

## NDE PRE-APPROVAL GUIDANCE FOR ADDED ENDORSEMENTS

Notify NDE Teacher Education staff regarding intent to add an endorsement. The pre-approval process should be initiated soon enough so that it can be completed by June 15. The institution may schedule the pre-approval process at any time prior to the deadline. Exceptions to this timeline should be discussed with NDE staff.

The major categories of information to complete the pre-approval process follows. The process may be virtual or on-site (at the institution or NDE) depending upon the complexity of the endorsement and mutual agreement of NDE (teacher education and content specialists as appropriate) and the institution.

Any new subject or field endorsement area is subject to pre-approval. The institution should consult with NDE staff to determine if expanding grade levels to an existing approved endorsement (i.e. adding a PK-12 to a 7-12) or significantly changing delivery mode (initial/undergraduate to a hybrid or online delivery at the graduate level) will be subject to a pre-approval. The pre-approval process does not apply to supplemental endorsements.

**Please submit:**

### (1) NARRATIVE

- Discussion of needs assessment leading to a decision to add this endorsement.
- Evidence of formal partnerships with other postsecondary institutions if courses are to be delivered/ transcribed from a partner institution.

### (2) PROGRAM ADVISING SHEET

- Indicate any courses to be provided through a partnership arrangement.
- Indicate when a new course (course to be developed) will be first offered.
- Indicate if the courses are online only. (Indication if blended or on-campus not necessary)

### (3) MATRIX

- Complete the appropriate Matrix. If endorsement revisions are underway, it is recommended that the institution consult with NDE to determine the most appropriate matrix.

### (4) SYLLABI

- Required: Courses to be offered/available to candidates during the 1<sup>st</sup> semester of approval.
- Requested/Highly Recommended: Courses beyond the 1<sup>st</sup> semester of approval. Priority to professional education courses.

### (5) FACULTY (Vitae not required)

- *Content Faculty (Rule 24)*: Name and assignment of key content faculty as is reasonable to provide.
- *Professional Education Faculty*: Name/Assignment/Professional Credentials as related to Rule 20 requirements.
- *Adjunct Faculty*—Name/Assignments/Professional Credentials and Level of Utilization.

### OTHER INFORMATION

It is anticipated that the pre-approval process will engage the Head of Teacher Education, Certification Officer, primary faculty member(s) associated with the endorsement program, and NDE staff. It is anticipated a pre-approval process meeting will take 1-3 hours if all materials are available.

Inability to provide the above may result in a provisional approval which allows the IHE to move forward on the assumption that deficiencies can be submitted prior to the next annual approval. It is highly recommended candidates be advised of the provisional status of the endorsement.