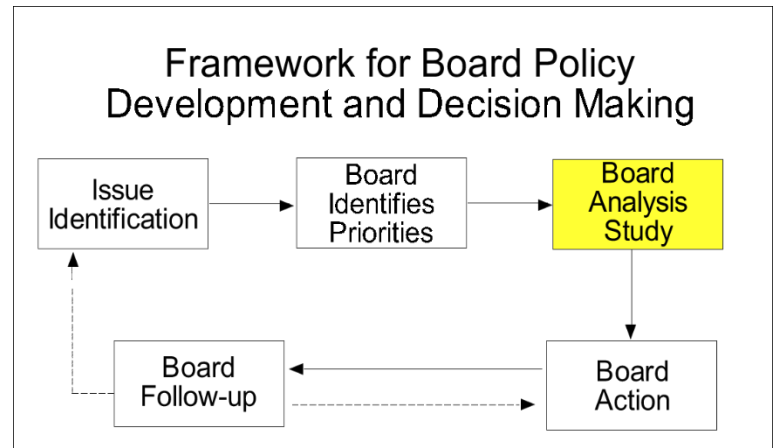


Iowa State Board of Education

Executive Summary

February 6, 2025



- Agenda Item:** Handbook for Initial Program Approval - Alternative Teacher Certification
- State Board Priority:** Goal 3
- State Board Role/Authority:** The State Board of Education sets standards and approves practitioner preparation programs based on those standards. Iowa Code section 256.7(3) and 281 Iowa Administrative rule 79.5.
- Presenter(s):** Maryam Rod Szabo, Administrative Consultant
Bureau of Community Colleges
- Attachment(s):** One
- Recommendation:** It is recommended that the State Board review the handbook and application tool for out-of-state alternative teacher preparation programs as per House File (HF) 255 and Iowa Code Chapter 256, and provide feedback.
- Background:** HF 255, signed into law during the 2024 legislative session, mandates that the Board of Educational Examiners issue a temporary initial teaching license to applicants who complete a state-approved alternative teacher certification program in Iowa.

Alternative Teacher Certification Programs Leading to Temporary Initial Licensure

Handbook for Initial Program Approval

Iowa Department of Education
Grimes State Office Building
400 East 14th Street
Des Moines, IA 50319

Point of Contact to Apply:

Amy Mayer, Program Consultant

amy.mayer@iowa.gov

Dr. Maryam Rod Szabo, Administrative Consultant

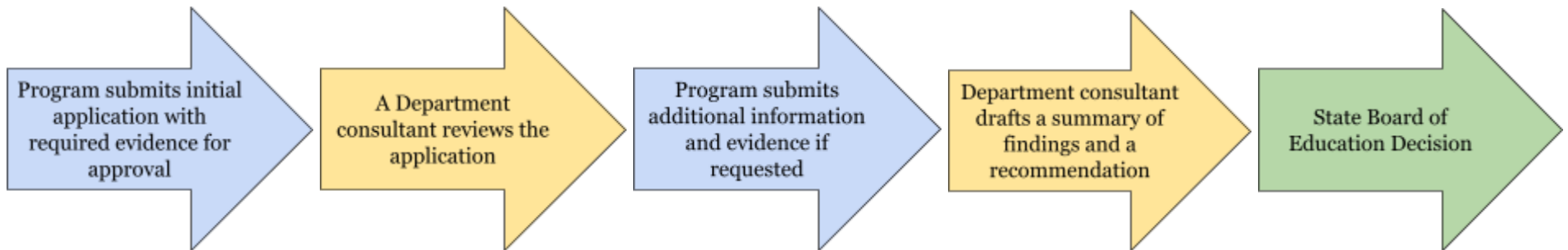
maryam.rodzabo@iowa.gov

January 2025

Introduction to Program Approval

Any alternative teacher certification program leading to temporary initial licensure must be approved by the Iowa State Board of Education (Board) before its candidates can be issued a temporary initial teaching license. Once initially approved, programs will be reviewed for reapproval at least once every seven years. The process of approval and re-approval requires the program to provide evidence that it is meeting the Iowa State Board of Education requirements. The Iowa Department of Education (Department) provides an application with a template for organizing required responses and evidence to be submitted for review.

Program Approval Process



1. Program representatives submit an application (template provided in this handbook) to the Department with appropriate responses and evidence demonstrating how the program meets the requirements to offer an alternative teacher certification program leading to temporary initial licensure. Once the application and sufficient evidence is received by the Department, the 60-day timeline for review and issuance of the recommendation will begin.
2. A Department consultant reviews the application and contacts the program with initial questions and requests for additional evidence if needed.
3. The program is required to provide responses and appropriate evidence to follow up questions within the required 60-day timeline. *If the program fails to provide responses in the timeline communicated by the consultant, the consultant will recommend non-approval.*
4. If the program provides appropriate evidence of compliance, the consultant will draft a summary of the findings. The recommendation may indicate approval, or non-approval.

5. The recommendation will be presented to the Board and will be considered at the next available state board meeting. A program representative(s) will be provided an opportunity to be present and to respond to Board members' questions.

The Board decision may indicate:

- Approval- which is appropriate for up to seven years, unless otherwise determined by the Board.
[HF255 Section 4 2.(4)b(1)], [Iowa 256.166(4)b(1)], [Iowa 281.79.5(2)]
- Non-Approval- If the recommendation is for non-approval the applicant organization will be advised concerning the areas in which improvement or changes appear to be essential for approval.

Note: The board will consider each individual endorsement within a single application and may not approve all requested endorsements.

