

TITLE: Modification of National Council for the Accreditation of Teacher Education State Protocol

The Hawaii Teacher Standards Board approves the following modification to the National Council for the Accreditation of Teacher Education (NCATE) State Protocol, Category VI. On-Going Responsibilities, Section B. Accreditation Cycle:

B. Accreditation Cycle	Units that receive accreditation for the first time will be scheduled for their next visit seven years from the semester in which their visit occurred. Units that receive continuing accreditation will be scheduled for their next visit seven years from the semester in which their visit occurred. The seven-year cycle of visits apply only if the State has agreed to a seven-year cycle. Units may host a probationary or focused visit as a result of conditional, or provisional accreditation; visits will be within 2 years of the UAB's decision.	<hr/> NOTE: States may determine whether to participate in probational, conditional, or provisional reviews.
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NCATE's Unit Accreditation Board adopted a resolution to change the visit cycle for first continuing accreditation visits and for visits following a probation visit from five to seven years at its October 20-23, 2009 meeting. The NCATE State Protocol is attached.

Submitted by: Jonathan Gillentine/Terry Lynn Holck

Referred to: Teacher Education Committee

Effective October 19, 2012 The Hawaii Teacher Standards Board approves the following modifications to the National Council for the Accreditation of Teacher Education (NCATE) State Protocol:

Category I. Standards, Section B. NCATE Program Standards;

<p>B. NCATE Program Standards</p>	<p>NCATE coordinates program reviews by specialized professional associations (SPAs) with program standards that have been approved by the Specialty Areas Studies Board.</p> <p>NCATE accepts the decisions of applicable institutional accrediting agencies recognized by the U.S. Department of Education and the Council for Higher Education Accreditation as evidence of program content quality.</p>	<p>All programs leading to initial licensure of teachers, counselors, and librarians must be included in the NCATE review.</p> <p>It will be the option of the unit to include other programs that do not lead to initial licensure in the NCATE review.</p>
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Category II. Teams, Section C. Team Size: NCATE only;

<p>C. Team Size: NCATE only</p>	<p>For first, continuing, and probation visits, the BOE Team will include 5-8 members depending on several factors, including the number of candidates, faculty, and the unit’s programs. Additional team members may be</p>	<p>The Hawai'i Teacher Standards Board recommends a team with a maximum of six Board of Examiner members, excluding the State Consultant and observers, in consideration of the travel expenses incurred by the Education Preparation Provider.</p>
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Category II. Teams, Section D. Chair Responsibilities: NCATE only;

<p>D. Chair Responsibilities: NCATE only</p>	<p>An NCATE BOE team member is appointed chair. The chair has overall responsibility for planning and conducting the visit.</p> <p>The chair conducts a previsit approximately 60 days before the visit to plan interviews and finalize the logistics for the visit. The State Consultant should participate in the previsit.</p> <p>The chair assigns roles and responsibilities to BOE team members.</p>	<p>The Hawai'i Teacher Standards Board recommends that the previsit be conducted on line in consideration of the travel expenses incurred by the Education Preparation Provider.</p>
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Category II. Teams, Section E. Consultants/Other Participants;

<p>E. Consultants/Other Participants</p>	<p>NCATE invites the State education agencies to appoint a “State Consultant” to advise the team on State requirements, nomenclature, and special circumstances. The State Consultant’s expenses are covered by the respective agency. The State Consultant facilitates an orientation to the State Partnership at a team meeting prior to the review activities. The consultant is usually the</p>	<p>A State Consultant from the Teacher Standards Board will be assigned to the NCATE team as an observer of the review process and advisor to the team on state protocol.</p> <p>The consultant can participate in team discussions, but does not participate in the voting of whether standards are met.</p>
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Category II. Teams, Section F. NEA/AFT Representatives;

<p>F. NEA/AFT Representatives</p>	<p>NCATE invites the State affiliates of the NEA and AFT to appoint observers for the on-site visit in partnership States. The participants' respective agencies are responsible for their travel and maintenance expenses.</p> <p>These observers can assist the BOE team with the collection of data, interviews, and the editing of the team report. However, they should not be assigned a primary writing assignment. Observers are non-voting members of the BOE team.</p>	<p>The NEA/AFT observer serves only as an observer and is a non-voting participant of the BOE team. The NEA/AFT observer's respective agency is responsible for travel and maintenance expenses.</p>
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Category III. Preparation, Section E. Institutional Report;

