New Business Item 15-02
Introduced 8/13/2015

TITLE: Revision of Council for Accreditation of Educator Preparation Agreement

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The Hawaii Teacher Standards Board approves the following revision to the Council for Accreditation of Educator Preparation (CAEP) agreement in Section II, Process of National Accreditation for Educator Preparation Providers by adding the following:

C. Hawaii EPPs with CAEP Accreditation expiring on or after January 1, 2018 based on a legacy visit by the National Council for Accreditation of Teacher Education (NCATE) or the Teacher Education Accrediting Council (TEAC) may be granted a three year extension of their unit and program Hawaii state approval. They may also be granted a simultaneous grace period of up to three years to schedule a CAEP continuing accreditation review in order to comply with Hawaii law requiring accreditation by a body recognized by the United States Department of Education (US DOE). Nothing shall prevent Hawaii EPPs from seeking CAEP accreditation if CAEP is recognized by the US DOE before the end of the grace period.

This addition will give Hawaii EPPs the opportunity to maintain their Hawaii state approval and time to schedule a national accreditation review after CAEP is recognized by the US DOE.

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Submitted by: Terry Lynn Holck

Referred to: Teacher Education Committee

Hawaii Teacher Standards Board and the
Council for the Accreditation of Educator Preparation
Partnership Agreement

In order to promote excellence in educator preparation by coordinating Hawaii 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 Hawaii Teacher Standards Board (HTSB) **into this partnership agreement.** The agreement describes the partnership and delineates the processes and policies for CAEP accreditation in Hawaii.

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.

B. Hawaii state standards and institutional standards also may be applied in the CAEP accreditation process.

II. Process of National Accreditation for Educator Preparation Providers

D. 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.

E. Terms of accreditation shall be for seven (7) years. EPP accreditation status is subject to CAEP policies, including annual payment of dues and submission of an annual report as required.

F. <u>Hawaii EPPs with CAEP Accreditation expiring on or after January 1, 2018 based on a legacy visit by the National Council for Accreditation of Teacher Education (NCATE) or the Teacher Education Accrediting Council (TEAC) may be granted a three year extension of their unit and program Hawaii state approval. They may also be granted a simultaneous grace period of up to three years to schedule a CAEP continuing accreditation review in order to comply with Hawaii law requiring accreditation by a body recognized by the United States Department of Education (US DOE). Nothing shall prevent Hawaii EPPs from seeking CAEP accreditation if CAEP is recognized by the US DOE before the end of the grace period.</u>

III. Standards and Processes for Program Review

A. The educator preparation provider may choose from the two program review options listed in III.D below that have been approved by the HTSB in this

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partnership agreement. EPPs will submit program reports following the instructions for the selected program review process.

B. The HTSB has sole responsibility for program approval. The HTSB will utilize information generated from the two program review options to make decisions regarding Hawaii program approval. HTSB retains all authority for initial program approval and subsequent program approval moves in tandem with the options listed for 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 Hawaii program approval, the HTSB 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. The HTSB will review the program review report and will make a decision on continued Hawaii approval.
   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, HTSB, and accreditation teams. The HTSB will review the Feedback Report and will make a decision on continued Hawaii approval. Program clusters will be reviewed by trained CAEP reviewers. See: www.caepnet.org or more information**.**

EPPs will choose between 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.

IV. Accreditation Review Team Composition

The Accreditation Review Team is appointed by CAEP according to the guidelines for each selected accreditation pathway.

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.

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- The Hawaii State Teachers' Association 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 HTSB 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 HTSB.
- 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 the HTSB to plan, design and implement a range of training opportunities for reviewers. As part of this agreement, HTSB contact(s) may participate in all web trainings. The registration fee, for one HTSB contact will be waived for the CAEP Conference; however, the Hawaii contact must assume other expenses. CAEP will assume all expenses for one HTSB contact to attend the annual CAEP Clinic, with additional Hawaii staff welcome at their own expense, including a registration fee. Additional training events may be arranged, including events in Hawaii, on a cost-recovery basis with arrangements negotiated according to CAEP's policies regarding fees and expenses for training.

B. The HTSB 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.

C. The HTSB will provide to CAEP its policy leading to a "Change in Hawaii Status." The HTSB will notify CAEP within 30 days of action taken when a CAEP accredited educator preparation provider has had a "Change in Hawaii Status" as a result of a decision on specialized professional program status by the HTSB for educator preparation.

D. Responses to the final reports by the EPP and/or the HTSB will follow procedures and timelines established in CAEP policy.

E. Hawaii EPPs that are seeking CAEP accreditation or hold CAEP accreditation status will pay annual CAEP dues.

F. The HTSB will be responsible for annual CAEP membership dues. Final accreditation decisions are posted on CAEP's website. CAEP sends the Executive Director of the HTSB a letter with the official accreditation decision. Additionally, CAEP provides written notice of all accreditation decisions to the U.S. Department of Education, the HTSB, all accrediting agencies recognized by the U.S. Department of Education, and the Council

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for Higher Education Accreditation, and the public (via the CAEP website).

G. The partnership agreement shall be for an initial period of seven years (August 1, 2013—July 31, 2020) and may be modified by the two parties during that time, if deemed to be necessary.

H. HTSB 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 Hawaii'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.

_____ _____

Christopher A. Koch, Interim President DATE
Council for the Accreditation of Educator Preparation

_____ _____

Lynn Hammonds, Executive Director DATE
Hawaii Teacher Standards Board

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