

GETTING INVOLVED: VOLUNTEER OPPORTUNITIES AT CAEP

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Overview of CAEP Volunteers

CAEP relies on over 1200 Volunteers serving in the following roles:

- Accreditation Councilors
- Annual Report Reviewers
- Specialized Professional Association (SPA) Program Reviewers
- Site Visitors
- Diversity of volunteers is essential in representing today's P-12 learners with committed professionals representing the Public, P-12 Practitioners, Policy Makers, Teacher Educators, and Employers.

ACCREDITATION COUNCILORS

Councilor Responsibilities and Duties

- Participate in two annual in-person Accreditation Council Meetings
 - Conduct review of assigned EPP accreditation cases
 - Vote on final recommendations to grant, revoke, or deny accreditation
 - Serve on standing committees of the Council
- Review and take action on recommendations and resolutions which help the Accreditation Council conduct business

ACCREDITATION COUNCILORS

- Number of active Councilors fluctuates alongside the number of scheduled site visits
- Applications for Councilors are accepted through CAEP's Call for Service each spring
- The Accreditation Council's Selection Committee reviews applications
- Accreditation Council reviews recommendations from the Selection Committee and votes to grant Councilor appointments

ANNUAL REPORT REVIEWERS

Responsibilities and Duties

- Provide meaningful feedback to EPPs and enhance CAEP's monitoring efforts to support continuous improvement
 - Provide EPPs with appropriate feedback on various sections of the EPP Annual Report in accordance with guidelines communicated during training
 - Work collaboratively in the review process with CAEP staff and other annual report reviewers

ANNUAL REPORT REVIEWERS

Commitment Required

- Be available to commit approximately 40 hours, as appropriate to deliver quality completion of assigned reports, in June and/or July to review reports
- Be available for online training in May

SPECIALIZED PROFESSIONAL ASSOCIATION (SPA) PROGRAM REVIEWERS

WHAT IS A SPA PROGRAM REVIEWER?

- SPA Program reviewers will review program reports from providers.
 - Purpose: to ensure that candidates apply content and pedagogical knowledge as reflected in outcome assessments in response to standards of Specialized Professional Associations (SPA).

- TYPES OF SPA PROGRAM REVIEWERS
 - Program Reviewers
 - Lead Reviewers are experienced Program Reviewers
 - Auditors are experienced Program/Lead Reviewers

SPA PROGRAM REVIEWERS

Responsibilities and Duties

- Review a program report submitted by an EPP
- Make a judgment as to whether the program meets standards and qualifies for national recognition
- Complete the Conflict of Interest (COI) survey sent each cycle
- Complete report by the deadline date and stay in touch with the team

SPA PROGRAM REVIEWER

Reviewing a SPA Program Report

- Judge alignment of a program's assessments and candidate data with the appropriate Specialized Professional Association (SPA) standards
- Clearly communicate strengths and weaknesses in relation to the SPA standards
- Make objective assessment as possible about the degree to which a given program meets the SPA standards, based on candidate performance evidence.

ALL REPORT INFORMATION IS CONFIDENTIAL- Discuss with team members only

SPA Program Reviewer Work Cycles

- The Program Review cycles are twice a year if you are available
 - March 15 program reports deadline. Review time is April 15 – June 1
 - September 15 program reports deadline. Review time is October 15 – November 15
- Assigned to a team of 2 or 3 reviewers. The lead reviewer is there to answer questions and help with the review.
- Number of reports assigned depends on the SPA and how many reviewers are available for the number of reports received

SITE VISITOR

Role within Site Team

- Site visits are conducted by a team of 3 – 6 volunteers, and the responsibility for the site visit and report writing process is shared amongst the site team.
 - Lead site visitor
 - Site visitor

SITE VISITOR

Responsibilities and Duties

- The site visitor's primary responsibilities are to assess the strength of an EPP's evidence in relation to the standards by conducting a formative meeting and site visit to the EPP.
 - Four Key Steps
 - Formative Meeting
 - Formative Feedback Report
 - Site Visit
 - Site Visit Report

SITE VISITOR

Commitment Required

- Potential site visitors should be aware that, on average, an estimated 70 hours of work are involved before, during, and after each site visit, and should be fully prepared to participate in all events related to their assigned visit. Site visits typically last 2.5 days. Site visitors are expected to stay for the entire duration of the site visit and are expected to participate actively in planned interviews and meetings, as assigned by the lead site visitor.

Why Volunteer with CAEP?

- Training and professional development on model quality assurance and accreditation processes grounded in evidence-based standards
- Networking opportunities with experts and professionals in the field
- Contributing your expertise as the crux of an expert review-based process of accreditation
- Exposure to other EPP and community contexts as well as new and innovative methods of teacher preparation; particularly around program outcomes, completer impact, and continuous improvement
- Familiarity with and exposure to CAEP templates and materials
- Certificate of service upon completion of site visitor term (For higher education volunteers: an endorsement letter supporting the work of a site visitor as the scholarship of application)

BECOMING A CAEP Volunteer

NEXT STEPS

- Use the CAEP OVA system to submit an application. Usually open in early February and closing in late March
- Accreditation Councilors, Annual Report Reviewers, and Site Visitors are chosen and approved by committees of and then the full Accreditation Council
- SPA Reviewers:
 - The information will be sent to the SPA Coordinators that you have designated in the OVA system.
 - Contact SPA Coordinators about upcoming trainings
 - Check the SPA websites for upcoming trainings
 - Training is usually one day or online (time varies depending on the SPA)

CONTACT

How to Apply

- CAEP Call for Service
 - <http://caepnet.org/working-together/volunteers/2018-call-for-service>
 - Accreditation Councilors
 - Michelle Bicey, michelle.bicey@caepnet.org
- Annual Report Reviewer
 - Richard Rice, richard.rice@caepnet.org
- Site Visitor
 - Keona Allen, keona.allen@caepnet.org
- Specialized Professional Association Program Reviewers
 - Sabata Morris, sabata.morris@caepnet.org

TELL US HOW TO IMPROVE FOR YOUR
NEXT CAEP CON

COMPLETE YOUR
SESSION
FEEDBACK