<p>E. Institutional Report</p>	<p>The professional education unit is required to write and submit an Institutional Report (IR) that describes the unit’s conceptual framework and evidence that demonstrates that the 6 standards are met. In continuing accreditation visits, the IR also serves as a primary documentation of the unit’s growth and development since the last accreditation visit.</p> <p>The unit sends one copy of the IR and related links to undergraduate and graduate (if applicable) catalogs to each NCATE BOE team member, State consultant, and NEA/AFT observers. Either an electronic copy of the Institutional Report is sent to NCATE, or the unit may send two paper copies.</p>	
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Category V. After the On-Site Review B. Rejoinder;

<p>B. Rejoinder</p>	<p>The unit submits to NCATE and the State an electronic copy, or five hard copies, of its rejoinder to the BOE report within 30 days after receipt of the BOE Report.</p>	<p>The unit has 30 days to respond to the report.</p>
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**NCATE/State Partnership Protocol
for
INITIAL/CONTINUING/PROBATION REVIEWS
of Professional Education Units in the State of Hawaii**

Team Composition:
all-NCATE

Program Review:
NCATE

Effective:
Jan. 2005- Dec. 2011

Original Partnership Agreement Date: 1994

[I. Standards](#) [II. Team](#) [III. Preparation](#) [IV. On-Site Review](#)
[V. After On-Site Review](#) [VI. On-Going Responsibilities](#)

Category	NCATE policy & options	State additions/response
I. Standards		
A. Unit Standards	<p>NCATE unit standards apply to the professional education unit.</p> <p>Specific State criteria, as determined by the State Agency, and institutional criteria as determined by the unit or higher education commission, may also be applied to units and/or programs being reviewed by NCATE and the State.</p>	
B. NCATE Program Standards	<p>NCATE coordinates program reviews by specialized professional associations (SPAs) with program standards that have been approved by the Specialty Areas Studies Board.</p> <p>NCATE accepts the decisions of applicable institutional accrediting agencies recognized by the U.S. Department of</p>	<p>All programs leading to initial licensure of teachers, counselors, and librarians must be included in the NCATE review.</p> <p>It will be the option of the unit to include other programs that do not lead to initial licensure in the NCATE review.</p>

Category	NCATE policy & options	State additions/response
	<p>Education and the Council for Higher Education Accreditation as evidence of program content quality.</p>	
<p>II. Team</p>		
<p>A. Team Composition: NCATE only</p>	<p>A team is selected from NCATE’s Board of Examiners (BOE). The team includes representatives from organizations of teacher educators, teachers, education specialists and/or policy makers. Non-voting members of the team include the State Consultant (usually the NCATE State Partnership Contact, or his/her designee), and a representative from the state affiliate of NEA and/or AFT. Team assignments are systematically made to ensure that conflicts of interest are avoided.</p>	
<p>B. Training Expectations: NCATE only</p>	<p>NCATE team members must participate in the NCATE-sponsored BOE training.</p>	
<p>C. Team Size: NCATE only</p>	<p>For first, continuing, and probation visits, the BOE Team will include 5-8 members depending on several factors, including the number of candidates, faculty, and the unit’s programs. Additional team members may be</p>	<p>The Hawai'i Teacher Standards Board recommends a team with a maximum of six Board of Examiner members, excluding the State Consultant and observers, in consideration of the travel expenses incurred by the Education Preparation Provider.</p>

Category	NCATE policy & options	State additions/response
	<p>added to visit off-campus sites.</p> <p>For focused visits, the team will include 2-3 BOE members.</p>	
<p>D. Chair Responsibilities: NCATE only</p>	<p>An NCATE BOE team member is appointed chair. The chair has overall responsibility for planning and conducting the visit.</p> <p>The chair conducts a previsit approximately 60 days before the visit to plan interviews and finalize the logistics for the visit. The State Consultant should participate in the previsit.</p> <p>The chair assigns roles and responsibilities to BOE team members.</p>	<p>The Hawai'i Teacher Standards Board recommends that the previsit be conducted on line in consideration of the travel expenses incurred by the Education Preparation Provider.</p>
<p>E. Consultants/Other Participants</p>	<p>NCATE invites the State education agencies to appoint a "State Consultant" to advise the team on State requirements, nomenclature, and special circumstances. The State Consultant's expenses are covered by the respective agency. The State Consultant facilitates an orientation to the State Partnership at a team meeting prior to the review activities. The consultant is usually the</p>	<p>A State Consultant from the Teacher Standards Board will be assigned to the NCATE team as an observer of the review process and advisor to the team on state protocol.</p> <p>The consultant can participate in team discussions, but does not participate in the voting of whether standards are met.</p>

