Division of Educator Preparation & Certification

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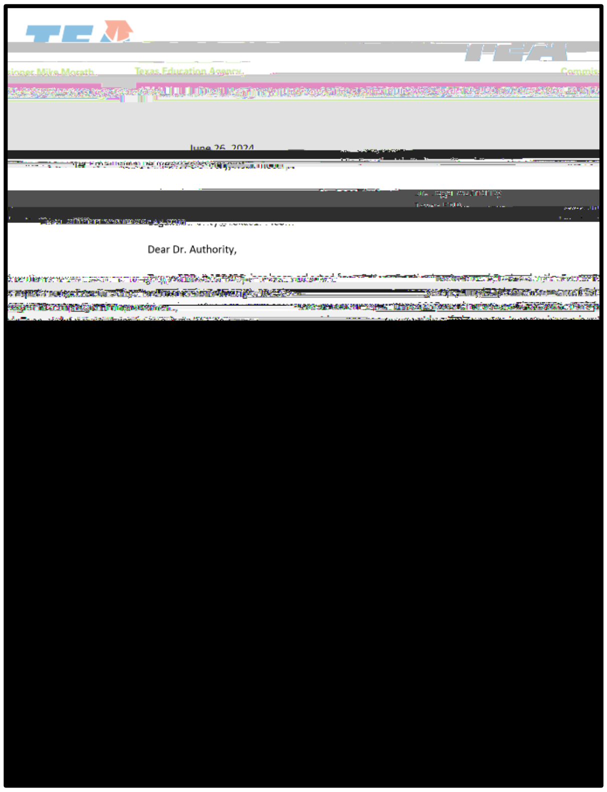
The State Board for Educator Certification (SBEC) and the Texas Education Agency (TEA) are committed to ensuring high-quality educator preparation that starts with the educator preparation program (EPP) that recruits and prepares qualified candidates. TEA is required by 19 Texas Administrative Code (TAC) §228.13(a) to review each EPP at least once every five (5) years. The purpose of a regular periodic review is to provide evidence to ensure an EPP is adequately preparing candidates for educator certification and meeting the standards and requirements set by the SBEC. is(a)73 (o)-6.5 (e)-3 (a(a)7.9 mt)76 ((d)2.3 ( )10.6 (o))2.2 (di4

The following documents are attached to the notification email:

- 9 Notification Letter
- 9 Continuing Approval Review Handbook 2024-2025 (for reference)
- 9 Status Report (to be completed by EPP and returned to TEA by the specified due date)
- 9 STR Alignment Charts (to be completed and returned to TEA with the Status Report)
- 9 Scope and Sequence Document (to be completed and returned to TEA with the Status Report)

Note: The Continuing Approval Review Rubric 2024-2025 is not attached to the but is posted on the Program Provider Resources page on the TEA website.

Sample :



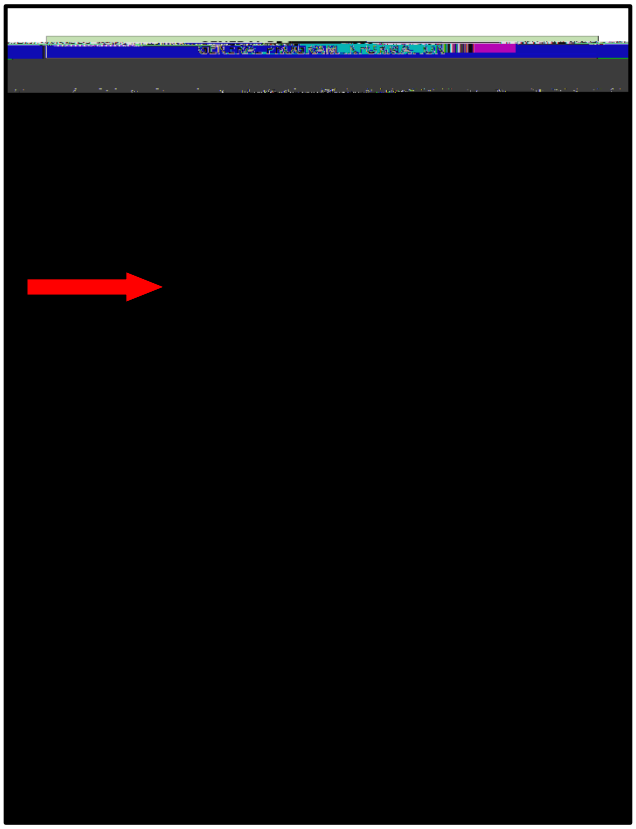
Texas Education Agency

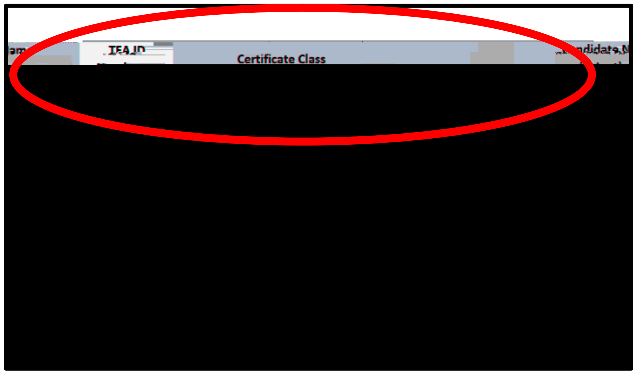
June 26, 2024

Dear Dr. Authority,

The is emailed to the EPP, along with the . A copy of the handbook is r5/TT2 3( )TjEMC /P ‹M5 Tw 450

