



Partnership Agreement
Delaware Department of Education (DDOE)
and
The Council for the Accreditation of Educator Preparation (CAEP)

Whereas, in order to promote excellence in educator preparation by coordinating Delaware state approval and national accreditation reviews of Educator Preparation Providers (hereinafter EPPs), the Council for Accreditation of Educator Preparation (hereinafter CAEP) and the Delaware Department of Education (hereinafter DDOE) enter into this partnership agreement. The Agreement describes the partnership and delineates the process and policies for CAEP accreditation in Delaware.

Whereas, pursuant to the provisions of 14 Del.C. §122(b) (22) and 14 Del.C. §1280(a), no individual, public or private educational association, corporation or institution, including an institution of post-secondary education, shall offer an Educator Preparation Program for the training of educators to be licensed in Delaware without first having procured the permission of the Department for the offering of educator preparation programs.

Whereas pursuant to the approval process for Educator Preparation Programs set forth in 14 DE. Admin Code 290 (hereinafter Regulation 290), institutions seeking to receive and maintain approval of EPPs in Delaware shall meet the requirements detailed in Regulation 290, which include meeting the Educator Preparation Provider and Program Standards established by CAEP and appropriate standards established by any applicable Specialized Professional Association (hereinafter SPA), or the program approval process where no SPA is available.

Whereas CAEP is a non-governmental, voluntary association committed to the effective preparation of teachers and other P-12 professional educators; and

Whereas, CAEP, through an autonomous Accreditation Council, accredits educator preparation providers (EPPs) and advances excellent educator preparation through evidence-based accreditation that assures quality and supports continuous improvement to strengthen P-12 student learning; and

Whereas, CAEP is a nationally recognized accreditor, having earned recognition by the Council for Higher Education Accreditation (CHEA), and is seeking recognition by the United States Secretary of Education, and, therefore, develops policy and procedures aligned with all applicable requirements of CHEA and, to the extent practicable, the U.S. Department of Education and

Whereas the Delaware Department of Education (DDOE) supports continuous improvement in educator preparation.

CAEP and DDOE hereby enter into this Agreement detailing DDOE's preferences with regard to program review options and review team composition for accreditation site review conducted by CAEP of EPPs operating within the State of Delaware and establishing the primary responsibilities each party has in supporting CAEP Accreditation activities involving all such EPPs.

Definitions*

- **Institutional Recommendation for Licensure and Certification** - A statement by an EPP that a candidate has met all requirements of a DDOE-approved program and is therefore eligible for initial licensure and the certification corresponding to the candidate's program
- **Specialized Professional Associations** - A national organization of teachers, professional education faculty, and/or other school professionals who teach a specific content area (e.g., mathematics or social studies), teach students at a specific developmental level (i.e., early childhood, elementary, middle level, or secondary), teach students with specific needs (e.g., special education teachers), or provide services to students (e.g., school counselors, school psychologists, or principals), and who are affiliated with CAEP as partners in the review of educator preparation in their field of expertise.
- **Trained Reviewers (Site Reviewers)** - Volunteer evaluators, subject to qualifications, training, and selection criteria provided for in Accreditation Policy, who review educator preparation providers (EPPs) as part of the accreditation process. Site visitors examine the EPP against the evidence presented to make a case for meeting the CAEP Standards.

* Refer to the CAEP Glossary.

1. CAEP Standards and Scope of Accreditation

The Parties understand and agree that:

The CAEP Board of Directors (CAEP Board or Board) has adopted standards (CAEP Standards or Standards) that serve as the basis for all accreditation reviews undertaken by CAEP. The CAEP Standards reflect the voice of the education field on what makes a quality educator.

- 1.1 As a result of the ongoing critical self-review that CAEP undertakes to maintain and improve the quality of CAEP Accreditation, the CAEP Board will undertake a comprehensive review and revision of the CAEP Standards on a schedule set by the Board. It may, as needed, make interim amendments to the Standards. CAEP will seek stakeholder and public input in making such changes, including information from DDOE and its EPPs.
- 1.2 The parties agree to follow the standards as required by CAEP for data collection and the accreditation visit.
- 1.3 The CAEP scope of accreditation, as defined in CAEP's Accreditation Policy, provides for the review of Initial-Licensure Preparation and Advanced-Level Preparation.

