

**New Jersey Department of Education  
and  
The Council for the Accreditation of Educator Preparation  
Partnership Agreement**

In order to promote excellence in educator preparation by coordinating state approval and national accreditation reviews of Educator Preparation Providers (EPPs), and to eliminate duplication of effort and reporting, the Council for the Accreditation of Educator Preparation (CAEP) and the New Jersey Department of Education (NJDOE) enter into this partnership agreement. The agreement describes the partnership and delineates the processes and policies for NJDOE and CAEP accreditation and program review.

- I. Standards for National Accreditation of Educator Preparation Providers**
  - A. CAEP educator preparation provider standards must be met on the basis of sufficient and accurate evidence to merit national accreditation by CAEP.
    - a. A phase-in will apply for component 3.2. EPPs will submit evidence (at least one data point) by 2018. Prior to 2018, plans for that evidence will be submitted.
  - B. All NJ Professional Teaching Standards must be met at the provider level.
  - C. Institutional standards may also be applied in the CAEP accreditation process.
- II. Process of National Accreditation for Educator Preparation Providers**
  - A. The process required 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 program review process for all programs of study leading to professional practice in a school setting.
  - B. Terms of accreditation shall be for no more than seven (7) years. EPP accreditation status is subject to CAEP policies, including annual payment of dues 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 two program review options listed in III.D below that have been approved by the NJDOE in this partnership agreement. EPPs will submit program reports following the instructions for the selected program review process.
  - B. The NJDOE has sole responsibility for program approval. The NJDOE will utilize information generated from the two program review options to inform decisions regarding program approval.
  - 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. For purposes of state program approval, the state of New Jersey recognizes the following program review options. EPPs will choose from among these review options for each license or certificate program (and may choose different options for different programs). All specialized professional programs (i.e. teacher education, educational leadership, school counseling, reading specialist) leading to a professional license will be reviewed as part of the accreditation process.

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. The NJDOE will review the program review report and will make a decision on continued state approval.

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

CAEP Program Review with Feedback provides information to educator preparation providers, New Jersey, and accreditation teams. The NJDOE will review the Feedback Report and will make a decision on continued state approval. NJ licensure regulations and New Jersey Professional Teaching Standards will serve as the basis for program review. The feedback option will be reviewed by trained CAEP reviewers. See: [www.caepnet.org](http://www.caepnet.org) for more information.

E. CAEP will assist the NJDOE with an interim review of an approved program, outside the seven-year CAEP cycle review, on an as-needed basis if deemed necessary by the NJDOE to corroborate and augment the reporting information provided by an approved preparation program. An interim review will include analysis of CAEP annual reports and assessments. An interim review may also include analysis of other documents or reports collected by the NJDOE as part of the NJDOE program approval process.

#### **IV. Accreditation Review Team Composition**

Accreditation site visits will be conducted by CAEP. All members of the Accreditation Review Team will be appointed according to CAEP guidelines. NJDOE has the option to designate at least one state consultant who may participate in all activities of the accreditation review process as a non-voting, non-writing member. Additionally, the NJDOE staff consultant will serve as the official contact during all aspects of the accreditation process. The NJDOE staff may participate in interviews and discussion regarding outcome. The NJDOE staff consultant will provide state context for accreditation team. Further, the EPP Dean/Chair/Accreditation lead will work with the NJDOE staff consultant throughout the preparation of the accreditation visit and during the visits.

The following conditions will apply:

- All members of Review Teams must have successfully completed CAEP Review Team Member training.

- CAEP will notify EPPs at least one semester prior to scheduled site visit of members assigned to the site visitor team.
- A P-12 practitioner shall be a member of each CAEP team. The state will make recommendations for P-12 practitioners through the OVA system.
- Stakeholder associations (AFT/NEA, NJACTE, etc.) may appoint an observer for the onsite review at the associations' expense.
- The EPP will assume all expenses – including travel, lodging and meals – for CAEP and NJDOE appointed team members, 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 the NJDOE.
- 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. The NJDOE will require the Education Preparation Providers (EPPs) to submit preferred visit dates at least one year prior to the onsite visit. Proposed dates must be approved by NJDOE prior to submission to CAEP.
- B. CAEP will collaborate with the NJDOE to plan, design and implement a range of training opportunities for reviewers. As part of this agreement, NJDOE contact(s) may participate in all web trainings. The registration fee, for NJDOE contact(s) will be waived for the CAEP Conference; however the state contact must assume other expenses. CAEP will assume all expenses for NJDOE contact(s) to attend the annual CAEP Clinic. 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.
- C. The NJDOE will receive copies of all pertinent accreditation and specialized program area approval documents and reports through access to the Accreditation Information Management System (AIMS); agency personnel will be supplied with login information, passwords, and technical support. Reports for accreditation and program review will be made available to the NJDOE within 6 months of site visit. CAEP will notify NJDOE of changes in accreditation status within 30 days.
- D. CAEP will inform the NJDOE of any extension requests. Both CAEP and the NJDOE will determine if extensions will be granted prior to notifying EPPs.
- E. The NJDOE will notify CAEP within 30 days of action taken when a CAEP accredited educator preparation provider has had a "Change in State Status" as a result of a decision on specialized professional program status by the NJDOE.
- F. Responses to the final reports by the EPP and/or the NJDOE will follow procedures and timelines established in CAEP policy.

- G. New Jersey EPPs that are seeking CAEP accreditation or hold CAEP accreditation status will pay annual CAEP dues and submit annual reports to CAEP following the format and submission policy (due dates, appropriate data/documents) prescribed by CAEP. See: [www.caepsite.org](http://www.caepsite.org)
- H. The NJDOE will be responsible for annual CAEP membership dues. Final accreditation decisions are posted on CAEP's website. CAEP sends Commissioner of Education for the state of New Jersey a letter with the official accreditation decision. Additionally, CAEP shall provide written notice of all accreditation decisions to the U.S. Department of Education, the appropriate state licensing or authorizing agency, 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).
- I. 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 NJDOE 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 NJDOE prior to termination.
- J. The NJDOE 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 in return for the state's P-12 educators' professional contributions to the work of CAEP as visiting team members or program reviewers.
- K. 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.

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Co \_\_\_\_\_

sident  
tion of Educator Preparation

DATE

David Hespe, Commissioner of Education  
New Jersey Department of Education

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DATE