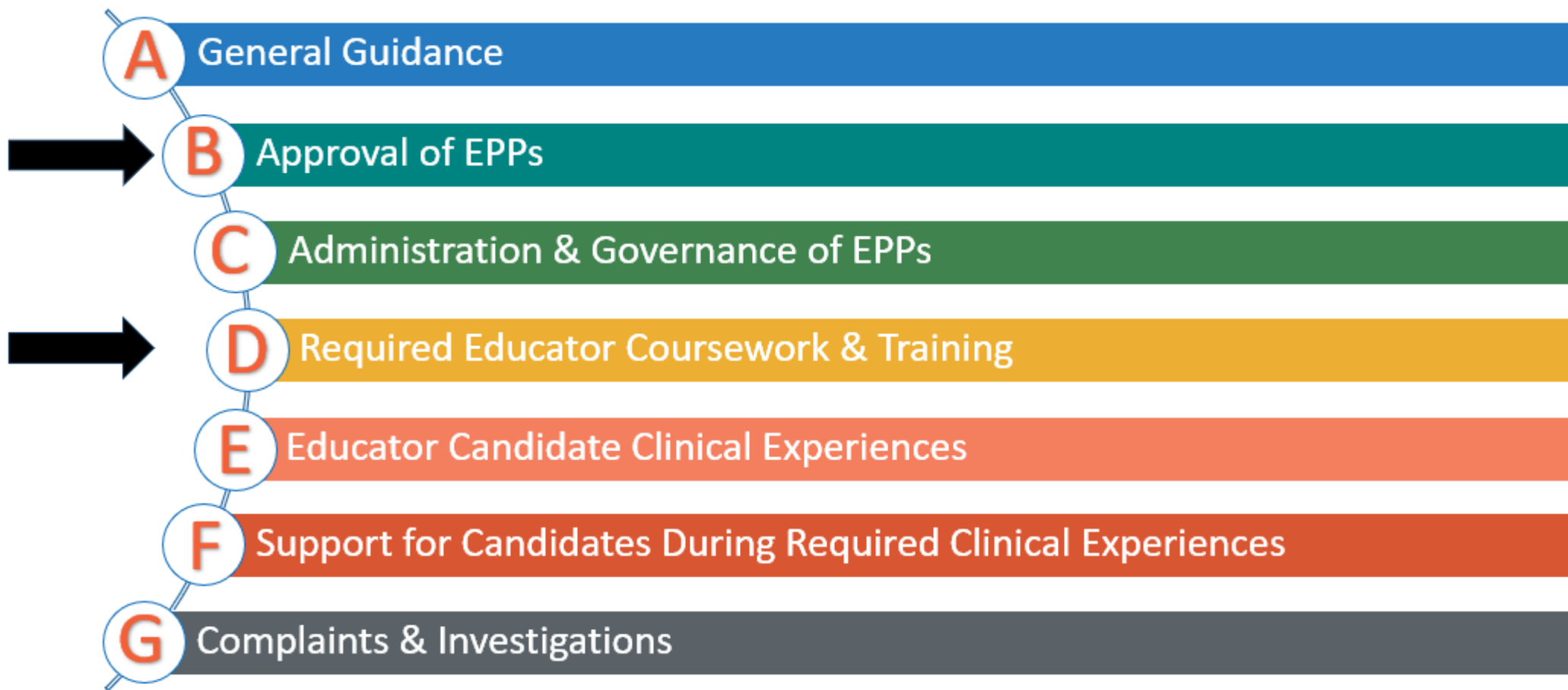


Unpack Chapter 228: Understanding the New Evidence Figure and Records Retention



Subchapters B & D

Subchapter B – Approval of EPPs

228.11
New Entity
Approval

228.13
Continuing EPP
Approval

228.15
Additional
Approval

Subchapter D – Required Educator Coursework & Training

228.31
Minimum EPP
Obligations to All
Candidates



- [19 TAC §228.13(h)]: the EPP must retain evidence of compliance described in the figure 228.13(f) for a period of five years. The EPP shall retain documents that evidence a candidate's eligibility for admission to the EPP and all evidence of a candidate's completion of all EPP requirements for a period of five years after a candidate completes, withdraws from, or is discharged or released from the EPP. The EPP is responsible for making sure documents and records are secure.
- [19 TAC 228.31(i)]: An EPP shall retain documents 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.
- Legacy Chapter 228: 19 TAC §228.10(b)(2) and §228.40(f)