- 1.3.1.1 Initial-Licensure Preparation is the preparation leading to an institutional recommendation for initial licensure and certification, which are designed to develop P-12 teachers.
- 1.3.1.2 Advanced-Level Preparation is preparation at the post-baccalaureate or graduate level leading to an institutional recommendation for licensure, certification, or endorsement. These programs are designed to develop P-12 teachers who have already completed an initial-licensure program, currently licensed administrators, or other certificated school professionals for employment in P-12 schools/districts.

2. CAEP's Responsibility for Education Preparation Provider (EPP) Accreditation

The Parties understand and agree that:

- 2.1. CAEP, through the Accreditation Council, has sole responsibility for granting CAEP Accreditation to an EPP through continuous accreditation and the CAEP eligibility processes described in CAEP policy.
- 2.2. The process required for national accreditation by CAEP is outlined in the policies and procedures of CAEP and the Accreditation Council, both of which may be revised from time to time. It is the responsibility of DDOE and any EPP seeking CAEP Accreditation to stay informed of any such changes as they may impact the CAEP Accreditation process from the time of their adoption or publication.

3. State's Responsibility for Program Approval

The Parties understand and agree that:

- 3.1. DDOE has responsibility for program approval. In granting program approval, DDOE will utilize information generated from CAEP's review of an EPP, including but not limited to an Accreditation Council decision on CAEP Accreditation and the assignment of any Areas for Improvement (AFIs) or Stipulations, as described in Accreditation Policy. Although DDOE may elect to have state-specific standards and/or requirements incorporated into the CAEP review, consistent with the program review options outlined below, information gathered on an EPP's compliance with CAEP Standards and requirements will be used by the Accreditation Council to make a decision.
- 3.2. DDOE will periodically review its program review requirements against the CAEP Standards and policies and annually make CAEP aware of any conflicts or potential inconsistencies so that all parties to this Agreement are aware of any such issues and can work constructively together to minimize any challenges that may arise from them.

4. CAEP Accreditation Cycle

The Parties understand and agree that:

- 4.1. The CAEP Accreditation cycle involves an EPP in continuous improvement and requires an EPP to demonstrate that it meets CAEP's high standards of quality needed to improve P-12 student learning.

- 4.2. To merit full accreditation by CAEP, an EPP must meet all CAEP Standards based on sufficient and accurate evidence.
- 4.3. A Site Review carried out by an Evaluation Team is an essential part of the accreditation process. The assigned team members investigate the quality of an EPP's evidence, including the accuracy and consistency of the evidence related to CAEP Standards. CAEP's Accreditation Policy, CAEP may utilize a virtual site review or have one or more review team members participating using electronic means.
- 4.4. DDOE elects that CAEP reviews of EPPs in Delaware will be carried out using review teams composed as follows:
 - 4.4.1 **Joint Review Team.** For any review except one required in conjunction with an accreditation decision of Accreditation with Stipulations or Probationary Accreditation, the composition of the Review Team will be as follows:
 - 4.4.1.1 For a Review involving only one level of accreditation (i.e., initial or advanced), the Joint Review Team includes four national reviewers appointed by CAEP and up to three reviewers selected by DDOE.
 - 4.4.1.2 For a Review involving both levels of accreditation, initial and advanced-level, the team will include five CAEP-appointed reviewers and up to four state-appointed reviewers.
 - 4.4.1.3 For a Stipulation or Probation review, teams are composed of two CAEP-appointed reviewers. DDOE may choose to add one reviewer for a total of a three-person team, and CAEP will appoint the lead reviewer.
 - 4.4.1.4 DDOE shall provide CAEP with its recommended review team members within any timelines established by CAEP in the Accreditation Policy and workbook. If DDOE is unable to appoint members, CAEP will appoint from the national pool of site visitors a CAEP-only team. All such teams are led by a review team chair appointed by CAEP. All members responsible for writing any part of the report will be trained reviewers as defined above.
- 4.5. Before assignment to any CAEP review team, an individual must have completed CAEP training for review team members and agree to adhere to CAEP's code of conduct, including confidentiality and conflicts of interest.
- 4.6. When possible, each review team shall include a P-12 practitioner who may or may not be responsible for writing any part of the report. DDOE will make recommendations for P-12 practitioners through the CAEP accreditation platform.
- 4.7. At the discretion of DDOE, the Delaware State Education Association (DSEA) may appoint one (1) representative to observe the site review. The association or DDOE must cover any expenses associated with the attendance of an observer. Prior to participation, any observer must acknowledge agreeing to adhere to CAEP's policies and procedures

regarding site reviews and the CAEP code of conduct, including confidentiality and conflicts of interest.