Category	NCATE policy & options	State additions/response
	<p>State Partnership Contact, but may be his/her designee, and is a non-voting member of the BOE team. The State Consultant may serve as a voting member of the State team, if so designated by the State. A few states (e.g., SC and FL) may have consultants from two agencies.</p>	
<p>F. NEA/AFT Representatives</p>	<p>NCATE invites the State affiliates of the NEA and AFT to appoint observers for the on-site visit in partnership States. The participants' respective agencies are responsible for their travel and maintenance expenses.</p> <p>These observers can assist the BOE team with the collection of data, interviews, and the editing of the team report. However, they should not be assigned a primary writing assignment. Observers are non-voting members of the BOE team.</p>	<p>The NEA/AFT observer serves only as an observer and is a non-voting participant of the BOE team. The NEA/AFT observer's respective agency is responsible for travel and maintenance expenses.</p>
<p>G. Decision-making</p>	<p>Decisions are usually made through consensus-driving discussions of whether standards are met. When consensus cannot be reached, a vote may be taken.</p>	
<p>H. Writing the</p>	<p>The NCATE chair assigns</p>	

Category	NCATE policy & options	State additions/response
<p>Report: NCATE only</p>	<p>writing responsibilities to each team member. The BOE report includes the BOE team’s responses to the 6 unit standards at both the initial teacher preparation and advanced levels as appropriate. If the State or unit has additional requirements, the report should have the BOE team’s responses to the State/Unit requirements attached as a Report Addendum. The final report is compiled by the BOE chair.</p> <p>The draft of the BOE report should be completed by the end of the on-site visit.</p> <p>The BOE draft report should be sent to NCATE and the team members for editing, and to the unit for correction of factual errors.</p> <p>The BOE team chair e-mails one copy of the final report to the NCATE office and a copy to each member of the NCATE team within 30 days following the visit.</p>	
<p>I. Evaluations</p>	<p>Following the on-site visit, the performance of BOE members is evaluated electronically by the unit, the other national and State BOE members, and</p>	

Category	NCATE policy & options	State additions/response
	<p>State consultants who served on the same visiting team. The evaluations are used by NCATE and the State to determine who should continue BOE service and to identify potential team chairs.</p>	
<p>J. Expenses</p>	<p>During the semester of the visit, the unit will pay NCATE a Periodic Evaluation Fee of \$1,000 per NCATE BOE team member participating in the on-site visit.</p>	
<p>III. Preparation</p>		
<p>A. Units' Intent-to-Seek request</p>	<p>For initial accreditation, at least two years before hosting an on-site visit, the unit should indicate its interest in seeking accreditation. The request should include the semester and year in which the unit plans to host the on-site review.</p>	
<p>B. NCATE materials</p>	<p>In response to interest request, NCATE provide weblinks to the following materials:</p> <ul style="list-style-type: none"> • Professional Standards for the Accreditation of Schools, Colleges, and Departments of Education; • Handbook for Accreditation Visits; • "Intent to Seek 	

Category	NCATE policy & options	State additions/response
	<p data-bbox="721 260 1019 331">NCATE accreditation” form</p> <p data-bbox="721 331 976 478">– TO BE SUBMITTED 2 YEARS BEFORE THE VISIT;</p> <ul data-bbox="675 485 1013 772" style="list-style-type: none"> <li data-bbox="675 485 1013 590">• Timeline for semester and year of visit; <li data-bbox="675 596 1013 701">• List of NCATE partnership States; and <li data-bbox="675 707 1013 772">• Other accreditation information 	
<p data-bbox="272 821 529 852">C. Preconditions</p>	<p data-bbox="625 821 1027 1142">For first visits, the unit responds to the preconditions found on the NCATE website. The preconditions report must be submitted to the NCATE office at least eighteen months prior to the on-site visit.</p> <p data-bbox="625 1184 1019 1583"><i>All accredited units must continue to meet the preconditions for continued NCATE accreditation. Annually, NCATE reviews Title II test data and will request additional information from the unit that no longer meets the required State pass rate.</i></p>	
<p data-bbox="272 1627 578 1659">D. Program Reports</p>	<p data-bbox="625 1627 992 1875">If the Partnership Agreement requires the unit to submit program reports to NCATE, the reports must be submitted by February 1 or September 15, two</p>	