The records retention requirement has not changed



Figure: 19 TAC §228.13(f) replaces the previous evidence figure with an updated, simple evidence figure

The Evidence Figure in 19 TAC §228.13(f)

Figure: 19 TAC §228.13(f)

Component 1: Governance (19 TAC Chapter 228, Subchapters B & C)	
If the TAC Requirement Includes...	Acceptable Evidence of Compliance is...
Written notification provided to individuals or entities	✓ Letter with signature and date; or ✓ Email with to/from identified and date stamp; or ✓ Signed and dated form. ✓ Website posting (as applicable).
Official notifications to TEA	✓ Letter with signature of Legal Authority and date.
Attendance at meetings or training	✓ Meeting minutes; and ✓ Training materials; and ✓ Sign-In Sheet with date
Qualifications of individuals	✓ Resume (certification, experience, accomplishment, employment history). ✓ Valid educator certificate (certification); and ✓ Official service records (experience); and ✓ K-12 campus/district report card (accomplishment). ✓ Signed reference letter(s) or recommendation(s) (certification, experience, accomplishment)
Component 2: Admission (19 TAC Chapters 227, 239, 241, & 242)	
If the TAC Requirement Includes...	Acceptable Evidence of Compliance is...
- GPA - College coursework completed - College credit - Conferred degrees	✓ Official transcripts; or ✓ For out-of-country applicants: Credential evaluation from approved service (course by course evaluation with GPA and degree conferred)

Operationalizing the Evidence

If the TAC requirement includes attendance at meetings or trainings, acceptable evidence of compliance is:

- Meeting Minutes.
- Training Materials.
- Dated Sign-In Sheets.

If the TAC requirement includes qualifications of individuals, acceptable evidence of compliance is:

- Resume.
- Valid Educator Certificate; and
- Official Service Records; and
- K-12 Campus/District Report Card.
- Signed Reference Letters or Recommendations.

Component 2: Admission & Required Notifications

If the TAC requirement includes GPA, coursework completed, college credit, conferred degrees, basic skills, acceptable evidence is:

- The official transcripts.
- Credential Evaluation from an approved service with GPA & degree conferred.
- SAT/ACT/GRE scores.

If the TAC requirement includes providing/posting information for applicants & candidates or publishing EPP policies, acceptable evidence of compliance is:

- Published page (s) on the EPP website.
- Orientation Material.
- Admission Application.

Component 3: Curriculum

If the TAC requirement includes specified curriculum components, standards-based, evidence-based, research-based, acceptable evidence of compliance is:



Standards Alignment Charts
Published Course Syllabus
Instructor Lesson Plans
Course Materials
Performance Assessment with Rubric
Bibliography on Syllabi
Required Textbooks for Course

Component 4: Program Design & Delivery

If the TAC Requirement includes number/hours of performance activities completed-candidate, field Supervisor, acceptable evidence of compliance is:

- Signed/initialed dated logs.
- Written reflections (for FBE).

If the TAC Requirement includes performance assessments, screens, proficiency in clinical experience, proficiency in pre-service coursework, proficiency in clinical experience, acceptable evidence of compliance is:

- Copy of assessment or screen and aligned rubric reflecting level of proficiency.
- Observation rubric reflecting level of proficiency and educational practices observed with date, start/stop time, subject, and grade level (clinical experience).
- Signed recommendation from identified campus personnel and field supervisor.

Component 5: Evaluation of Program & Candidate

If the TAC Includes:

- Candidate progress or readiness (e.g. testing, certification)
- Program Evaluation
- Document Retention

Then acceptable Evidence of Compliance is:

- Benchmark Documents
- Test Scores
- Rubric Reflecting Level of Proficiency

Candidate
Progress/Readiness



- Surveys & Survey Data
- Meeting Minutes
- Rubrics
- Institutional Plan for Long-Term Program Growth/Improvement

Program Evaluation



- Evidence Required by Figure 19 TAC §228.13(f)

