

CAEP Application for Accreditation – Phase I

Part I: Contact Information for the Educator Preparation Provider

Name of Educator Preparation Provider (e.g., School of Education or other entity)

Address of Administrative Office: _____

URL of EPP Website: _____

Institution/Organization in which the EPP is housed, if different than the EPP (e.g., the College or University in which the school, college, or department of education is housed)

Address of Administrative Office: _____

URL of Institution/Organization Website: _____

Name of Head Administrator of the EPP _____

Title: _____ Phone: _____ Fax: _____

E-mail: _____

Name of Chief Executive Officer of Institution/Organization¹, if different from the Head Administrator of the EPP

Title: _____ Phone: _____ Fax: _____

E-mail _____

¹ The Chief Executive Officer may be a CEO of an organization, a campus president, the EPP's President, a system Chancellor or Vice-Chancellor. This individual is responsible for the entire entity in which an EPP resides or the EPP itself.

Part II: Proposed Accreditation Pathway and Onsite Visit Month and Year

Identify one of the following accreditation pathways for the EPP's accreditation review. Information on the distinctive features of each accreditation pathway is available on the CAEP website (www.caepnet.org) and accessible in the Accreditation Manual, downloadable from [here](#) under the heading 'CAEP Accreditation Process.'

- Selected Improvement** (page 52 of Accreditation Manual): asks the provider to select a standard or standards and/or components and develop an improvement plan that addresses them and uses evidence from the self-study to demonstrate improvement.
- Inquiry Brief** (page 40 of Accreditation Manual): a self study that focuses on evidence of candidates' professional competence, improving the quality of that evidence, and the EPP's own capacity for program quality, each confirmed via an academic audit.
- Transformation Initiative** (page 64 of Accreditation Manual): a self study that focuses on innovation research efforts to improve the preparation of educators and contribute to the research base of the profession. **-CURRENTLY UNAVAILABLE-**

The identification of a pathway at the application phase assists CAEP staff in identifying appropriate follow-up materials and in establishing the EPP's primary point of contact for the accreditation review. It may be possible to change pathways at least one year prior to the proposed site visit. EPPs considering a change in pathway should consult with CAEP staff.

An onsite visit is proposed for _____(month) and _____(year).⁴

Part III: Program Completer and Application Compiler Information

Total number of professional education program completers (reported in the last academic year for which data are available): _____

Program completers are all individuals who:

- completed a program that made them eligible for a teaching license²,
- are licensed teachers who completed a graduate program,
- completed a program to work as a school administrator, school psychologist, school library media specialist, reading specialist, and other specialties in schools³, or
- completed a bachelor's, post-bachelor's, master's, specialist, or doctoral program in the EPP whether or not that program leads to a state license or credential.

Academic year of reported data: 20 ____ - 20 ____

² May be a professional degree, teaching certificate, or other nomenclature used in different states or outside of the United States.

³ These programs are designed for professionals who work in P-12 settings to perform duties other than classroom teaching but are housed in or administered by the EPP. Outside of the United States these programs may or may not be included. Seek clarification from CAEP staff.

⁴ Proposed visit date must be commensurate with the timelines, procedures, and policies of proposed pathway.

Name of EPP Representative Completing the Application _____

Signature: _____ Date of submission: _____

Name (printed): _____

Title: _____

Phone: _____ Fax: _____

E-mail: _____

Part IV: Approval by Key EPP Administrators

To proceed with CAEP eligibility, the approval of the head administrator of the EPP (e.g., dean, director, or chair) and the chief executive officer (CEO) of the organization/institution are required. The signatures indicate that the information in this report is accurate and that the EPP:

1. Agrees to provide all information requested by CAEP to carry out its accrediting functions.
2. Agrees to complete the accreditation process according to published CAEP policies, including schedule requirements for the selected accreditation pathway (requests to change pathway must be made at least one year in advance of the site visit and may impact timelines).
3. Agrees to comply with CAEP policies, including disclosure of accreditation status (see [CAEP Policy Manual](#): Policy XXXIX, Public Disclosure and Transparency of Accreditation Information).
4. Submits its annual fee according to the [fee schedule](#) on the CAEP website and agrees to pay future annual fees and any fees associated with accreditation visits.

Chief Executive Officer of the Organization/Institution

Date

Name (printed)

Head Administrator of the Educator Preparation Provider (EPP)

Date

Name (printed)