Initial Program Review
PRELIMINARY PK-3 ECE SPECIALIST INSTRUCTION CREDENTIAL
Preconditions Feedback

Institution	CSU Fresno
Submission Link	Fresno State IPR PK-3 Proposal Webpage
Date of Review	December 2023-January 2024
Dates of Subsequent Reviews	April 2024, April 2024

Reviewer Instructions:
- You will be providing feedback for each precondition noted on this form.
- Please reference the appropriate Evidence Guidance Document linked in each section as you review.
- If the precondition **is aligned**, please write "Met" in the respective *Reviewers' (First, etc.) Review* row.
  - Then, use the drop-down menu in the column labeled *Aligned* to select *Yes.*
- If the precondition **is not aligned**, please provide specific feedback, and identify the part(s) of the precondition not aligned.
  - Then, use the drop-down menu in the column labeled *Aligned* to select ***More Information Needed***.

Institution Instructions:
- Provide the **direct link** to the updated submission in the *Link(s) to Institution's Response* row for each precondition that the reviewers identified as needing more information. The link must take the reviewers to the **exact location** of the additional evidence and/or narrative on the IPR proposal website.
- Ensure that the additional evidence and/or narrative is easily identifiable using either **bold**, <mark>highlighting</mark> and/or different colored text. Also, identify the response to feedback (i.e., "Response to First Review," "Response to Second Review, etc.").
- If the precondition is aligned, no additional information is necessary.
- Once you have responded to the feedback, *please email this form back to the IPR Team as an attached word document*.
- Once all the preconditions are aligned, the IPR Team will ask you to post the final feedback forms on your institution's IPR Proposal website.

Initial Program Preconditions

Please reference the [Evidence Guidance Document for Initial Program Preconditions](#) for this section

Initial Program Precondition 1: Demonstration of Need

Reviewers' Feedback	Aligned
Initial Precondition 1 (IPC) First Review: Met.	Yes

Initial Program Precondition 2: Collaboration in Program Design and Implementation

Reviewers' Feedback	Aligned
IPC 2 First Review: Please check access to all links under Meeting Agendas/Minutes, many require permission to access. Please provide MOU or partnership agreement that demonstrates how partners involved in the program design will share responsibility for the program.	More information needed
Link(s) to Institution's Response to IPC 2 First Review: Links have been checked and updated in [the document](#) that details: ● the individuals who were involved in the development of the PK3 credential, their credentials, and the capacity of their involvement ● when meetings were held and provides a link to meeting agendas and minutes Partners who were involved in the program design will be invited to join the [PK3 Early Childhood Specialist Instruction Advisory Boar](#)d to provide critical feedback and share responsibility for the ongoing development of the program.	

Reviewers' Feedback	Aligned
IPC 2 Second Review: Please provide MOU or partnership agreement that demonstrates how partners involved in the program design will share responsibility for the program.	More Information Needed
Link(s) to Institution's Response to IPC 2 Second Review: PK3 Early Childhood Education Specialist Instruction Credential Program Partnership Agreement Updated information available on this website under Preliminary PK-3 ECE Specialist Instruction Program	
IPC 2 Third Review: Met.	Yes

Program Specific Preconditions-PK-3 ECE Specialist Instruction

Please reference the Evidence Guidance Document for PK-3 ECE Specialist Instruction Program Preconditions

Program Precondition 1: Limitation on Student Teaching Prerequisites

Reviewers' Feedback	Aligned
Program Precondition 1 (PPC) First Review: Met.	Yes

Program Precondition 2: Literacy Instruction

Reviewers' Feedback	Aligned
Program Precondition 2 (PPC) First Review: *For institutions working on an Initial Institutional Approval (IIA) or Initial Program Review (IPR) program proposal*: Information on this precondition will be included in the submission for Program Standard 7 and TPE 7. No further evidence is required.	N/A

Program Precondition 3: Undergraduate Student Enrollment

Reviewers' Feedback	Aligned
Program Precondition 3 (PPC) First Review: Please provide evidence (handbook, program website, or other authentic information) that addresses the following policy: Professional preparation, including student teaching, shall be made available in the upper division course offerings at all California public institutions of higher education.	More information needed
Link(s) to Institution's Response to PPC 3 First Review: A statement has been added to the Teacher Education Handbook to indicate that professional preparation (coursework), including student teaching, is available to students at the upper division level.	
PPC 3 Second Review: Met.	Yes

