

**NCATE/Virginia Partnership Protocol  
for  
NCATE and State Reviews**

**Team Composition:**  
Joint

**Program Review:**  
State - Based

**Effective:**  
Jan 2010 – Dec 2016

**Original Partnership Agreement Date: October, 1993**

**I. Standards   II. Team   III. Preparation   IV. On-Site Review  
V. After On-Site Review   VI. On-Going Responsibilities**

**\*\* The NCATE website ([www.ncate.org](http://www.ncate.org)) contains information about all aspects of the accreditation process. Highlighted words marked with two asterisks (\*\*), when inserted into the “NCATE Google search” will lead to the desired information.**

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<b><u>I. Standards</u></b>	
<p><b>A. Unit Standards</b></p> <p>NCATE <b>unit standards</b>** apply to the professional education unit.</p> <p>Specific state standards and institutional standards may also be applied to units and/or programs reviewed by NCATE.</p>	<p><b>A. Unit Standards</b></p> <p>In addition to the NCATE standards, units professional education programs (units) must meet the state requirements for an arts or sciences major (or equivalent), except in health, physical, and career and technical education and may not exceed the professional studies cap established by the Virginia standards unless special exemption is given by the Board of Education. Professional education programs shall be aligned with standards and competencies contained in 8 VAC 20-542-60 and 8 VAC 20-542-70 through 600 of the <i>Regulations Governing the Review and Approval of Education Programs in Virginia</i>.</p> <p>Institutions also must submit the president’s letter verifying support of teacher preparation on an institution-wide basis.</p> <p>As provided in § <a href="#">22.1-298.2</a>, the Board of Education shall prescribe an</p>

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	<p>assessment of basic skills for individuals seeking entry into an approved education program and shall establish a minimum passing score for such assessment... Candidates who fail to achieve the minimum score established by the Board of Education may be denied entrance into the relevant education program on the basis of such failure; however, if enrolled in the program, they shall have the opportunity to address any deficiencies.</p>
<p><b>B. State Program Standards</b></p> <p>NCATE defers to the State's review of the unit's programs if the teacher education program standards or licensing standards and the State's review processes are sufficiently similar to NCATE's, as determined by the State Partnership Board (SPB).</p> <p>National Recognition: the unit may seek national recognition of a program by submitting program reviews** to NCATE.</p>	<p><b>B. State Program Standards</b></p> <p>For accreditation, the institution must complete program endorsement area reviews according to standards and guidelines established by the VDOE for all program endorsement areas for which the professional education program is seeking approval. Documents must be submitted to the VDOE one year prior to the NCATE on-site visit.</p> <p>If institutions desire program endorsement areas to be considered for national recognition, they may submit individual programs to NCATE for review by the Specialized Professional Associations (SPAs) according to NCATE guidelines.</p> <p>For purposes of NCATE accreditation (Standard 1: Candidate Knowledge, Skills, and Professional Dispositions), any program for which a content assessment is required must maintain an 80 percent pass rate in accordance with NCATE requirements. However, these programs must still meet state standards and requirements, including biennial approval of program</p>

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	<p>endorsement areas as outlined in the <i>Regulations Governing Review and Approval of Education Programs in Virginia</i>, (8VAC20-542-40-10 et seq.), Effective September 21, 2007.</p> <p>Should an institution seek national recognition for a program, copies of the program review documents and rejoinder must be sent to the VDOE by the institution.</p>
<p><b>II. Team</b></p>	
<p><b>A. Team Composition: Joint State/ NCATE</b></p> <p>NCATE and state team members work together, sharing equal roles and responsibilities in all functions of the review.</p> <p>The NCATE 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 of the state affiliate of the National Education Association (NEA) and/or the American Federation of Teachers (AFT). Team assignments are systematically made to ensure that conflicts of interest are avoided.</p>	<p><b>A. Team Composition: Joint State/ NCATE</b></p> <p>State team members to the joint team are selected by the Virginia Department of Education (VDOE). The team includes qualified educators and the state representative/designee, as appropriate.</p> <p>The state representative/designee serves as a non-voting member of the State/BOE visitation team.</p> <p>Assignments are made to avoid conflicts of interest.</p>
<p><b>B. Training Expectations: Joint</b></p> <p>NCATE team members must participate in the NCATE-sponsored <b>BOE training</b>**.</p>	<p><b>B. Training Expectations: Joint</b></p> <p>State Team members must have completed NCATE/state training.</p> <p>State team members with appropriate expertise are trained by the VDOE and/or the VDOE/NCATE personnel as</p>

