

**The District of Columbia Office of the State Superintendent of Education  
and  
The Council for the Accreditation of Educator Preparation  
Partnership Agreement**

Whereas the Council for the Accreditation of Educator Preparation (CAEP) is a nongovernmental, voluntary membership organization 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 is seeking recognition by the United States Secretary of Education, and, therefore, develops policy and procedures aligned with all applicable requirements of CHEA and, to the extent practicable, the U.S. Department of Education; and

Whereas the District of Columbia Office of the State Superintendent of Education (OSSE) supports continuous improvement in educator preparation;

CAEP and OSSE hereby enter into this agreement establishing the primary responsibilities each party has in supporting CAEP's accreditation activities involving EPPs operating within the District of Columbia and describing OSSE's recommendations with regard to program review options and review team composition for accreditation Site Reviews conducted by CAEP of all such EPPs and .

**1. CAEP Standards and Scope of Accreditation**

The Parties understand and agree that:

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.

- 1.1. 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 OSSE and EPPs operating in the District of Columbia.
- 1.2. It is the responsibility of OSSE and any EPPs seeking or continuing 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 policy, distinguishes between two levels of educator preparation:

- 1.3.1.1. Initial-Licensure Preparation is provided through programs at the baccalaureate or post-baccalaureate levels leading to initial-licensure, certification, or endorsement that are designed to develop P-12 teachers. All Initial-Licensure Preparation programs within the Scope of Accreditation will be reviewed under CAEP Standards for Initial-Licensure.
- 1.3.1.2. Advanced-Level Preparation is provided through programs at the post-baccalaureate or graduate level leading to licensure, certification, or endorsement. Advanced-Level Programs are designed to develop P-12 teachers who have already completed an initial-licensure program, currently licensed administrators, other certificated (or similar state language) school professionals for employment in P-12 schools/districts. All Advanced-Level programs within the Scope of Accreditation will be reviewed under CAEP Standards for Advanced-Level Preparation.

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

The Parties understand and agree that:

- 2.1. CAEP, through the Accreditation Council, has sole responsibility for granting CAEP accreditation to an EPP through continuous accreditation and the CAEP eligibility processes described in CAEP policy.
- 2.2. The process required for accreditation by CAEP is outlined in policies and procedures. Policies and procedures may be revised from time to time. It is the responsibility of OSSE 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. OSSE's Responsibility for Program Approval**

The Parties understand and agree that:

- 3.1. OSSE has responsibility for approval of EPPs operating in the District of Columbia. In granting program approval, OSSE will utilize information generated from CAEP's review(s) 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 CAEP policy. Although OSSE may elect to have state-specific standards and/or requirements incorporated into the CAEP review, consistent with the program review options outlined below, only information gathered on an EPP's compliance with CAEP Standards and requirements will be used by the Accreditation Council to make a decision.
- 3.2. OSSE 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.

#### 4. CAEP Accreditation Cycle

The Parties understand and agree that:

- 4.1. The CAEP accreditation cycle involves an EPP in continuous improvement and requires an EPP to demonstrate that it meets CAEP's high standards of quality required to improve P-12 student learning.
- 4.2. To merit full accreditation by CAEP, an EPP must meet all CAEP Standards on the basis of sufficient and accurate evidence.
- 4.3. A Site Review, carried out by an Evaluation 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. In accordance with CAEP policy, CAEP may utilize a virtual site review or may have one or more Evaluation Team members participating using electronic means.
- 4.4. OSSE elects that CAEP's reviews of EPPs in the District of Columbia will be carried out using Evaluation Teams composed as follows:
  - 4.4.1. **Joint Review Team.** For any review except one required in conjunction with an accreditation decision of Accreditation with Stipulations or Probationary Accreditation, the composition of the Evaluation Team will be as follows:
    - 4.4.1.1. For a Review involving only one level of accreditation (i.e., initial or advanced), the Joint Review Team includes four national reviewers appointed by CAEP and up to three reviewers appointed by OSSE.
    - 4.4.1.2. For a Review involving both levels of accreditation, initial and advanced-level, the Evaluation Team will include five CAEP-appointed reviewers and up to four state-appointed reviewers.
    - 4.4.1.3. For a Stipulation or Probation review, the Evaluation Team is comprised of two CAEP-appointed reviewers. The state may choose to add one reviewer for a total of a three-person team. The lead reviewer is appointed by CAEP.
    - 4.4.1.4. OSSE shall provide CAEP with its appointed Evaluation Team members within any timelines established by CAEP. If OSSE is unable to appoint members, CAEP will appoint from its pool of volunteers trained to serve as Evaluation Team members a CAEP-only team. All such teams are led by an Evaluation Team chair (or Evaluation Team leader) appointed by CAEP.
- 4.5. Prior to assignment to any CAEP Evaluation Team, an individual must have successfully completed CAEP training for review team members and must acknowledge understanding of, and agreement to, adhere to CAEP's code of conduct, including with regard to confidentiality and conflicts of interest.

