

Indiana Department of Education

**PROTOCOL**

State Review

Initial Licensure/Post-Baccalaureate (IL/PB) Program

## IL/PB Program Review Process

### **Background**

The Indiana Department of Education (IDOE) will utilize an IL/PB review process as a result of CAEP's decision to discontinue IL/PB Reviews for national recognition. The report form for IL/PB report submissions will include any IL/PB program (MAT, Transition to Teaching, etc.) and at any setting (elementary, secondary, etc.). In order to better align to Indiana program options, the IL/PB report will focus less on content and more on developmental and pedagogical preparation and standards.

### **Terms**

- **Content Course:** A content-specific course required of program completers or included in program as an optional course (elective, etc.).
- **Education/Pedagogy Course:** An education course required of all content program participants. Often referred to as "professional courses."
- **Education Preparation Program (EPP):** 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.
- **New Licensure Program:** Program approved by the Indiana State Board of Education less than three (3) years prior to program review. A program review will not be required but a copy of the approval letter should be included for the accreditation visit.
- **Program:** A planned sequence of academic courses and experiences leading to a degree, a recommendation for a state license, or some other credential that entitles the holder to perform professional education services in schools. Educator preparation providers (EPPs) may offer a number of program options (e.g., elementary education, special education, secondary education in specific subject areas).
- **Program Completer:** Any candidate who exited an educator preparation program by successfully satisfying the requirements of the educator preparation provider (EPP).
- **REPA/REPA 3 Content Standards:** The knowledge and skills that teachers need to help P-12 students achieve the learning outcomes for the content area as defined by the Indiana Academic Standards.
- **REPA/REPA 3 Pedagogy/Developmental Standards:** The knowledge and skills required for the grade setting for which the educator will be licensed, and the knowledge to help P-12 students prepare for the challenges and opportunities of the twenty-first century through the planning and delivering of effective instruction and assessment.

### **Special Cases**

The state process is closely aligned to the CAEP review process. Therefore, the following applies to programs that may have difficulty providing appropriate data for the program review. (Source: <http://caepnet.org/accreditation/caep-accreditation/spa-program-review-process/programs-to-be-submitted-for-spa-review>)

- **Dormant Programs:** If no candidates are in the pipeline and no one has graduated from the program in the past three years, a program report is not required. The provider is advised to contact Scott Bogan, Director of Higher Education and Educator Preparation Programs, at [sbogan@doe.in.gov](mailto:sbogan@doe.in.gov) about continuing to offer the program or archiving it in CAEP's accreditation management system. When the dormant program is reactivated by admitting candidates, it will be subject to review in preparation for the upcoming CAEP site visit.

Special Cases continued.....

- **New Programs:** An EPP offering a new program should prepare for the review process in respect to the CAEP accreditation timeline. New programs should be reported on the annual reports submitted to CAEP.
- **Redesigned Programs:** If a program is undergoing a major program redesign, it may request a delay of its submission of the program report. For information on how to request a delay, please contact Scott Bogan, Director of Higher Education and Educator Preparation Programs, at [sbogan@doe.in.gov](mailto:sbogan@doe.in.gov).
- **Low-Enrollment Programs:** A low enrollment program is defined as having 10 or fewer candidates enrolled in the last three years taken together. However, each IL/PB program not considered “dormant” must be reviewed, regardless of the number of enrolled candidates.

**Please be sure to indicate “state review” in the “review by” option (in [AIMS](#)). Programs without a SPA can be added into AIMS at any time and all programs, regardless of program type, should be listed in AIMS and included in annual CAEP reporting and self-study.**

**Directions**

Carefully review the instructions included in the “IL/PB State Review Process Submission Form.” Information including additional documents and evidence, may be provided within the form or as separate attachments.

All materials must be provided electronically to [sbogan@doe.in.gov](mailto:sbogan@doe.in.gov) according to the timeline below.

**Timeline/Due Dates for Submission**

<b>Accreditation Visit</b>	<b>Program Report Due to IDOE</b>	<b>State Review Completed*</b>
Spring 2020	March 15, 2019	October 1, 2019
Fall 2020	Sept. 15, 2019	February 1, 2020
Spring 2021	March 15, 2020	August 1, 2020
Fall 2021	Sept. 15, 2018	February 1, 2019
Spring 2022	March 15, 2019	August 1, 2019
Fall 2022	September 15, 2019	February 1, 2020
Spring 2023	March 15, 2020	August 1, 2020
Fall 2023	September 15, 2020	February 1, 2021
*Revisions/Response to Condition Reports will be due according to the date identified in the state review report.		
**Report provided no later than one week prior to onsite visit.		

Questions? Contact Scott Bogan, Director of Higher Education and Educator Preparation Programs, at [sbogan@doe.in.gov](mailto:sbogan@doe.in.gov).

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