- 4.8. All site review activities will be undertaken during any period of the week that DDOE, the EPP, and CAEP, mutually determine to be the best possible visit period.
- 4.9. The site review by a CAEP review team will be conducted in accordance with the policies and procedures of CAEP and the Accreditation Council.
- 4.10. CAEP is not responsible for site review expenses for DDOE-assigned personnel.
- 4.11. The EPP and DDOE may request CAEP replace any site reviewer who either does not meet site reviewer qualifications established in Accreditation Policy and Procedures or if the EPP or DDOE has cause to believe a site reviewer has a conflict of interest with regard to the EPP.
- 4.12. An EPP that is subject to the jurisdiction of DDOE may choose from among any of the following program review options for CAEP Accreditation; however, under Delaware Code and Regulations, only DDOE will have the final authority to make the final determination regarding the institutional recommendation.
 - 4.12.1. **Specialty Program Review with National Recognition.** The goal of the specialized professional association (SPA) Program Review with National Recognition is to align specialty licensure area data with national standards developed by SPAs in order to receive national recognition at the program level. The Evaluation Team will consider evidence that the EPP has gathered from the National Recognition decision-making process and made available in SPA program level reports to meet the sufficiency criteria related to CAEP Standard 1, Component R1.2 (Initial) and/or Standard A.1, Component A1.2 (Advanced). The State may review SPA program reports and use them to make decisions regarding ongoing state program registration.
 - 4.12.2. **State Review by State Authority.** DDOE conducts program reviews for State approval and to inform CAEP Accreditation. An EPP selecting the DDOE Review option will follow State guidelines, which require submitting program outcome evidence. DDOE will provide forms and instructions on meeting all State standards for licensure/certificate program approval. Once an EPP submits all required reports, trained reviewers are selected and assigned within appropriate content areas. Reviewers will make recommendations for further action and/or approval to DDOE. CAEP's Evaluation Team will consider evidence that the EPP presents as gathered from the State Review and decision-making process to meet the sufficiency criteria related to CAEP Standard I, Component R1.2 (Initial) and/or Standard A.1, Component A1.2 (Advanced).
 - 4.12.3. **CAEP Evidence Review of Standard I/A.I.** Evidence for the CAEP Evidence Review of Standard I/A.I process is developed through the analysis of an EPP's outcome assessment data aligned to specialty licensure area standards delineated in CAEP Standard 1, Component R1.2 (Initial) and/or Standard A. I, Component A1.2 (Advanced). CAEP's Evidence Review of Standard I/A. I provides information to the State on both the alignment of evidence with state standards in an area of licensure and the disaggregated results that may be used for internal review of programs to demonstrate

candidates' ability to apply content and pedagogical knowledge in the area of licensure.

- 4.13. The specific timeline established for the review of an EPP, as well as CAEP consideration of any request for an extension, will be decided by CAEP and the Accreditation Council and in consideration of any relevant information or recommendation provided by DDOE, on a case by case basis and in accordance with CAEP and Accreditation Policies.
- 4.14. Once granted full CAEP Accreditation, an EPP's term of accreditation shall be seven (7) years. Shorter periods are granted with a decision of accreditation with stipulations or probationary accreditation. Throughout its term, to maintain accreditation, an EPP must comply with CAEP Accreditation Policies, including policies regarding the payment of annual dues and the submission of annual reports.
- 4.15. An EPP for which the Accreditation Council issues a decision to deny or revoke accreditation may have a right to petition for an appeal subject to Appeals Policy.
- 4.16. DDOE will notify CAEP within thirty (30) days of the action taken when a CAEP-accredited EPP has had a "Change in State Status" as a result of a decision on Specialized Professional Association (SPA) program approval status by DDOE. CAEP will notify DDOE of any changes in accreditation status, including changes in SPA approval status, within 30 days.
- 4.17. Accreditation-specific terminology and definitions used by CAEP as part of its EPP review and accreditation processes may vary from similar terms and definitions used by DDOE. Any definitions of key terms and glossaries created by CAEP are available on the CAEP website [<http://cacpnet.org/glossary>]. DDOE should inquire with CAEP about the definition of any term if there is uncertainty regarding its meaning in the CAEP Accreditation context.

