



## 2019– 2020 Continuing Approval Review Report A Career in Teaching - McAllen

### **Introduction**

A five-year Continuing Approval Desk Review was conducted by Program Specialist, Angela Von Hatten, of A Career in Teaching - McAllen (108708) educator preparation program (EPP) on February 3, 2020. Per 19 Texas Administrative Code (TAC) §228.10(b), an entity approved by the State Board for Educator Certification (SBEC) to certify educators shall be reviewed at least once every five years. A Career in Teaching- McAllen was originally approved as an EPP on January 22, 2009.

Adrian Fernandez is the program's Legal Authority and Dr. Jaime Lopez is the primary EPP contact for the 2019-2020 review. A Career in Teaching - McAllen is approved for the teacher certification class and offered through an alternative certification route. The EPP reported a total enrollment of 54 candidates and 62 finishers for the 2019-2020 reporting year.

Candidate records were reviewed for 10 candidates, all from the approved teacher certificate class and Alternative Certification (ALT) route. The results were discussed with Dr. Jaime Lopez on Tuesday, February 18, 2020.

A Career in Teaching – McAllen was recognized for successful recruitment, preparation, and support of teachers in Bilingual and English as a Second Language (ESL) area. This recognition resulted in a Commendation in Preparing the Educators Texas Needs from the Texas Education Agency.

### **Results of Continuing Approval Desk Review**

#### **Overview of Components**

The following component(s) were found in compliance (C) from the desk review:

- Governance
- Admission
- Curriculum
- Professional Conduct
- Complaint Procedures
- Certification Procedures

The following component(s) were found out of compliance (N) from the desk review:

- Coursework, Training, Program Delivery, & Ongoing Support
- Assessment & Evaluation of Candidates & Program
- Integrity of Data Submission

All Coursework, Training, Program Delivery, & Ongoing Support requirements were met except the following:

- Five (5) candidates' records do not provide evidence to verify completion of field-based experiences due to non-evident placement information. [19 TAC §228.35(a)(3), 19 TAC



§228.35(b), 19 TAC §228.35(b)(1), 19 TAC §228.35(e)(1)(A), 19 TAC §228.35(b)(2), 19 TAC §228.35(e)(4)]

- A policy regarding procedures for allowing prior experience, education, or training is not evident in EPP records. [19 TAC §228.35(a)(5)(B)]
- Four (4) candidate records do not include mentor names on internship observation forms. Therefore, verification of mentor credentials cannot occur. [19 TAC §228.2(12), §228.2 (23), and §228.2(30), 19 TAC §228.35(f)]
- EPP documents do not provide evidence of two (2) mentors attending the required mentor training. [19 TAC §228.2(12), §228.2(23), §228.2(30), §228.35(f)]
- Two (2) candidate records do not include verification of mentors being assigned to a candidate within the required time frame. [19 TAC §228.2(12), §228.2(23), §228.2(30)]
- EPP documents do not provide evidence of credentials held for two (2) field supervisors. [19 TAC §228.2(16)]
- Three (3) candidate records do not provide evidence of initial contact made by their assigned field supervisor. [19 TAC §228.35(g) and (h)]
- EPP documents do not provide evidence of pre-conferences held with each candidate prior to their internship or clinical teaching observations. [19 TAC §228.35(g) and (h)]
- Two (2) candidate records do not include evidence of the required amount of formal observations held during their internship. [19 TAC §228.35(g)(1-8) and §228.35(h)(1-3)]

All Assessment & Evaluation of Candidates & Program requirements were met except the following:

- Three (3) candidate records do not provide verification of test approval occurring after formal admission due to non-evident formal admission dates. [19 TAC §228.40(d)]

All Integrity of Data Submission requirements were met except the following:

- The duration of internship observations was reported inaccurately for three (3) candidates. [19 TAC §229.3(f)(1)]

### **Next Steps**

The EPP will submit evidence to TEA that deficiencies in these areas have been corrected on or before **June 18, 2020**:



- EPP staff must update the process for ensuring all required information is included on field-based experience logs. [19 TAC §228.35(a)(3), 19 TAC §228.35(b), 19 TAC §228.35(b)(1), 19 TAC §228.35(e)(1)(A), 19 TAC §228.35(b)(2), 19 TAC §228.35(e)(4)]
- EPP staff must create a program policy regarding procedures for allowing prior experience, education, or training. [19 TAC §228.35(a)(5)(B)]
- EPP staff must update the process for ensuring all required information is included in internship observation forms. [19 TAC §228.2(12), §228.2 (23), and §228.2(30), 19 TAC §228.35(f)]
- EPP staff must update the process for ensuring all mentors attend the required mentor trainings and keep documentation of attendance. [19 TAC §228.2(12), §228.2(23), §228.2(30), §228.35(f)]
- EPP staff must update the process for ensuring all mentors are assigned to a candidate within the required time frame and keep documentation for verification. [19 TAC §228.2(12), §228.2(23), §228.2(30)]
- EPP staff must update the process of verifying field supervisor credentials and keep documentation of credentials within EPP files. [19 TAC §228.2(16)]
- EPP staff must update the process for documenting initial contact made by field supervisors to their assigned candidates. [19 TAC §228.35(g) and (h)]
- EPP staff must update the process for documenting pre-conferences held with each candidate prior to their internship or clinical teaching observations. [19 TAC §228.35(g) and (h)]
- EPP staff must update process that ensures all candidates receive, at a minimum, the required amount of formal observations held during their internship. [19 TAC §228.35(g)(1-8) and §228.35(h)(1-3)]
- EPP staff must update the process for documenting formal admission dates to verify that test approval occurs after a candidate has been formally admitted into the program. [19 TAC §228.40(d)]
- EPP staff must ensure that all observation data is reported accurately. [19 TAC §229.3(f)(1)]

### **Recommendations and Advisement**



- Continue to send staff to relevant training offered by TEA and other entities for the purpose of continuous improvements to the EPP and to stay in step with changes and updates in educator preparation requirements in TAC and TEC.
- The PACT test has changed. Plan to update curriculum to meet requirements for content pedagogy instruction and test preparation. Passing scores on TExES exams cannot be used to meet EPP admission requirements after 1/27/2020 but may be used for certification purposes until the expiration date of the related certificate. The new TX PACT is a content-pure assessment that cannot be used for certification purposes.
- Develop a plan to update EPP benchmarks and test readiness requirements for Teacher (ALT/PB) to address changes in PACT.
- Application A has changed – plan to review requirements to prepare for adding new certificate areas.
- Develop and implement more performance assessments. Evidence of performance assessments will be a requirement for adding new certificates using the new Application A.
- Review all certificate areas that the EPP no longer plans to support and request, in writing, for TEA to remove them from inventory.
- The addition of the Science of Teaching Reading exam (STR) will drive the renewal of the Core Subjects EC-6, Core Subjects 4-8, ELAR 4-8, and ELAR/Social Studies 4-8 certificates. Programs that are not able to demonstrate an updated curriculum will not be able to renew these certificates after January 1, 2021. Teacher program staff are advised to plan ahead to meet the January 1, 2021 certificate issuance requirement.
- Certificate deactivation timelines and requirements changes are proposed. Changes will include new timelines for requesting deactivations and information that must be provided to stakeholders in advance of internship start dates. FS will need to verify candidate placement information at the beginning of the assignment.

## **PROGRAM RECOMMENDATIONS AII EPPS**

- To ensure continuity in record keeping and other related processes, consider creating a procedure manual documenting EPP processes.
- Implement quality control procedures to ensure ASEP reports are submitted accurately and timely during state reporting each year.
- Align the verbiage of the program to the verbiage of Texas Administrative Code (TAC) (ex. Field supervisor, cooperating teacher, mentor, candidate, etc.)
- Continue to follow the State Board for Educator Certification (SBEC) and the State Board of Education (SBOE) meetings and/or review the minutes to ensure that the program staff is knowledgeable about current Texas Administrative Code



- Continue to participate in webinars provided by the Division of Educator Preparation to ensure that the program staff is knowledgeable about current requirements and changes in Texas Administrative Code
- Continue to maintain communication with the program specialist assigned to the program.
- Ensure that TEA staff has the most current contact information by sending updates to the assigned program specialist.

**“I have reviewed the EPP Report and agree that all required corrections will be made on or before **June 18, 2020**”.**

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**Signature of Legal Authority** **Date**

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**Printed Name of Legal Authority** **Date**