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	needed.
<p><b>C. Team Size: Joint</b></p> <p>For first, continuing, and probation visits, the BOE team will include 3-6 members depending on several factors, including the number of candidates, faculty, and the unit's programs. Additional team members may be added to visit off-campus sites.</p> <p>For <b>focused visits**</b>, the team will include BOE members, of which one will be a state team member.</p>	<p><b>C. Team Size: Joint</b></p> <p>The State team shall be comprised of one member less than the NCATE team.</p> <p>State team member(s) may be included for conditional and provisional visits as well as a representative/designee of the Department of Education.</p>
<p><b>D. Chair Responsibilities: Joint</b></p> <p>The NCATE chairperson and the state chairperson serve as co-chairs. They are jointly responsible for planning and conducting the visit.</p> <p>The co-chairs conduct 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 co-chairs assign roles and responsibilities to BOE and state team members.</p>	<p><b>D. Chair Responsibilities: Joint</b></p> <p>The chair of the NCATE/Board of Examiners (BOE) joint team must be approved by the VDOE.</p> <p>A state team member is designated by the VDOE as the state co-chair.</p> <p>The VDOE representative/designee will participate in the planning with the NCATE chair, state co-chair, and the institution's unit head and/or designee regarding the visit.</p> <p>The co-chairs assign roles and responsibilities to BOE and state team members.</p>
<p><b>E. Consultants/Other Participants</b></p> <p>NCATE invites the state education agency 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</p>	<p><b>E. Consultants/Other Participants</b></p> <p>The representative/designee from the Virginia Department of Education serves as a non-voting member of the visitation team. State representative/designee expenses are covered by the State.</p>

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<p>an orientation to the state/NCATE Partnership at a team meeting prior to the review activities. (The consultant is usually the 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.)</p>	<p>The state representative/designee may participate in collection of data, interviews, and editing of reports, but should not be assigned a primary writing assignment.</p>
<p><b>F. NEA/AFT Representatives</b></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><b>F. NEA/AFT Representatives</b></p> <p>The NEA/AFT representative serves as a non-voting member, and the agency is responsible for the observer's expenses.</p>
<p><b>G. Decision-making</b></p> <p>Decisions are usually made through consensus-driving discussions as to whether standards are met. When consensus cannot be reached, a vote may be taken.</p>	<p><b>G. Decision-making</b></p> <p>State members of the joint team participate fully in team decision-making and voting.</p>
<p><b>H. Writing the Report: Joint</b></p> <p>The co-chairs assign writing responsibilities to each team member. The BOE report includes the BOE team's responses to the unit standards at both the initial teacher preparation and advanced levels as appropriate. If the state or institution has additional requirements, the report should have</p>	<p><b>H. Writing the Report: Joint</b></p> <p>If the unit has programs that have completed the State program endorsement area approval review process, the State team members will include a recommendation regarding those programs in the joint State/NCATE BOE report. The recommendation is based on feedback</p>

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<p>the BOE team’s responses to the state/institution requirements attached as a report addendum. The final report is compiled by the BOE chair.</p> <p>The draft of the BOE report is completed by the end of the on-site visit.</p> <p>The BOE draft report is 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>from the review results that were sent to the unit prior to the on-site review.</p> <p>The team's recommendations regarding the state education program approval of state program standards and competencies are included in the joint state/NCATE BOE report.</p> <p>Programs that have an 80 percent content assessment pass rate are approved for NCATE accreditation. However, programs must still meet state standards and requirements, including biennial approval of program endorsement areas as outlined in the <i>Regulations Governing Review and Approval of Education Programs in Virginia</i>, (8VAC20-542-40-50), Effective September 21, 2007.</p> <p>Education program reviews that have been conducted by specialists (using the SPA review process) and their findings reported to the institution must be included in the documents room.</p>
<p><b>I. Evaluations</b></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 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><b>I. Evaluations</b></p> <p>Following the on-site visit, the performance of state team members will be evaluated. The evaluations are used by the state to determine who should continue on Virginia’s accreditation visits and to identify potential state team chairs and VDOE designees.</p>
<p><b>J. Expenses</b></p>	<p><b>J. Expenses</b></p>