Category	NCATE policy & options	State additions/response
	<p>semesters before the continuing visit.</p> <p>For a continuing visit, NCATE requests the unit to verify online their “Status of Program Reviews,” approximately two years before the visit. This information will indicate which program reports to submit.</p> <p>For specific information on the preparation of program reports visit the NCATE website.</p>	
<p>E. Institutional Report</p>	<p>The professional education unit is required to write and submit an Institutional Report (IR) that describes the unit’s conceptual framework and evidence that demonstrates that the 6 standards are met. In continuing accreditation visits, the IR also serves as a primary documentation of the unit’s growth and development since the last accreditation visit.</p> <p>The unit sends one copy of the IR and related links to undergraduate and graduate (if applicable) catalogs to each NCATE BOE team member, State consultant, and NEA/AFT observers. Either an electronic copy of the</p>	

Category	NCATE policy & options	State additions/response
	<p>Institutional Report is sent to NCATE, or the unit may send two paper copies.</p>	
<p>F. Dates of On-Site Visit</p>	<p>NCATE requests units to submit its preferred visit date to NCATE at least 1 year prior to the on-site visit. Units in Partnership States must have the date approved by the State Agency prior to submitting its request to NCATE.</p> <p>The State Agency must first agree to requests for a delay in the visit, before submitting the delay request to NCATE.</p> <p>Visits are scheduled from Saturday through Wednesday excepting special circumstances.</p>	<p>Units must confirm specific dates for visits with the HTSB before submission to NCATE.</p>
<p>F. Previsit</p>	<p>The previsit should be scheduled about 60 days before the on-site visit. See the <i>Handbook for Accreditation Visits</i> for further details.</p> <p>The State Consultant, BOE chair, head of the unit, and NCATE coordinator should be present. If the visit is joint or concurrent, the State team chair should also participate in the previsit.</p>	
<p>H. 3Rd Party</p>	<p>Six months before the on-</p>	

Category	NCATE policy & options	State additions/response
<p style="text-align: center;">Testimony</p>	<p>site review, the unit must publish a “Call for Comment” inviting 3rd party testimony related to the upcoming NCATE visit to be sent to NCATE.</p> <p>Two to three months before the on-site review, NCATE sends copies of any third-party testimony it received to the unit for comment and to the BOE team chair.</p>	
<p>IV. On-Site Review</p>		
<p>A. Orientation to State Process/ Protocol</p>	<p>If the visit is being conducted jointly or concurrently, the State Consultant (or his/her designee) will facilitate an orientation to the State process and Protocol.</p>	
<p>B. Conducting the On-Site Review</p>	<p>The NCATE template for on-site visits guides the conduct of the visit as outlined in the <i>NCATE Handbook for Accreditation Visits</i> and on the NCATE website.</p>	
<p>C. Evidence/Exhibit Room</p>	<p>Electronic exhibit rooms are encouraged. Access NCATE’s electronic exhibit room guidelines.</p> <p>Performance-based evidence that demonstrates what candidates know and are able to do must be included in the exhibit room. Units must provide</p>	

Category	NCATE policy & options	State additions/response
	<p>data from: 1) assessments at admissions; 2) State licensure tests; 3) internship assessments; and 4) follow-up studies. For other assessment data examples, see “Assessing Education Candidate Performance: A Look at Changing Practices.”</p>	
<p>D. BOE Report</p>	<p>The BOE report includes the BOE team’s responses to the 6 unit standards at both the initial teacher preparation and advanced levels as appropriate. If the State/Unit has additional requirements, the report should have the BOE team’s responses to the State requirements attached as a State Addendum. The final report is compiled by the BOE chair.</p> <p>The BOE team chair e-mails one copy of the final BOE Report to the NCATE office and a copy to each member of the NCATE team within 30 days following the visit.</p>	
<p>E. Exit Conference</p>	<p>An exit conference is conducted before the team departs Wednesday. It is conducted by the NCATE team chair, State team chair, and State</p>	