Throughout the there are opportunities for the EPP to provide general information about the programs within the EPP and specific information about candidates within those programs.

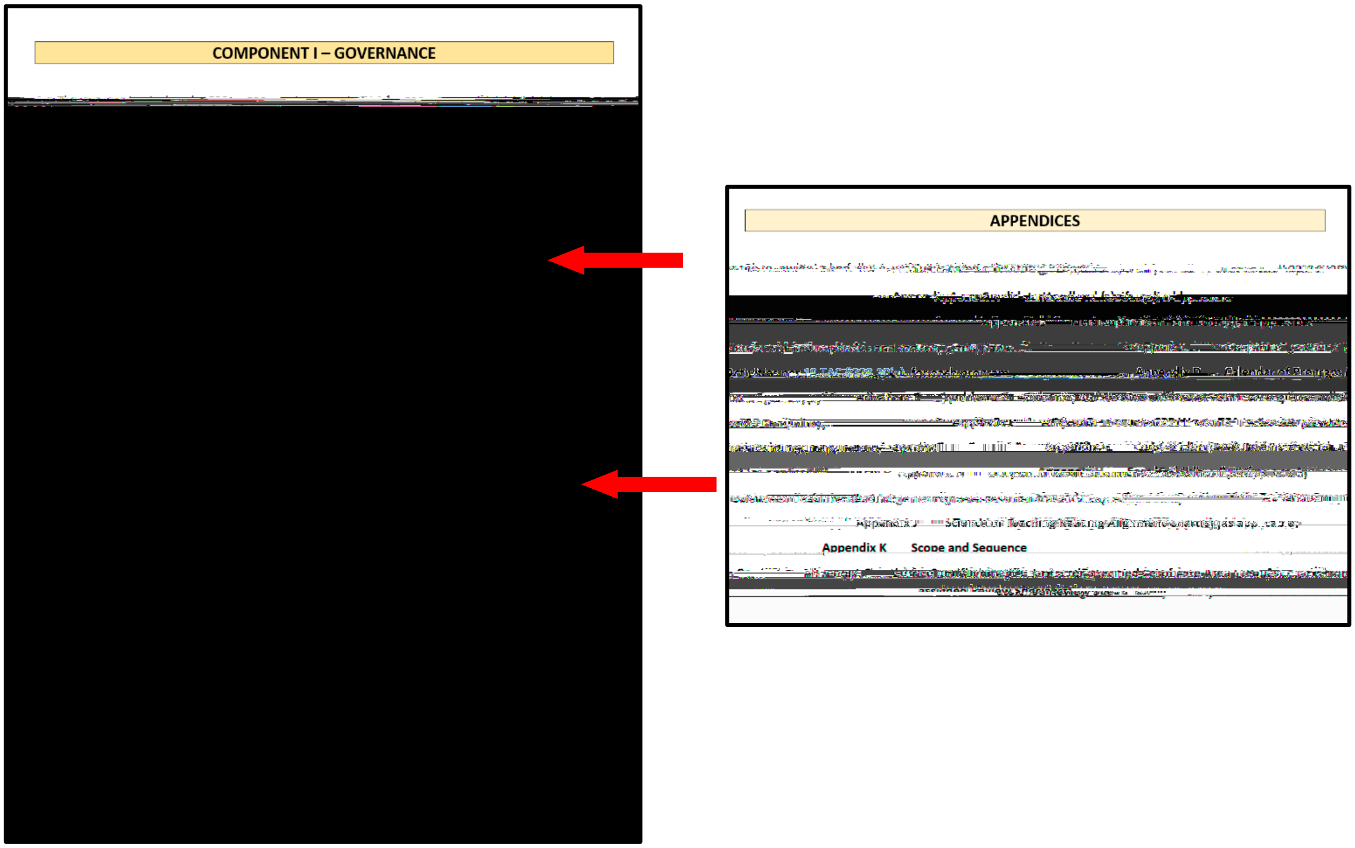




EPP staff will also be asked to provide information about how the programs within the EPP met TAC requirements for each component. These responses will take into consideration all programs in all routes within the EPP. For example, Component 1 asks questions about the implementation of the governance requirements. Governance includes advisory committee activity. If the EPP has separate advisory committees for the Teacher certification program and the Principal certification program, then information about both programs should be included.