5. Opportunities for State Input

The Parties understand and agree that:

- 5.1. CAEP will afford DDOE multiple opportunities to provide CAEP, the review team, and members of the Accreditation Council with any information or data DDOE deems relevant to the accreditation of an EPP, as follows:
 - 5.1.1. At least sixteen (16) weeks prior to any scheduled site review, CAEP will give DDOE notice of the upcoming site review. At any time, up to six (6) weeks before the scheduled site review, DDOE may provide CAEP with comments and information on the EPP for consideration by the evaluation team. EPPs will be given an opportunity to respond to any such comments prior to the site review.
 - 5.1.2. At any time, DDOE may file a complaint regarding an EPP with the Accreditation Council for investigation and consideration as part of the EPP's ongoing cycle of CAEP Accreditation. In accordance with Accreditation Policy, adverse action may result from any such investigation.

- 5.2. In the event a Delaware EPP petitions for the appeal of adverse action of the Accreditation Council, CAEP will notify DDOE that such petition has been received. Any notification of a decision made by an ad-hoc appeal panel **will** be made in accordance with Section 6, below, and the detailed notification provisions included in Accreditation Policy.

6. Decisions of the Accreditation Council and Appeals Council

The Parties understand and agree that:

- 6.1. The Accreditation Council makes decisions regarding the accreditation of EPPs at meetings held not less than two (2) times each year.
- 6.2. Following any decision of the Accreditation Council to deny or revoke the accreditation of an EPP, the EPP is promptly informed of its option to file a petition for an appeal and the appeal requirements. Appeals criteria and process information are included in Appeals Policy.
- 6.3. CAEP provides written notice of each decision of the Accreditation Council and an Ad-hoc Appeal Panel in accordance with CAEP policies.
- 6.4. The written notice CAEP provides regarding its accrediting decisions includes notice to DDOE, which is a party to this Agreement. Specifically, such notice will be provided no later than thirty (30) days following a decision to award initial accreditation or renew or continue accreditation. In the event of a final decision to place an EPP on probation, grant provisional accreditation, or to deny or terminate the accreditation of an EPP, notice will be provided to DDOE at the same time notice of the decision is given to the EPP, but no later than thirty (30) days after the decision is reached. Within thirty (30) days of receiving notification from an EPP that the EPP has decided to withdraw voluntarily from accreditation or let its accreditation lapse CAEP will provide DDOE with written notice.

7. Data Sharing

The Parties understand and agree that:

- 7.1. The CAEP Standards and process for CAEP Accreditation require an EPP to collect and share data. To the extent that DDOE maintains data necessary for CAEP's review of an EPP, subject to any data sharing agreement that may exist between an EPP and DDOE, CAEP expects that DDOE will make the relevant data available to EPPs at no cost, in a timely manner, with all personally identifiable information removed or redacted, and with all appropriate permissions to use the data for CAEP Accreditation activities.
- 7.2. To facilitate the reviews necessary for CAEP Accreditation, CAEP will provide DDOE and each dues-paying EPP in DDOE with access to the CAEP accreditation platform, CAEP's data, and information management system. Should DDOE or any EPP fail to pay annual dues to CAEP in a timely manner, CAEP reserves the right to suspend access to the CAEP accreditation platform until any outstanding dues are paid.
- 7.3. CAEP policies and the CAEP accreditation platform include information on the

confidential nature of information maintained within the CAEP accreditation platform. All CAEP accreditation platform users must acknowledge CAEP's confidentiality policy and agree to adhere to it.