Program Precondition 4: Assessing Candidates for Subject Matter Competence

Reviewers' Feedback	Aligned
Program Precondition 4 (PPC) First Review: Please update first SMC option in the PK-3 Couse Sequence to include *regionally* accredited institution of higher education. The process for verifying candidates with notification of their standing in relation to meeting the subject matter competence requirement is unclear. The Google form is a self-reported document. It is unclear how the program will be able to verify the candidate has met the requirement without collecting additional evidence. Provide evidence of the program's process for completing the assessment and providing candidates with notification of their standing in relation to meeting the subject matter competence requirement within 60 days of their admission to the program. This notification should include reference to how the candidate has completed the requirement or next steps to completion.	More information needed
Link(s) to Institution's Response to PPC 4 First Review: - The PK-3 Course Sequence has been updated to indicate the bachelor's degree must be from a regionally accredited institution of higher education. - The Google form that was shared will not be available to candidates. Instead, it will be used by the PK3 Admissions Analyst to track each applicants' qualifications, including how they are meeting subject matter competency. The Admissions Analyst will review each applicant's application materials and then complete the form based on what the candidate submitted. The checklist will NOT be completed by the applicants nor will it be shared with the applicants. It is a way for the Admissions Analyst to track the applicants. The results from the review of applications will populate a spreadsheet that will be used to track program applicants. The form also now includes that the Bachelor's degree must be from a regionally accredited institution of higher education. - Following the review of the applications, the Admissions Analyst will notify applicants of their standing in relation to meeting Subject Matter Competency. Because Subject Matter Competency is required for admission, we anticipate applicants will be informed that they met the requirement. In the event that a candidate has not met the requirement, they will be informed of what steps they need to take to meet the requirement.	

Reviewers' Feedback	Aligned
PPC 4 Second Review: *How and when* will the Admissions Analyst notify applicants of their standing in relation to meeting the subject matter requirement?	More Information Needed
Link(s) to Institution's Response to PPC 4 Second Review: Updated information available on this website under Preliminary PK-3 ECE Specialist Instruction Program The Admissions Analyst will notify applicants of their standing in relation to meeting the subject matter requirement after reviewing their applications for admission. Applications are reviewed on a rolling basis throughout the admissions window. Applicants who meet all requirements, including subject matter, are informed of their admission to the program as soon as their application is reviewed. Applicants who do not meet subject matter requirements are informed as soon as their application is reviewed by the Admissions Analyst. This screenshot shows a sample email sent by the Admissions Analyst to a Multiple Subject Program applicant who did not meet subject matter requirements. The email was sent as soon as the application was reviewed, within the application window.	
PPC 4 Third Review: Met.	Yes

Program Precondition 5: Demonstration of Subject Matter Competence

Reviewers' Feedback	Aligned
Program Precondition 5 (PPC) First Review: It is unclear how the Admission Analyst Checklist for PK-3 Credential Application tracks that candidates have met the subject matter competence requirement.	More information needed

Reviewers' Feedback	Aligned
Link(s) to Institution's Response to PPC 5 First Review: When reviewing each applicant's admissions materials, the Admissions Analyst will complete this google form to track the completeness of the applicant's application. The checklist will NOT be completed by the applicants nor will it be shared with the applicants. It is a way for the Admissions Analyst to track the applicants. The results from the review of applications will populate a spreadsheet that will be used to track program applicants. Included within the form is an item to demonstrate how the applicants is meeting Subject Matter Competence: either through possession of an appropriate baccalaureate degree from a regionally-accredited institution OR through the completion of 24 semester units or the equivalent quarter units of non-remedial, degree-applicable coursework at a regionally accredited institution of higher education in early childhood education and/or child development.	
PPC 5 Second Review: Met.	Yes

Program Precondition 6: Completion of Requirements

Reviewers' Feedback	Aligned
Program Precondition 6 (PPC) First Review: The Fresno State PK3 Application Checklist that is completed by candidates and the PK-3 Course Sequence do not include the requirement for candidates to: ● possess a BA or higher degree from a regionally accredited institution of higher education ● pass RICA or a Commission approved literacy performance assessment for early childhood education – please clarify or add. Also, what is the role of the credential analyst in this process? The checklist appears to be for admission to the program rather than completing the program and applying for the credential – please clarify. Please provide reviewers information about what is reviewed (perhaps a screenshot from the TK-20 system?) that shows how candidate completion of requirements is verified at the end of the program.	More information needed

Reviewers' Feedback	Aligned
Also, it is unclear what the SVP and the TSP links show in relation to FAST.	

