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## **PROVIDER NEWSLETTER**

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- (a) - Background:** In an effort to keep CTEC approved providers better informed of Board decisions and activities, a provider newsletter published twice yearly in July and December following the completion of the May and November CTEC Board meetings.
- (b) – Frequency:** Most policy and procedural changes affecting providers are communicated directly by mail or email to providers. All providers receive the preparer newsletters informing them of many Board activities. The newsletter informs providers of curriculum policy revisions, as well as provider and curriculum requirement changes. CTEC Administrator pays the cost of the provider newsletter. (Reference: CTEC Policy AD02 – Administrative Services)
- (c) - Content:** The newsletter shall include the following:
- (1)** An anonymous listing of all provider sanctions during the period, including the reasons for sanction and the penalties imposed.
  - (2)** A detailed list of changes affecting providers, including policy changes relating to curriculum and provider approval.
- (d) - Past Issues:** All provider newsletters can be viewed online at <https://www.ctec.org/educationproviders/provider-newsletters>. All new providers will be directed to the CTEC website to view past newsletters.

Approved September 15, 2000

CTEC Board of Directors

**Responsibility: Curriculum Provider Standards Committee**