8. Partnership dues, State Benefits, and dues for Additional Services

The Parties understand and agree that:

- 8.1. DDOE will be responsible for paying annual State Partnership dues (See Appendix A). Dues may be reviewed and updated annually by CAEP. Should the amount of DDOE's annual State Partnership dues be changed during the term of this Agreement, CAEP will notify DDOE of the new dues amount and the effective date.
- 8.2. CAEP will provide up to three (3) individuals employed by DDOE with access to the CAEP accreditation platform.
- 8.3. During each year covered by this Agreement, CAEP will waive the CAEP Conference registration fee for one (1) designated State representative; however, DDOE or State representative must assume other expenses associated with attending the conference.
- 8.4. During each year covered by this Agreement, CAEP will assume all expenses for one (1) designated State representative to attend the annual CAEP Clinic. A registration fee will be assessed for any additional State staff, and they must assume other expenses associated with attending the clinic.
- 8.5. CAEP offers states access to CAEP National Training for up to five (5) site reviewers a year, including training and travel (additional participants may be added based on need and a cost-recovery basis). CAEP may also offer other training opportunities for state reviewers. Supplemental training events that are arranged, including events in DDOE, will be provided by CAEP on a cost-recovery basis and with specific arrangements negotiated according to CAEP's policies regarding dues and expenses for training.
- 8.6. DDOE will work with associations that represent P-12 educators (NEA, AFT, NBPTS), EPPs, and education administrators to establish credit toward continuing education units or professional development requirements at the local district level in return for DDOE P-12 educators' professional contributions to the work of CAEP as site review team members.

9. State and CAEP Contacts

The Parties understand and agree that:

- 9.1. DDOE will designate a liaison to serve as the primary contact for CAEP throughout the term of this Agreement.
- 9.2. CAEP will designate a liaison to serve as the primary contact for DDOE through the term of this Agreement

- 9.3. All EPPS will designate a liaison to serve as the primary contact for DDOE through the term of this Agreement.

10. Agreement Term and Amendments

The Parties understand and agree that:

- 10.1. CAEP and DDOE enter into this partnership agreement for the seven (7)-year period beginning January 31, 2022, and ending January 31, 2029.
- 10.2. The Parties will review this Agreement at least annually and, as necessary, propose any amendment deemed appropriate and which may be adopted upon the Agreement of the Parties.
- 10.3. Should any provision of this Agreement be determined to conflict with CAEP policy, including the policies of the Accreditation Council and Appeals Council, CAEP agrees and understands that in the event of a dispute, DDOE and LEAs will comply with current Delaware Code and Regulations.
- 10.4. The partnership agreement shall be for an initial period of seven years and may be modified by the two parties during that time if deemed to be necessary. This Agreement may be terminated in whole or in part by the DDOE for its convenience, but only after CAEP is given: 1) not less than 30 calendar days written notice of intent to terminate and 2) an opportunity for consultation with DDOE prior to termination.

By signing this Agreement, the undersigned agrees to be bound by the terms outlined above and affirms that they have the authority to enter into this Agreement on behalf of their

S, liLJ

PARTIES	DEPARTMENT OF EDUCATION
Authorized Signature	
Name	
Position	Secretary of Education, Secretary's office
Date	

PARTIES	COUNCIL FOR THE ACCREDITATION OF EDUCATOR PREPARATION
Authorized Signature	<i>cl.</i>
Name	Christopher Koch, President
Position	President
Date	8/3/2022

Appendix A: State Dues Structure

Annual costs for supporting activities associated with State Partnerships have both fixed and proportional components, including costs related to the CAEP Clinic, fall and spring CAEP Conferences, staff time, technology costs for maintaining workspaces within CAEP's accreditation platform, and other indirect expenses.

For the fixed and proportional amounts, states are assessed annually to cover expenses for the spring convening and conference registration plus a portion of indirect expenses, based on the actual percentage of CAEP member EPPs within each State.

For example:

State A has 20 CAEP member EPPs, or 2.2% of total CAEP EPPs. The proportional amount will be set at 2.2% of \$315,000.00 (current total), or \$6,900.00. Therefore, the total dues for State A will be: \$3,000.00 (2017, fees are assessed annually) (fixed)+ \$6,900.00 (variable)= \$9,900.00.

- This represents the dues structure in effect at the time the Parties enter into this Agreement. CAEP reviews the dues structure annually and reserves the right to adjust annual dues as needed to ensure that all costs of CAEP's accreditation activities are adequately covered. CAEP will notify DDOE upon the adoption of any changes to this structure and the date on which any new dues structure will take effect.