Category	NCATE policy & options	State additions/response
	<p>Consultants. The unit is represented by the unit head and coordinator of the NCATE review; the president and/or provost may also attend.</p>	
<p>V. After the On-Site Review</p>		
<p>A. BOE report sent from NCATE</p>	<p>NCATE mails two copies of the report to the unit and one copy to the appropriate State Agencies.</p>	
<p>B. Rejoinder</p>	<p>The unit submits to NCATE and the State an electronic copy, or five hard copies, of its rejoinder to the BOE report within 30 days after receipt of the BOE Report.</p>	<p>The unit has 30 days to respond to the report.</p>
<p>C. Accreditation & Approval</p>	<p>NCATE's Unit Accreditation Board (UAB) is responsible for determining the accreditation status of professional education units, during meetings twice a year. In most cases, accreditation decisions are rendered at the UAB meeting in the semester that follows the BOE review.</p> <p>NCATE provides written notice of all accreditation decisions to the U.S. Department of Education, the appropriate state licensing or authorizing agency, all institutional</p>	

Category	NCATE policy & options	State additions/response
	<p>accrediting agencies recognized by the U.S. Department of Education and the Council for Higher Education Accreditation, and the public (via the NCATE website)</p> <p>More information about reporting accreditation decisions may be found in NCATE's Policies on Dissemination of Information. Definitions of NCATE accreditation decisions can also be found on NCATE's website, or in the Handbook for Accreditation Visits.</p>	
<p>D. Final Action Report</p>	<p>Within 30 days after NCATE's Unit Accreditation Board takes action on the accreditation of the unit, NCATE sends the chief executive officer and head of the professional education unit a letter that indicates the official action.</p>	
<p>E. Appeal Procedure</p>	<p>Units may appeal any of the following Unit Accreditation Board decisions: Provisional Accreditation, Accreditation with Conditions, Revocation of Accreditation, and Probation. See NCATE's website at for specific policies and procedures</p>	

Category	NCATE policy & options	State additions/response
	related to the appeals process .	
VI. On-Going Responsibilities		
A. Protocol Distribution	NCATE will post the State Partnership Protocol on its website; it is also available in hard copy upon request. States will distribute the protocol to all units following the creation/renewal of a Partnership or after either party makes revisions.	
B. Accreditation Cycle	<p>Units that receive accreditation for the first time will be scheduled for their next visit five years from the semester in which their visit occurred.</p> <p>Units that receive continuing accreditation will be scheduled for their next visit seven years from the semester in which their visit occurred. The seven-year cycle of visits apply only if the State has agreed to a seven-year cycle.</p> <p>Units may host a probationary or focused visit as a result of conditional, or provisional accreditation; visits will be within 2 years of the UAB's decision.</p>	<p>Units in the State of - Hawaii will move to a seven-year cycle after the first continuing accreditation review.</p> <hr/> <p>NOTE: States may determine whether to participate in probational, conditional, or provisional reviews.</p>
C. Code of Conduct	To assure units and the public that NCATE	

Category	NCATE policy & options	State additions/response
	<p>reviews are impartial and objective, to avoid conflicts of interest, and to promote equity and high ethical standards in the accreditation system, BOE members, board members, program reviewers, and staff shall follow NCATE's Code of Conduct, in the Handbook for Accreditation Visits and on NCATE's website.</p> <p>Violation of any part of the Code of Conduct could result in the board member's removal from the board.</p>	
D. Annual Reviews		
1. Regional Accreditation	<p>Units must maintain regional accreditation in order to continue its NCATE accreditation.</p>	
2. Change in State Status	<p>The State will provide to NCATE its policy leading to a "Change in State Status."</p> <p>The State will notify NCATE within thirty days of action taken that an NCATE unit has had a Change in State Status.</p> <p>Notification of an NCATE accredited unit's Change in State Status by the State will initiate a review by NCATE's <i>Annual Report and Preconditions</i></p>	

Category	NCATE policy & options	State additions/response
	<p><i>Audit Committee.</i></p> <p>The NCATE president will notify the unit that the State has informed NCATE of a change in their state status and require the unit to submit a special report within 90 days.</p>	
<p>3. Precondition 7</p>	<p>The unit's programs are approved by the appropriate State agency or agencies, and, in States with educator licensing examinations and required pass rates, the unit's summary pass rate meets or exceeds the required State pass rate.</p>	
<p>4. Annual Report</p>	<p>Submission of the Annual Report is a requirement for all units that are accredited by NCATE or are candidates or precandidates for NCATE accreditation. Annual Reports are due October 1st and should be submitted electronically.</p>	