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<p>During the semester of the visit, the unit will pay NCATE a <b>Periodic Evaluation Fee**</b> per NCATE BOE team member participating in the on-site visit.</p>	<p>The travel and lodging expenses for the VDOE representative/designee are borne by the Department.</p> <p>The expenses of additional organizational representatives are paid by the organization.</p>
<b>III. Preparation</b>	
<p><b>A. Unit's Intent-to-Seek** Request</b></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>A. Unit's Intent-to-Seek** Request</b></p> <p>For initial accreditation, at least two years before hosting an on-site visit, the professional education program (unit) should indicate to the Virginia Department of Education 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>B. Preconditions</b></p> <p>For first visits, the unit responds to the <b>preconditions**</b>. The preconditions report must be submitted to the NCATE office at least eighteen months prior to the on-site visit.</p> <p>All accredited units <i>must continue to meet the</i> preconditions for continued NCATE accreditation. Annually, NCATE reviews Title II test data and will request additional information from a unit that no longer meets the required <b>state pass rate</b>.</p>	<p><b>B. Preconditions</b></p> <p>A copy of the Preconditions Report must be submitted to the Virginia Department of Education.</p>
<p><b>C. Program Reports</b></p> <p>If the unit voluntarily chooses to submit program reports to NCATE, it must submit them by February 1 or September 15, one year before the continuing visit.</p>	<p><b>C. Program Reports</b></p> <p>The state's program review will be completed pursuant to the <i>Regulations Governing the Review and Approval of Education Programs in Virginia</i> (8VAC20-542-40-10 et seq.), Effective September 21, 2007. Program information must be submitted to the</p>

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	VDOE at least 12 months prior to the NCATE on-site visit.
<p><b>D. Institutional Report</b></p> <p>The professional education unit is required to write and submit an Institutional Report** (IR) which describes the unit's conceptual framework and states the evidence demonstrating that the unit 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>An electronic copy of the Institutional Report is sent to NCATE. The unit also sends an electronic and paper copy of the IR and links to undergraduate and graduate (if applicable) catalogs to each NCATE BOE team member, the state consultant, and NEA/AFT observers.</p>	<p><b>D. Institutional Report</b></p> <p>The professional education program (unit) adds a Category VI "Other" to Section II, responding to the 80 percent pass rate requirement for the Praxis II content assessments and the president's letter of support. In section III, the professional education program (unit) describes the specific endorsement programs approved by the Virginia Board of Education.</p> <p>For endorsement programs for which there is no corresponding specialized association, the professional education program (unit) must submit required State documentation directly to the VDOE along with a copy of the Institutional Report.</p> <p>The professional education program (unit) sends an electronic and a paper copy of the Institutional Report and college catalogs to the VDOE.</p> <p>Electronic copies of reports must be submitted to the VDOE within the timelines established by the NCATE.</p>
<p><b>E. Dates of On-Site Visit</b></p> <p>NCATE requests the unit to submit its preferred visit date to NCATE at least one year prior to the on-site visit. The date must be approved by the state agency prior to submitting its request to NCATE.</p> <p>The state agency must consult with NCATE regarding any delays requested</p>	<p><b>E. Dates of On-Site Visit</b></p> <p>Preferred visit dates are determined collaboratively by NCATE, the VDOE, and the Institution. The VDOE must approve the dates prior to being finalized by NCATE.</p>



