



Educator Preparation Program Compliance Audit Handbook

2012-2013

County/District Number

Since expansion sites were allowed by Texas Administration Code (TAC) §228.10(f), many programs have the same names but different locations. To facilitate identification of the correct program, the county/district number, which is unique to the program, should be placed on the self-report as well as any other communication with the Texas Education Agency (TEA).

The Compliance Audit Process

TEA is committed to ensuring quality educator preparation programs that recruit and prepare qualified educators. The agency is required by Texas Administrative Code (TAC) §228.10(c) to conduct compliance monitoring visits at least once every five years. The scope of the compliance audit is very narrow and is limited to the program's compliance with TAC §227, §228 and §229. Since the compliance audit is considered a snapshot in time and all documentation and artifacts must be available during the on-site compliance audit. Once the program specialists leave the site, they will not be able to accept additional documentation. The entire process has five major parts: 1) notification to the program by TEA; 2) preparation and submission of materials by the program; 3) the site visit by TEA program specialists; 4) analysis of material and data by TEA program specialists; and 5) an official report written by the TEA program specialists. This handbook provides detailed instructions and forms to facilitate this process.

Fees for Compliance Audit

TAC §229.9, effective April 18, 2010, mandate the following fees for compliance audits:

- Ten-year reapplication of a program approved after August 31, 2008 = \$2,000
- Five-year continuing approval visit of programs approved before August 30, 2008 = \$1,500
- Technical assistance visit = \$1,500
- Post approval visit = \$1,000

Complete the Educator Preparation Program (EPP) Fee Form found in the appendix of this handbook, make checks payable to TEA – Educator Standards and mail to TEA-Accounting Dept., 1701 N. Congress Ave., Austin, TX 78701. The fee must be received four weeks prior to your Compliance Audit.

Six Components of the Compliance Audit

Educator preparation programs are required to comply with Texas Administrative Code (TAC) which governs various aspects of the program. The TAC specifies the components of the compliance monitoring visit. The components are:

- I. Entity Commitment and Collaboration TAC §228.20 – *Governance of Educator Preparation Programs*
- II. Admission Criteria TAC §227.10 – *Admission Criteria*
- III. Curriculum TAC §228.30 – *Educator Preparation Curriculum*
- IV. Program Delivery and On-Going Support TAC §228.35 – *On-going Educator Preparation and Support*
- V. Program Evaluation TAC §228.40 – *Assessment and Evaluation of Candidates for Certification and Program Improvement*
- VI. Professional Conduct TAC §228.50; §228.30(b)(2); and TAC §247 – *Professional Conduct*

Program Preparation Prior to the Compliance Audit

Required Email Addresses for Electronic Questionnaires

The audit process includes the gathering of information regarding the program from key stakeholders (advisory committee members, candidates, cooperating teachers/mentors, principals, and field supervisors) directly involved in the program. TEA has created a web-based questionnaire for each key role in the program to obtain important information. TEA will email these individuals a link to access the questionnaires. The educator preparation program must submit a detailed email list **SIX WEEKS** prior to the scheduled monitoring visit. An example of the Excel table requested is in the Appendix. List all group members together so that it will be easier to cut and paste the email addresses into the outgoing email with the appropriate electronic questionnaire.

NOTE: The Program Specialist assigned to your visit will discuss which candidates will receive the questionnaires. For optimal results, the candidates should have completed or be in process of their student teaching/clinical teaching or internship.

NOTE: If the program is being audited in the certification class areas of Superintendent, Principal, School Counselor, School Librarian, and Educational Diagnostician, the program will be required to submit a separate list of emails for that portion of the audit.

It is the responsibility of the program to advise their program stakeholders that they will be receiving the questionnaires and to encourage a prompt response. A high return of the questionnaire responses is essential for an accurate snapshot of the program's operation.

Required Educator Preparation Program Self-Report

A Microsoft Word template for the program's self-report is attached with your notification letter. This report provides the program an opportunity for in-depth self-evaluation and reflection. The report should be submitted to TEA **FOUR WEEKS** prior to the visit date for review by the program specialists.