- 4.6. Each Evaluation Team shall include a P-12 practitioner, when possible. OSSE will make recommendations for P-12 practitioners through the CAEP accreditation platform.
- 4.7. At the discretion of OSSE, the District's teachers' association(s) may appoint one (1) representative per association to observe the Site Review. Any expenses associated with the attendance of an observer must be covered by the association(s) or OSSE. Prior to participation, any observer must acknowledge understanding of an agreement to adhere to CAEP's policies and procedures regarding Site Reviews and the CAEP code of conduct, including with regard to confidentiality and conflicts of interest.
- 4.8. All Site Review activities undertaken by a CAEP Evaluation Team will be conducted in accordance with CAEP policies and procedures.
- 4.9. CAEP is not responsible for Site Review expenses for OSSE-assigned personnel.
- 4.10. An EPP that is subject to program approval by OSSE District may choose from among any of the following program review options for CAEP accreditation:
  - 4.10.1. **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 Evaluation Team will consider evidence that the EPP presents as gathered from the National Recognition decision-making process and made available in SPA program level reports to meet the sufficiency criteria related to CAEP Standard R1, Component R1.2 (Initial) and/or Standard RA.1, Component RA1.2 (Advanced).
  - 4.10.2. **OSSE Review by District of Columbia Authority.** OSSE conducts program reviews for purposes of OSSE approval and to inform CAEP accreditation. An EPP undergoing the OSSE Review option will follow District guidelines. OSSE provides forms and instructions on how to meet all District standards for licensure/certificate program approval. Upon an EPP's completion of the OSSE authority forms, trained reviewers are selected and assigned within appropriate content areas. Reviewers make recommendations for further action and/or approval. OSSE makes the final decision on the approval of any program. The CAEP Evaluation Team will consider evidence that the EPP presents as gathered from the OSSE Review process to meet the sufficiency criteria related to CAEP Standard R1, Component RA1.2 (Initial) and/or Standard RA1, Component RA1.2 (Advanced).
- 4.11. The specific timeline established for the review of an EPP, as well as CAEP's consideration of any request for an extension, will be decided by CAEP or the Accreditation Council, as appropriate, on a case-by-case basis and in accordance with CAEP policies.
- 4.12. Once granted full accreditation by CAEP, an EPP's term of accreditation shall be seven (7)

years. Shorter terms are granted with a decision of Accreditation with Stipulations or Probationary Accreditation. Throughout its term, to maintain accreditation, an EPP must comply with CAEP policies, including policies regarding payment of annual dues and the submission of annual reports.

- 4.13. An EPP for which the Accreditation Council issues a decision to deny or revoke accreditation may have a right to petition for an appeal subject to CAEP's policy on appeals.
- 4.14. OSSE will provide to CAEP its policy leading to a "Change in Status." OSSE will notify CAEP within thirty (30) days of action taken when a CAEP-accredited EPP has had a "Change in Status" as a result of a decision on specialized professional association (SPA) program status by the District.
- 4.15. 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 the OSSE. Any definitions of key terms and glossaries created by CAEP are available on the CAEP website [<http://caepnet.org/glossary>]. OSSE should inquire with CAEP about the definition of any term if there is uncertainty regarding its meaning in the CAEP accreditation context.

## **5. Opportunities for State Input**

The Parties understand and agree that:

- 5.1. CAEP will afford OSSE multiple opportunities to provide CAEP, the Evaluation Team, and members of the Accreditation Council with any information or data OSSE deems relevant to the accreditation of an EPP, as follows:
  - 5.2. At least sixteen (16) weeks prior to any scheduled Site Review, CAEP will give OSSE notice of the upcoming Site Review. At any time, up to six (6) weeks before the scheduled Site Review, OSSE may provide CAEP with comments and information on the EPP for consideration by the Evaluation Team. EPP's will be given an opportunity to respond to any such comments prior to the Site Review.
  - 5.3. At any time, OSSE 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. In accordance with CAEP policy, adverse action may result from any such investigation.
  - 5.4. In the event an EPP operating in the District of Columbia petitions for the appeal of an adverse action of the Accreditation Council, CAEP will notify OSSE that such petition has been received. Any notification of a decision made by an ad-hoc appeal panel will be made in accordance with Section 7, below, and the detailed notification provisions included in CAEP policy.

