

**State of Wyoming Professional Teaching Standards Board and  
the Council for the Accreditation of Educator Preparation**

**Partnership Agreement**

In order to promote excellence in educator preparation by coordinating Wyoming state program approval and national accreditation reviews for educator preparation providers (EPPs), and to eliminate duplication of effort and reporting, the Council for the Accreditation of Educator Preparation (CAEP) and the Wyoming Professional Teaching Standards Board (PTSB) enter into this partnership agreement. This agreement describes the partnership and delineates the processes and policies for CAEP accreditation in Wyoming.

**I. Standards for National Accreditation of Educator Preparation Providers**

- A. CAEP educator preparation provider standards must be met on the basis of sufficient, accurate, and trustworthy quality evidence to merit national accreditation by CAEP.
- B. PTSB standards and institutional standards also may be applied in the CAEP accreditation process.

**II. Process of National Accreditation for Educator Preparation Providers**

- A. The process for national accreditation by CAEP is outlined in CAEP policies. EPPs seeking CAEP accreditation must satisfy eligibility requirements, submit a self-study in a CAEP-approved format for formative feedback through off-site review, facilitate the posting of a call for public comment and distribution of third-party surveys to stakeholders, host a site visit, and complete an approved review process for all programs of study leading to professional practice in a school setting.
- B. Terms of accreditation shall be for seven (7) years. EPP accreditation status is subject to CAEP policies, including annual payment of fees and submission of an annual report as required.

**III. Standards and Processes for Program Review**

- A. The educator preparation provider may choose from among any of the three program review options listed in 111.0 below that have been approved by PTSB in this partnership agreement. EPPs will submit program reports following the instructions for the selected program review process.
- B. PTSB initially has sole responsibility for licensure and endorsement program approval. All new programs must be approved by PTSB through its program approval process for new programs. PTSB will utilize information generated from the three program review options to make decisions regarding PTSB continuing program approval. Using information provided as part of the accreditation and program review process, PTSB makes the final decision on approval of all educator programs.

C. As evidence of quality, CAEP accepts the decisions of national accrediting organizations for specialized professional program areas that are recognized by the U.S. Department of Education or the Council for Higher Education Accreditation. Proper documentation of current accreditation must be presented by the EPP.

D. EPPs will choose from among three review options for each license or endorsement program and may choose different options for different program areas. For purposes of PTSB program approval, PTSB recognizes the following program review options:

**1. CAEP Program Review with National Recognition:**

CAEP program review with national recognition applies specialized professional associations' (SPAs) standards in the SPA review process and can result in national recognition. PTSB will review the program review reports and will make a decision on continued Wyoming approval for each.  
*See: Websites of CAEP and of particular SPAs for more information.*

**2. CAEP Program Review with Feedback:**

CAEP program review with feedback provides information to educator preparation providers, states, and accreditation teams for clusters of program areas. PTSB will review the feedback report and will make a decision on continued Wyoming approval. Program clusters will be reviewed by trained CAEP reviewers based on selected standards.  
*See: [www.caepnet.org](http://www.caepnet.org) for more information.*

**3. State Review by PTSB:**

PTSB conducts program reviews for purposes of Wyoming program approval and to inform CAEP accreditation. PTSB provides forms and instructions on how to meet all Wyoming Standards for licensure/endorsement program approval. Upon completion of the PTSB forms, trained reviewers are selected and assigned within appropriate content areas. Reviewers make recommendations for further action and/or approval to PTSB.  
*Contact PTSB for more information on the Wyoming review process.*

**IV. Accreditation Review Team Composition**

- A. The accreditation review team is appointed by CAEP according to the guidelines and policies for each selected accreditation pathway and will consist of a joint review team with no more than four (4) national reviewers and three (3) state reviewers. Additionally, PTSB may also choose to have a representative on each team.
- B. The following conditions apply to all teams:
- All members of review teams must have successfully completed CAEP review team member training.
  - A P-12 practitioner shall be a member of each CAEP team.

- The Wyoming Education Association (WEA) may appoint an observer for the onsite review at the association's expense.
- The EPP will assume all expenses-including travel, lodging and meals- for CAEP and state team members including the PTSB representative, as well as the periodic evaluation fee. Onsite team activities will be conducted according to CAEP policy.
- The CAEP team report will be shared with PTSB; the state and CAEP will share data as needed.
- To assure educator preparation providers and the public that CAEP reviews are impartial and objective, to avoid conflicts of interest, and to promote equity and high ethical standards in the accreditation system, accreditation review team members will adhere to CAEP's *Code of Conduct*.

## V. **Other Terms and Conditions**

- A. CAEP will collaborate with PTSB to plan, design and implement a range of training opportunities for reviewers. As part of this agreement, PTSB contact(s) may participate in all web trainings. The registration fee for one PTSB contact will be waived for one annual CAEP Conference; however the Wyoming contact must assume other expenses. CAEP will assume all expenses for one PTSB contact to attend the annual CAEP Clinic, with additional Wyoming staff welcome at their own expense, including a registration fee. Additional training events may be arranged, including events in the state, on a cost-recovery basis with arrangements negotiated according to CAEP's policies regarding fees and expenses for training.
- B. PTSB will receive copies of all pertinent accreditation and specialized program area approval documents and reports through access to the CAEP Accreditation Information Management System (AIMS); agency personnel will be supplied with login information, passwords, and technical support.
- C. PTSB will provide to CAEP its policy leading to a "Change in Status." PTSB will notify CAEP within 30 days of action taken when a CAEP accredited educator preparation provider has had a "Change in Status" as a result of a decision on specialized professional program status by PTSB for educator preparation.
- D. Responses to the final reports by the EPP and/or PTSB will follow procedures and timelines established in CAEP policy.
- E. Wyoming EPPs that are seeking CAEP accreditation or hold CAEP accreditation status will pay annual CAEP fees.
- F. PTSB will be responsible for annual CAEP membership dues. Final accreditation decisions are posted on CAEP's website. CAEP sends the PTSB Executive Director a letter with the official accreditation decision. Additionally, CAEP provides written notice of all accreditation decisions to the U.S. Department of Education, all accrediting agencies recognized by the U.S. Department of Education, and the Council for Higher Education Accreditation, and the public (via the CAEP website).

- G. The partnership agreement shall be for an initial period of seven years (February 1, 2014 through January 31, 2021) and may be modified by the two parties during that time, if deemed to be necessary.
- H. PTSB will work with associations that represent P-12 educators (NEA, AFT, NBPTS), education preparation providers, and education administrators to establish credit toward continuing education units or professional development requirements at the local district level that may be applied toward licensure renewal requirements in return for the state's P-12 educators' professional contributions to the work of CAEP as visiting team members or program reviewers.
- I. The terms of this agreement have been reached by mutual consent and have been read and understood by the persons whose signatures appear below. The parties agree to comply with the terms and conditions of the plan as set forth herein.

James G. Cibulka, President  
Council for the Accreditation of Educator Preparation

Andrea Bryant, Executive Director  
State of Wyoming Professional Teaching Standards Board