NOTE: If the program is being audited in the certification class areas of Superintendent, Principal, School Counselor, School Librarian, and Educational Diagnostician, the program will be required to submit a separate self-report specific to that portion of the audit.

Document Review

Part of the audit process includes the review of documents. The documentation should provide evidence of the program's compliance with TAC. Please see the Compliance Audit Document Review in the Appendix for specific information to be collected. If possible, all documents should be collected electronically and placed on a thumb (flash) drive. If this is not possible, artifacts should be organized in folders with the number and name of artifacts labeled to match the document review form.

Candidate Record Review

Candidate records provide key evidence of program compliance with TAC. This documentation serves as evidence of a candidate's eligibility for admission to the program and evidence of completion of all program requirements as prescribed by rule. This includes the documentation verifying the 12 content hours for admission (Example of document in appendix). The program specialists will review candidate records selected randomly by the program specialist during the site visit. If the documentation is kept at another location, please inform the program specialist so it can be noted in the report. If records are kept electronically, a person from your staff will be needed to assist in retrieving the documents. A list of required documentation for candidates' records is in the Appendix.

Program Hours by Certification Type

As prescribed by TAC §228.35(a)(3) for initial teacher certification, an educator preparation program shall provide each candidate with a minimum of 300 clock-hours of coursework and/or training that includes a minimum of 30 clock-hours of field-based observations and 80 clock-hours of coursework to be completed prior to student teaching/clinical teaching/internship. As prescribed in TAC §228.35(b), professional certification requires a minimum 200 clock-hours of coursework and/or training that is directly aligned to the state standards for the applicable certification field, plus a minimum of 160 clock hours of internship [TAC §228.35(d)(3)]. Please complete the hours chart which is included in the self-report. A three hour semester credit course is equal to 45 clock-hours.

Curriculum Correlation to Standards and Rules

TEA staff will review the credentials of faculty members, course syllabi, and course materials to ensure the program is adhering to all requirements as prescribed by TAC. TEA will choose one or more certification areas for the focus of the curriculum evaluation. To facilitate the curriculum review process the program shall:

- Have all documents requested in items #9 and #10 in the document review form available for review on the flash/thumb drive or in folders;
- Make any online curriculum, coursework, and/or material available for TEA review **four weeks prior to the visit**. This may require that the program furnish TEA with access and a password to view the online curriculum, coursework, and/or material;
- Complete all curriculum alignment charts in the self-report as well as others that may pertain to the specific curriculum area being audited;
- For universities, include only those courses taught in the College of Education and/or that lead to the certificate being offered;
- For alternative certification programs that prepare candidates for content exams, please include all appropriate courses/modules; and
- For alternative certification programs that only prepare candidates for content methodology and PPR, please include all appropriate courses/modules.

The On-site Visit

Along with gathering information electronically, the monitoring process requires that the TEA staff conduct an on-site visit of the program. The visit is from one to three days in length, depending on the number of designated certification fields and classes examined. A team of program specialists is designated for each compliance audit. One of the program specialist assigned to the visit will be your designated program specialist and will serve as the primary contact for your program's visit. That person will work with you on the logistics of the visit and will act as the primary contact for all communications concerning the compliance audit.

Travel Arrangements

All travel arrangements will be made by the TEA program specialists in accordance with TEA policies and procedures. Do not plan for lunches or evening activities for the program specialists during the visit. The program specialists' work continues after leaving the audit site. However, the program specialist may request assistance in securing specific directions to the program and/or meeting site.

Agenda for the Compliance Audit

The TEA program specialist assigned to the visit will consult with the program on the specific agenda and will prepare and email a final copy of the agenda to the program. Do not duplicate the agendas as the program specialist will be bringing them to the site. The educator preparation program is encouraged to

invite advisory committee members, program directors/deans, faculty and program staff to the opening and closing sessions.

On-Site Facilities

The program specialists will require a room which can be locked and which has internet access.

Audit Rubric

Attached to your notification materials is a copy of the Compliance Audit Rubric. The rubric contains the TAC rules that the program specialists will be using to verify program compliance. The program specialists will be using this document during the audit and may ask for specific evidence to verify compliance with a specific rule. No additional evidence of compliance will be accepted once the program specialists complete the on-site portion of the audit.

