



2017 – 2018 Continuing Approval Review Report

Introduction

A 5-year Continuing Approval Desk Review was conducted by Vanessa Alba of the iteachTexas (057709) educator preparation program (EPP) on April 5, 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. iteachTexas EPP was originally approved as an EPP on January 10, 2003.

Diann Huber is the program Legal Authority and Zach Rozell is the primary EPP contact for the 2017-2018 review. iteachTexas is approved for the following certificate classes: Teacher and Principal. Certification is offered in these routes: ACP only. The EPP reported 1,476 program finishers for the 2016-2017 reporting year and 1,231 finishers for 2017-2018.

Candidate records were reviewed for ten (10) candidates, five (5) each from the following certificate classes: Teacher and Principal.

The results were discussed with EPP staff on April 17, 2019. Attending from the EPP were: Diann Huber and Zach Rozell.

Results

1. Admission requirements as identified in 19 TAC Chapters 227 and 241 were reviewed.

In the five (5) teacher files reviewed, all five (5), 100%, were reported correctly. [19 TAC §227.17(b)-(e); 19 TAC §229.3(f)(1); TEC §21.045(b)]

In the five (5) principal files reviewed, three (3) out of five (5), 60%, were accurately reported. Two files were not accurately reported. The first file was not reported as admitted on a GPA spreadsheet for the year for which the candidate was admitted. The second file contained an admit date in ECOS that did not correspond to the admit date on the formal offer of admission or what was reported as the admit date on the GPA spreadsheet for the year admitted. That file is also ineligible to test under the 068 - principal certificate because the candidate did not test for the first time by the December 31, 2018 deadline for candidates seeking the 068-principal certificate. That candidate will now be required to seek Principal as Instructional Leader (PIL) certification. [19 TAC §227.17(b)-(e); 19 TAC §229.3(f)(1); TEC §21.045(b)]

Both the teacher and principal candidates were required to submit an application and complete an interview scored on a rubric. Principal candidates were also required to submit two letters of recommendation and a writing sample. All five (5) files contained two (2) letters of recommendation. All files contained a writing sample, but it could not be determined what the minimum score for admission was for the principal candidates because there was no rubric to evaluate the writing sample or cut score required for admission. [19 TAC §227.10(a)(8); 19 TAC §241.5(c); 19 TAC §241.15(c)]



Admission requirements were not 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.

2. A review of candidate records revealed that candidate status in the teacher and principal programs were reported accurately for six (6) out of ten (10), 60%, candidates in the Accountability System for Educator Preparation (ASEP) system for each year of enrollment. Both the teacher and principal programs failed to report the candidate status for two (2) candidates each, 40%, for one (1) or more years. [19 TAC §229.3(f)(1)]
3. Candidate records for clinical teaching, internship, or practicum as required by 19 TAC Chapters 228 and 241 were reviewed.

Four (4) teacher candidates reached the point of internship or clinical teaching. For the three (3) files that completed an internship, one file contained observations that corresponded to frequency and duration as reported in the Accountability System for Educator Preparation (ASEP) system. The other two (2) contained discrepancies between dates in ASEP and dates on paper documents provided for review, as well as discrepancies in duration. The fourth candidate completed clinical teaching and the observations differed in duration on the paper copies for two (2) of the observations as compared to what was entered into ASEP. [19 TAC §228.35(g)(1)-(8); 19 TAC §229.3(f)(1)]

One (1) out of four (4), 25%, of the teacher observation data reported in ASEP was accurate when compared with related documentation in candidate records.

Four (4) principal files reached the point of practicum. All four files completed the practicum in accredited public or private schools. All four (4) files, 100%, contained evidence of practicum completed and all were at least 160 clock-hours in duration. It was noted that one principal candidate completed a part of the practicum during the summer months. While this was acceptable, the EPP was advised that summer practicums that are completed entirely during the summer months are not during the academic school year and are not acceptable. All four candidates contained evidence of an initial contact within the first quarter of assignment and all were observed three times as required. Two files did not contain evidence of an end time for observations, so the 135 minutes of observations by the field supervisor could not be determined. The other two files contained no start or end time and only one observation each. All observations conducted by the field supervisor were standards-based. The principal program is not required to upload observations in ASEP, but it is required to retain evidence of those observations and did so as required. [19 TAC §228.35(e)(8)(A); 19 TAC §228.35(h)(1)-(3); 19 TAC §241.55; 19 TAC §241.15; 19 TAC §228.2(26)]

4. A review of candidate records revealed that four (4) teacher candidates and four (4) principal candidates reached the point of standard certification. All candidates who received standard certificates met requirements as identified in 19 TAC Chapter 230 and 19 TAC §241.60.
5. Candidate records that evidence a candidate's eligibility for admission to the program and evidence of completion of all program requirements for a period of five years after a



candidate completes, withdraws from, or is discharged or released from the program were retained by the program. [19 TAC §228.40(f)]

Next Steps

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

- Require that the written formal offer of admission that states the effective date of formal admission correspond exactly to what is entered into ECOS as the admission date. [19 TAC §227.17(b)-(e)]
- Require that the information on the GPA spreadsheet required and submitted each year for admitted candidates corresponds exactly, in terms of the content admitted and date admitted, for each candidate reported in ECOS. Require all admitted candidates admitted in each academic year to be reported on a GPA spreadsheet as required for accountability purposes. [19 TAC §229.3(f)(1); TEC §21.045(b)]
- Utilize a rubric and cut score, like what is used for the interview, for the principal writing sample screening activity to ensure that applicants know and understand the requirement that must be met for admission to the principal program and to ensure equity in admission practices. [19 TAC §241.5(c)]
- Continue to ensure that any principal candidates that were admitted under the 068-principal certificate and that have not tested for the first time for the 068-principal exam by December 31, 2018 that they are now ineligible for that certificate. Information is found on the [Principal Certification Redesign](#) page of the TEA website.
- Require that all observations for teacher candidates completing internships or clinical teaching retained by the program correspond exactly to what is uploaded into ECOS for frequency and duration. [19 TAC §228.35(g)(1)-(8); 19 TAC §229.3(f)(1)]
- Require all observation documents to clearly state a start and end time so that field supervision for 135 minutes can be determined. Require that the practicum occur during the academic year. [19 TAC §228.35(e)(8)(A); 19 TAC §228.35(h)(1)-(3); 19 TAC §228.2(26)]
- Require that all candidates are accurately reported as “other enrolled” in the Accountability System for Educator Preparation (ASEP) system for each year that they are enrolled and are reported as a “finisher” in ASEP for the year that all requirements of the program are met. [19 TAC §229.3(f)(1)]
- 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”.

Signature of Legal Authority **Date**

Printed Name of Legal Authority **Date**