



Commission on Teacher Credentialing
Preconditions Submission Review
Revised Preconditions Due August 15, 2023

Institution: Notre Dame De Namur University

Program Cohort: **Green Cohort**

The information provided by your institution to demonstrate that each Commission approved credential program is operating in compliance with preconditions have been reviewed by staff. For preconditions that have been determined are met, no further action is necessary. If **additional information is needed, the precondition responses must be revised (use a different colored font) and resubmitted to Preconditions@ctc.ca.gov**. Feedback corresponding to the revisions will also be in a different colored font.

Institutions failing to submit revised preconditions by the above identified due date will be included in the next Committee on Accreditation meeting agenda for discussion and possible action. If you have any questions about the feedback provided here, please contact Preconditions@ctc.ca.gov.

Programs	All Met	Needs Additional Information
General	MET	Precondition 1: Copy of most recent letter from WASC Senior or one of the other federally recognized accrediting bodies. MET Precondition 2: A statement of assurance by Unit Head (Dean, Superintendent) that the institution understands that once it enrolls candidates that candidates must be able to complete the program even if the program plans to close. The statement should include an assurance covering all language in i-iv. MET

Preliminary Multiple/Single Subject	P1 – Links do not work: the first link goes to the SS program and says it goes to MS; the link given for SS does not work at all.) It is not clear from the program plans how many courses candidates are expected to take each semester in order to complete in less than 2 years. It is <u>still</u> not clear from the program plans how many courses candidates are expected to take each semester in order to complete in less than 2 years. Met P2 – No evidence provided beyond narrative. Please provide links to evidence. Met P4 – n/a P5 – Evidence provided does not include all options for meeting subject matter competence for MS/SS candidates. • No link for CBEST CSET Evaluation Letter. • Credential Analyst site incorrectly identifies the CBEST as the basic skills requirement and the CSET as the subject matter requirement. Credential Analyst letter and links are updated, though letter still refers to meeting BSR and SMR as related to “subtests”. Please clarify language to project that BSR and SMR are related to the content covered, not subtests. The MS section of catalog <u>still</u> implies CSET is primary mode of meeting SMR. No link is provided on the catalog page for additional information on how a candidate might meet this requirement. P. 44 of catalog <u>still</u> reads: “Proof of subject matter competency (CSET for Multiple Subject and Education Specialist applicants; CSET or a Subject Matter Competency waiver form from a CTC accredited subject matter preparation program for Single-Subject
---	--

		applicants) or proof of having taken or registered for CSET examination. NOTE: Subject matter competency verification is required prior to enrollment in student teaching.” Please explain how this will be corrected so that candidates have accurate information on how to meet this requirement. SS section of catalog <u>still</u> reads, “5. *Verification of Subject Matter Competence (e.g., CSET in appropriate teaching area or an approved subject matter waiver from an accredited college or university.)” This does not reflect the fact that candidates may complete a major to meet this requirement. Please refer to information included in <u>PSA 23-04</u> for clarification. Met P6 – It is not clear from the evidence how candidates are evaluated for demonstrating subject matter competence prior to being given whole class instructional responsibilities in a TK-12 school. The only evidence for this precondition is narrative – please provide links to current materials. Please provide evidence that shows how the program assures that each candidate has demonstrated subject matter proficiency before being given daily whole class instructional responsibilities. Evidence may include: tracking materials, checklists, etc. The evidence should be clear about when in the program this occurs. Please update Student Teaching Checklist to reflect all options for meeting BSR and SMR. There is no evidence that missing information on Student Teaching Checklist has been updated with information specifically called for in comment above made in prior round of review. P7 - Please provide evidence from within documents or other authentic materials of the tracking system that show the process followed by the program to assure that each candidate has completed each requirement of the credential. Please provide evidence from within documents or other authentic materials of the tracking system that show the process followed by the program to assure
--	--	--

Programs	All Met	Needs Additional Information
		that each candidate has completed each requirement of the credential. Following items are not linked, so unable to review: Multiple Subject Program Plan Single Subject Program Plan Credential Audit Form Multiple Subject Checklist revised Single Subject Checklist Met