Closing Session

A summary of the preliminary findings of the compliance audit will be provided to the program's leadership prior to the official closing session unless otherwise arranged. The same findings will be presented to those that attend the closing session. All evidence will be reviewed/analyzed again once the program specialists return to TEA before the final report is compiled.

After the Visit

Compliance Audit Report

An official compliance audit report will be prepared and mailed electronically in approximately 60 days. In some instances, the preparation of the report may take longer. After the program receives the report, the program has ten business days to correct any inaccuracies or to comment on the report.

Compliance Status Report

If the program is found to be out of compliance in any area, the program will be issued a Compliance Status Report due in sixty days. The Compliance Status Report will itemize evidence that needs to be presented to TEA to verify compliance with TAC rule. If the program cannot satisfy the entire requirement within that time frame, additional time of 60 days will be allotted. Once the program has met the requirements of the TAC, the program will receive a letter from TEA stating that you have met the requirements of TAC. This letter should be attached to the TEA compliance audit report.



**Educator Preparation Program
Three Phase
Compliance Audit Handbook
2012-2013**

County/District Number

Since expansion sites were allowed by Texas Administration Code (TAC) §228.10(f), many programs have the same names but different locations. To facilitate identification of the correct program, the county/district number, which is unique to the program, should be placed on the self-report as well as any other communication with the Texas Education Agency (TEA).

The Three Phases Compliance Audit Process

TEA is committed to ensuring quality educator preparation programs that recruit and prepare qualified educators. The purpose of conducting a compliance audit in three phases is to reduce the total number of days that program specialists actually spend on-site while continuing to provide the same service to educator preparation programs across the state. The agency is required by Texas Administrative Code (TAC) §228.10(c) to conduct compliance monitoring visits at least once every five years. The scope of the compliance audit is very narrow and is limited to the program's compliance with TAC §227, §228 and §229. Since the compliance audit is considered a snapshot in time, all documentation and artifacts must be provided during the first two of the three phases as follows: prior to the on-site compliance audit and during the on-site compliance audit. Once the program specialists leave the site, they will not be able to accept additional documentation. The entire process has six major parts: 1) notification to the program by TEA; 2) preparation and submission of materials by the program; 3) the one day site visit by TEA program specialists; 4) analysis of material and data by TEA program specialists; 5) a post audit preliminary report via webinar; and 6) an official report written by the TEA program specialists. This portion of the handbook provides detailed instructions and forms to facilitate this process.

Fees for Compliance Audit

TAC §229.9, effective April 18, 2010, mandate the following fees for compliance audits:

- Ten-year reapplication of a program approved after August 31, 2008 = \$2,000
- Five-year continuing approval visit of programs approved before August 30, 2008 = \$1,500
- Technical assistance visit = \$1,500
- Post-approval visit = \$1,000

Complete the Educator Preparation Program (EPP) Fee Form found in the appendix of this handbook, make checks payable to TEA – Educator Standards and mail to TEA-Accounting Dept., 1701 N. Congress Ave., Austin, TX 78701. The fee must be received four weeks prior to your Compliance Audit.

Phase I: Program Preparation Prior to the Compliance Audit

Required Email Addresses for Electronic Questionnaires

The audit process includes the gathering of information regarding the program from key stakeholders (advisory committee members, candidates, cooperating teachers/mentors, principals, and field supervisors) directly involved in the program. TEA has created a web-based questionnaire for each key role in the program to obtain important information. TEA will email these individuals a link to access the questionnaires. The educator preparation program must submit a detailed email list **SIX WEEKS** prior to the scheduled monitoring visit. An example of the Excel table requested is in the Appendix. List all group members together so that it will be easier to cut and paste the email addresses into the outgoing email with the appropriate electronic questionnaire.

NOTE: The Program Specialist assigned to your visit will discuss which candidates will receive the questionnaires. For optimal results, the candidates should have completed or be in process of their student teaching/clinical teaching or internship.

NOTE: If the program is being audited in the certification class areas of Superintendent, Principal, School Counselor, School Librarian, and Educational Diagnostician, the program will be required to submit a separate list of emails for that portion of the audit.

