

Agreement between the West  
Virginia Board of Education and the  
Council for the Accreditation of Educator Preparation

In order to promote excellence in educator preparation, to coordinate West Virginia 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 West Virginia Board of Education (WVBE) enter into this agreement which delineates the processes and policies for CAEP accreditation in West Virginia.

I. Definitions

- a. ART means CAEP Accreditation Review Team.
- b. CAEP means the Council for Accreditation of Educator Preparation.
- c. Continuous Improvement (CI) Pathway means one of the ways that an EPP selects as its self-study format for accreditation purposes. To focus on its own improvement, the EPP selects a standard on which it will exceptionally focus.
- d. EPP means Educator Preparation Providers.
- e. Governing Agency means:
  - i. The Higher Education Policy Commission which represents the interests of educator preparation programs within the state institutions of higher education in this State as defined in West Virginia Code §188-1-2; or
  - ii. The governing board of an independent college or university
- f. Inquiry Brief (IB) means one of the ways an EPP selects as its self-study format for accreditation purposes. IB EPPs meet the CAEP standards by focusing on broad-based faculty/instructor engagement in investigation of candidate performance with emphasis on evidence used to evaluate candidate performance.
- g. SPA means a Specialized Professional Associations recognized by the U.S. Department of Education or the Council for Higher Education Accreditation.
- h. Teacher Association means one of the three West Virginia Professional Educator organizations: West Virginia Educators' Association, American Federation of Teachers (West Virginia Division) and West Virginia Professional Educators Association.
- i. Transformation Initiative (TI) Pathway means one of the ways that an EPP selects as its self-study format for accreditation purposes. A research approach to accreditation, TI EPPs engage in rigorous investigation of a chosen aspect of educator preparation to inform promising practices for preparing educators.
- j. WVBE means the West Virginia Board of Education.

II. Standards for National Accreditation of Educator Preparation Providers (EPPs)

- A. CAEP educator preparation provider standards must be met by a demonstration of sufficient and accurate evidence by/from the EPP to merit national accreditation by CAEP.
- B. State standards and relevant policy adopted by the WVBE and standards particular to the EPP shall be included in the CAEP accreditation process and likewise must be met by a demonstration of sufficient and accurate evidence by/from the EPP to merit national accreditation by CAEP. The CAEP Accreditation Review Team (ART) will review the evidence provided by the EPP to determine whether it meets both the CAEP and state standards and requirements.

### III. 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 a maximum of seven (7) years and may be subject to focused visits for items where a review in less than seven years is designated. EPP accreditation status is subject to CAEP policies, including annual payment of fees and submission of an annual report as required.
- C. Pathways: Each EPP will select one of three pathways to meet all CAEP standards and achieve CAEP accreditation:
  - 1) Continuous Improvement (CI);
  - 2) Transformation Initiative (TI); or
  - 3) Inquiry Brief (IB).

An EPP may change its pathway after successful completion of an accreditation cycle. The EPP is responsible for communicating the desired pathway to CAEP, the West Virginia Department of Education ("WVDE") and the governing agency of each higher education institution that is an EPP ("governing agency"). Changes in an EPP's chosen pathway during an accreditation cycle require the EPP to consult with the CAEP, the WVDE and the governing agency. Information about the pathways is provided by CAEP.

### IV. Approved Standards and Processes for Program Review for Programs of Study Leading to Professional Practice In a School Setting:

All institutions of higher education EPPs will be required to meet CAEP standards and CAEP accreditation requirements.

Options:

1. Option 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: As evidence of quality, CAEP accepts the decisions of SPA areas that are recognized by the U.S. Department of Education or the Council for Higher Education Accreditation. The results of all SPA decisions will be reported to the WVDE, the institution and its governing agency. Program review reports will also be available for review during the off-site and on-site reviews. Proper documentation of current approval status must be presented by the EPP to the ART team. Programs receiving full national recognition through the SPA review process and meeting all state standards and relevant policy adopted by the WVBE and standards particular to the EPP will also be considered state approved.

2. Option 1.A.*CAEP Program Review for Teacher Licensure Content Programs with National Organizations*. The EPP provider will use Option 1.A. "CAEP Program Review for Teacher Licensure Content Programs with National Organizations" for teacher licensure content programs for which there is no national SPA, but for which there is a selected, specialized, national accrediting organization accepted by CAEP, such as National Association of Schools of Music-NASM. As evidence of quality, CAEP accepts the decisions of these national agencies. Programs receiving full national recognition through the specialized accrediting organization review process and meeting all state standards and relevant policy adopted by the WVBE and standards particular to the EPP will be considered state approved.

