



Program Code Request: CO in Alt. Cert. for CTE Licensure

Princess Soares <pfrederi@hawaii.edu>

Fri, Jun 27, 2014 at 1:05 PM

To: Roberta Martel <rmartel@hawaii.edu>

Cc: Suzette Robinson <suzetter@hawaii.edu>, Roxanne Yee <rsyee@hawaii.edu>

Aloha Roberta,

In regards to the level of the program code, I will do another inquiry with the Director with the information you provided.

Thank you for confirming that the college code will be IN, Instructional.

To clarify, AA-TCH is not being recommended to use. AA-TCH was used to compare the department that should be assigned. Please confirm the department.

Thank you for confirming that the major code TCH can be used. Students will be designated separately from the AA-TCH students since they will be designated under the new program code, CO-TCH-ACTE.

I will follow-up again with you about the decision regarding the level.

Mahalo,
Princess

On Fri, Jun 27, 2014 at 12:06 PM, Roberta Martel <rmartel@hawaii.edu> wrote:

Aloha Princess,

Thank you for your email. I do want to clarify the request in order for the information to be accurate.

Regarding the change of the level of the program code. The Alternative Certification for CTE Licensure program was approved by Hawaii Teacher Standards Board November, 2012 as a SATEP (State Approved Teacher Education Program) at a Post-Baccalaureate level. I realize that this is a very unique situation, a Post-Bac. at a Community College, however, it is the case. With the exception of one Alternative Certification candidate who entered with an Associate degree and 5+years of industry experience, the other 26 candidates who are presently in the program have Bachelors, Masters and one has a PhD.

If the college code for Leeward is IN, Instructional, then that will be fine to use.

The difficulty with using AA-TCH is that this is the existing code for our Associate in Arts in Teaching program. I am asking for a designated code for the Alternative Certification program to be able to separate the candidates as they are not AAT students. The major code of TCH, teaching will work as long as these post bac students can be designated separately.

The candidates in the Alternative Certification program are not eligible for financial aid being that they all are entering with degrees.

Program length is one year

Special program designation:

I believe that the Non-Credential Teacher Certification Program (T) best fits with our program. Candidates will receive a certificate upon completion of the coursework. This alternative pathway leads to licensure in a CTE content field with HTSB.

I will look forward to hearing from you regarding what I have shared in this email and the next steps in this process.

Thank you so much,
Bobbie Martel

On Fri, Jun 27, 2014 at 9:46 AM, Princess Soares <pfrederi@hawaii.edu> wrote:

Aloha Roberta,

The program code request for the CO in Alt. Cert. for CTE Licensure has been received and reviewed by IRAO.

Changes has been made to your original request:

- The level of the program code is to be changed from Post-Baccalaureate to Undergraduate. Confirmed by Suzette Robinson

The following information was not completed on the form or is not consistent with other program codes at Leeward:

- Leeward CC is not a college at Leeward in Banner. Established college codes for Leeward is IN, Instructional. Please confirm that this is the college code to be used.
- Social Science/Alt. Cert. Program is not an established department code at Leeward in Banner. The department code assigned to AA-TCH is LBRT, Liberal Arts.
- A major code was not indicated on the form. Please confirm that the major code is TCH, Teaching. The ACTE code is being requested as a concentration code. Concentration codes are attached to major codes.

We were recently notified that there are new federal reporting requirements for financial aid leading to new rules form in Banner. The program code request forms have not been updated to include these new rules yet. In the meantime, we are following up with open requests to complete the new rules:

1. Program Length (in academic years; decimals are acceptable so no rounding to whole number is necessary.) The length of the program should match what is published by the campus in any online and/or written publication.
2. Special Program designation - see attached file for definitions - (refer to the attached for "definitions")
 - A - Selective Admission Associate Program
 - B - Bachelor's Degree Completion Program
 - N - Not Applicable
 - P - Preparatory Coursework Graduate Professional Program
 - T - Non-credential Teacher Certification Program
 - U - Preparatory Coursework Undergraduate Programs

Please let me know if you have any questions. Thank you for your time.

Mahalo,
Princess

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Princess Soares

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“A teacher affects eternity; he can never tell where his influence stops”

Henry Adams

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