It is the responsibility of the program to advise their program stakeholders that they will be receiving the questionnaires and to encourage a prompt response. A high return of the questionnaire responses is essential for an accurate snapshot of the program's operation. The results of the questionnaires will be shared during the third phase of the compliance audit during the preliminary oral report of findings via webinar.

Required Educator Preparation Program Self-Report

A Microsoft Word template for the program's self-report is attached with your notification letter. This report provides the program an opportunity for in-depth self-evaluation and reflection. The report should be submitted to TEA **SIX WEEKS** prior to the visit date for review by the program specialists. The self-report will be reviewed with the program's Dean/Director via telephone **FOUR WEEKS** prior to the audit in order for the program specialist and Dean/Director to address any questions regarding the submitted report.

NOTE: The program specialist assigned will contact you directly to negotiate a specific date/time for when that call will occur.

NOTE: If the program is being audited in the certification class areas of Superintendent, Principal, School Counselor, School Librarian, and Educational Diagnostician, the program will be required to submit a separate self-report specific to that portion of the audit.

Document Review

Part of the audit process includes the review of documents. The documentation should provide evidence of the program's compliance with TAC. Please see the Compliance Audit Document Review in the Appendix for specific information to be collected. All documents should be collected electronically and placed on a thumb (flash) drive. The document review will be conducted by TEA program specialists during Phase I prior to arrival on-site. Please email the contents of the folders to the TEA program specialist assigned **SIX WEEKS** prior to the visit date and provide the thumb (flash) drive on the day of the on-site visit. The thumb drive will be an optional item due on the date of the on-site audit. Artifacts should be organized in folders with the number and name of artifacts labeled to match the document review form. If there are any questions regarding the document review, the TEA program specialist assigned will address those questions with the Dean/Director via telephone **FOUR WEEKS** prior to the on-site audit.

Program Hours by Certification Type

As prescribed by TAC §228.35(a)(3) for initial teacher certification, an educator preparation program shall provide each candidate with a minimum of 300 clock-hours of coursework and/or training that includes a minimum of 30 clock-hours of field-based observations and 80 clock-hours of coursework to be completed prior to student teaching/clinical teaching/internship. As prescribed in TAC §228.35(b), professional certification requires a minimum 200 clock-hours of coursework and/or training that is directly aligned to the state standards for the applicable certification field, plus a minimum of 160 clock hours of internship [TAC §228.35(d)(3)]. Please complete the hours chart which is included in the self-report. A three hour semester credit course is equal to 45 clock-hours.

Curriculum Correlation to Standards and Rules

TEA staff will review the credentials of faculty members, course syllabi, and course materials to ensure the program is adhering to all requirements as prescribed by TAC. TEA will choose one or more

certification areas for the focus of the curriculum evaluation. To facilitate the curriculum review process the program shall:

- Have all documents requested in items #9 and #10 in the document review form available for review and submitted electronically to the program specialist assigned via email **SIX WEEKS** prior to the on-site audit date;
- Make any online curriculum, coursework, and/or material available for TEA review **SIX WEEKS prior to the on-site visit**. This may require that the program furnish TEA with access and a password to view the online curriculum, coursework, and/or material;
- Complete all curriculum alignment charts in the self-report as well as others that may pertain to the specific curriculum area being audited and submit electronically **SIX WEEKS prior to the on-site date**;
- For universities, include only those courses taught in the College of Education and/or that lead to the certificate being offered;
- For alternative certification programs that prepare candidates for content exams, please include all appropriate courses/modules; and
- For alternative certification programs that only prepare candidates for content methodology and PPR, please include all appropriate courses/modules.

NOTE: The program specialist assigned will address any potential questions during the telephone conference **FOUR WEEKS** prior to the Phase II on-site audit date.

Phase II: The On-site Visit

Along with gathering and reviewing electronic information in Phase I, the monitoring process requires that the TEA staff conduct an on-site visit of the program. The visit is one day in length. A team of program specialists is designated for each compliance audit. One of the program specialist assigned to the visit will be your designated program specialist and will serve as the primary contact for your program's visit. That person will work with you on the logistics of the visit and will act as the primary contact for all communications concerning the compliance audit. Candidate records and curriculum will be the focus of the on-site visit.

