUC - ADOLESC - TRANS B | MSED    | SP ED BIOLGY7-12 | INIT/PRF |
| 25830 | 36 | 899.50 | ALT CRT: SPEC EDUC - ADOLESC - TRANS B | MSED    | SP ED SPAN 7-12  | INIT/PRF |
| 25830 | 36 | 899.50 | ALT CRT: SPEC EDUC - ADOLESC - TRANS B | MSED    | SP ED RUSSN 7-12 | INIT/PRF |
| 25830 | 36 | 899.50 | ALT CRT: SPEC EDUC - ADOLESC - TRANS B | MSED    | SP ED ITALN 7-12 | INIT/PRF |
| 25831 | 36 | 899.50 | ALT CRT: SPEC EDUC - ADOLES - TRANS B  | ADV CRT | SP ED FRENCH7-12 | INIT/PRF |
| 25831 | 36 | 899.50 | ALT CRT: SPEC EDUC - ADOLES - TRANS B  | ADV CRT | SP ED ENGLSH7-12 | INIT/PRF |
| 25831 | 36 | 899.50 | ALT CRT: SPEC EDUC - ADOLES - TRANS B  | ADV CRT | SP ED GERMAN7-12 | INIT/PRF |
| 25831 | 36 | 899.50 | ALT CRT: SPEC EDUC - ADOLES - TRANS B  | ADV CRT | 5-6 EXT          | INIT/PRF |
| 25831 | 36 | 899.50 | ALT CRT: SPEC EDUC - ADOLES - TRANS B  | ADV CRT | SEV/MULT DIS ANN | INIT/PRF |
| 25831 | 36 | 899.50 | ALT CRT: SPEC EDUC - ADOLES - TRANS B  | ADV CRT | SP ED SOC ST7-12 | INIT/PRF |
| 25831 | 36 | 899.50 | ALT CRT: SPEC EDUC - ADOLES - TRANS B  | ADV CRT | SP ED MATH 7-12  | INIT/PRF |
| 25831 | 36 | 899.50 | ALT CRT: SPEC EDUC - ADOLES - TRANS B  | ADV CRT | SP ED PHYSCS7-12 | INIT/PRF |
| 25831 | 36 | 899.50 | ALT CRT: SPEC EDUC - ADOLES - TRANS B  | ADV CRT | SP ED ERTHSC7-12 | INIT/PRF |
| 25831 | 36 | 899.50 | ALT CRT: SPEC EDUC - ADOLES - TRANS B  | ADV CRT | SP ED CHEM 7-12  | INIT/PRF |
| 25831 | 36 | 899.50 | ALT CRT: SPEC EDUC - ADOLES - TRANS B  | ADV CRT | SP ED BIOLGY7-12 | INIT/PRF |
| 25831 | 36 | 899.50 | ALT CRT: SPEC EDUC - ADOLES - TRANS B  | ADV CRT | SP ED SPAN 7-12  | INIT/PRF |
| 25831 | 36 | 899.50 | ALT CRT: SPEC EDUC - ADOLES - TRANS B  | ADV CRT | SP ED RUSSN 7-12 | INIT/PRF |
| 25831 | 36 | 899.50 | ALT CRT: SPEC EDUC - ADOLES - TRANS B  | ADV CRT | SP ED ITALN 7-12 | INIT/PRF |
| 31655 | 30 | 899.50 | ALT CERT:SPANISH EDUCATION (TRANS B)   | MA      | SPANISH 7-12     | INIT/PRF |
| 31655 | 30 | 899.50 | ALT CERT:SPANISH EDUCATION (TRANS B)   | MA      | 5-6 EXT          | INIT/PRF |