

**Idaho State Department of Education
and
The Council for the Accreditation of Educator Preparation
Partnership Agreement**

In order to promote excellence in educator preparation by coordinating Idaho State Department of Education 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 **Idaho State Department of Education** (“SDE”) (together “the Parties”) enter into this partnership agreement. This agreement describes the partnership, delineates the processes and policies for CAEP accreditation in Idaho, and details the responsibilities of CAEP and Idaho, as well as other terms and conditions, for carrying out CAEP accreditation in Idaho.

I. Standards and Processes for CAEP Accreditation of Educator Preparation Providers (“EPPs”)

The SDE understands and agrees that:

- A. To merit full national accreditation by CAEP, an EPP must meet all CAEP Standards on the basis of sufficient and accurate evidence.
- B. SDE standards also may be applied in addition to the CAEP Standards in the CAEP accreditation process for the purpose of determining state approval.
- C. CAEP, through the Accreditation Council, has sole responsibility for granting CAEP National Accreditation.
- D. 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 the SDE to stay abreast of any such changes as they may impact the CAEP accreditation process. The current versions of CAEP’s Standards and Bylaws, and the policies and operating procedures of CAEP and the Accreditation Council are available on CAEP’s website.
- E. EPPs seeking CAEP accreditation must satisfy eligibility requirements, submit a self-study report in a CAEP-approved format for formative feedback through off-site review, facilitate the posting of a call for public comment, host a site visit, and complete an approved program review process for all programs of study leading to professional practice in a school setting.
- F. In order to facilitate the reviews necessary for CAEP accreditation, CAEP will provide the SDE and each dues paying EPP with access to AIMS, CAEP’s data and information management system. CAEP policies and the AIMS site include information on the confidential nature of information maintained within AIMS.

- G. The specific timeline established for the review of an EPP, as well CAEP's consideration of any request for an extension, will be decided by the SDE staff consultant, CAEP and the Accreditation Council, as appropriate, on a case by case basis and in accordance with the SDE, CAEP and Accreditation Council policies.
- H. Once granted full CAEP accreditation, an EPP's term of accreditation shall be seven (7) years. EPP's accreditation status is subject to CAEP Policies, including payment of annual dues and submission of an annual report as required.
- I. CAEP's definitions are used for the national accreditation process and these definitions may vary from the SDE's definitions.
- J. The SDE will designate a liaison to serve as the primary contact for CAEP throughout the term of this agreement.

II. Accreditation Review Teams

CAEP's site visit is an essential part of the accreditation process, as noted above. The Parties agree to work together to assemble and support an Site Visitor Team for the accreditation of each EPP, in keeping with the options and processes outlined below:

- A. The principal role of the Site Visitor Team is to investigate the quality of the provider's evidence, including its accuracy and its consistency or inconsistency with the provider's claims related to the CAEP Standards. After an EPP submits its self-study report, CAEP assigns a Site Visitor Team of highly-trained peers based on the team composition selected in section II.B. below. The Site Visitor Team then conducts a two- to three-day site visit to review evidence, verify data, and examine pedagogical artifacts (e.g., lesson plans, student work samples, videos) assembled by the EPP. During the visit, the Site Visitor Team also interviews provider leaders, faculty, mentor teachers, candidates, students, P-12 administrators, and others relevant stakeholders. The interviews are a critical part of the accreditation process, helping the Site Visitor Team to investigate, evaluate, interpret, and finally determine the sufficiency of the evidence for each standard.
- B. At the conclusion of the site visit, the Site Visitor Team will give a preliminary oral report to the provider that summarizes its analysis about the accuracy and quality of the evidence, what was verified and not verified, methodologies, and strengths and deficiencies found in the EPP's program. The Site Visitor Team uses results from its investigation as the basis for analysis of the strength of the evidence for each standard. Site Visitor Team members do not determine if standards are met. The Site Visitor Team's analysis represents a starting point for the Accreditation Council review and decisions. The Site Visitor Team also notes strengths and weaknesses and can make specific recommendations for AFIs and Stipulations for consideration by the Accreditation Council.
- C. The SDE elects to use Concurrent Teams for site visits.

1. SDE and CAEP teams operate independently, but conduct their visits at the same time when possible. The SDE's team reviews evidence aligned to SDE standards, policies, and requirements; the CAEP team reviews evidence aligned to the CAEP Standards.
- D. The following conditions apply to the CAEP Team that is part of a Concurrent Visit:
1. All Site Visitor Team members must have successfully completed CAEP Review Team Member training prior to appointment to any review team.
 2. All Site Visitor Team members must acknowledge understanding of an agreement to adhere to CAEP's Code of Conduct, including with regard to confidentiality, and Conflicts of Interest policy.
 3. A P-12 practitioner shall be a member of each team, when possible. The SDE will make recommendations for P-12 practitioners through the Accreditation Information Management System (AIMS).
- E. The EPP will assume all expenses – including travel, lodging and meals – for all Site Visitor Team members assigned by CAEP, as well as the periodic evaluation fee.
- F. All onsite team activities will be conducted in accordance with the policies and procedures of CAEP and the Accreditation Council.
- G. The CAEP Site Visitor Team report will be shared with the SDE.
- H. The SDE teachers' association(s) may appoint an observer for the onsite review at the associations' expense. The observer must also acknowledge understanding of an agreement to adhere to CAEP's Code of Conduct, including with regard to confidentiality, and Conflicts of Interest policy.

