

# PROGRAM REVIEW AS PART OF THE CAEP ACCREDITATION PROCESS

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# VOCABULARY

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- **EPP:** Educator Preparation Provider (previously called “Unit)
- **PROGRAM:** Specific discipline area
- **CANDIDATES:** Pre service educators
- **STUDENTS:** P-12 students
- **SPA PROGRAM REPORT:** Report submitted at program level to provide evidence to meet standards developed by specialized professional associations (SPAs)
- **RECOGNITION REPORT:** Report providing SPA feedback and recognition decision

# PROGRAM REVIEW: INTEGRAL TO CAEP ACCREDITATION (Initial Level Program)

Program review decisions factor into **CAEP Component 1.3**, which says:

“Providers ensure that **candidates apply content and pedagogical knowledge** as reflected in **outcome assessments** in response to **standards** of Specialized Professional Associations (SPA), the National Board for Professional Teaching Standards (NBPTS), states, or other accrediting bodies (e.g., National Association of Schools of Music – NASM).”

# PROGRAM REVIEW: INTEGRAL TO CAEP ACCREDITATION (Advanced Level Program)

Program review decisions factor into **CAEP Component A.1.2**, which says:

“Providers ensure that advanced program completers have opportunities to **learn and apply specialized content and discipline knowledge** contained in **approved state** and/or **national discipline specific standards**. These specialized standards include, but are not limited to, Specialized Professional Association (SPA) standards, individual state standards, standards of the National Board for Professional Teaching Standards (NBPTS), and standards of other accrediting bodies [e.g., Council for Accreditation of Counseling and Related Educational Programs (CACREP)]

# PROGRAM REVIEW OPTIONS

- **CAEP-state agreements determine program review options for EPPs within state** (29 agreements signed to date)
- **Available program review options for EPPs in states with agreements:**
  - SPA review with National Recognition (*3 years prior to site visit*)
  - CAEP program review with feedback (*part of self-study report*)
  - State review of programs (*determined by state*)
- **Available program review options for EPPs in states without agreements:**
  - SPA review with National Recognition (*3 years prior to site visit*)
  - CAEP program review with feedback (*part of self-study report*)
  - State review of programs (*EPP coordinates with state to obtain and provide state agency report*)

# EXAMPLES: STATE-SELECTED PROGRAM REVIEW OPTIONS\*

STATE	SPA REVIEW	REVIEW WITH FEEDBACK	STATE REVIEW
ARKANSAS	X	X	X
DELAWARE	X	-	-
INDIANA	X	-	X
KANSAS	-	-	X
NEW JERSEY	X	X	-

\* Information on program review options by state is available on the CAEP website:

<http://caepnet.org/working-together/state-partners/state-partnership-agreements>

# SPA PROGRAM REVIEW OPTION WITH NATIONAL RECOGNITION

## Two Steps in CAEP Accreditation Process if Selecting SPA Review Option:

Step #1: **Initial review report** submitted to SPA three years prior to site visit  
(*Program level review*)

*Example:* Site Visit in **Fall 2020** → Initial SPA review in **Fall 2017**

Step #2: **Self-study report** submitted to CAEP nine months prior to site visit  
(*Provider level review*)

*Example:* Site Visit in **Nov. 2020** → Self-study report in **Mar. 2020**

# QUESTIONS THAT PROGRAM REVIEW ADDRESSES

- What degree of **competence in content knowledge** do candidates demonstrate?
- Can candidates successfully **develop a conceptual plan** for their teaching and other professional education responsibilities?
- Can candidates **implement their conceptual plan** with students and colleagues?
- Are candidates **effective** in promoting student learning?
- Do candidates **meet state licensure** requirements?



# SPA REVIEW: TIMING AND CYCLES

- INITIAL REVIEW DUE DATE: 3 years prior to site visit

*Example:* Site Visit in **Fall 2020** → Initial SPA review in **Fall 2017**

- PURPOSE:

- Gather **evidence** for current accreditation cycle (CAEP Standard 1)
- Initiate process to **receive** full **National Recognition** by visit date
- Initiate process to **continue prior National Recognition** status before expiration

- REVIEW CYCLES: 2 times per year

Spring Cycle Due Date: March 15

Fall Cycle Due Date: September 15

Spring Cycle Decisions: August 1

Fall Cycle Decisions: February 1

# STAGES OF SPA REVIEW PROCESS

- INITIAL SUBMISSION: **3 years** before site Visit
- SHELL REQUESTS BEGIN: **1 year** before submission date
- SHELL REQUESTS ENDS (moving forward): **5 days** before submission date (**March 10** for spring cycle and **September 10** for fall cycle)
- SHELL REQUEST SUBMISSION:
  - List all programs preparing P-12 professionals in each specialization area in AIMS to enable shell request submission
  - Submit shell requests through CAEP's Accreditation Information Management System (AIMS): [http://aims.caepnet.org/AIMS\\_login.asp](http://aims.caepnet.org/AIMS_login.asp)
  - Directions requesting shells provided on CAEP website: <http://caepnet.org/accreditation/caep-accreditation/spa-program-review-policies-and-procedur>
  - CAEP staff creates shells after receiving request



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- Safari for Macintosh

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Macintosh users please [click here](#)

# SPA REPORT FORMAT: OPTION- A (MOST COMMONLY SELECTED AND SPA RECOMMENDED)

MEETING SPA STANDARDS USING 6-8 ASSESSMENTS AS REQUIRED BELOW:

