

**New Business Item 12-36**  
Introduced 5/17/13  
Approved 5/17/13

**TITLE: Approval of the Council for the Accreditation of Educator  
Preparation (CAEP) State Agreement**

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The Hawaii Teacher Standards Board (HTSB) approves the attached agreement between the HTSB and CAEP.

**Submitted by:** Terry Lynn Holck

**Referred to:** Teacher Education Committee

# **Hawaii Teacher Standards Board (State Authority) 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 Programs (EPPs), and to eliminate duplication of effort and reporting, the Council for the Accreditation of Educator Preparation (CAEP) and the state authority enter into this partnership agreement. The agreement describes the partnership and delineates the processes and policies for CAEP accreditation in State.

## **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. State 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 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 seven (7) years. Pre- accreditation status terms shall be for five (5) 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 either of the program review options listed in III.D

below that have been approved by the State in this partnership agreement. EPPs will submit program reports following the instructions for the selected program review process.

- B. The state authority has sole responsibility for program approval. The STATE will utilize information generated from the two program review options to make decisions regarding State program approval. Programs must be approved by the STATE within six months of first submission of materials through any one of the program review options.
- 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 authority 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 state authority 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, states, and accreditation teams. The state authority will review the Feedback Report and will make a decision on continued state approval. Program clusters will be reviewed by trained CAEP reviewers.

EPPs will choose from among these review options for each license or certificate program and may choose different options for different programs.

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

The Accreditation Review Team is appointed by CAEP. All voting members must have successfully completed the CAEP visiting team members' training.

The following conditions apply to the CAEP team:

- 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 state teachers' association(s) 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 state authority 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 state partnership member.
- 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 state authority to plan, design and implement a range of training opportunities for reviewers. As part of this agreement, state representatives may participate in all web training, onsite conferences, and training for no registration fee, but must assume other expenses. CAEP will assume all expenses for one state authority representative to attend the annual CAEP Clinic, with additional welcome at their own expense. 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.** The state authority 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 state authority will provide to CAEP its policy leading to a "Change in State Status." The state authority 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 state authority for educator preparation.

- D.** Responses to the final reports by the EPP and/or the state authority will follow procedures and timelines established in CAEP policy.
- E.** State EPPs that are seeking CAEP accreditation or hold CAEP accreditation status will pay annual CAEP dues.
- F.** The state authority will be responsible for annual CAEP membership dues. Final accreditation decisions are posted on CAEP’s website. CAEP sends the Executive Director of the STATE AUTHORITY a letter with the official accreditation decision. Additionally, CAEP provides 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.
- G.** The partnership agreement shall be for an initial period of five years, 2013-2018, and may be modified by the two parties during that time, if deemed to be necessary.
- H.** The state 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.
- 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.

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James G. Cibulka, President Council for the Accreditation of Educator Preparation	DATE
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Lynn Hammonds, Executive Director Hawaii Teacher Standards Board	DATE
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