

We just got our Recognition Reports back. What do these decisions mean? What do we do next?

When you receive your recognition reports, probably the first thing you look for is the decision. The decision is listed on the first page of the report, and is also reported for each program in the on-line PRS system. The decision with specific information about the consequences is included at the end of the report. You should read this section of the report carefully.

The following outlines each decision, with some ideas about the next steps you might want to take:

Recognition decisions

Program Decision is National Recognition

What does this mean?

Congratulations! Your program has been nationally recognized. You do not need to submit another program report until your next review cycle. Over the next years, continue to use or revise your assessments, collect data, and use that data for program improvement.

Your program will be listed on the CAEP web site as a nationally recognized program. In the “Program Options” view of AIMS, you will see a “Recognized Through” date under the status column. That date is always the date that we consider as the end of the semester review cycle—for the semester following the date of your visit during the next review cycle.

For example, you submitted a program report in Fall 2012 for an upcoming visit in Fall 2015 and the program received full national recognition. Your visit in the next review cycle will be Fall 2022, so the program will continue to be recognized through the end of Spring 2023, which would be 8/1/2023. Of course, you will have to submit your next set of program reports three years before Fall 2022, in Fall 2019.

What should our next steps be?

Read your report carefully. Reviewers may have made comments that could help you as you move forward in further developing and implementing your program assessments.

Program Decision is National Recognition with Conditions

What does this mean?

This decision means that reviewers agree that you are well on your way to developing program-specific assessments but that there are some specific issues that need to be addressed before the program will be fully recognized. You will have 18 months to remove the conditions and maintain your national recognition status.

What should our next steps be?

Read the report carefully and pay special attention to Part G. The conditions that must be remediated are listed in this section of the report; no other conditions can be added at a later date. Your faculty should evaluate the items listed and determine how best to address them. If you are unclear about what is meant, contact the SPA Coordinator. His or her contact information is listed on the CAEP web site. If you have questions about format or timelines, contact CAEP program review staff.

At the end of the report, there is a list of dates that you could use for submitting a Response to Conditions report. You should NOT re-submit until your faculty has had the time to fully remediate the conditions. It is not to your advantage to re-submit quickly, just to take advantage of every available opportunity. Reviewers expect that you will not submit a report until you believe the program is ready to be recognized.

When you get ready to submit a Response to Conditions report, read the document on the CAEP web site titled "How to Submit a Response to Conditions Report." This document is updated every semester and will give you the information you need to prepare your report.

Program Decision is Further Development Required

What does this mean?

This decision is applied to programs that are being submitted for the first time and that have not reached minimal SPA expectations for recognition with conditions. This decision means that there are substantial problems with the material that was submitted in the first program report.

What should our next steps be?

Read the report carefully and pay special attention to all the comments in the report. Your faculty should evaluate the items listed and determine how best to address them. If you are unclear about what is meant, contact the SPA Coordinator. His or her contact information is listed on the CAEP web site. If you have questions about format or timelines, contact CAEP program review staff.

At the end of the report, there is a list of dates that you could use for submitting a Revised Report. You should NOT re-submit until your faculty has had the time to fully address the issues outlined in the recognition report. A revised report must address standards that were either met with conditions or not met. Any standard that is met will continue to be met during the time frame outlined in Part G of the recognition report. It is not to your advantage to re-submit quickly, just to take advantage of every available opportunity. Reviewers expect that you will not submit a report until you believe the program is ready to be recognized or recognized with conditions.

Program Decision is National Recognition with Probation

What does this mean?

This decision is applied to programs that received national recognition during the previous review cycle (5 or 7 years ago) but in this previous submission did not reach minimal SPA expectations for recognition with conditions. This decision means that there are substantial problems with the material that was submitted in the first program report.

What should our next steps be?

Read the report carefully and pay special attention to all the comments in the report. Your faculty should evaluate the items listed and determine how best to address them. If you are unclear about what is meant, contact the SPA Coordinator. His or her contact information is listed on the CAEP web site. If you have questions about format or timelines, contact CAEP program review staff.

At the end of the report, there is a list of dates that you could use for submitting a Revised Report. You should NOT re-submit until your faculty has had the time to fully address the issues outlined in the recognition report. A revised report must address standards that were either met with conditions or not met. Any standard that is met will continue to be met during the time frame outlined in Part G of the recognition report. It is not to your advantage to re-submit quickly, just to take advantage of every available opportunity. Reviewers expect that you will not submit a report until you believe the program is ready to be recognized or recognized with conditions.

Program Decision is Not Nationally Recognized

What does this mean?

This decision is applied to programs that do not reach minimal SPA expectations for recognition with conditions, and that have exhausted opportunities to resubmit. This decision means that there are substantial problems with the material that was submitted in the first program report.

What should our next steps be?

Read the report carefully and pay special attention to all the comments in the report. Your faculty should evaluate the items listed and determine how best to address them. If you are unclear about what is meant, contact the SPA Coordinator. His or her contact information is listed on the CAEP web site. If you have questions about format or timelines, contact CAEP program review staff.

The program can continue to submit in subsequent semesters, but the next submission must be a completely new report.

We think there is an error in our recognition report or we think that policies have not been applied appropriately. What should we do?

You should always contact the SPA Coordinator first to clarify any concerns or issues you have with the feedback provided in the recognition report. Many issues can be resolved at this point or in subsequent submissions. Contact information for all SPA Coordinators is available on the CAEP web site.

However, if after consultation with the SPA Coordinator, you still feel that a substantial error has been made that would impact the final decision, then you should contact Banhi Bhattacharya, Senior Director of Program Review (Banhi.Bhattacharya @caepnet.org) to discuss further.