



Education Program Approval Process

The procedure to submit a proposal for approval to the Office of Teacher and Administrator Preparation (TAP) to implement a new program, modifications to an existing program, or new licensure requirement(s) is outlined below:

1. Complete the request form located on the Office of Teacher and Administration Preparation website: <http://www.mde.k12.ms.us/OEL/TAP> . All forms must be submit to the Office of Teacher and Administration Preparation by July 15 for spring implementation and February 15 for fall implementation. Please note that institutions should review the approval timeline of education program approval request due to the request may impact the institution’s individual timeline for fall and spring program implementation processes.

Institutions must submit the following information with a proposal request:

- the specific request/proposal and rationale
 - a copy of the proposed new program, if applicable
 - the current program with clear indication of proposed modifications, if applicable
 - any evidence of institutions (state, regional or national) with the same or a similar course of study
 - evidence of qualified faculty and provide the last two semester course loads
 - IHL approval or documentation that no action is required by IHL (MS public institutions only)
 - any other documentation that further supports the proposed initiative
2. TAP may review the proposal and submit it for further review by qualified Mississippi Department of Education staff and three (3) or more individuals/organization representatives who are qualified experts in the field. Using the Education Program Review Form, reviewers will submit findings and recommendations to the TAP office. Based on the recommendations of the review committee and TAP staff, a recommendation may be presented for the approval to the Commission on Teacher and Administrator Education, Certification and Licensure and Development, which meets bimonthly (six meetings annually). If the Commission votes to approve the program, it may then be subject to final approval by the Mississippi Board of Education, which meets monthly. Note that there is no guarantee that the proposed item will be presented at the first scheduled Board meeting after the Commission’s approval. The entire process can take up to six months for final approval, under routine circumstances.

3. The institution's proposal contact will receive notification from the Office of the Teacher Center when the program request will be submitted to the Commission for consideration and to the State Board of Education upon recommendation from the Commission.

Please note that institutions should consider that the process involves several entities; therefore, the timelines for final approval may vary. Once approved by Mississippi Department of Education, candidates will be eligible for Mississippi Teacher Licensure by an established date.