

**Oklahoma Commission for Teacher Preparation
and the
Council for the Accreditation of Educator Preparation

Partnership Agreement**

In order to promote excellence in educator preparation by coordinating Oklahoma Commission for Teacher Preparation (OCTP) 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 the OCTP enter into this partnership agreement. The agreement describes the partnership and delineates the processes and policies for CAEP accreditation in Oklahoma.

I. Standards for National Accreditation of Educator Preparation Providers

- A. CAEP educator preparation provider standards must be met on the basis of sufficient and accurate evidence to merit national accreditation by CAEP.
- B. Additional Oklahoma State standards will be applied in the CAEP accreditation process.

II. Process of National Accreditation for Educator Preparation Providers

- A. The process required for national accreditation by CAEP is outlined in CAEP policies. EPPs seeking CAEP accreditation must satisfy eligibility requirements, submit a self-study in a CAEP-approved format for formative feedback through off-site review, facilitate the posting of a call for public comment and distribution of third-party surveys to stakeholders, host a site visit, and complete an approved program review process for all programs of study leading to professional practice in a school setting.
- B. Terms of accreditation shall be for seven (7) years. EPP accreditation status is subject to CAEP policies, including annual payment of fees and submission of an annual report as required.

III. Standards and Processes for Program Review

- A. The educator preparation provider may choose from among any of the program review options listed in 111.0 below that have been approved by OCTP in this partnership agreement. EPPs will submit program reports following the instructions for the selected program review process.
- B. The OCTP has sole responsibility for initial program approval. The OCTP will utilize information generated from the program review options to make decisions regarding OCTP continuing program approval. Using information provided as part of the accreditation and program review process, the OCTP 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.
- D. For purposes of OCTP program approval, the OCTP recognizes the program review options:

1. **CAEP Program Review with National Recognition:**

CAEP Program Review with National Recognition applies specialized professional associations' (SPA) standards in the SPA review process and can result in national recognition.

See: Websites of CAEP and of particular SPAs for more information.

OCTP will revisit the CAEP Program Review with Feedback option once it has been piloted and more information is available.

IV. **Accreditation Review Team Composition**

Accreditation site visits will be conducted by joint review teams consisting of members appointed by CAEP and OCTP.

The following conditions apply to all CAEP/OCTP Accreditation Review teams:

- All members of review teams must have successfully completed CAEP or OCTP review team member training.
- A representative of the OCTP shall be a member of each CAEP team.
- The state team chair will coordinate responsibilities with CAEP chair.
- The State Consultant(s) will attend all pre-visits in person regardless of whether the pre-visit is conducted virtually or on site.
- A P12 practitioner shall be a member of each CAEP and State team.
- The EPP will assume all expenses – including travel, lodging and meals- for CAEP team members, as well as the periodic evaluation fee. OCTP will assume all expenses (travel, lodging, meals and substitute reimbursement for P12 members) for all state team members. Onsite team activities will be conducted according to CAEP policy.
- All team members will have responsibility for data collection and discussion. All team members will have responsibility for writing of the team report with the exception of the OCTP state consultant(s) and state Regent's representative (when applicable). The determination of the state appointed P12 representative's writing responsibility will be determined by the OCTP.
- OCTP appointed voting team members have the same responsibility in the decision-making process as members appointed by CAEP.
- The OCTP may appoint additional observer(s) for the offsite and onsite review for training purposes at the OCTP's expense. The observer(s) may be asked to assume the responsibility for data collections and team discussion.

- The state team will have the additional responsibility of reviewing evidence, interviewing, and writing a state report in response to the additional state standards.
- The CAEP/Oklahoma team will produce one report which will be shared with the OCTP.
- To assure educator preparation providers and the public that CAEP reviews are impartial and objective, to avoid conflicts of interest, and to promote equity and high ethical standards in the accreditation system, Accreditation Review Team members will adhere to CAEP/OCTP's Code of Conduct.

V. Other Terms and Conditions

- A.** CAEP will collaborate with the OCTP to plan, design and implement a range of training opportunities for reviewers. As part of this agreement, OCTP contact(s) may participate in all web trainings. The registration fee, for one STATE AUTHORITY contacts will be waived for one annual CAEP Conference; however the STATE contact must assume other expenses. CAEP will assume all expenses for one OCTP contact to attend the annual CAEP Clinic, with additional STATE staff welcome at their own expense, including a registration fee. Additional training events may be arranged, including events in the state, on a cost-recovery basis with arrangements negotiated according to CAEP's policies regarding fees and expenses for training.
- B.** The OCTP will receive copies of all pertinent accreditation and specialized program area approval documents and reports through access to the Accreditation Information Management System (AIMS); agency personnel will be supplied with login information, passwords, and technical support.
- C.** The OCTP will provide to CAEP its policy leading to a "Change in Status." The OCTP will notify CAEP within 30 days of action taken when a CAEP accredited educator preparation provider has had a "Change in Status" as a result of a decision on specialized professional program status or a State Focus Visit initiated by the OCTP.
- D.** Responses to the final reports by the EPP and/or the OCTP will follow procedures and timelines established in CAEP policy.
- E.** STATE EPPs that are seeking CAEP accreditation or hold CAEP accreditation status will pay annual CAEP dues.
- F.** The OCTP will be responsible for annual CAEP membership dues. Final accreditation decisions are posted on CAEP's website. CAEP sends the Executive Director of the OCTP a letter with the official accreditation decision. Additionally, CAEP provides written notice of all accreditation decisions to the U.S. Department of Education, the OCTP, 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).

- G. The partnership agreement shall be for an initial period of seven years (June 1, 2014 through April 30, 2021) and may be modified by either of the two parties during that time, if deemed to be necessary.
- H. To acknowledge the contribution of Oklahoma P12 educators to the OCTP/CAEP accreditation processes as visiting team members or program reviewers, the state will work with the professional organizations representing all levels of P12 educators and education preparation providers to establish credit toward continuing education or professional learning requirements at the individual, local district, and state levels.
- I. 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 with the terms and conditions of the plan as set forth herein.

James G. Cibulka, President
Council for the Accreditation of Educator Preparation

DATE

Renee Launey-Rodolf, Executive Director
Oklahoma Commission for Teacher Preparation

DATE