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<p>by institutions.</p> <p>First, continuing and probation visits are scheduled from Saturday through Wednesday except in special circumstances. Focused visits are scheduled from Sunday through Tuesday.</p>	
<p><b>F. Previsit</b></p> <p>The previsit should be scheduled about 60 days before the on-site visit. See the <i>NCATE Handbook** for Accreditation Visits</i> for further details.</p> <p>The state consultant, BOE co-chairs, head of the unit, and NCATE coordinator should be present.</p>	<p><b>F. Previsit</b></p> <p>The VDOE representative/designee assigned to the review will confer with the NCATE co-chair, the State co-chair, and the institution's unit head and/or designee to plan the visit. The state representative/designee meeting may be conducted electronically.</p>
<p><b>G. 3<sup>Rd</sup> Party Testimony</b></p> <p>Six months before the on-site review, the unit must publish a “Call for Comment” inviting 3<sup>rd</sup> party testimony related to the upcoming NCATE visit. Comments should be sent directly to NCATE. This provision is not required for focused visits.</p> <p>Two to three months before the on-site review, NCATE sends copies of third-party testimony to the unit for comment.</p>	<p><b>G. 3<sup>Rd</sup> Party Testimony</b></p> <p>Sole responsibility for this provision rests with the institution.</p>
<b>IV. On-Site Review</b>	
<p><b>A. Orientation to State Process/ Protocol</b></p> <p>The state consultant (or his/her designee) will facilitate an orientation to the state process and Protocol at one of the team meetings early in the visit.</p>	<p><b>B. Training Expectations: Joint</b></p>
<p><b>B. Conducting the On-Site Review</b></p>	<p><b>B. Conducting the On-Site Review</b></p>

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<p data-bbox="233 233 769 296"><b>for First, Continuing and Probation Visits.</b></p> <p data-bbox="233 342 786 447">The <b>BOE team visit**</b> is described on the NCATE website and in the <i>NCATE Handbook** for Accreditation Visits</i>.</p>	<p data-bbox="823 233 1359 296"><b>for First, Continuing and Probation Visits.</b></p> <p data-bbox="823 342 1385 447">The VDOE representative/designee participates in the chair's planning prior to convening the full team meeting.</p> <p data-bbox="823 489 1349 594">The State co-chair participates in the BOE chair's planning with the VDOE representative/designee.</p>
<p data-bbox="233 638 634 667"><b>C. Evidence/Exhibit Room</b></p> <p data-bbox="233 709 769 814">Electronic exhibit rooms are encouraged. See NCATE's <b>electronic exhibit room guidelines**</b>.</p>	<p data-bbox="823 638 1224 667"><b>C. Evidence/Exhibit Room</b></p> <p data-bbox="823 709 1354 814">Documentation for all education program endorsement areas must be available in the exhibit room.</p>
<p data-bbox="233 896 461 926"><b>D. BOE Report</b></p> <p data-bbox="233 968 790 1329">The BOE report includes the BOE team's responses to the unit standards at both the initial teacher preparation and advanced levels as appropriate. If the state/Institution 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 data-bbox="233 1371 779 1507">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.</p>	<p data-bbox="823 896 1050 926"><b>D. BOE Report</b></p> <p data-bbox="823 968 1395 1220">State team members will submit a recommendation regarding the status of program endorsement areas reviewed by the State. The recommendation is based on feedback from the review results that were sent to the unit prior to the on-site review.</p> <p data-bbox="823 1262 1395 1440">The team's recommendations regarding the state education program approval of state program standards and competencies are included in the joint state/NCATE BOE report.</p>
<p data-bbox="233 1556 449 1585"><b>E. Exit Report</b></p> <p data-bbox="233 1627 790 1875">An exit conference is conducted before the team departs on Wednesday. It is conducted by the co chairs and state consultant. The unit is represented by the unit head and coordinator of the NCATE review; the president and/or provost may also attend.</p>	<p data-bbox="823 1556 1039 1585"><b>E. Exit Report</b></p> <p data-bbox="823 1627 1373 1839">The NCATE co-chair, and other designees report a summary of the team's findings to the professional education program (unit) head and the unit's NCATE coordinator at the exit conference.</p>

