

# New Hampshire Department of Education Council for Teacher Education

## Roles and Responsibilities Department of Education Program Approval Office

### Before the Visit:

- Notifies the Institution of Higher Education (IHE) of Professional Educator Preparation Program (PEPP) expiration
- Gets IHE's Program Review Request form and fees
- Puts request for approval visit on Council of Teacher Education (CTE) agenda
- Notifies IHE of co-chairs' available dates, finalizes visit dates
- Arranges pre-visit meeting with IHE and co-chairs
- Develops Memorandum of Understanding between Department of Education (DOE) and IHE
- Sends Memorandum of Understanding to co-chairs
- Recruit reviewers and obtain their resumes and contact information
- Identifies team lodging, technology and other logistical needs
- Allows IHE two weeks to indicate approval of the team
- Provides reviewers, chairs and IHE with reviewer and program matrices
- Provides reviewers with training materials
- Provides IHE Manual to the IHE
- Provides ongoing technical assistance to IHE to prepare for review process and visit
- Collaborate with co-chairs in conducting reviewer training
- Confirm IHE has made all logistical arrangements

### During the Visit:

- Make sure electronic copies of all reviewer matrices are provided for co-chairs and DOE
- Attend exit interview and explain next steps

### After the Visit:

- Obtains copy of draft report from co-chairs
- Edits for errors and clarity per CTE report format
- Sends report to co-chairs for review
- Edits again, as needed
- Sends report to IHE, allowing two weeks to identify any factual inaccuracies
- Consults co-chairs, revises report as needed
- Sends report to two reactors
- Schedules IHE on CTE meeting agenda to discuss report's findings
- Provides Action Request Form for the State Board reflecting CTE's recommendations regarding the IHE's program

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- Arranges for IHE to attend State Board of Education meeting to discuss report's findings
- Attends State Board of Education meeting
- Updates NHDOE's list of Approved Programs based on State Board decision regarding the IHE's programs
- Arranges for logistics and reviewers for any follow-up approval visit to the IHE, as needed