

**South Carolina Department of Education
Office of Educator Services
Educator Preparation**

INSTRUCTIONS FOR PREPARING PROVIDER PROGRESS MONITORING REPORTS

OVERVIEW

A provider who has been granted probationary accreditation status through either a national or state review process must meet the requirements of the accreditor in order to attain full accreditation status and continue recommending candidates for certification in South Carolina. The South Carolina Department of Education (SCDE) and Professional Review Committee (PRC) will monitor provider progress in addressing accreditation deficiencies and provide status updates to the State Board of Education (SBE). Providers granted probationary status must provide periodic progress monitoring reports to the SCDE according to timelines established by the PRC.

The progress monitoring reports will serve as the mechanism for the provider to document corrective actions and progress toward addressing noted deficiencies. A progress monitoring report, however, is not an indicator of state approval or national accreditation.

PROGRESS MONITORING REPORT INSTRUCTIONS:

1. The provider must submit the report using the attached form to the SCDE by the date(s) established by the PRC.
2. The provider may include any supporting documentation necessary to substantiate progress toward correcting areas for improvement, stipulations, or unmet standards.
3. The provider should submit the progress monitoring report electronically as a Word document. Attached documentation may be in PDF format.
4. The provider must provide a description of the corrective action(s), implementation timeline, and progress to date. Each response should be limited to 200 words.

If you have questions or need assistance, please contact the SCDE Office of Educator Services.