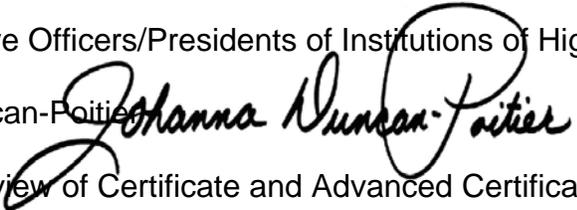




**SENIOR DEPUTY COMMISSIONER OF EDUCATION – P-16**  
Office of Elementary, Middle, Secondary and Continuing Education  
Office of Higher Education

CEO 09-01

March 4, 2009

**To:** Chief Executive Officers/Presidents of Institutions of Higher Education  
**From:** Johanna Duncan-Poitier   
**Subject:** Expedited Review of Certificate and Advanced Certificate Programs

I am pleased to announce that the State Education Department is implementing an expedited review process for proposed credit-bearing certificate and advanced certificate programs. Under this new process, the Department will expedite the review of such proposals in most academic areas<sup>1</sup>. We anticipate that a complete proposal will be reviewed and registered **within 10 business days** from the date the proposal is logged in by the State Education Department. We hope that this expedited process will help institutions of higher education meet increased demand for many certificate programs due to the current fiscal climate and the need for worker training and retraining.

We encourage institutions to submit certificate proposals electronically in PDF format to further reduce the time to registration.

- Instructions and forms are available at [www.highered.nysed.gov/ocue](http://www.highered.nysed.gov/ocue)
- Proposals should be emailed to [EXPEDITEDCERTS@mail.nysed.gov](mailto:EXPEDITEDCERTS@mail.nysed.gov)

(Note: CUNY and SUNY institutions should continue to use the appropriate system forms and follow the systems' existing submission processes.)

Institutions may confirm registration of a proposal through the Inventory of Registered Programs (IRP) at [www.nysed.gov/heds/IRPSL1.html](http://www.nysed.gov/heds/IRPSL1.html).

If you need assistance or have questions about the expedited review option, please contact the Department's Office of College and University Evaluation at (518) 474-1551 or [EXPEDITEDCERTS@mail.nysed.gov](mailto:EXPEDITEDCERTS@mail.nysed.gov).

c: The Honorable the Members of the NYS Board of Regents  
Commissioner Richard P. Mills  
Joseph P. Frey

<sup>1</sup> The expedited review option is not available for programs that are intended to prepare candidates for teacher certification or professional licensure.