Travel Arrangements

All travel arrangements will be made by the TEA program specialists in accordance with TEA policies and procedures. Do not plan for lunches for the program specialists during the visit. The program specialists' work continues after leaving the audit site. However, the program specialists may request assistance in securing specific directions to the program site.

Agenda for Phase II

The TEA program specialist assigned to the visit will consult with the program on the specific agenda and will prepare and email a final copy of the Phase II one day agenda to the program.

On-Site Facilities

The program specialists will require a room which can be locked and which has internet access.

Audit Rubric

Attached to your notification materials is a copy of the Compliance Audit Rubric. The rubric contains the TAC rules that the program specialists will be using to verify program compliance. The program specialists will be using this document throughout all three phases of the audit process and may ask for

specific evidence to verify compliance with a specific rule. No additional evidence of compliance will be accepted once the program specialists complete the on-site portion of the audit.

Phase III: After the Visit

Closing Session

An oral summary of the preliminary findings of the compliance audit will be provided to the program's leadership team via webinar approximately **SIX WEEKS** after Phase II of the audit process.

NOTE: The program specialist assigned will contact you directly to negotiate a specific date/time for when that oral summary/webinar will occur.

Compliance Audit Report

An official compliance audit report will be prepared and mailed electronically after Phase III of the audit. After the program receives the report, the program has ten business days to correct any inaccuracies or to comment on the report.

Compliance Status Report

If the program is found to be out of compliance in any area, the program will be issued a Compliance Status Report due in sixty days. The Compliance Status Report will itemize evidence that needs to be presented to TEA to verify compliance with TAC rule. If the program cannot satisfy all of the requirements within that time frame, additional time of 60 days will be allotted. Once the program has met the requirements of the TAC, the program will receive a letter from TEA stating they you have met the requirements of TAC. This letter should be attached to the TEA compliance audit report.

Appendices

Forms and Charts

To Provide Evidence of Compliance with
Texas Administrative Code
For Educator Preparation Programs
2012-2013

Educator Standards Program Specialist Contact List

Contact your assigned program specialist if you have any questions or concerns. Your assigned program specialist will contact the program about the logistics of the visit.

Sandra Nix
Sandra.nix@tea.state.tx.us
512-936-8233
Manager, Educator Preparation

Vanessa Alba
Vanessa.Alba@tea.state.tx.us
512-463-4420

Mixon Henry
Mixon.henry@tea.state.tx.us
512-936-8225

Required Email Addresses

Please construct an Excel table like the one below to submit email addresses for the following individuals **SIX WEEKS** prior to the scheduled compliance audit:

- Advisory Committee Members – List all names together;
- Educator Candidates: Interns/Clinical Teachers/Student Teachers/ Professional Class Practicum candidates – List all the names together (if the TEA site visit date falls early in the semester please provide the email addresses for both the current interns/clinical teachers/student teachers and those from the last semester);
- Mentors/Cooperating Teachers – List all the names together (if the TEA site visit date falls early in the semester please provide the email addresses for both the current Mentors/Cooperating Teachers and those from the past semester);
- Principals of campuses where educator candidates are assigned – List all the names together (if the TEA site visit date falls early in the semester please provide the email addresses for both the current administrators and the those of the last semester);
- Field Supervisors – List all the names together; and
- If the visit involves audits of multiple types of programs (i.e. traditional, alternative certification, professional class), submit separate lists for each type of program.

Email List from the University or Alternative Certification Program Name

(This chart is an example only. Please construct your own Excel chart like this one. Please email the Excel chart to the designated TEA program specialist **six weeks** prior to the actual audit.)

Note: There should be a SEPARATE list for initial teacher certification and for any class of professional certification designated as being audited (i.e. principal).