Link(s) to Institution's Response to PPC 6 First Review:

The Fresno State PK3 Application Checklist now indicates the requirement that the BA or higher degree must be from an regionally accredited institution of higher education.

Process for Verifying Completion of All Program Requirements:

The PK3 Early Childhood Education Specialist Instruction program will ensure that only qualified candidates are recommended for the credential. Prior to admission each candidate will be required to sign and submit an Advising Roadmap form that shows the sequence of courses for their chosen pathway. The signed Course of Study form will be kept in the candidate's record and serves as the official Candidate Progress Monitoring document. Upon completion of the program and all requirements, the candidate will complete an application for the preliminary credential.

Following receipt of the candidate's application, the University Credential Analyst will check the candidate's transcripts against the signed Advising Roadmap in the candidate's record to determine and document that the candidate has met the following requirements:

- all courses have been completed with a 'C" grade or better;

- minimum 3.0 Grade Point Average overall;

- US Constitution requirement;

- passing scores on the CBEST, CSET and RICA examinations;

- valid Certificate of Clearance and CPR certificate for infants, children and adults;

- passing scores on the teacher performance assessment

Reviewers' Feedback	Aligned
After all requirements are met, the candidate will be recommended to CCTC for the preliminary credential. The Site Visitation Project (SVP) and the Teaching Sample Project (TSP) are the two components that make up the FAST. The SVP and the TSP links provided show screenshots from TK20, the data management system used by all Fresno State Teacher Education Programs. Scores for each rubric of the SVP and TSP are entered into TK20. Program personnel run reports in TK20 to track which candidates have passed the required elements.	
PPC 6 Second Review: Met. Please note that the narrative above lists CBEST/CSET as required although the documentation provided does not – please update the narrative.	Yes

Program Precondition 7: Equivalency for Clinical Practice

Reviewers' Feedback	Aligned
Program Precondition 7 (PPC) First Review: Please ensure accurate wording for clinical practice equivalency options descriptions. Please review the **entire** section for clarity and accuracy (consider copy/pasting from handbook). Elements to correct include, but are not limited to the following: Option 1: ● This line is missing from the PK-3 Program Clinical Equivalency Requirements and Verification document: Satisfactory teaching experience shall be verified by the public or private center-based childcare and development center Option 2: ● missing the term, "practice" in the opening sentence. This description is also missing the wording, "with expertise in Early Childhood and Child Development pedagogy" in sublist item b. ● Description needs to include: ○ The candidate provides to the Commission-approved ECE Specialist Instruction program verification of the hours served through transcripts and other documentation as determined by the Commission-approved program.	More information needed
Link(s) to Institution's Response to PPC 7 First Review: The Fresno State PK-3 Program Equivalency for Clinical Practice Requirements and Verification description has been updated to align with the feedback provided and to better represent the Clinical Practice Equivalency guidelines provided by the CCTC. The PK-3 Credential Clinical Practice Equivalency Application Form has also been updated to reflect the changes made to the description.	

Reviewers' Feedback	Aligned
PPC 7 Second Review: This document: [Fresno State PK-3 Program Equivalency for Clinical Practice Requirements and Verification](#) links to this document: [PK-3 Credential Clinical Equivalency Form](#). Please update title within the document to include 'Clinical Practice Equivalency' This form: 'PK-3 Credential Equivalency for Clinical Practice Form' is a bit confusing because in Clinical Practice Equivalency Option 1, the description says candidates must meet the criteria in (a) and (b), but then list the criteria as 1. and 2.	More Information Needed
Link(s) to Institution's Response to PPC 7 Second Review: Updated information available on [this website](#) under Preliminary PK-3 ECE Specialist Instruction Program The following links have also been updated: ● [Fresno State PK-3 Program Clinical Practice Equivalency for Clinical Practice Requirements and Verification](#) ● [PK-3 Credential Clinical Practice Equivalency Form](#)	
PPC 7 Third Review: Met.	Yes