## New Hampshire Department of Education Council for Teacher Education

## **Substantive Change Report**

Changes in preparation programs are ordinarily addressed in the annual report. IHEs are encouraged to undertake programmatic changes in response to state priorities, institutional innovation, and/or program improvement needs based on assessment data.

A PEPP shall report to the department and the NHCTE any substantive changes that have the potential to significantly affect the ability of the PEPP to ensure that candidates can successfully meet the certification standards for which the PEPP is designed. (Ed. 602.14(b)) The IHE shall inform the department and NHCTE of substantive program changes during the term of approval in writing by submitting a Substantive Change Report to the department using one or more of the following criteria (Ed. 602.14(c)): □ Changes in the PEPP's delivery system to primarily on-line delivery; Examples including but not limited to course delivery changes (i.e. hybrid, online delivery, etc.), changes in legal status, form of control, or ownership of the IHE, establishing a new location – i.e. branch location, merge, acquisition, or governance changes of the IHE, etc. Changes beyond those indicated by the assessment system for continuous improvement; Examples including but not limited to changes in courses that affect the current PEPP approval- i.e. approved courses linked with key assessments for program and/or candidate assessment; ☐ Elimination of a PEPP Examples including but not limited to teach out, phase out, elimination, on hold, etc. If candidate(s) currently enrolled, a teach out plan needs to be submitted within 90 days Substantive change requests are warranted when changes, modifications or an expansion of the IHE's/PEPPs scope has the potential to impact candidates and/or licensure requirements from how the PEPP was reviewed/approved. These are changes to already existing approved PEPPs and DOES NOT include the addition of a new PEPP or new degree/level the IHE is requesting. **CONTACT INFORMATION:** 

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Institution:	Street Address:	
Name of Contact:	City/State:	
Coordinator/Title:	Zip Code:	
Email address:	Telephone:	
Is the change at the (check either or both):	at the unit level and/or	at the program level(s)

If at the program level, indicate which program(s):

Ed. Rule(s)	Program(s)	Approved Level(s)**	SBE Approval Date(s)	Current Expiry	Approval Status
Example:					
Ed 612.03	Early Childhood Education	BA, M.ED,	12/2019	12/30/2026	Full

<sup>\*\*</sup>Approved Levels: BA BS BM M.ED. MAT Ed.S. Post Bac CAGS PhD Licensure

1.	Please describe the substantive change request:
2.	What aspects of the substantive change may affect the capacity of the unit and/or program(s) to ensure that candidates successfully meet standards for educational licensure?
3.	Explain the rationale for the change.
4.	What steps have been taken or are planned to ensure that the change will not adversely affect the capacity to ensure that candidates successfully meet standards for educational licensure?  Attach a transition plan if phasing out/ending a program including anticipated end date of last program completer.
5.	In the institution's estimation, is the substantive change that is envisioned sufficiently significant that the changes affect the terms or conditions of the current approval of the program because the current approval would no longer be applicable to the revised program?  yes no not sure
	**If the NHED and NHCTE determine that the substantive changes affect the terms or conditions of the current approval of the program(s), the NHDOE shall require the submission of a detailed report on how the changes impact candidate preparedness for professional practice which shall result in a recommendation to the NH State Board of Education (Ed. 602.14(d)).**
	eturn the completed form to <a href="mailto:Laura.A.Stoneking@doe.nh.gov">Laura.A.Stoneking@doe.nh.gov</a> or mail to the New Hampshire Department of Education, Bureau of Educator Preparation & Higher Education, 101 Pleasant Street, Concord, NH, 03301. Questions, contact the Bureau of Educator Preparation & Higher Education at 603.271.4196.
	4 Substantive Program Changes during the Approval Period. (a) Technical assistance in making a determination of substantive change shall be available to the institution through the department or the NHCTE. (b) A PEPP shall report to the department and the NHCTE any substantive changes that have the potential to significantly affect the ability of the PEPP to ensure that candidates can successfully meet the certification standards for which the PEPP is designed. (c) An institution shall inform the department and NHCTE of substantive program changes during the term of approval in writing by submitting a Substantive Change Report to the department using one or more of the following criteria:  (1) Changes in the PEPP's face-to-face delivery system to primarily on-line delivery; (2) Changes beyond those indicated by the assessment system for continuous improvement; or (3) Elimination of a PEPP. (d) If the department and NHCTE determine that the changes affect the terms or conditions of the original approval of the program because the original approval is no longer applicable to the revised program, the department shall require the submission of a detailed report on how the changes impact candidate preparedness for professional practice which shall result in one of the following:  (1) Retain approval through the existing expiration date; or

(2) Use the process for PEPP approval under Option 1, 2 or 3.

Complete the following questions below and/or attach documentation that addresses the below information (1-5).

Date Received by NHDOE: