

# CAEP-TSPC PARTNERSHIP AGREEMENT

## Oregon Teacher Standards and Practices Commission and The Council for the Accreditation of Educator Preparation (CAEP) Partnership Agreement

8/1/2018-4/31/2021

Whereas, CAEP is a nongovernmental, voluntary association committed to the effective preparation of teachers and other P-12 professional educators; and

Whereas, CAEP, through an autonomous Accreditation Council, accredits educator preparation providers (EPPs) and advances excellent educator preparation through evidence-based accreditation that assures quality and supports continuous improvement to strengthen P-12 student learning; and

Whereas, CAEP is a nationally recognized accreditor, having earned recognition by the Council for Higher Education Accreditation (CHEA), and may seek recognition by the United States Secretary of Education, and, therefore, develops policy and procedures aligned with all applicable requirements of CHEA and the U.S. Department of Education (USDEd); and

Whereas, the Oregon Teacher Standards and Practices Commission has been granted the sole authority by the Oregon State Legislative Assembly to approve Oregon educator preparation providers and the decision to approve or not approve a provider or program will be made independent of any CAEP determinations regarding its accreditation of the EPP;

CAEP and the Oregon Teacher Standards and Practices Commission (TSPC) (the Parties) hereby enter into this agreement detailing TSPC's preferences with regard to program review options and review team composition for accreditation site visits conducted by CAEP of EPPs operating within Oregon, and establishing the primary responsibilities each party has in supporting CAEP Accreditation activities involving all such EPPs.

### 1. CAEP Standards and Scope of Accreditation

The Parties understand and agree that:

- 1.1. The CAEP Board of Directors (CAEP Board or Board) has adopted standards (CAEP Standards or Standards) that serve as the basis for all accreditation reviews undertaken by CAEP. The CAEP Standards reflect the voice of the education field – on what makes a quality educator. The Standards and their components flow from two principles:
  - 1.1.1. There must be solid evidence that the educator preparation provider's completers are competent and caring educators, and
  - 1.1.2. There must be solid evidence that the educator preparation provider's educator staff have the capacity to create a culture of evidence and use it to maintain and enhance the quality of the professional programs they offer.
- 1.2. As a result of the ongoing critical self-review that CAEP undertakes to maintain and improve the quality of CAEP Accreditation, the CAEP Board will undertake a comprehensive review and revision of the CAEP Standards on a schedule set by the Board and may, as needed, make interim

amendments to the Standards. In making any such changes, CAEP will seek stakeholder and public input, including input from TSPC and its EPPs. It is the responsibility of TSPC and any EPPs seeking CAEP Accreditation to stay informed of any changes made to the CAEP Standards and the timeline(s) set by the Board for the implementation of or transition to new or revised Standards.

1.3. The CAEP scope of accreditation, defined in Accreditation Council policy, provides for the review of Initial-Licensure Programs and Advanced-Level Programs.

1.3.1.1. Initial Licensure Programs are programs at the baccalaureate, post-baccalaureate, and graduate level leading to initial licensure, certification, or endorsement, and that are designed to develop P-12 teachers.

1.3.1.2. Advanced Level Programs are programs at the post-baccalaureate or graduate level leading to licensure, certification, or endorsement. These programs are designed to develop P-12 teachers who have already completed an initial preparation program and are seeking to add endorsements or licensure as Teacher Leaders, professional teachers, administrators and other school professionals (School Counselors, School Psychologists, and School Social Workers) for employment in P-12 schools/districts.

## **2. CAEP's Responsibility for Education Preparation Provider (EPP) Accreditation**

The Parties understand and agree that:

2.1.1. CAEP, through the Accreditation Council, has sole responsibility for granting CAEP Accreditation to an EPP, and, for applying institutions, for supporting and overseeing NCATE- and TEAC- accredited EPPs through continuous accreditation and the CAEP Eligibility processes described below.

2.2. The process required for national accreditation by CAEP is outlined in the policies and procedures of CAEP and the Accreditation Council, both of which may be revised from time to time. It is the responsibility of TSPC and any EPP seeking CAEP Accreditation to stay informed of any such changes as they may impact the CAEP Accreditation process from the time of their adoption or publication.

