

Course Change Process in EPPAS

I am changing multiple classes in a current program which changes where standards are met and the learning activity associated with these standards.

Submit a new application (RIPA) one year before you want to make these changes so it can go through the RIPA review process.

I am changing the reading course.

Contact BOT and submit the reading course(s) syllabus with standards and assessments identified six months before you want to make the change. It will go through a review by a reading educator expert.

I am changing a few minor courses that do not affect standards or learning activities.

If you are doing this on the year of your biennial renewal, make the changes during the PERCA renewal.

If you are doing this on the year you are *not* up for renewal, you can “renew” the PERCA in EPPAS and make the changes. Do not submit the application. If a candidate needs to be recommended under the new changes before your regular biennial renewal, submit a Course Substitution Form with the recommendation.