III. Standards and Processes for Program Review

The Parties understand and agree to the following:

- A. The SDE opts to use Concurrent Teams. EPPs will submit program reports to CAEP following the instructions and timeline for the Concurrent Teams review process.
- B. For purposes of SDE program approval, the SDE recognizes the following program review option:
 1. **SDE Review by SDE Authority:**
Providers selecting the SDE Review option will follow their SDE guidelines. The SDE authority conducts program reviews for purposes of SDE approval and to

inform CAEP accreditation. The SDE authority provides forms and instructions on how to meet all SDE standards for licensure/certificate program approval. Upon completion of the SDE authority forms, trained reviewers are selected and assigned within appropriate content areas. Reviewers make recommendations for further action and/or approval. The SDE authority makes the final decision on approval of all programs.

- C. As evidence of quality, CAEP accepts the decisions of national accrediting organizations for specialized professional program areas that are recognized by the U.S. Department of Education or the Council for Higher Education Accreditation. Proper documentation of current accreditation must be presented by the EPP.

IV. Other Terms and Conditions

- A. The SDE will be responsible for payment of annual CAEP membership dues (See Appendix A). Dues may be reviewed and updated annually by CAEP. Should the amount of the SDE's annual membership dues be changed during the term of this agreement, CAEP will notify the SDE of the new dues amount and the effective date.
- B. CAEP will collaborate with the SDE to plan, design and implement a range of training opportunities for Site Visitor Team members.
- C. Additional training events may be arranged, including events in the SDE, on a cost-recovery basis with arrangements negotiated according to CAEP's policies regarding fees and expenses for training.
- D. CAEP will waive the CAEP Conference registration fee for one SDE contact; however the SDE contact must assume other expenses associated with attending the conference.
- E. CAEP will assume all expenses for one SDE contact to attend the annual CAEP Clinic. A registration fee will be assessed for any, additional SDE staff and they must assume other expenses associated with attending the clinic.
- F. The SDE contact will receive copies of all pertinent accreditation and specialized program area (SPA) review documents and reports through access to the Accreditation Information Management System (AIMS); the SDE contact will be supplied with login information, passwords, and technical support.
- G. The SDE will provide to CAEP its policy leading to a "Change in SDE Status." The SDE will notify CAEP within 30 days of action taken when a CAEP accredited EPP has had a "Change in SDE Status" as a result of a decision on specialized professional program (SPA) status by the SDE.
- H. Responses to the final reports by the EPP and/or the SDE contact will follow procedures and timelines established in CAEP policy.

- I. CAEP publishes all final accreditation decisions on the CAEP website. CAEP will send the EPP and SDE contact a letter with the official accreditation decision. Additionally, CAEP will provide written notice of all accreditation decisions to the U.S. Department of Education, the appropriate SDE licensing or authorizing agency, 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).
- J. The SDE will work with associations that represent P-12 educators (NEA, AFT, NBPTS), education preparation providers, and education administrators to establish credit toward continuing education units or professional development requirements at the local district level in return for the SDE's P-12 educators' professional contributions to the work of CAEP as Site Visitor Team members or program reviewers.
- K. This partnership agreement shall be for an initial period of seven years (October 7, 2016 through October 7, 2023) and may be modified by consent of both parties at any point during that time, if deemed to be necessary.
- L. 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 and be bound by the terms and conditions of the plan as set forth herein.
- M. Sufficient Appropriation by Legislature Required. The parties understand and agree that the SDE is a governmental entity and this Agreement shall in no way or manner be construed so as to bind or obligate the State of Idaho beyond the term of any particular appropriation of funds by the SDE Legislature as may exist from time to time. The SDE reserves the right to terminate this Agreement, or any order placed under it, in whole or in part, if in the SDE's sole judgment, the Legislature of the State of Idaho fails, neglects, or refuses to appropriate sufficient funds as may be required for the SDE to continue payments or requires any return or "give-back" of funds required for the SDE to continue payments, or if the Executive Branch of the State of Idaho mandates any cuts or holdback in the SDE's spending. Any such termination shall take effect on ten (10) days' notice to Contractor by the SDE and be otherwise effective as provided in this Agreement. It is understood and agreed that the SDE's payments provided for under this Agreement shall be paid from legislative appropriations.

_____ Date
 Council for the Accreditation of Educator Preparation

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

_____ Date
 Idaho State Department of Education