

## Interim Teacher Education Program Approval Process

Under the *Teachers Act*, the BC Teachers' Council (Council) is responsible for establishing teacher education program (TEP) approval standards and determining if BC TEPs meet the academic standards for the purpose of certifying TEP graduates.

A Teacher Education Program Working Group consisting of Council members and the Association of BC Deans of Education (ABCDE) is currently developing a process to facilitate the Council's review and approval of new and existing TEPs. Recognizing that the Working Group does not have a timeline for when a formalized process will be established, the Council is moving forward with this interim approval process. This will ensure that the Teacher Regulation Branch (TRB) is able to receive and respond to queries from TEPs and TEP proposals will be considered by Council in the interim.

The Council established the Interim Teacher Education Program Review Committee (Committee). The Committee will implement this process and advise the Council on TEP approval matters until such time as the formalized review and approval process is in place.

### Process

#### 1. Program Liaison

- i. TEP sends query/communication to TRB in writing regarding a new/current TEP.
- ii. TRB provides information to TEP on applicable standards under section 13 of the *Teachers Act*.
- iii. TRB makes a determination if the change/amendment is related to the standards that fall within the purview of the Council under section 13 of the *Teachers Act*. A Notice of Intent may be required based on this determination.
- iv. TRB sends written notification of determination to TEP and copies the Committee.

#### 2. Notification of Intent

- i. TEP submits a Notice of Intent to Council at [BCTC@gov.bc.ca](mailto:BCTC@gov.bc.ca) outlining proposed change or addition.
- ii. Council sends a letter of acknowledgement to the TEP and refers matter to Committee
- iii. TRB reviews the Notice of Intent and supporting documentation.
- iv. TRB liaises with TEP. Feedback and a list of suggested proposal components based on the standards under section 13 of the *Teachers Act*, including Policy - P5.C.04 - *Criteria for the approval for certification purposes of teacher education institutions* will be provided to TEP to assist TEP in drafting an official Program Proposal.
- v. TRB requests TEP submit an official Program Proposal to the Council at [BCTC@gov.bc.ca](mailto:BCTC@gov.bc.ca).

**3. Submission of Official Program Proposal**

- i. TEP submits an official Program Proposal to the Council at [BCTC@gov.bc.ca](mailto:BCTC@gov.bc.ca).
- ii. Council sends a letter of acknowledgement to the TEP.
- iii. Council refers the official Program Proposal to Committee for review.

**4. Official Program Proposal Review and Feedback**

- i. Committee reviews the official Program Proposal.
- ii. Committee communicates any questions or concerns to the TEP.
- iii. Written response provided to the TEP.

Changes Recommended	No Changes Recommended
<ul style="list-style-type: none"> <li>▪ TEP informed changes are recommended (based on <i>P5.C.04 – Criteria</i> and/or the standards under section 13 of the <i>Teachers Act</i>).</li> <li>▪ TEP may opt to move forward with original proposal or submit a revised proposal.</li> <li>▪ TEP informed when proposal will be considered by the Council.</li> </ul>	<ul style="list-style-type: none"> <li>▪ TEP informed when proposal will be considered by the Council.</li> </ul>

**5. Committee Drafts Report to Council**

- i. Committee drafts a report to Council indicating a recommended option for consideration.
- ii. Committee provides a copy of the draft report to the TEP.

No Further Action Required			Further Action Required	
Option A:	Option B:	Option C:	Option D:	Option E:
No Approval Required	Approve or Approve with Conditions	Not Approve	Formal Report Required	Site Visit Required

**6. Council Review of Committee Report**

- i. Council reviews the Committee report.
- ii. TEP provided the opportunity to make a presentation to the Council.
- iii. Council deliberates on Committee Report in private.
- iv. Council votes whether to proceed with the recommendation or with an alternate option.

No Further Action Required			Further Action Required	
Option A:	Option B:	Option C:	Option D:	Option E:
No Approval Required	Approve or Approve with Conditions	Not Approve	Formal Report Required	Site Visit Required
<ul style="list-style-type: none"> <li>▪ Council informs TEP in writing that proposal outside mandate of Council.</li> <li>▪ Council takes no further action.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Council informs TEP in writing.</li> <li>▪ If conditions are put in place TRB monitors TEP compliance.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Council informs TEP in writing. Reasons provided.</li> <li>▪ Council takes no further action.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Further information is required.</li> <li>▪ Proceed to Step 7</li> </ul>	<ul style="list-style-type: none"> <li>▪ Comprehensive review required.</li> <li>▪ Site visit required.</li> <li>▪ Proceed to Step 7</li> </ul>

(Section 7 and 8 are only applicable if Option D or E is approved by the Council.)

## 7. Program Review Process

Option D: Formal Report Required	Option E: Site Visit Required *
<ul style="list-style-type: none"> <li>▪ Committee completes a Program Proposal Assessment which may include an onsite meeting.</li> <li>▪ Committee develops a draft formal report.</li> <li>▪ Committee shares draft formal report with TEP. TEP provided opportunity to respond.</li> <li>▪ Committee revises any factual errors in the report identified by TEP.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Committee selects a Program Assessment Team (PAT)</li> <li>▪ TRB provides a site visit orientation to PAT.</li> <li>▪ PAT completes a program assessment site visit.</li> <li>▪ PAT develops a draft formal report.</li> <li>▪ PAT shares draft formal report with TEP. TEP provided opportunity to respond.</li> <li>▪ PAT revises any factual errors in the report identified by TEP.</li> </ul>

**Note:** TEP may be required to pay a Program Approval Fee as per section 7 of the Teachers Act Fees Regulation.

## 8. Final Decision on TEP Proposal (Only if Option D or E is Approved by Council)

- i. Committee submits formal report and TEP's official Program Proposal to the Council.
- ii. Committee or PAT and TEP provided the opportunity to make a presentation to the Council.
- iii. Council deliberates on final report and Official Program Proposal in private.
- iv. Council decides how to proceed:

Approve Program – No Conditions	Approve Program – With Conditions	Deny Approval	Request For Further Information
<ul style="list-style-type: none"> <li>▪ Council informs TEP in writing of approval.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Council informs TEP in writing of approval and conditions with timelines.</li> <li>▪ TRB monitors TEP compliance and reports back to Council.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Council informs TEP in writing of denial and reason for such.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Committee or PAT to liaise with TEP on proposal.</li> <li>▪ TEP may submit additional information with proposal.</li> <li>▪ Return to Step 7.</li> </ul>

## 9. Reconsideration Request of the Final Decision

A TEP may request that the Council reconsider its decision to deny or place conditions on the approval of an official Program Proposal. A reconsideration request must be submitted to the Council within 60 days of the decision by Council at [BCTC@gov.bc.ca](mailto:BCTC@gov.bc.ca) and based on new and relevant information not previously included in the proposal or considered by the Council.

**Note:** Council's decision is open to application to the courts for judicial review