3. Option 2--*CAEP Program Review with Feedback*. For content programs leading to licensure for which there is NO national SPA, the EPP will use *Option 2 CAEP Program Review with Feedback* as its program review process. The results of the *CAEP Program Review with Feedback* will be reported to the institution, the WVDE, the ART and the governing agency. *The Program Review with Feedback reports will be* available to the ART during the off-site process and the on-site visit. The ART will provide a recommendation regarding the status of each program utilizing Option 2.

V. Accreditation Review Team Composition

The Accreditation Review Team is a joint team of members-CAEP/ State according to the guidelines for each selected accreditation pathway.

The following conditions apply to all teams:

- Total of Five (5) Members of the Accreditation Review Team (ART): 3 National:
- 2 State
- All voting members of Review Teams must have successfully completed CAEP Review Team member training.
- A P-12 practitioner shall be a member of each ART whenever possible.
- Each teacher association may appoint one (1) observer for the onsite review at the association's expense.

- The governing agency of the EPP undergoing review may appoint an observer to each team at its own expense.
- A liaison from the WVDE will serve in an assistant/observer role.
- The EPP will assume all expenses – including travel, lodging and meals – for CAEP and State team members (excluding observers), as well as the periodic evaluation fee. Onsite team activities will be conducted according to CAEP policy.
- The ART members will adhere to CAEP's Code of Conduct to assure the EEPs 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.

## VI. Other Terms and Conditions

- CAEP will collaborate with the WVDE and the governing agencies to plan, design and implement a range of training opportunities for reviewers. As part of this Agreement, the WVDE and the governing agencies' contacts may participate in all web trainings. The registration fee for one WVDE contact will be waived for one annual CAEP Conference.
- CAEP will assume all expenses for one WVDE contact to attend the annual CAEP Clinic, with additional State staff members and governing agency staff members welcome at their own expense, including a registration fee. 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.
- The WVDE and the governing agencies 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.
- The WVDE will provide to CAEP the sections of WVBE Policy 5100 that describe the Educator Preparation Program Review Board (EPPRB) process. The WVDE will notify CAEP within 30 days of action taken when a content program leading to state licensure in a CAEP-accredited EPP has had a "Change in Status" as a result of a decision by the EPPRB.
- Responses to the final reports by the EPP and/or the WVDE will follow procedures and timelines established in CAEP policy.
- West Virginia EPPs that are seeking CAEP accreditation or hold CAEP accreditation status will pay annual CAEP dues.
- Final accreditation decisions will be posted on CAEP's website. CAEP will send a letter with the official accreditation decision to the WVBE President and the head of the institution's governing agency, with a copy to the WVDE Office of Professional Preparation Executive Director. Additionally, CAEP will provide written notice of all accreditation decisions to the U.S. Department of Education, 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).
- This Agreement shall be for an initial period of seven years (August 1, 2014 through July 31, 2021) and may be modified by the parties in writing during that time, if deemed to be necessary.

- I. The WVDE will work with associations that represent P-12 educators, EPPs 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.
- J. The WVDE will work collaboratively with other governing agencies to develop a set of administrative guidelines for implementing this Agreement.
- 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.

James G. Cibulka, President  
Council for the Accreditation of Educator Preparation Date

West Virginia Board of Education Date

Addendum #1  
CAEP West Virginia State Agreement  
March 2018

This Addendum modifies and supplements the agreement ("CAEP West Virginia State Agreement") signed by the President of the West Virginia Board of Education on July 9, 2014 and the President of CAEP on July 11, 2014.

The parties to the CAEP West Virginia State Agreement as modified by this Addendum are: West Virginia Board of Education, West Virginia Higher Education Policy Commission and the Council for the Accreditation of Educator Preparation ("CAEP").

The parties agree that the West Virginia Higher Education Policy Commission is added as a party to the agreement effective April 1, 2018, and that the West Virginia Higher Education Policy Commission assumes responsibility for payment of 50 percent of West Virginia's annual dues.

\_\_\_\_\_  
Christopher Koch, President  
Council for the Accreditation of Educator Preparation

\_\_\_\_\_  
DATE

By signing this addendum to the state agreement, the undersigned agree to be bound by the terms outlined, and affirms that he or she has the authority to enter into this agreement on behalf of the West Virginia Board of Education and the West Virginia Higher Education Policy Commission.

\_\_\_\_\_  
President  
West Virginia Board of Education

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Chair  
West Virginia Higher Education Policy Commission

\_\_\_\_\_  
DATE