## **6. Decisions of the Accreditation Council and an Ad-Hoc Appeals Council**

The Parties understand and agree that:

- 6.1. The Accreditation Council makes decisions regarding the accreditation of EPPs at meetings held not less than two (2) times each year.
- 6.2. 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 appeal requirements. Appeals criteria and process information are included in CAEP's policies on appeals.
- 6.3. CAEP provides written notice of each decision of the Accreditation Council and an Ad-hoc Appeal Panel in accordance with CAEP policies.
- 6.4. The written notice CAEP provides regarding its accrediting decisions, includes notice to the appropriate District credentialing or authorizing agency which may be a party to this agreement. CAEP's policies regarding notices specify the parties to which notice must be provided and the respective timelines for each.

## **7. Data Sharing**

The Parties understand and agree that:

- 7.1. The CAEP Standards and process for CAEP Accreditation require an EPP to collect and share data. To the extent that OSSE maintains data necessary for CAEP's review of an EPP, subject to any data sharing agreement that may exist between an EPP and OSSE, CAEP expects that OSSE will make the relevant data available to EPPs 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.
- 7.2. In order to facilitate the reviews necessary for CAEP accreditation, CAEP will provide OSSE and each dues paying EPP in the District with access to the CAEP accreditation platform, CAEP's data and information management system. Should OSSE or any EPP fail to pay annual dues to CAEP in a timely manner, CAEP reserves the right to suspend access to the CAEP accreditation platform until any outstanding dues are paid.
- 7.3. CAEP policies and the CAEP accreditation platform include information on the confidential nature of information maintained within the CAEP accreditation platform. All CAEP accreditation platform users must acknowledge CAEP's confidentiality policy and agree to adhere to it.

## **8. Partnership Dues, OSSE Benefits, and Fees for Additional Services**

The Parties understand and agree that:

9. The OSSE 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 OSSE's annual State Partnership dues be changed during the term of this agreement, CAEP will notify OSSE of the new dues amount and the effective date.
- 9.1. CAEP will provide up to three (3) individuals employed by OSSE with access to the CAEP

accreditation platform.

- 9.2. During each year covered by this agreement, CAEP will waive the CAEP State Clinic and CAEP Conference registration fee for one (1) designated State representative; however, the State or State representative must assume other expenses associated with conference participation.
- 9.3. CAEP offers states access to CAEP National Training for up to five (5) site reviewers 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 the District, 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.
- 9.4. OSSE will work with associations that represent P-12 educators (NEA, AFT, NBPTS), EPP's, and education administrators to establish credit toward continuing education units or professional development requirements at the local district level in return for the District's P-12 educators' professional contributions to the work of CAEP as site review team members

**10. OSSE and CAEP Contacts**

The Parties understand and agree that:

- 10.1. OSSE 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 OSSE through the term of this agreement.

**11. Agreement Term and Amendments**

The Parties understand and agree that:

- 11.1. CAEP and OSSE enter into this partnership agreement for the five (5)-year period beginning January 1, 2025 and ending on December 31, 2030.
- 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. Should any provision of this agreement be determined to be in conflict with CAEP policy, CAEP policy will be the prevailing authority and this agreement will be required to be amended to resolve the conflict.
- 11.4. Notwithstanding the annual review described above, this agreement may be modified by consent of the Parties at any point.



*Christopher A. Koch*

12/24/2024

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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 OSSE.

*Elizabeth K. Ross*

December 30, 2024

\_\_\_\_\_  
Elizabeth Ross, Assistant Superintendent of Teaching & Learning  
OSSE

\_\_\_\_\_  
DATE

**Appendix A: State Dues Structure**

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 \$1,500 annually (reviewed on an annual basis) 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.

**Example: State B (Joint Reviews)**

State B has 25 CAEP member EPPs, or 3.99% of total CAEP EPPs.

- The fixed amount is set at \$1,500 per state.
- The proportional amount is set at 3.99% of \$325,000 (current total=services to all states) = \$12,960.
- The variable joint review fee (for 25 joint reviews) is  $25 \times \$2,500 = \$62,500 / 7 \text{ years} = \$8,930$ .

Therefore, the total fees for State B will be:

$\$1,500 \text{ (fixed)} + \$12,960 \text{ (proportional)} + \$8,930 \text{ (variable joint review fee)} = \$23,390$ .