



## 2017 – 2018 Continuing Approval Review Report

### Introduction

A 5-year Continuing Approval Desk Review was conducted by Vanessa Alba of the EIT: Excellence in Teaching (108709) educator preparation program (EPP) on January 11, 2019. 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. EIT: Excellence in Teaching was originally approved as an EPP on February 6, 2009.

Luis Gonzalez is the program Legal Authority and the primary EPP contact for the 2017-2018 review. EIT: Excellence in Teaching is approved for the following certificate classes: Teacher class only. Certification is offered in these routes: ACP. The EPP reported eighteen (18) program finishers for the 2016-2017 reporting year and nine (9) finishers for 2017-2018.

Candidate records were reviewed for nine (9) candidates from the following certificate classes: Teacher. The results were discussed with EPP staff on January 16, 2019. Attending from the EPP were: Luis Gonzalez and Dr. Veronica Galvan, Field Supervisor and Director of Curriculum & Instruction.

### Results

1. Admission requirements as identified in 19 TAC Chapters 227, 239, 241, and 242 were met by all programs within the EPP and related data were not accurately reported to the Texas Education Agency as required by 19 TAC §229.3.

In the first file, the EPP did not upload the candidate as PPR eligible in the test approval screen. The candidate was only uploaded for the content area for which they were seeking certification.

In the second file, the EPP did not include the bilingual supplemental certificate and just indicated that they were an EC-6 candidate. That file also had a discrepancy in the formal admission letter and what was recorded in ECOS as the date of admission.

The third and fourth files contained a discrepancy between the formal admission letter and what was recorded in ECOS as the date of admission. [19 TAC §227.17(e); 19 TAC §229.3(f)(1)]

The EPP was 56% compliant regarding admission requirements.

Two (2) of the files reviewed were out-of-country candidates. Both had acceptable required TOEFL scores for the year admitted and transcript evaluations from a TEA approved service. [19 TAC §227.10(a)(7); 19 TAC §230.11(b)(5)(B)].

All files contained an application, and an interview scored on a rubric with a cut score noted.

A review of candidate records revealed that candidate status in the teacher program were reported accurately in the Accountability System for Educator Preparation (ASEP) system for each year of enrollment. Eight (8) out of nine (9) files, 89%, were accurately



reported as Other Enrolled or Finisher for each year that they were in the program. One (1) file was not uploaded in ECOS for all certificates the candidate was seeking during the first year they were in the EPP. They were uploaded with the content only and not the supplemental. [19 TAC §§229.3(f)(1); TEC §21.045(a)]

2. Candidate records for clinical teaching, internship, or practicum as required by 19 TAC Chapters 228 revealed that EIT: Excellence in Teaching ACP provided field supervision for three (3) files selected for review candidates completing internships on Probationary extensions and/or Probationary extensions. An appropriate field supervisor was assigned. All three (3) files were accurately reported in ASEP when compared to observation documentation in candidate records.
3. A review of candidate records revealed that all three (3) candidates who received standard certificates met requirements as identified in 19 TAC Chapter 230.
4. The EPP retained all candidate records from admission to completion for a period of five (5) years. [19 TAC §228.10(b)(2)]

**Next Steps**

The EPP will submit evidence to TEA that deficiencies in these areas have been corrected on or before 9/1/2019:

- Ensure that all candidates are uploaded in the system as admitted for every content, supplemental certificate, and the Pedagogy and Professional Responsibilities (PPR) exam that they have taken or will take while in the EPP. [19 TAC §§229.3(f)(1); TEC §21.045(a)]
- Require that the formal admission date on the formal offer of admission letter is the same as what is entered into ASEP for every candidate admitted to the program. [19 TAC §227.17(e); 19 TAC §229.3(f)(1)]
- Ensure that the EPP only uploads each candidate as admitted once. When adding test approval, the program just needs to add the additional test using the same admission date, rather than add a new admission date with the new test that is uploaded for the candidate. [19 TAC §229.3(f)(1); TEC §21.045(b)]
- To ensure continuity in record keeping and other related processes, consider creating a procedure manual documenting EPP processes.

**“I have reviewed the EPP Report and agree that all required corrections will be made on or before September 1, 2019”.**

<b>Signature of Legal Authority</b>	<b>Date</b>
<b>Printed Name of Legal Authority</b>	<b>Date</b>