## **3. TSPC's Responsibility for Program Approval**

3.1. The parties agree that all decisions for program approval are within the sole authority of TSPC, and that the decision to approve or not approve an EPP will be made independent of any CAEP determinations regarding its accreditation of the EPP. The parties agree that the rules and standards for unit and program approval in Oregon are subject to change at any time by the Oregon Legislature or TSPC, and such rules as amended would govern the decision for ultimate approval of an EPP.

3.2. TSPC has sole responsibility for program approval. In granting program approval, TSPC may utilize information generated from CAEP's review of an EPP, including but not limited to an Accreditation Council decision on CAEP Accreditation and the assignment of any Areas for Improvement (AFIs) and Stipulations, as described in Accreditation Council policy. TSPC will use, but is not bound by, information from CAEP.

3.3. TSPC will periodically review its program review requirements against the CAEP Standards and policies and will, in a timely manner, make CAEP aware of any conflicts or potential

inconsistencies so that all parties to this agreement are aware of any such issues and can work constructively together to minimize any challenges that may arise from them.

3.4. An EPP that is subject to the jurisdiction of TSPC may choose from the following program review options for CAEP Accreditation:

**3.4.1 Specialty Program Review with National Recognition.** The goal of the specialized professional association (SPA) Program Review with National Recognition is to align specialty licensure area data with national standards developed by SPAs in order to receive national recognition at the program level. The site team will consider the National Recognition decision available in SPA program level reports as evidence to meet the sufficiency criteria related to CAEP Standard 1. TSPC makes the final decision on the approval of any program.

**3.4.2 State Review by State Authority.** TSPC conducts program reviews for purposes of state approval and to inform CAEP Accreditation. An EPP selecting the State Review option will follow TSPC guidelines. TSPC provides forms and instructions on how to meet all State standards for licensure/certificate program approval. Upon an EPP's completion of TSPC authority forms, trained reviewers are selected and assigned within appropriate content areas. Reviewers make recommendations for further action and/or approval. TSPC makes the final decision on the approval of any program.

#### **4. Transition from NCATE and TEAC Accreditation to CAEP Accreditation**

4.1 Beginning January 1, 2017, CAEP ceased operation of the NCATE and TEAC Commissions.

4.2 EPPs holding NCATE or TEAC accreditation and meeting CAEP's requirements for continuous accreditation will not be required to meet CAEP Standards until the expiration of their current term of accreditation. All such EPPs are subject to the transition provisions described in Sections 4.2.1 to 4.2.6, below, and further defined in Accreditation Council policy.

4.2.1 Annual Reports: All NCATE- and TEAC-accredited EPPs are required to submit annual reports through the duration of their current term using the CAEP annual report template provided in the CAEP accreditation platform.

4.2.2 Good Standing: An NCATE- or TEAC-accredited EPP in good standing is considered to be continuously accredited. Upon expiration of the EPP's NCATE or TEAC term of accreditation, the EPP's next accreditation review must be based on CAEP Standards, the CAEP Policy Manual, and the CAEP Accreditation Handbooks, and carried out using the uniform CAEP Accreditation process. Any such EPP is not required to complete the CAEP application process so long as continuous accreditation is maintained.

4.2.3 Resolution of NCATE 2-Year Reviews: For any NCATE-accredited EPP that still must undergo a full or focused site visit, any such review, and any subsequent Accreditation Council decision stemming from such review, will be based on the NCATE standards, policies, and procedures used for the previous review.

- 4.2.4 Resolution of TEAC Stipulations: For any TEAC-accredited EPP that still must undergo a document review as a consequence of having one or more stipulations to correct, any such review and any subsequent Accreditation Council decision stemming from such review, will be based on TEAC principles, policies, and procedures.
  - 4.2.5 Extensions Granted for Reviews Taking Place up to Fall 2019: For any NCATE- or TEAC-accredited EPP that has been granted an extension, either by CAEP or the Annual Report Monitoring Committee (ARM) of the Accreditation Council, for an accreditation review that will take place no later than fall 2019, such review (including the site visit and panel reviews) and any subsequent Accreditation Council decision stemming from such review will be based on the CAEP Standards, and carried out using the same process or pathway used for the initial review, as appropriate.
  - 4.2.6 Extensions Granted for Reviews Taking Place After Fall 2019: For any NCATE- or TEAC-accredited EPP that has been granted an extension, either by CAEP or the ARM, for an accreditation review that will take place after fall 2019, such review (including the site visit and panel review) and any subsequent Accreditation Council decision stemming from the review, will be based on the CAEP Standards, the CAEP Policy Manual, and the CAEP Accreditation Handbooks.
- 4.3 Any accreditation review scheduled to take place during and after fall 2019, whether of a new applicant, for continuing accreditation, or following an approved extension, will be based on the CAEP standards, the CAEP Policy Manual, and the CAEP Accreditation Handbooks, and carried out using the uniform CAEP Accreditation process.

## 5. Accreditation Cycle

Specific to the CAEP portion of the accreditation cycle, the Parties understand and agree that:

- 5.1. All decisions for unit approval are within the sole authority of TSPC, and that the decision to approve or not approve an EPP will be made independent of any CAEP determinations regarding its accreditation of the EPP. The parties agree that the rules and standards for unit and program approval in Oregon are subject to change at any time by the Oregon Legislature or TSPC, and such rules as amended would govern the decision for TSPC's ultimate approval of an EPP.
- 5.2. The CAEP Accreditation cycle involves an EPP in continuous improvement and requires an EPP to demonstrate that it meets the high standards of quality required to improve P-12 student learning.
- 5.3. Subject to the provisions of Section 4.2, above, to merit full accreditation by CAEP, an EPP must meet all CAEP Standards on the basis of sufficient and accurate evidence.
- 5.4. An EPP seeking CAEP Accreditation, either as an initial applicant or through a renewal process (generally referred to as continuous accreditation), must complete a self-study process leading to an EPP's production of a Self-Study Report (SSR), a Formative Review, and a Site Visit. An EPP may elect to participate as designated in CAEP policy in the review panel deliberations. Additional details of the CAEP Accreditation process are included in the Accreditation Council Policy Manual.

- 5.5. TSPC may include the TSPC joint review team co-chair and/or the TSPC consultant in arranging and participating in Unit Pre-Visits.
- 5.6. A site visit, carried out by a site team, is an essential part of the accreditation process. Members of the assigned team investigate the quality of an EPP's evidence, including the accuracy and consistency of the evidence provided in relation to CAEP Standards. During a two- to three-day site visit, the site team reviews evidence, data, and pedagogical artifacts (e.g., lesson plans, student work samples, videos) assembled by the EPP. The site team also interviews EPP leaders, faculty, cooperating teachers, candidates, students, P-12 administrators, site supervisors, and others relevant stakeholders.
- 5.7. TSPC elects that CAEP's reviews of EPPs in Oregon will be carried out using site teams composed as follows:
  - 5.7.1 **Joint Review Team.** The Joint Review Team includes national site visitors appointed by CAEP and TSPC site visitors appointed by TSPC. TSPC shall provide CAEP with its list of site visitors within any timelines established by CAEP in the Accreditation Council Policy Manual and CAEP Accreditation Handbook. CAEP-appointed members must make up more than 50 percent of the team. TSPC may appoint up to one team member less than the number of CAEP-appointed team members on the joint review team. The team is led by a site team chair appointed by CAEP. However, the CAEP appointed chair shall have no authority over the unit review activities by the state team members as they relate to state-specific standards.
- 5.8. Prior to assignment to any CAEP site team, an individual must have successfully completed CAEP training for site team members and must acknowledge understanding of and agree to adhere to CAEP's code of conduct, including with regard to confidentiality and conflicts of interest.
- 5.9. Each site team shall include a P-12 practitioner, when possible. TSPC will make recommendations for P-12 practitioners through the CAEP accreditation platform. CAEP will assign the P-12 representative from a pool of nationally trained site visitors. The P-12 representative will count toward CAEP's appointed visiting team membership.
- 5.10. At the discretion of TSPC, Oregon's teachers' association(s) may appoint one (1) representative per association to observe the site review. Neither TSPC nor CAEP will be responsible for any expenses associated with any such observer. Prior to participation, any observer must acknowledge understanding of an agreement to adhere to CAEP's policies and procedures regarding site visits and the CAEP Code of Conduct, including with regard to confidentiality and conflicts of interest.
- 5.11. All site visit activities undertaken by a CAEP site team, except the review of state-specific standards by the state team members will be conducted in accordance with the policies and procedures of CAEP and the Accreditation Council.
- 5.12. CAEP is not responsible for site visit expenses for TSPC-assigned personnel.
- 5.13. CAEP agrees to include State-specific standards in the Self-Study Report template within the CAEP accreditation platform. Information gathered on State-specific standards is to be used only

for purposes of determining State approval of the units. An EPP's attainment of, or failure to attain, any non-CAEP standards will have no bearing on CAEP Accreditation.

- 5.14. The specific timeline established for the unit review of an EPP, as well as CAEP's consideration of any request for an extension, will be decided by TSPC and CAEP and the Accreditation Council, as appropriate, on a case-by-case basis and in accordance with TSPC, CAEP and Accreditation Council policies.
- 5.15. Once granted full CAEP Accreditation, an EPP's term of accreditation shall be seven (7) years. Throughout this term, to maintain accreditation, an EPP must comply with CAEP and Accreditation Council policies, including policies regarding payment of annual dues and the submission of annual reports. CAEP will adjust its site visit schedule to allow site visits to be aligned with TSPC's approved site visit schedule.
- 5.16. An EPP for which the Accreditation Council issues a decision to deny or revoke accreditation will have a right to petition for an appeal, consistent with the Appeals Policy.
- 5.17. TSPC will provide to CAEP its policy leading to a "Change in State Status." TSPC will notify CAEP within thirty (30) days of action taken when a CAEP-accredited EPP has had a "Change in State Status" as a result of a decision on specialized professional association (SPA) program status by TSPC.
- 5.18. Accreditation-specific terminology and definitions used by CAEP as part of its EPP review and accreditation processes may vary from similar terms and definitions used by TSPC. Any definitions of key terms and glossaries created by CAEP are available on the CAEP website [<http://caepnet.org/glossary>]. TSPC should inquire with CAEP about the definition of any term if there is uncertainty regarding its meaning in the CAEP Accreditation context.

## **6. Opportunities for State Input**

The Parties understand and agree that:

- 6.1. CAEP will afford TSPC multiple opportunities to provide CAEP, the site team, and members of the Accreditation Council with any information or data TSPC deems relevant to the CAEP accreditation of an EPP, as follows:
- 6.2. As described in Section 5.7.1, above, TSPC may elect to appoint members of the CAEP/TSPC joint site team. Participants on the joint team participating in the CAEP portion of the accreditation review will be site visitor trained unless provided specific exception by CAEP and TSPC. TSPC reserves its right to have other state appointed individuals who may not be CAEP site visitor trained participate in the review of non-CAEP state-specific standards concurrent with the CAEP/TSPC joint review team.
- 6.3. At least sixteen (16) weeks prior to any scheduled site visit, CAEP will give TSPC notice of the upcoming visit. At any time, up to six (6) weeks before the scheduled visit, TSPC may provide CAEP and the EPP with comments and information on the EPP for consideration by the site team. EPPs will be given an opportunity to respond to any such comments prior to the site visit.
- 6.4. At any time, TSPC may file a complaint regarding an EPP with the Accreditation Council for

investigation and consideration as part of the EPP's ongoing cycle of CAEP Accreditation.

- 6.5. In the event an EPP within Oregon petitions for the appeal of an adverse action of the Accreditation Council, CAEP will notify TSPC that such petition has been received. Any notification of a decision made by an appeal panel will be made in accordance with Section 7, below, and the detailed notification provisions included in the CAEP Accreditation Policy.

## 7. **Decisions of the Accreditation Council and Appeals Council**

The Parties understand and agree that:

- 7.1. The Accreditation Council makes decisions regarding the accreditation of EPPs at regularly scheduled meetings held two times each year.
- 7.2. TSPC may assign a representative to attend (virtually or in-person) any open Accreditation Council meeting at which discussion or action may be taken that would impact the accreditation status of an Oregon EPP. CAEP will notify TSPC in advance of these meetings.
- 7.3. Following any decision of the Accreditation Council to deny or revoke the accreditation of an EPP the EPP is promptly informed of its option to file a petition for an appeal and the requirements for qualifying to have an appeal considered by CAEP's Appeals Council. Appeals criteria and process information are included in Appeals Council policy.
- 7.4. CAEP provides written notice of each decision of the Accreditation Council and Appeals Council to TSPC and the following individuals and entities:
  - United States Secretary of Education (only if required subsequent to CAEP achieving recognition by the U.S. Secretary of Education) or relevant government agency for international EPPs
  - Council for Higher Education Accreditation (CHEA)
  - Other State licensing or authorizing agency representatives, as appropriate
  - Appropriate accrediting agencies, including national, regional, and specialized accrediting agencies
  - Relevant state affiliates of the National Education Association (NEA) and the American Federation of Teachers (AFT)
- 7.5. In the event of a final decision to deny or revoke accreditation CAEP's written notice will include a brief statement summarizing the reasons for the adverse action, along with the official comments, if any, that the affected EPP may wish to make with regard to the decision, or evidence that the affected EPP has been offered the opportunity to provide official comment.
- 7.6. The written notice CAEP provides regarding its accrediting decisions, made in accordance with the requirements of Federal regulations (34 CFR Part 602), includes notice to the appropriate State licensing or authorizing agency which may be a party to this agreement. Specifically, such notice will be provided no later than thirty (30) days following a decision to award initial accreditation or to renew or continue accreditation. In the event of a final decision to place an EPP on probation, grant provisional accreditation, or to deny or terminate accreditation of an EPP, notice will be provided to TSPC at the same time notice of the decision is given to the EPP, and no later than 30 days after the decision is reached. Within 30 days of receiving notification from an EPP that the EPP has decided to withdraw voluntarily from accreditation or to let its

accreditation lapse, CAEP will provide TSPC with written notice.

## **8. Data Sharing**

The Parties understand and agree that:

- 8.1. The CAEP Standards and process for CAEP Accreditation require an EPP to collect and share data. To the extent that TSPC maintains data necessary for CAEP's review of an EPP, subject to any data-sharing agreement that may exist between an EPP and TSPC, CAEP expects that TSPC will make the relevant data available to CAEP at no cost, in a timely manner, with all personally identifiable information removed or redacted, and with all appropriate permissions to use the data for CAEP Accreditation activities.
- 8.2. In order to facilitate the reviews necessary for CAEP Accreditation, CAEP will provide TSPC and each dues paying EPP in Oregon with access to the CAEP accreditation platform, CAEP's data and information management system. Should TSPC or any EPP fail to pay annual dues to CAEP in a timely manner, CAEP reserves the right to suspend access to the accreditation platform until any outstanding dues are paid.
- 8.3. CAEP policies and the accreditation platform site include information on the confidential nature of information maintained within the accreditation platform. All CAEP accreditation platform users must acknowledge CAEP's confidentiality policy and agree to adhere to it.

## **9. Partnership Dues, State Benefits, and Fees for Additional Services**

The Parties understand and agree that:

- 9.1. TSPC will be responsible for payment of annual State Partnership dues (See Appendix A). Dues may be reviewed and updated annually by CAEP. Should the amount of TSPC's annual State Partnership dues be changed during the term of this agreement, CAEP will notify TSPC of the new dues amount and the effective date.
- 9.2. CAEP will provide up to three (3) individuals employed by TSPC with access to CAEP's accreditation platform.
- 9.3. During each year covered by this agreement, CAEP will waive one (spring or fall) CAEP Conference registration fee for one (1) designated TSPC representative; however, the TSPC or TSPC representative must assume other expenses associated with attending the conference.
- 9.4. During each year covered by this agreement, CAEP will assume all expenses for one (1) designated TSPC representative to attend the annual CAEP Clinic. A registration fee will be assessed for any additional TSPC staff and they must assume other expenses associated with attending the clinic.
- 9.5. CAEP offers states access to CAEP National Training for up to five site visitors a year, including training and travel (additional participants may be added based on need and on a cost-recovery basis). CAEP may also offer supplemental training opportunities for state reviewers. Supplemental training events that are arranged, including events in Oregon, will be provided by CAEP on a cost-recovery basis and with specific arrangements negotiated according to CAEP's policies regarding fees and expenses for training.

- 9.6. TSPC will work with associations that represent P-12 educators (OEA, NBPTS, COSA), educator preparation providers, and education administrators to establish credit toward continuing education units or professional development requirements at the local district level in return for Oregon's P-12 educators' professional contributions to the work of CAEP as site team visitors or program reviewers.
- 9.7. CAEP will collaborate with TSPC to plan, design, and implement a range of training opportunities for State program reviewers and site team members. Additional training events may be arranged, including events in Oregon, on a cost-recovery basis, with arrangements negotiated according to CAEP's policies regarding fees and expenses for training.

**10. TSPC and CAEP Contacts**

The Parties understand and agree that:

- 10.1. TSPC will designate a liaison to serve as the primary contact for CAEP throughout the term of this agreement.
- 10.2. CAEP will designate a liaison to serve as the primary contact for TSPC throughout the term of this agreement.

**11. Agreement Term and Amendments**

The Parties understand and agree that:

- 11.1. CAEP and TSPC enter into this partnership agreement for the three (3)-year period beginning 8/1/2018 and ending on 4/31/2021.
- 11.2. The Parties will review this agreement at least annually and, as necessary, propose any amendment deemed appropriate and which may be adopted upon the agreement of the Parties.
- 11.3. Notwithstanding the annual review described above, this agreement may be modified by consent of the Parties at any point.
- 11.4. Either party may terminate this Agreement with ninety (90) days' written notice to the other party. If TSPC so terminates this Agreement, CAEP will be entitled to all earned dues for the fiscal year of said termination.

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

\_\_\_\_\_  
 DATE

By signing this agreement, the undersigned agrees to be bound by the terms outlined above, and affirms that he or she has the authority to enter into this agreement on behalf of TSPC.

\_\_\_\_\_  
 Dr. Anthony Rosilez, Executive Director  
 Oregon Teacher Standards and Practices Commission

\_\_\_\_\_  
 DATE

## Appendix A: State Dues Structure

Beginning in FY18 (July 1, 2017), a new State Partnerships dues structure\* take effect. The new structure more fairly aligns and delineates (1) the collective resources required to service state partners in conjunction with their respective EPPs (fixed and proportional amounts), and (2) the variable resources required to administer the CAEP-State joint visits for States that choose to participate in the joint CAEP Accreditation processes (variable amount).

Annual costs for supporting activities associated with State Partnerships have both fixed and proportional components which include costs associated with the CAEP Clinic, fall and spring CAEP Conferences, staff time, technology costs for maintaining workspaces within CAEP's accreditation platform, and other indirect expenses.

For the fixed and proportional amounts, states would be assessed \$2,750 annually to cover expenses for the spring convening and conference registration plus a portion of indirect expenses, which are based on the actual percentage of CAEP member EPPs within each state.

For example:

State A has 20 CAEP member EPPs, or 2.2% of total CAEP EPPs. The proportional amount will be set at 2.2% of \$315,000 (current total), or \$6,900. Therefore, the total fees for State A will be: \$2,750 (fixed) + \$6,900 (variable) = \$9,650.

\* This represents the dues structure in effect at the time this agreement is entered into by the Parties. CAEP reviews the dues structure annually and reserves the right to adjust the State's annual dues as needed to ensure that all costs of CAEP's accreditation activities are adequately covered. CAEP will notify the State upon the adoption of any changes to this structure and the data on which any new dues structure will take effect.