

Compliance Audit Document Review 2012-2013

Name of EPP:
Program Specialist:

Co./Dist. #
Date:

	✓	Documents	Comments
# 1		PowerPoint Presentation and/or Presentation Materials - Copy of the overview (PowerPoint and/or materials) that you will present during the Opening Session of the Monitoring Visit - Any other handouts provided during the Opening Session	
# 2		Advisory Committee [TAC §228.20(b)] 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	
# 3		Admission Criteria [TAC §228.10] - Screening criteria, including interview process or other screening instruments, as applicable - Evidence that admission criteria are publically published	
# 4		Student Handbook Student Handbook or Manual with policies and procedures	
# 5		Faculty/Instructors - List of faculty/trainers/instructors - Vita or resume for each faculty/trainer/instructor - List of field supervisors - Vitas/resumes of field supervisors - Organizational chart showing chain of authority	
# 6		Mentor/Cooperating Teacher Training Materials [TAC §228.35(e)] - 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	
# 7		Field Supervisor Training Materials [TAC §228.35(e)] - Field Supervisor Handbook, including policies and procedures - Training agendas with dates and attendance records, if	

	✓	Documents	Comments
		applicable List of scientifically-based training materials used, if applicable	
#8		Curriculum Materials and Program Hours [TAC §228.30] & [TAC §228.35] - Syllabi for each course or module in designated certification fields - Course correlation to 17 topics identified by TAC Rule §228.30 (see attachment) - Chart showing correlation to TEKS, and standards for designated certification fields - Program Hours charts for elementary and secondary (see attachment)	
#9		Online Coursework & Evaluations - Online courses or modules - Online tests and evaluations - Online access instructions with log-in and password for TEA staff	
#10		Program Evaluation Documents [TAC §228.40] - Overall plan for program and course evaluation - Copy of course evaluation documents - Copy of program evaluation documents (for example, surveys, questionnaires, rubrics, etc.) - List of student benchmarks through program - Retention of records for five years	
#11		Candidate Observation Documents [TAC 228.35(e)(f)] - Copy of logs verifying 30 hours of field-based experiences - Copy of formal observations with start date of practicum and start/stop times of observations - Evidence of delivery of observation information to the candidates' administrator	
#12		Action Plan [TAC §229.3] & [TAC §229.11] - Only for programs notified of mandatory Action Plan requirement due to ASEP rating results - Provide follow-up status report	