Preliminary Multiple/Single Subject Intern	MS Intern: Precondition 2- Admissions Requirements section includes “Verification of meeting California subject matter requirement of registration for CSET test.” Registration for CSET is not sufficient for meeting the subject matter requirement for an intern program. Additionally, subject matter can be met through multiple options. Not Met. The statement on both the MS and SS Credential websites, “Verification of meeting California subject matter requirement or submission of transcripts for review by Credential Analyst” is not sufficient evidence to support that each intern must demonstrate subject matter competence prior to being recommended for the intern credential through one of the five available methods. Please provide link to admission requirements on program website, admission form/checklist, specific page in handbook, or other authentic program documentation that indicates that candidates must have demonstrated the subject matter requirement competence prior to being recommended for the intern credential. Met Precondition 3- Orientation slides do not address this precondition. Provide link to an explanation of Professional Development Plan or blank Professional Development Plan located on program website, specific page in handbook, or other authentic program documentation that includes components (a) – (e), as applicable, to the intern program. Not Met Please provide: Link to the minimum 120 clock-hour pre-service requirements in program website, specific page in handbook, admission form/ checklist, course descriptions, or other authentic program documentation that provides evidence of the preparation of interns in each of the listed preservice components (a) – (e).
--	---

		If you plan to use these or similar documents as evidence in re-submissions, please either link directly to the location in the document where the needed evidence is located or provide a page or item number where the evidence can be found. Could not find evidence for this PC in the documents provided. Met Precondition 4- No evidence provided. Provide link to an explanation of Professional Development Plan or blank Professional Development Plan located on program website, specific page in handbook, or other authentic program documentation that includes components (a) – (e), as applicable, to the intern program. Not Met. Please provide link to an explanation of Professional Development Plan (PDP) or blank Professional Development Plan located on program website, specific page in handbook, or other authentic program documentation that includes components (a) – (e), as applicable, to the intern program. An explanation of the in PDD in the program’s response to the Preconditions will NOT suffice. The evidence, whether in the form of an explanation of your PDP or a blank PDP, should be made available in a single document located on program website, specific page in handbook, or other authentic program documentation and includes components (a) – (e), as applicable. Met Precondition 5- Provide (1) Link to specific page of handbook, program website, or other authentic program documentation that explains the support and supervision of interns. (2) Link to the tracking sheet, program checklist, or other authentic program documentation used to verify the 144 hours, and additional 45 hours, of annual support and supervision of interns. If this information is housed in an internal database, screenshots can be provided. (3) Copy of MOU with district that details 5(a), and, for University Intern Programs only, 5(b). (5) Supervision of Interns. (a) In all internship programs, the participating institutions in partnership with employing districts shall provide 144 hours of
--	--	---

		support and supervision annually and 45 hours of support and supervision specific to teaching English learners pursuant to California Code of Regulations §80033. (b) University Intern Programs only: No intern's salary may be reduced by more than 1/8 of its total to pay for supervision, and the salary of the intern shall not be less than the minimum base salary paid to a regularly certificated person. If the intern salary is reduced, no more than eight interns may be advised by one district support person. Not Met Please provide Link to the tracking sheet, program checklist, or other authentic program documentation used to verify the 144 hours, and additional 45 hours, of annual support and supervision of interns. If this information is housed in an internal database, screenshots can be provided. Could not access, “<i>NDNU Intern Support and Supervision Record</i>” The link appears to either be broken or was not active. Met Precondition 6- Provide copy of MOU with district that states candidates in the internship program to assume the functions that are authorized by the regular standard credential and that the interns’ services meet the instructional or service needs of the participating district(s). Not Met Please provide item number or location in MOU provided where it states, “candidates in the internship program to assume the functions that are authorized by the regular standard credential and that the interns’ services meet the instructional or service needs of the participating district(s).” Met Precondition 7- Provide a list of the school districts or county offices of education in which interns serve. Not Met
--	--	---

