

## **SHAPE America-Physical Education Option 1 (formerly Option A): GENERAL DIRECTIONS**

To complete a program report, institutions must provide evidence of meeting SHAPE America-Physical Education (**formerly NASPE**)/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://www.caepnet.org/accreditation/caep-accreditation/spa-program-review-policies-and-procedur>

Specific instructions for preparing a Response to Conditions Report are available at <http://www.caepnet.org/accreditation/caep-accreditation/spa-program-review-policies-and-procedur>

**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://www.caepnet.org/accreditation/caep-accreditation/spa-program-review-policies-and-procedur>

**Specific Instructions for SHAPE America-Physical Education (formerly NASPE)**

**Who Should Submit Program Reports?**

The Initial Standards relate to programs whose candidates will be receiving initial licensure in physical education upon graduation.

**SHAPE America-Physical Education (formerly NASPE) National Recognition Decision Rules:**

All standards must be met.

**Additional Assessment Types (beyond the first 5 required types) required by SHAPE America-Physical Education (formerly NASPE):**

None

**Other specific information required by SHAPE America-Physical Education (formerly NASPE) only:**

None

**Will NASPE 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 has been standardized for all SPAs. These instructions are on the CAEP web site at:

<http://www.caepnet.org/accreditation/caep-accreditation/spa-program-review-policies-and-procedur>

Other resources are available on the SHAPE America-Physical Education (formerly NASPE) web site at:

<http://www.shapeamerica.org/standards/pe/index.cfm>