

Office of Teaching & Learning: Educator Talent & Workforce Development

Dissolution of a Louisiana Preparation Program

Overview

Preparation providers who wish to dissolve a certification area or an entire program must notify the LDOE within five business days of their decision to dissolve the program or pathway by emailing believeandprepare@la.gov. This document outlines the steps and required documents for dissolving a certification area or program.

Bulletin 996, §307

- A. The planned dissolution of an existing BESE-approved preparation program or certification area shall be reported to LDOE within five business days of the provider's determination to dissolve the program or pathway.
- B. Upon receiving notification, the LDOE shall assist the provider with completing the dissolution process, which may include submitting documentation related to enrolled candidates, teach-out plans, and other required information, as applicable.
- C. A provider whose program has begun implementation of an LDOE dissolution plan shall not advertise the program nor enroll new candidates. Once the program is dissolved, the provider shall not advertise or operate the program, nor enroll new candidates [This includes the LDOE's removal of programs from TeachLouisiana.net].
- D. Upon completion of the dissolution plan, the program and/or certificate areas shall be submitted to BESE to rescind the program approval.
- E. Reinstatement of a dissolved program is prohibited. A provider that has had all or part of its program pathways dissolved may submit a new program proposal no sooner than one calendar year from the official date of closure, in accordance with the LDOE program approval cycle timelines.
- F. Failure to comply with the dissolution process or to provide adequate support for enrolled candidates may result in corrective action in accordance with §401.G of this Part.

Preparation providers who wish to dissolve a certification area or an entire program will be brought to BESE for official dissolution.

Process

Letter of Dissolution

A formal letter of dissolution, prepared on provider letterhead, must be sent to believeandprepare@la.gov within five days of the decision to dissolve the program and must include the following:

- Anticipated date of closure
- Last semester the provider enrolled candidates
- A list of the pathway(s) and certification area(s) that will be dissolved
- Teach out plan for current candidates to complete their program and clinical requirements
- Timeline of dissolution and current candidate completion

Signed [Assurances](#) must be attached to the letter.

Removal of Title II Access

Contact ETS at TitleII@ETS.org and cc: believeandprepare@la.gov with the following:

- Date the provider should be inactivated for future reporting (access to Title II will also be removed on this date)
- Include whether the score recipient status should be inactivated. In doing this, score reports will no longer be sent to the program as of the date the program is inactivated.
- Finally, include whether staff should be given access to previous score reports. If so, indicate the date this should be effective.

Plan of Action

Providers considering dissolution should think through the following:

- Status of each candidate
- Which candidates can transfer to a new program, and which can finish in the current program
- Reaching out to another provider to transfer the students and creating an MOU
- Candidate refunds
- Setting up scheduled calls with the LDOE
- BESE date for official dissolution of the program