Program Name/EPP #:		Email Address:
Submitted By:		Phone Number:
<i>Category Title or Role</i>	<i>Name of Individual</i>	<i>Email Address of Individual</i>
Field Supervisor		
Field Supervisor		
Advisory Committee Member		
Advisory Committee Member		
Educator Candidate		
Educator Candidate		
Cooperating /Mentor Teacher		
Cooperating/Mentor Teacher		
Campus Principal		
Campus Principal		

Advisory Committee

TAC §228.20 Governance of Educator Preparation Programs

(b) “The approved educator preparation program shall approve the roles and responsibilities of each member of the advisory committee and shall meet a minimum of twice during each academic year.”

There are specific topics that the program specialists look for in the minutes to ensure that the advisory committee is functioning in the design, delivery, evaluation, and major policy decisions as defined in TAC §228.20(b). Below is a list that includes the areas that should be covered during each academic year. Be sure that discussion of the topics is listed in the agendas and details of the discussions in the recorded minutes. Be sure to also retain attendance records for those in attendance at the meetings.

Topics That Should Be Included in Advisory Committee Agendas/Meetings

- I. Introduction of Advisory Committee Members and their Roles on the Committee for the Academic Year
- II. Advisory Committee Training
 - A. Roles in Program Planning
 - B. Roles in Program Decision-Making
 - C. Roles in Policy Formation
 - D. Roles in Program Evaluation
 - E. Number of meetings; how and when meetings will be conducted.
- III. Review of Program Operation
 - A. Number of current candidates
 - B. Admission Criteria – note any changes from previous year
 - C. Curriculum – note any changes from previous year
 - D. Candidate mastery of content – How will the candidates’ progress be benchmarked and assessed throughout the program?
 - E. Input on Field-Based Experiences for this Academic Year (TAC §228.2)
 1. Anticipated number of candidates doing field-based experiences
 2. Number of and sites to be recommended for field-based experiences
 3. Candidate experiences and interaction with field-based experiences
 4. Verification/documentation processes for field-based experiences
 5. Diversity of student populations on campuses where field-based experiences occur
 - F. Field Supervision
 1. Field Supervisor/Mentor or Cooperating Teacher Training
 - a. Schedule
 - b. Content of training
 2. Number of Observations Required
 3. Observation Schedule
 4. Process for Observations
 5. Feedback from Observations (candidate and campus administrator)
 - G. Program and Curriculum Evaluation
 1. Systematic Plan for Continuous Improvement
 - a. Frequency of evaluation
 - b. Who will be involved?
 - c. Data to be collected by the program
 - d. Internal review of program and curriculum
 - e. External review of program and curriculum
 - f. How data will be prepared for sharing and with whom it will be shared
 - g. Process for program response to data and advisory committee feedback
 2. Characteristics of Evaluation Structures and Processes
 - a. Evaluation of Individuals, Groups, and Program Components
 - b. Alignment of Evaluation with Program Standards and Goals
 - c. The Development of Program Evaluation

- d. The Influence of Stakeholders on Evaluation
- e. External Influences on Program Evaluation



Compliance Audit Document Review 2012-2013

- Read the list carefully and have the required documents available on a thumb/flash drive.
- **Include the folder number**, clearly labeled, for each of the items listed below on the thumb/flash drive.
- To facilitate the team's document review process, provide the use of a secure room with Internet access.
- Align your program's glossary terms to the Standard TEA Definitions as per Texas Administrative Codes §227.5, §228.2, and TAC §229.2.
- TAC §229.3(a) states that all educator preparation programs must provide all data and information required to TEA staff. TEA staff has the right to request additional information not on this list at any time.

Folder	√	Documents
# 1		PowerPoint Presentation and/or Presentation Materials <ul style="list-style-type: none"> • Copy of the overview (PowerPoint and/or materials) that you will present during the Opening Session of the Compliance Audit • Any other handouts provided during the Opening Session
# 2		Advisory Committee [TAC §228.20(b)] <ul style="list-style-type: none"> • Documents indicating evidence of Advisory Committee Meetings, including the dates, locations, agendas, minutes, and attendance records as well as future meeting dates scheduled during the current academic year (September 1-August 31)
# 3		Admission Criteria [TAC §227.10] <ul style="list-style-type: none"> • Screening criteria, including interview process and rubric or other screening instruments, as applicable • Evidence that admission criteria are publically published
# 4		Student Handbook <ul style="list-style-type: none"> • Student Handbook or Manual with policies and procedures
#5		Policies <ul style="list-style-type: none"> • Transfers • Withdrawals • Late Hires • Career and Technical Education • Issuance of Probationary Certificates (if applicable) • Procedures for student teaching/clinical teaching/internship • Determining Readiness to Test • Recommending for Certification
# 6		Faculty/Instructors <ul style="list-style-type: none"> • List of faculty/trainers/instructors • Vita or resume for each faculty/trainer/instructor • List of field supervisors • Vitas/resumes of field supervisors