	The list of schools provided includes Gideon Hausner Jewish Day School, which is listed on the CDE California School Directory as a private school. Intern placements are not allowed in private schools. Met Precondition 8- Catalog pages include a link to the Commission webpage for ECO. Provide Copy of ECO application that includes components (a) – (d). Met Precondition 9- Provide (1) Link to specific page of handbook, program website, or other authentic program documentation that explains length of validity of the intern certificate. (2) Copy of MOU(s) with partnering district(s) that includes length of validity of the intern certificate. Not met Please Provide Link to specific page of handbook, program website, or other authentic program documentation that explains length of validity of the intern certificate. This only refers to item 1. Evidence was found in the MOU provided for item 2. Met Precondition 10- Provide (1) Link to specific page of handbook, program website, or other authentic program documentation that states that interns may not displace certificated employees. (2) Copy of MOU with district(s) that certifies that interns may not displace certificated employees. Not met Please provide Link to specific page of handbook, program website, or other authentic program documentation that states that interns may not displace certificated employees. This only refers to item 1. Evidence was found in the MOU provided for item 2. Met Precondition 11- Provide letters of support from partnering district(s) regarding the availability of
--	--

		qualified certificated persons holding the credential in their districts that justify the intern program. Met Single Subject Intern Precondition 2- Admissions Requirements section includes “Verification of meeting California subject matter requirement of registration for CSET test.” Registration for CSET is not sufficient for meeting the subject matter requirement for an intern program. Additionally, subject matter can be met through multiple options. Not Met. The statement on both the MS and SS Credential websites, “Verification of meeting California subject matter requirement or submission of transcripts for review by Credential Analyst” is not sufficient evidence to support that each intern must demonstrate subject matter competence prior to being recommended for the intern credential through one of the five available methods. Please provide link to admission requirements on program website, admission form/checklist, specific page in handbook, or other authentic program documentation that indicates that candidates must have demonstrated the subject matter requirement competence prior to being recommended for the intern credential. Met Precondition 3- Orientation slides do not address this precondition. Provide link to an explanation of Professional Development Plan or blank Professional Development Plan located on program website, specific page in handbook, or other authentic program documentation that includes components (a) – (e), as applicable, to the intern program. Not met. Prior feedback should have addressed pre-service (a)-(e), not the professional development plan. Please clearly label the courses that are part of the 120 hours clock hour pre-service requirements and include on program website, specific page in handbook, admission form/checklist, course descriptions or other authentic program documentation that provides
--	--	--

		evidence of the preparation of interns in each of the listed pre-service requirements. Met Precondition 4- No evidence provided. Provide link to an explanation of Professional Development Plan or blank Professional Development Plan located on program website, specific page in handbook, or other authentic program documentation that includes components (a) – (e), as applicable, to the intern program. Not met. Please provide link to an explanation of Professional Development Plan (PDP) or blank Professional Development Plan located on program website, specific page in handbook, or other authentic program documentation that includes components (a) – (e), as applicable, to the intern program. Response must include authentic program documentation on the website, candidate handbooks, etc. Met Precondition 5- Provide (1) Link to specific page of handbook, program website, or other authentic program documentation that explains the support and supervision of interns. (2) Link to the tracking sheet, program checklist, or other authentic program documentation used to verify the 144 hours, and additional 45 hours, of annual support and supervision of interns. If this information is housed in an internal database, screenshots can be provided. (3) Copy of MOU with district that details 5(a), and, for University Intern Programs only, 5(b). Not met. Link to specific page of handbook, program website, or other authentic program documentation that explains the support and supervision of interns. Met Precondition 6- Provide copy of MOU with district that states candidates in the internship program to assume the functions that are authorized by the regular standard credential and that the interns' services meet
--	--	---

	the instructional or service needs of the participating district(s). Not met. Could not find in MOU where this is stated. Please provide a direct bookmark or identify the location. Met Precondition 7- Provide a list of the school districts or county offices of education in which interns serve. Not met. The list includes at least one private school (Gideon Hausner Jewish Day School), private schools are not an acceptable placement for interns. Please review the list for other private schools. Met Precondition 8- Catalog pages include a link to the Commission webpage for ECO. Provide (1) Link to specific page of handbook or program website that explains the ECO (including components (a) – (d)). (2) Copy of ECO application that includes components (a) – (d). Not met. It is unclear whether the program plan is the application and how the application is made available to candidates. Met Precondition 9- Provide (1) Link to specific page of handbook, program website, or other authentic program documentation that explains length of validity of the intern certificate. (2) Copy of MOU(s) with partnering district(s) that includes length of validity of the intern certificate. Not met. Provide (1) link to specific page of handbook, program website, or other authentic program documentation that explains length of validity of the intern certificate. It should be clear how and where this information is communicated to candidates. Met Precondition 10- Provide (1) Link to specific page of handbook, program website, or other authentic program documentation that states that interns may
--	---

