Option A:
GENERAL DIRECTIONS for programs using the 2010 ALA/AASL Standards for Initial Preparation of School Librarians

To complete a program report, institutions must provide evidence of meeting [SPA]/CAEP standards based on data from 6-8 assessments. In their entirety, the assessments and data required for submission should demonstrate the candidates have mastered the SPA standards.

The program report form includes the following sections:

Section I. Context
Provide general information on the program as specified by the directions for this section. Each question that requires a narrative has a specific character limit. There is one attachment. Note that the table for Candidate Information is filled out online. The faculty information is entered one time for all faculty in the AIMS Manage Faculty Information view. Pertinent faculty information is then imported into each program report.

Section II. List of Assessments
Using the chart included in this report form, indicate the name, type, and administration point for each of the 6-8 assessments documented in this report. (Note that Section IV of the report form lists examples of assessments that may be appropriate for each type of assessment that must be documented in the program report.)

Section III. Relationship of Assessments to Standards
Using the chart included in this report form, indicate which of the assessments listed in Section II provide evidence of meeting specific program standards.

Section IV. Evidence for Meeting Standards
For each assessment, attach one document that includes the assessment, scoring guide/criteria, data tables and a 2-page maximum narrative

Section V. Use of Assessment Results to Improve the Program
Describe how faculty are using the data from assessments to improve candidate performance and the program, as it relates to content knowledge; pedagogical and professional knowledge, skills, and dispositions; and student learning.

Section VI. For Revised and Response to Conditions Reports Only
Describe what changes or additions have been made in the report to address the conditions and concerns raised in the original recognition report. List the sections of the report you are resubmitting and the changes that have been made.

Specific instructions for preparing a Revised Report are available on the CAEP web site at
http://caepnet.org/accreditation/caep-accreditation/program-review-options/caep-program-review-national-recognition

Specific instructions for preparing a Response to Conditions Report are available at
http://caepnet.org/accreditation/caep-accreditation/program-review-options/caep-program-review-national-recognition

Attachments: Sections I and IV include attachments. In Section IV, each attachment should be no longer than the equivalent of seventeen text pages. A program report can include no more than a total of 20 attachments. A single attachment cannot be larger than 2mb. The files for each attachment should be prepared as Word, Word Perfect, Excel, or PDF documents. Our system will

now accept documents that have been created in the newest version of Word and saved with a ".docx" extension.

Character Limits: Character limits have been set based on one page being equivalent to 4000 characters. Character counts include spaces, punctuation, numbers, etc.

Formatting Instructions:
Note that text boxes in Sections I, II, V, and VI are html-based and will not accept any formatting such as bullets, tables, charts, etc. Be sure that your responses are text-only. If you do need to include a table or a graph in a response to a question, then you must separate that into a unique file and attach in Section I. This restriction does not apply to the documentation for Section IV, since these documents are all uploaded as attachments.

NOTE: CAEP staff may require institutions to revise reports that do not follow directions on format, page limits, or number of attachments. In addition, hyperlinks imbedded in report documentation will not be read by reviewers and cannot be used as a means of providing additional information.

Resources on the CAEP web site: CAEP has multiple resources on its web site to help you prepare your reports. These are available at http://caepnet.org/accreditation/caep-accreditation/program-review-options/spa-standards-and-report-forms

Specific Instructions for ALA/AASL

Who Should Submit Program Reports:
You must respond to these guidelines if the institution offers a program for the initial preparation of school librarians (AKA library media specialists) at the Master's level. National recognition can only be conferred on Master's degree level programs. If the library program is accredited by ALA you do not need to submit a report unless a report is required for state accreditation.

ALA National Recognition Decision Rules:
School librarianship preparation programs are measured at the standard level. To achieve the status of Nationally Recognized or Nationally Recognized with Conditions, a program must meet all five standards. Each standard must be met in at least one assessment. A standard is met by a preponderance of evidence drawn from the elements. AASL requires that elements under each standard are generally addressed, but does not require that a specific number of elements must be met to determine that the standard as a whole is met. Reviewers look at the standard as a whole and make a professional judgment as to whether the program meets the overall intent of the standard.

Review teams may elect to make one of the following decisions regarding programs:
National Recognition, National Recognition with Conditions, or Further development required/Nationally recognized with probation/Not nationally recognized.

Preponderance of evidence for each category is as follows:

- Nationally Recognized
  All five standards were met and sufficient evidence was provided to demonstrate that candidates have developed a basic understanding and mastery of key concepts within each standard.

- Nationally Recognized with Conditions
  All five standards have been met but some assessments fail to provide sufficient content and detail necessary to demonstrate that candidates have developed a basic understanding and mastery of key concepts within each standard.

- Further development required/Nationally recognized with probation/Not nationally recognized
  All five standards were not met and sufficient evidence was not provided to demonstrate that candidates have developed a basic understanding and mastery of key concepts within each standard.

Additional Assessment Types (beyond the first 5 required types) required by ALA/AASL: None. ALA/AASL does require a sixth assessment, but that assessment type is up to the program.

Other specific information required by ALA/AASL only: None

Will ALA accept grades as one of the assessments?
All SPAs will accept course grades as one of the 6 to 8 key assessments. Instructions for documenting course grades have been standardized for all SPAs. These instructions are on the CAEP website at
http://caepnet.org/accreditation/caep-accreditation/program-review-options/grade-policy

CAEP's Program Review Resources can be found at http://caepnet.org/accreditation/caep-accreditation/program-review-options/spa-standards-and-report-forms

Other resources are available on the ALA/AASL website at
http://www.ala.org/ala/mgrps/divs/aasl/aasleducation/schoollibrary/informationschool.cfm.