

**Virginia Department of Education (VDOE)**  
**and**  
**The Council for the Accreditation of Educator Preparation (CAEP)**  
**Partnership Agreement**

In order to promote excellence in educator preparation by coordinating state 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 Virginia Department of Education (VDOE) enter into this partnership agreement. The agreement describes the partnership and delineates the processes and policies for CAEP accreditation in Virginia.

**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. State standards and institutional standards also may 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, 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 dues and submission of an annual report as required.

**III. Standards and Processes for Program Review**

- A. The Virginia Board of Education has sole responsibility for program approval. The VDOE will utilize information generated through the Program Review with Feedback Option and biennial measures for continuing program approval, as well as program sampling during the site visit. Using information provided as part of the accreditation and program review process, the Virginia Board of Education makes the final decision on the approval of all programs.
- B. For purposes of state program approval, the VDOE recognizes the following program review option:

**CAEP Program Review with Feedback:** CAEP Program Review with Feedback provides information to educator preparation providers, states, and accreditation teams.

The EPP will provide disaggregated assessment data by specialty licensure areas on the CAEP standards. In addition, the EPP will provide disaggregated assessment data for each specialty licensure area and document meeting biennial measures prescribed by the Virginia Board of Education.

Furthermore, during this review process, EPPS must demonstrate that all program completers meet state statutory requirements, such as documented evidence of completion of certification or training in emergency first aid, cardiopulmonary resuscitation, and the use of an automated external defibrillator; study in child abuse and neglect recognition and intervention; and use of educational technology standards for instructional personnel. This evidence submitted in the self-study will be reviewed by the state. The state also will review endorsement matrices for state competency alignment.

The VDOE provides forms and instructions to document compliance with all state requirements for program approval. Upon completion of the VDOE forms, VDOE staff assigned to the joint team will make recommendations for further action and/or approval by the Board of Education.

- C. All programs being submitted for Specialized Professional Associations (SPA) review must meet CAEP timeline requirements and reports will be due three years prior to the accreditation visit. CAEP shall inform EPPs that EPPs may select SPA review for national recognition; however, SPA review is not required or accepted for program approval or CAEP accreditation.
- D. All EPP licensure endorsement programs must be reviewed during the onsite visit and accreditation process.

#### **IV. Accreditation Review Team Composition**

##### **Joint Review Teams**

Joint teams consist of members appointed by CAEP and the VDOE to conduct reviews. The team is led by co-chairs (one appointed by the VDOE, one by CAEP). CAEP-appointed members make up more than 50 percent of the team.

The following conditions apply to both All-CAEP and Joint CAEP-STATE Accreditation Review Teams and to the CAEP Team that is part of a Concurrent Visit:

- All members of Review Teams must have successfully completed CAEP Review Team Member training.
- A P-12 practitioner shall be a member of each CAEP team.
- The EPP will assume all expenses – including travel, lodging and meals – for CAEP and Virginia team members, as well as the periodic evaluation fee. Expenses of the VDOE staff will be paid by VDOE. Onsite team activities will be conducted according to CAEP Policy.
- The CAEP team report will be shared with the state partnership member.

- 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's Code of Conduct.

## **V. Other Terms and Conditions**

- A. CAEP will collaborate with the VDOE to plan, design, and implement a range of training opportunities for reviewers. As part of this agreement, the VDOE contact(s) may participate in all web trainings. The registration fee, for one VDOE contact will be waived for the CAEP Conference; however the state contact must assume other expenses. CAEP will assume all expenses for one VDOE contact to attend the annual CAEP Clinic, with additional state staff welcomed to attend 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.

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- B. The VDOE 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. In addition, the consultant representing VDOE will be provided a word version of the report at the conclusion of the site visit.
- C. The VDOE will provide to CAEP its policy leading to a "Change in State Status." The VDOE will notify CAEP within 30 days of action taken when a CAEP accredited educator preparation provider has had a "Change in State Status" as a result of a decision on specialized professional program status by the VDOE for educator preparation.
- D. Responses to the final reports by the EPP and/or the VDOE 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 VDOE is responsible for annual membership dues to be a CAEP state partner. Final accreditation decisions are posted on CAEP's website. CAEP sends the Director of Teacher Education of the VDOE a letter with the official accreditation decision. Additionally, CAEP provides written notice of all accreditation decisions to the U.S. Department of Education, the appropriate state licensing or authorizing agency, 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 five years (June 20, 2016 through December 31, 2021) and may be modified or cancelled by the two parties during that time, if deemed to be necessary.
- H. Virginia does not have a statewide educator data system that can be connected to the statewide student data system. No Virginia institution can be required to provide value-added modeling (VAM) data as part of joint Virginia-CAEP accreditation activities (CAEP 4.1). Each EPP seeking CAEP Accreditation must provide data that shows "...completers contribute to an expected student learning growth."
- 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.

Christopher Koch, President  
Council for the Accreditation of Educator Preparation

Steven R. Staples, Ed.D.  
Superintendent of Public Instruction  
Virginia Department of Education