Programs	All Met	Needs Additional Information
		not displace certificated employees. (2) Copy of MOU with district(s) that certifies that interns may not displace certificated employees. Not met. Provide (1) Link to specific page of handbook, program website, or other authentic program documentation that states that interns may not displace certificated employees. Met Precondition 11- Provide letters of support from partnering district(s) regarding the availability of qualified certificated persons holding the credential in their districts that justify the intern program. Met.
Preliminary Education Specialist	Met	Precondition 2: Please provide link to CBEST/CSET Evaluation Letter (it's not there) Met Precondition 3: Links to Program Plans for MMSN and ESN are not there; nor is New Student Orientation Agenda; please make sure artifacts are linked. Met Precondition 4: Links to artifacts are missing. Please make sure links are there. Met

Preliminary Education Specialist Intern	PC 2: Please provide a working link that indicates that candidates must have demonstrated the subject matter requirement competence <i>prior to being recommended for the intern credential</i>. Met PC 3: Please provide course descriptions that provides evidence of the preparation of interns in each of the listed preservice components (a) – (e). Please provide: Link to the minimum 120 clock-hour pre-service requirements in program website, specific page in handbook, admission form/ checklist, course descriptions, or other authentic program documentation that provides evidence of the preparation of interns in each of the listed preservice components (a) – (e). If you plan to use these or similar documents as evidence in re-submissions, please either link directly to the location in the document where the needed evidence is located or provide a page or item number where the evidence can be found. Could not find evidence for this PC in the documents provided. Met PC 4: Please provide working links to artifacts and evidence. Please provide link to an explanation of Professional Development Plan (PDP) or blank Professional Development Plan located on program website, specific page in handbook, or other authentic program documentation that includes components (a) – (e), as applicable, to the intern program. An explanation of the in PDD in the program’s response to the Preconditions will NOT suffice. The evidence, whether in the form of an explanation of your PDP or a blank PDP, should be made available in a single document located on program website, specific page in handbook, or other authentic program documentation and includes components (a) – (e), as applicable. Met PC 5: Please provide working links to the Intern Support and Supervision Record, and Sample Intern MOU.
---	--

Programs	All Met	Needs Additional Information
		Met PC 6: Please provide working link to Sample Intern MOU. Please provide item number or location in MOU provided where it states, “candidates in the internship program to assume the functions that are authorized by the regular standard credential and that the interns’ services meet the instructional or service needs of the participating district(s).” Met PC 7: Please provide working link to evidence. Met (please ensure interns are NOT working in private schools) Met based on the evidence provided. You will want to ensure artifacts explicitly state this for Program and Common Standards reviews and to show interns are not placed in private schools. It’s not enough to go on affidavit but the placement data would help to confirm this. PC 9: Please provide: (as noted in the evidence guidance doc) 1. Link to specific page of handbook, program website, or other authentic program documentation that explains length of validity of the intern certificate. 2. Copy of MOU(s) with partnering district(s) that includes length of validity of the intern certificate. Met PC 10: Please provide working links to evidence requested in the evidence guidance doc. Please provide Link to specific page of handbook, program website, or other authentic program documentation that states that interns may not displace certificated employees. This only refers to item 1. Evidence was found in the MOU provided for item 2. Met PC11: Met

Programs	All Met	Needs Additional Information
Preliminary Administrative Services	Met	PC 1: Link to the tracking sheet or program checklist used to verify that the candidate has a valid prerequisite credential. Met PC 2: Link to the tracking sheet or program checklist used to verify BSR has been met. Met PC 3: Link to the tracking sheet or program checklist used to verify full-time teaching experience prior to the Preliminary Administrative Services Credential recommendation. Met PC 4: Link to program completion requirements on the program website. Must include clear language regarding completion of the program prior to recommendation for the credential. Met PC 5: Link to program completion or exit criteria on program website. Must include clear language regarding how the Preliminary Administrative Services Credential would be issued, and, under what circumstances a Certificate of Eligibility would be issued. Met