

Indiana Department of Education

New Educator Preparation Program (EPP) Annual Review Process

The IDOE will recommend to the Indiana State Board of Education no more than three (3) years of initial approval for any new Indiana Educator Preparation Programs (EPPs). An EPP is defined as “an entity responsible for the preparation of educators including a nonprofit or for-profit institution of higher education, a school district, an organization, a corporation, or a governmental agency.”ⁱ An EPP refers to the entity sponsoring a content licensure program(s).

During its first three (3) years of operation, a new EPP will be reviewed annually by a state team of CAEP-trained reviewers who will conduct no less than one (1) onsite visit per year. Following the third onsite visit a summary report and recommendation regarding future state-approval status will be presented to the state board by the IDOE.

Traditional (university, college) and non-higher education (business entity, charter school, etc.) programs will be required to seek and attain national accreditation from the Council for the Accreditation of Educator Preparation (CAEP). Non-higher education programs may only offer transition to teaching programs (511 IAC 10.1-3-7, Sec. 7) and must adhere to the same expectations and standards required of our traditional programs.

Review Process and Responsibilities - Initial Three Years of EPP Operation

During First Year of Operation

IDOE will provide/complete the following for the new EPP:

- 1) CAEP application materials, instructions, annual fee, etc.;
- 2) Title II contact information and annual report requirements;
- 3) EPP information added to IDOE website;
- 4) EPP leadership added to pertinent distribution list(s);
- 5) EPP will be added to online teacher preparation matrix for public review;
- 6) EPP granted access to “Results Analyzer” (educator testing analysis software).

EPP will:

- 1) Review CAEP application materials, instructions, review fees, etc.;
- 2) Begin to collect pertinent data for program review and plan for future CAEP accreditation;
- 3) Prepare for first annual state visit and EPP report.

Annual Reports and Onsite Visits

The EPP will be required to complete and submit an annual report to the IDOE, and will follow the same timeline as required of CAEP annual reporting. This will ensure the new EPP becomes familiar with the CAEP annual reporting guidelines and timeframe. Annual reports are due in mid-April annually. The first state-report for new EPPs (2017) will be due April 13, 2018. The first onsite will be scheduled within two months of this date.

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Required Forms

- New EPPs must complete the IDOE Annual Report form and submit via email to sbogan@doe.in.gov. The report form is a modified version of the CAEP annual report form. The report will be reviewed by the onsite team members prior to the visit.
- New EPPs will be required to complete the Matrix forms, including testing forms, as part of the annual reporting collection required in Indiana. Forms will be provided at the time they are shared with all other EPPs.
- Submission dates and deadlines will be provided to the EPP by the IDOE.

ⁱ <http://caepnet.org/glossary?letter=E>