

Indiana Department of Education

PROTOCOL

State Review

Low-Enrollment Program with State SPA-Waiver

Low-Enrollment Program Review Process

Background

The State of Indiana and the Council for the Accreditation of Educator Preparation (CAEP) partnership agreement requires Indiana Educator Preparation Programs (EPPs) to seek a Specialized Program Association (SPA) program review for any program for which a SPA is available. Programs receiving a SPA-waiver (click [here](#) to access request form) due to low-enrollment and with at least one (1) enrolled candidate at the time of the site visit will be reviewed by the state. Low-enrollment is defined as a program with ten (10) or fewer candidates enrolled in the last three years combined.ⁱ

A state review is not required, however, if the program is recognized by the appropriate national accrediting organization below:

- Association to Advance Collegiate Schools of Business (AACSB)
- American Association of Family and Consumer Sciences (AACCS)
- American Library Association (ALA)
- American Psychological Association (APA)
- American Speech-Language-Hearing Association (ASHA)
- Council for Accreditation of Counseling and Related Educational Programs (CACREP)
- National Association of Schools of Art and Design (NASAD)
- National Association of Schools of Dance (NASD)
- National Association of Schools of Music (NASM)
- National Association of Schools of Theatre (NAST)

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).

Terms continued.....

- **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 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.
- **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.
- **Low-Enrollment Programs:** Programs that should undergo a SPA review but meet the "low-enrollment" definition of CAEP (10 or fewer candidates enrolled in the last three years combined) may be issued, upon request, a SPA review waiver. Click [here](#) for a request form and instructions.

Please be sure to indicate "state review" in the "review by" option (in [AIMS](#)) for this program. Programs 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 “Low Enrollment Program with SPA-Waiver State Review 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 according to the following timeline below.

Accreditation Visit	Program Report Due to IDOE	State Review Completed*
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
<i>*Revisions/Response to Condition Reports will be due according to the date identified in the state review report.</i>		
<i>**Report provided no later than one week prior to onsite visit.</i>		

Questions? Contact Scott Bogan, Director of Higher Education and Ed. Prep. Programs, at sbogan@doe.in.gov.

i A low enrollment program is defined by CAEP as a licensure area program that may have 10 or fewer candidates enrolled in the last three years taken together. A low-enrollment program may choose to seek waiver from the state to submit a SPA report. If the state grants the waiver, the program may choose not to submit a SPA report. In that case, the provider will need to update the program’s selection of program review option on CAEP’s accreditation management system using another option recognized by the state and offered by CAEP (Source: <http://caepnet.org/accreditation/caep-accreditation/spa-program-review-process/programs-to-be-submitted-for-spa-review>).