- Assessment 1: State Licensure Examination Data (demonstrating candidates' content knowledge)
- Assessment 2: Additional Assessment of Candidates' Content Knowledge
- Assessment 3: Assessment of Candidates' Ability to Plan Instruction
- Assessment 4: Assessment of Student Teaching/Internship Performance
- Assessment 5: Assessment of Candidate Impact on Student Learning
- Assessment 6: Additional Assessment (To Meet Specific SPA Requirements)
- Assessments 7 and 8: Optional

# SPA REPORT FORMAT: OPTION- B (EPP-DEFINED ASSESSMENTS)

MEETING SPA STANDARDS USING MAXIMUM 8 ASSESSMENTS INCLUDING:

- **State licensure** examination data
- Additional evidence of candidates' **content knowledge**
- Evidence of candidates' **pedagogical content knowledge** and skills
- Evidence of candidates' **impact of student learning**

# TYPES OF SPA REPORTS

REPORT TYPES BY SEQUENCE	RELATION TO PRIOR DECISIONS	OPPORTUNITIES
INITIAL REVIEW REPORT	Nationally Recognized/ Not Recognized	Once (3 years before site visit)
RESPONSE TO CONDITIONS REPORT	Nationally Recognized With Conditions	Maximum Of Two
REVISED REPORT	Further Development Required/ Nationally Recognized With Probation	Maximum Of Two

# DATA REQUIREMENTS BASED ON REPORT TYPE

REPORT TYPES BY SEQUENCE	DATA REQUIREMENT	ASSESSMENTS
INITIAL REVIEW REPORT	2 Most Recent Applications  <i>(3 Applications Of State Licensure Examination Data)</i>	6-8 Assessments
RESPONSE TO CONDITIONS REPORT	1 Most Recent Applications Of Revised Assessments	Only Assessments Undergoing Revision
REVISED REPORT	1 Most Recent Applications Of Revised Assessments	6-8 Assessments Undergoing Revision

# CAEP PROGRAM REVIEW WITH FEEDBACK OPTION

## **The Single Step Process**

Program level review → Part of 9 months out self-study report



# CAEP PROGRAM REVIEW WITH FEEDBACK OPTION: TIMING AND PURPOSE

- EVIDENCE SUBMISSION: Included as part of self-study report
- REVIEWED BY: Site visit team
- PURPOSE:
  - Gather program level evidence for current accreditation cycle
  - Provide evidence for CAEP Standard 1 (**Initial-Level** Program) or Standard A.1 (**Advanced-Level** Program)
  - Receive formative feedback on meeting CAEP Standard 1 and/or A.1
  - Feedback used by CAEP's Accreditation Council to make accreditation decisions
  - Feedback may be used by states to understand if program meets state expectations

# GENERAL EXPECTATIONS

- 3 cycles of data submitted and analyzed as part of self-study report
- Disaggregated data provided on candidates enrolled for main and branch campuses
- Cycles of data must be sequential and latest available
- The review is based on guidance provided in the *CAEP Evidence Guide*

# PROGRAM REVIEW WITH FEEDBACK: PROCESS

- DATA:
  - Provide data disaggregated by specialty area
  - Provide 3 cycles of most recent data from common assessments required of all candidates for program completion
    1. Align data with CAEP Standard 1 (or A.1), **And**
    2. Align data with InTASC Standards on Content and Pedagogy (by default), **Or**  
Align data with state-specified standard (if applicable)
  - Provide general description of assessment
  - Provide scoring guides
  - Provide data charts at the level data were collected
  - Analyze evidence by comparing, benchmarking, interpreting candidate performance trends across programs

# PROGRAM REVIEW WITH FEEDBACK: PROCESS

- The EPP addresses the following questions for programs selecting the Review with Feedback Option:
  - Based on the analysis of the disaggregated data, how have the **results** of specialty licensure area evidence been used to **inform decision-making** and **improve instruction** and **candidate learning outcomes**?
  - Based on the analysis of specialty licensure area data, how have individual licensure areas **used data as the basis for change**?
  - How does the specialty licensure area data **align with** and **provide evidence for** meeting the **state-selected (or InTASC) standards**?

# MORE DETAILS ON SPA AND REVIEW WITH FEEDBACK OPTIONS

- Policies on the SPA review option: *Guidelines with Program Review with National Recognition.*

CAEP website: <http://caepnet.org/accreditation/caep-accreditation/spa-program-review-policies-and-procedur>

- Policies on the CAEP review with feedback option: *Technical Guide for CAEP Program Review with Feedback.*

CAEP website: <http://caepnet.org/accreditation/caep-accreditation/program-review-options/caep-program-review-with-feedback>

# RESOURCES ON PROGRAM REVIEW

- SPA PROGRAM REVIEW POLICIES AND PROCEDURES:

<http://caepnet.org/accreditation/caep-accreditation/spa-program-review-policies-and-procedur>

- SPA-SPECIFIC RESOURCES: <http://caepnet.org/accreditation/caep-accreditation/spa-standards-and-report-forms>

- PROGRAM REVIEW WITH FEEDBACK POLICIES AND PROCEDURES: <http://caepnet.org/accreditation/caep-accreditation/program-review-options/caep-program-review-with-feedback>

# MORE RESOURCES

- CAEP-STATE AGREEMENTS:

<http://caepnet.org/working-together/state-partners/state-partnership-agreements>

- SPA COORDINATORS' CONTACT INFORMATION:

<http://caepnet.org/working-together/member-partners>

# CONTACTS: PROGRAM REVIEW STAFF

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# QUESTIONS?

Consider Attending:

*SPA Success Stories Session*  
Friday, March 24, 9:00- 10:00 AM