Document
Retention

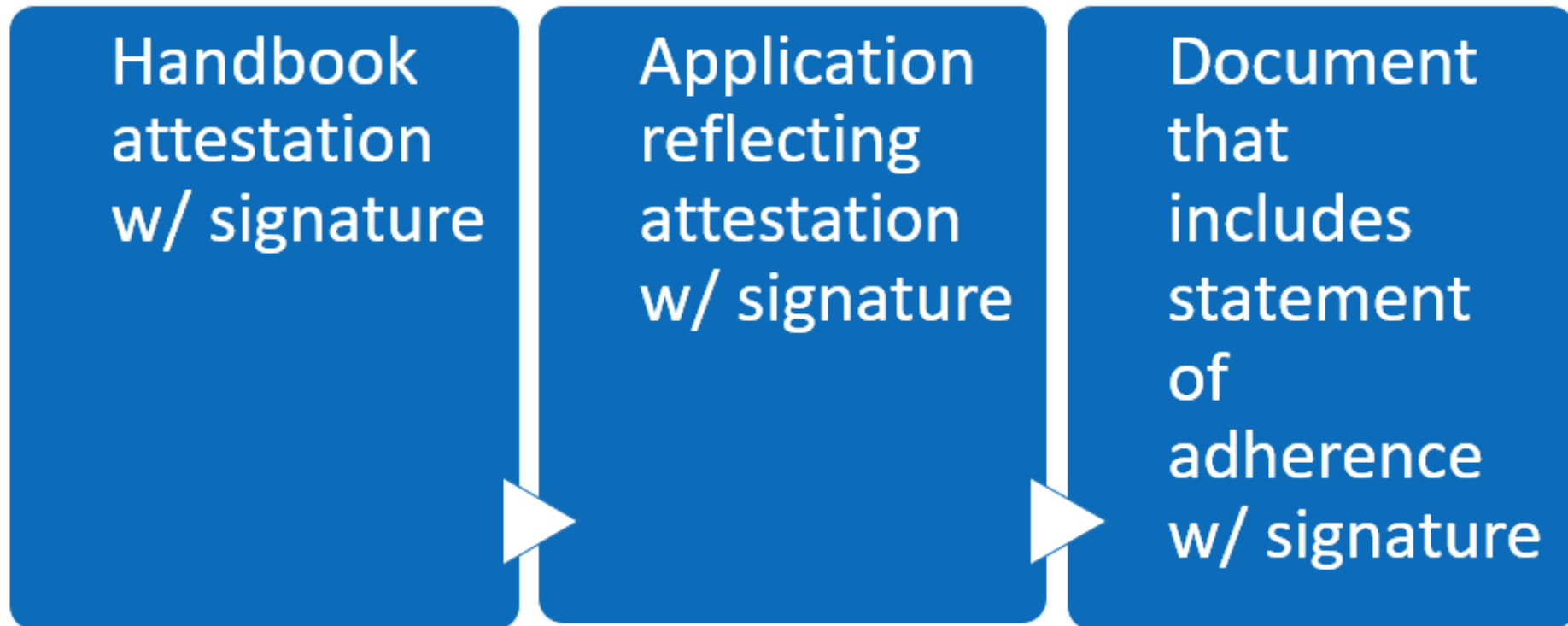


Component 6: Professional Conduct

If the TAC Requirement includes:

- Educators' Code of Ethics: Attestation of understanding & adherence

Then acceptable Evidence of Compliance is:



Component 7: Complaints Process

If the TAC Requirement Includes:

- Complaints process in place
- Complaints process applied

Then acceptable Evidence of Compliance is:

Complaints Process in Place

- Published on EPP website with link to TEA Complaints Process
- Policy/process displayed at Physical Site
- Document on file with TEA

Complaints Process Applied

- Letter/email/form signed & dated
- Meeting minutes (where complaint is discussed)

Component 8: Certification Procedures

If the TAC Requirement Includes:

- Degree conferred/college coursework completed
- EPP requirements completed
- Classroom teaching experience
- Licensure/certification
- Passing scores on exams

Then acceptable Evidence of Compliance is:

Official Transcripts
Benchmark
Documents
EPP Training
Transcript

Official Service
Records

License or Certificate
& SOQ

Service Records

Official Exam Report

Component 9: Integrity of Data Submission

If the TAC Requirement Includes:

- Data Reported to TEA

Then acceptable Evidence of Compliance is:

Records in ASEP or ECOS

- Compared with dates and data on EPP evidence required by this chart.
- The EPP evidence must agree with the records in ASEP or ECOS.

Component 10: Instruction in Proactive Planning Techniques & Inclusive Practices

If the TAC Requirement Includes:

- Required content in coursework & training
- Proficiency in required content during clinical experience

Then acceptable Evidence of Compliance is:

Standards
Alignment Charts

Syllabi/Course
Outlines

Course Training/
Lesson Plans

Observation Rubric
(Instrument) with
Requirements
Identified

Thank you!