Folder	√	Documents
# 7		Mentor/Cooperating Teacher Training Materials [TAC §228.35(e)] <ul style="list-style-type: none"> • Mentor/Cooperating Teacher Handbooks, including policies and procedures • Training agendas with dates and attendance records • List of scientifically-based training materials used • Documentation of district training, if accepted
# 8		Field Supervisor Training Materials [TAC §228.35(f)] <ul style="list-style-type: none"> • Field Supervisor Handbook, including policies and procedures • Training agendas with dates and attendance records, if applicable • List of scientifically-based training materials used, if applicable
#9		Curriculum Materials and Program Hours [TAC §228.30] & [TAC §228.35] <ul style="list-style-type: none"> • Syllabi for each course or module in designated certification fields • Matrix showing correlation to standards for designated certification fields (Those that are sent separately.)
#10		Online Coursework & Evaluations <ul style="list-style-type: none"> • Online courses or modules • Online tests and evaluations • Online access instructions with log-in and password for TEA staff
#11		Observation Documents [TAC §228.35(a)(3)(A) and TAC §228.35(f)] <ul style="list-style-type: none"> • Copy of documents used to verify 30 hours of field-based experiences prior to student teaching, clinical teaching, or internship. • Copy of observation instruments with date, start and stop time of observation, start and stop time of interactive conference, signed by field supervisor and candidate. • Evidence of delivery of observation information to the campus administrator.
#12		Program Evaluation Documents [TAC §228.40] <ul style="list-style-type: none"> • Overall systematic plan for program and course evaluation • Copy of course evaluation documents • Copy of program evaluation documents (for example, surveys, questionnaires, rubrics, etc.) • List of benchmarks to monitor the candidates' progress through the program • Criteria for determining a student's readiness to test
#13		Action Plan [TAC §229.4(h)] & [TAC §229.4(g)(6)] <ul style="list-style-type: none"> • Only for programs notified of mandatory Action Plan requirement due to ASEP rating results. • Provide Compliance Status Reports if they were required as a result of a prior visit.

**Division of Educator Standards
Candidates' Records Audit**

This documentation must be available for each candidate.

*Note to Programs: The candidates' documents do not have to be in this order.

File Item	Document(s) Requested
#1	Application TAC §227.10(6)
#2	Course Enrollment Information: <i>Course schedule; Benchmarks; Documentation of 110 hrs prior to student teaching, clinical teaching, or internship including field-based experiences & 80 clock hours of coursework; 300 total clock hours required for entire program</i> TAC §228.35
#3	Official Transcripts, including GPA TAC §227.10(a)(1)(A) and TAC §227.10(a)(2)
#4	Basic Skills Test Scores: THEA/TASP; SAT; ACT; TSI TAC §227.10(a)(4)
#5	Candidate verification of required 12 hours of content in a specific content area TAC §227.10(a)(3)(C) 24 hours in EC-6 (6 in each of English, Social Studies, Math, Science)
#6	Determination of Oral Language Proficiency (TOEFL) and Out-of-Country Transcript Review: TAC §227.10(a)(5)
#7	30 Clock-Hours of Field-Based Experience: (Forms, Logs, Notes, etc.) TAC §228.35(a)(3)(A)
#8	Student Teaching/Clinical Teaching/Internship Information: <i>(campus assignment, ,grade level, cooperating teacher/mentor assigned, principal assigned; start date of assignment)</i>
#9	Letter from THECB for Teacher Aide Exemption allowing exemption from student teaching (if applicable)
#10	Observation Documents <i>(for a minimum of three formal observations of 45 minutes in duration; interns require a minimum of three observations each year they are on probationary certificate).</i> TAC §228.35(f)
#11	District Training; Evidence of documentation of 50 hrs (if applicable) TAC §228.35(a)(5)
#12	Signed Ethics Affirmation Letter (optional)
Other	