6. To add additional endorsements or if substantive program changes are made, a new application is required.

7. A list of approved programs will be shared with the Board of Educational Examiners and on the Department website.

Reevaluation of practitioner preparation programs

Every seven years or at any time deemed necessary by the Board, an institution will conduct a self-evaluation and file a written institutional report with evidence of its practitioner preparation programs. Any action for continued approval or rescission of approval will be approved by the Board.

Application Template:

Program Information

Name of person completing the application	
Name of Program/Institution	
Address	
Phone	
Email	
Website URL	

Delivery Mode Face to Face Online Only Other (please explain) Hybrid (please explain)	
Certifying Official Contact Information (if different from above) Name, email, phone, address	

Additional Information

Write a brief history (1-2 paragraphs) of the alternative teacher certification program at your institution. Include how the program connects to the mission and vision of the institution. This will be included in the final board report.

Please provide a response and evidence for each requirement in the table below.

Requirement	Alignment	Program Response (Provide a complete explanation and evidence documents for how each requirement is met)	FOR Department Consultant (Reviewer) Use ONLY.
Program Admission			
1. Verification of a conferred Bachelor's degree from an accredited college or university.	HF255 Section 1 a.		Need Additional ... Comment:
2. Verification of alignment of the Bachelors degree with the endorsement that the candidate intends to complete.	HF255 Section 1 c.		Need Additional ... Comment:
Classroom Contact Hours			
3. 60 Contact hours in the classroom	HF255 Section 1 b.		Need Additional ... Comment

a. A minimum of 30 hours shall be teaching in a classroom under a licensed teacher.			Need Additional ... Comment
b. If applicable, remaining contact hours working as a para-educator or in another relevant role			Need Additional ... Comment
c. Certification of contact hour completion by the principal of the school where the hours were completed			Need Additional ... Comment
4. Provide a written contract contract with the district where classroom contract hours are completed	IA 256.16 1l.		Need Additional ... Comment
5. Documentation of supervising teachers credentials	IA 256.16 1l.	(appropriately licensed for grade level and content area)	Need Additional ... Comment
6. Documentation of evaluation and classroom contact hours completed by the supervising teacher for each candidate.	IA 256.16 1k.		Need Additional ... Comment
Educator Preparation Curriculum			
7. Program Pedagogy Coursework	HF255 Section 2 a. (3)	(scope and sequence of courses) (submission of syllabi for evidence is required for 6a-i)	Need Additional ... Comment
a. Effective Instructional Delivery			Need Additional ... Comment
b. Classroom Management and Organization			Need Additional ... Comment
c. Assessment			Need Additional ... Comment

d. Instructional Design			Need Additional ... Comment
e. Professional Learning and Leadership			Need Additional ... Comment
f. Reading theory, knowledge, strategies, and approaches to include:	IA 256.16 1a.		Need Additional ... Comment
1. Students with disabilities			Need Additional ... Comment
2. Students who are at risk of academic failure			Need Additional ... Comment
3. Students who are gifted and talented			Need Additional ... Comment
4. English Language Learners			Need Additional ... Comment
5. Students with dyslexia			Need Additional ... Comment
g. Instruction related to students with disabilities and students who are gifted and talented	IA 256.16 1b.		
1. Developing and implementing individualized education plans			Need Additional ... Comment
2. Educating individuals in the least restrictive environment			Need Additional ... Comment
3. Strategies that address difficult and violent student behavior			Need Additional ... Comment

4. Strategies that improve student engagement			Need Additional ... Comment
5. Classroom management that addresses high-risk behaviors including but not limited to behaviors related to substance use disorder			Need Additional ... Comment
h. Instruction in the use of electronic technology for classroom and instructional purposes	IA 256.16 1h.		Need Additional ... Comment
i. Coursework related to instruction for students eligible for services under chapter 256B	HF255 Section 4		Need Additional ... Comment
1. Documentation of completed practicum for this coursework that includes short-term field experiences in educational settings			Need Additional ... Comment
8. Pedagogy training and examination related to the content and grade level the candidate is being prepared for.	HF255 Section 2 a. (3)	(include name of assessment and required passing score)	Need Additional ... Comment
9. Program report of Foundations of Reading Assessment and work with the vendor to report the percentage of candidates whose scores were at, above or below the benchmark.	HF255 Section 2 a. (4)	(include name of assessment and required passing score)	Need Additional ... Comment
10. Required content training as it aligns with the Iowa Board of Educational Examiners requirements in one of the endorsements identified on the department's website at educate.iowa.gov/pk-12/educato	HF255 Section 1 c.	(add a line for each proposed endorsement the program intends to prepare candidates for licensure) (Submit the syllabi, with specific content and assessment)	Need Additional ... Comment

re-quality/practitioner-preparation.			
1. Name of Content Area		(How will the program ensure preparation to meet the BoEE minimum standards in this endorsement area)	Need Additional ... Comment
2. Name of Content Area			Need Additional ... Comment
3. Name of Content Area			Need Additional ... Comment
Add additional lines as needed			Need Additional ... Comment
Evidence of Operation			
11. Program operates in at least five states	HF255 Section 2 a. (1)		Need Additional ... Comment
12. Program has been in operation for at least 10 years	HF255 Section 2 a. (2)		Need Additional ... Comment
Annual Report			
13. Annual Report	HF255 Section 2 b. (2) (a-e)	<p>What process and procedures does the program have established to provide an annual report to the Iowa Department of Education?</p> <p>To include:</p> <ul style="list-style-type: none"> a. Total number of candidates participating in the program b. Total number of candidates who completed the program c. Retention rates d. Data that allow for matching of records associated with licensing and employment with Iowa. e. Faculty qualifications f. Advisory board feedback h. Analysis of candidate evaluation i. Continuous improvement goals 	Need Additional ... Comment