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<b>V. After the On-Site Review</b>	
<p><b>A. BOE report sent from NCATE</b></p> <p>NCATE sends one copy of the report to the president of the institution, one to the unit head, and one to the appropriate state agency.</p>	<p><b>A. BOE report sent from NCATE</b></p> <p>The VDOE receives the report sent from NCATE.</p>
<p><b>B. Rejoinder</b></p> <p>The unit submits to NCATE and the state an electronic copy of its institutional rejoinder** to the BOE report within 30 days after receipt of the BOE Report.</p>	<p><b>B. Rejoinder</b></p> <p>The professional education program (unit) also submits its rejoinder electronically to the VDOE within 30 days after receipt of the BOE report.</p>
<p><b>C. Accreditation &amp; Approval</b></p> <p>NCATE's Unit Accreditation Board (UAB) is responsible for determining the accreditation status of professional education units, during meetings twice a year. Accreditation decisions are rendered at the UAB meeting in the semester that follows the BOE review. A description of the Unit Accreditation Board** can be found on the NCATE website.</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 accrediting agencies recognized by the U.S. Department of Education (USDE) and the Council for Higher Education Accreditation (CHEA), 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</p>	<p><b>C. Accreditation &amp; Approval</b></p> <p>The VDOE receives the UAB response and reports NCATE accreditation decisions to the Virginia Board of Education.</p> <p>NCATE accreditation of the professional education program is a prerequisite to state approval of specific program endorsement areas. Final approval for education programs in Virginia rests with the Virginia Board of Education.</p>

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<p>accreditation decisions** can also be found on NCATE's website.</p>	
<p><b>D. Final Action Report</b></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><b>D. Final Action Report</b></p> <p>NCATE will notify the institution and the VDOE regarding the accreditation status.</p> <p>Two copies are sent to VDOE for informational purposes.</p>
<p><b>E. Appeal Procedure</b></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 for specific policies and procedures related to the appeals process**.</p>	<p><b>E. Appeal Procedure</b></p> <p>Appeals are made directly to NCATE.</p>
<p><b>VI. On-Going Responsibilities</b></p>	
<p><b>A. Protocol Distribution</b></p> <p>NCATE will post the NCATE/State Partnership Protocol** on its website; it is also available in hard copy upon request.</p>	<p><b>A. Protocol Distribution</b></p> <p>States will distribute the protocol to all professional education (units) with NCATE accreditation following the creation/renewal of a Partnership or after either party makes revisions.</p>
<p><b>B. Accreditation Cycle</b></p> <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.</p>	<p><b>B. Accreditation Cycle</b></p> <p>Units in the state will move to a seven-year cycle after the first continuing accreditation review.</p> <p>The state may participate in the above reviews as described in Section II. Team, A-G of this document.</p>

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<p>The seven-year cycle of visits applies 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 two years of the UAB's decision.</p>	
<p><b>C. Code of Conduct</b></p> <p>To assure units and the public that NCATE reviews are impartial and objective, to avoid conflicts of interest, and to promote equity and high ethical standards in the accreditation system, BOE members, state team members, board members, program reviewers, and staff shall follow NCATE's Code of Conduct**.</p> <p>Violation of any part of the Code of Conduct could result in the board member's removal from the board.</p>	<p><b>C. Code of Conduct</b></p> <p>State team members will follow NCATE's Code of Conduct.</p>
<p><b>D. Annual Reviews</b></p>	<p><b>D. Annual Reviews</b></p>
<p><b>1. Regional Accreditation</b></p> <p>Units must maintain regional accreditation or institutional accreditation by a USDE or CHEA recognized agency in order to continue their NCATE accreditation.</p>	<p><b>1. Regional Accreditation</b></p> <p>Institutions of higher education seeking approval of an education program shall be accredited by a regional accrediting agency.</p>
<p><b>2. Change in State Status</b></p> <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 when an NCATE unit has had a "Change in State" Status.</p>	<p><b>2. Change in State Status</b></p>

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<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 Audit Committee (ARPA)</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><b>3. Precondition 7</b></p> <p>The unit's programs are approved by the appropriate state agency 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><b>3. Precondition 7</b></p> <p>Accreditation is a prerequisite to program endorsement area approval. Professional education program (unit) endorsement areas will be reviewed/approved by the Virginia Board of Education biennially.</p>
<p><b>4. Annual Report</b></p> <p>Submission of the <b>Annual Report</b>** is a requirement for all units that are accredited by NCATE or are candidates or pre-candidates for NCATE accreditation. Annual Reports are due October 1<sup>st</sup> and must be submitted electronically.</p>	<p><b>4. Annual Report</b></p> <p>Virginia NCATE accredited institutions must submit to the VDOE a copy of the NCATE Annual Report electronically by October 1.</p>