Applicant Name:

APPLICANT CONTENT HOURS

Minimum Content Hours Required by TAC §227.10(a)(3)(A) & §227.10(a)(3)(C) for Generalist EC-6 and 4-8 Applicant

*Any program can require more than the minimum, but not less.
This provides evidence of the required 12 hours of coursework and also of the highly qualified requirement of 24/12.*

CONTENT AREA	COURSE/GPA	COURSE/GPA	COURSE/GPA	COURSE/GPA	TOTAL HOURS & OVERALL GPA
READING					
MATH					
SCIENCE					
SOCIAL STUDIES					

APPLICANT CONTENT HOURS

Minimum Content Hours Required by TAC §227.10(a)(3)(A) & §227.10(a)(3)(C) for Single Area Content Field (Including Special Education) Applicant

Any program can require more than the minimum, but not less.

CONTENT AREA	COURSE/GPA	COURSE/GPA	COURSE/GPA	COURSE/GPA	UPPER DIVISION COURSE/GPA	UPPER DIVISION COURSE/GPA	UPPER DIVISION COURSE/GPA	UPPER DIVISION COURSE/GPA	TOTAL HOURS & OVERALL GPA

Overall Plan for Program Evaluation

In the table below, please detail your overall plan for program evaluation.

Strategic Intent	Indicator	Program's Measurement Tool/Procedure	Timeline for Data Collection	Personnel Responsible
Candidate Academic Achievement	TExES test scores; # passing on first attempt			
Candidate Practicum Success	Candidate/School district evaluations			
Candidate Satisfaction	Candidate feedback			
Candidate Employment Success	# Candidates hired for teaching or administrative positions			
School District Satisfaction	School district feedback			
Curriculum Quality	Meets or exceeds state and national standards; candidate feedback			
Quality of Curriculum Delivery	Candidate evaluations			
Fiscal Responsibility	Revenue and expenses			
Field Supervision Quality	Feedback from candidates, field supervisors and school district			
Advisory Committee quality	Active Advisory Committee Survey			
Other (Please specify):				



TEXAS EDUCATION AGENCY
 Division of Educator Standards

Educator Preparation Program (EPP) Fee Form

Texas Administrative Code 19 TAC Chapter §229.9 **Fees for Educator Preparation Program Approval and Accountability** requires payment for certain services provided by Texas Education Agency (TEA). Please check service fee type and list the total amount submitted.

Name of the person submitting the form: _____
 Full program name: _____ County- District #: _____
 Contact person: _____

Mailing Address

Street address: _____ City: _____ State: _____ Zip Code: _____
 Area code/phone number: _____ Email address: _____

Please check the type of service fee enclosed:

√	Cost	Service Fee Type
	1000.00	Non-refundable new program application fee due prior to submission of the new program proposal (includes pre-approval visit)
	1000.00	Non-refundable new program approval fee (includes post-approval visit)
	2000.00	Non-refundable 10 year reapplication fee for programs approved after August 31, 2008 (includes approval site visit)
	1500.00	Non-refundable 5 year continuing approval visit pursuant to §228.10(c)
	1500.00	Non-refundable monitoring or technical assistance visit
	500.00	Non-refundable addition of a new certification field or addition of clinical teaching
	1000.00	Non-refundable addition of a new class of certificate

Total Amount Submitted \$ _____

Please send a money order or check made payable to **TEA Educator Standards** prior to services being rendered. If the payment sent to TEA is not honored by the financial institution, we will not be able to ensure an EPPs accountability status, reapplication, new EPP approval, the addition of a certification field or class, or clinical teaching. Failure to return this form with the correct or complete payment may result in a delay.

Please send your payment(s) to the following address:

**TEA - Accounting
 1701 N. Congress Ave.
 Austin, TX 78701**