There is a space for each component in which EPP staff may describe anything additional they would like TEA to know. These responses, as well as other responses Identified as “optional,” may be completed at the discretion of the EPP.

The Appendices at the end of the identify documents that should accompany the completed that is submitted to TEA. The review team uses these documents to a) learn more about the EPP prior to the review; b) understand documentation relative to EPP design; and c) more efficiently complete the review process. The EPP may not have some of these documents, and/or some of the documents may not be applicable to the EPP. For example, if the program does not offer a certificate that requires the Science of Teaching Reading (STR), then the related alignment charts for STR would not be expected. In another example, if the EPP has an alternative certification Teacher program and that program does not provide a handbook to candidates, then the EPP would not submit a handbook for that Teacher program with the Status Report documents, but if the EPP has a Post-bac Principal program that does provide a handbook to candidates, then the EPP would submit that handbook with the Status Report documents. If the requested documents are not necessary or required for the EPP, it is strongly recommended that EPP staff do not create these documents solely to provide them for the review.



COMPONENT I – GOVERNANCE

APPENDICES

Appendix K	Scope and Sequence

To submit the requested Appendix items to the assigned , create an electronic folder for each appendix labeled with the appendix letter (e.g., Appendix A), and then save the labeled document(s) in the labeled folder. NOTE: All documents should be uploaded through the unique ShareFile link which will be provided by TEA in the .

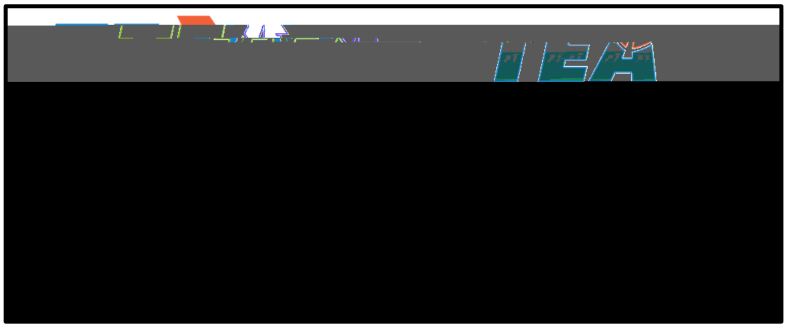
Since secure information, such as candidate records, may be included in the , the must be submitted through the unique ShareFile link.

The must be received by the assigned at TEA . The due date is also explicitly identified in the .

A copy of the rubric used for the review is posted in the Forms and Documents section on the [Program Provider Resources]() page on the TEA website. The rubric is aligned to TAC requirements for all certification classes and all certification routes [Undergraduate (U), Post-Bac (PB), and Alternative Certification (A)]. The completed rubric will be a permanent record of findings during the review. If the review team cannot populate the rubric based on the evidence submitted, the assigned Review Specialist may request additional evidence from the EPP to verify compliance with a specific requirement in TAC. NOTE: The rubric is a useful tool for EPPs that want to engage in a self-audit prior to the TEA review, which TEA strongly encourages.

assigned review specialist prior to the start of the review and is usually focused on the certificate area with the largest enrollment with lower performance.

The candidates' records to be reviewed will be pre-determined by the TEA review team. The candidates whose records will be reviewed are referred to as "Designated Candidates" and are randomly selected from EPP records in ECOS such as Finisher Records lists (Other Enrolled and Finisher), admission lists, certificate recommendation lists, and from the   . Candidate names are generally selected from the current reporting year and the previous reporting year but, if necessary, may be selected from ree.2 (o)-3h ((C)7.9 (6 (s)-1cA419 1s) p(h)2.3 (e)-3 (r))-21s6i.Cnra.239r4 C)2.3 (C)-0 (m)7.5 (t)2.3 (C)i]TJ-0. -1.4 (e) r (r)



When labeling candidate records, use the identifier that includes the last name, first initial, and the TEA ID number.

Label EPP documentation (documents or folders) with the identity of the document or folder and the program that uses the document.

Document Label: Educator.M_123456_Admission
Folder Label: Candidates_Teacher(U)

Document Label: Syllabus_EDUC 3315
Folder Label: Syllabi_Principal

For the , the EPP will receive the containing the names of candidates whose records will be reviewed two (2) weeks prior to the CAR date identified in the . The EPP will then gather copies of the requested records for the "Designated Candidates" on the list and submit them securely to TEA for review. Candidates' records ____ be submitted securely to the TEA assigned Review Specialist using the unique Share File link embedded in the document. See more information about submitting documents to TEA in the ____ included in this handbook in __________. Documents and records submitted to TEA for the will not be returned to the EPP. It is important that EPP staff retain the original records as per the record retention policy in 19 TAC §228.13(h) and §228.31(i).

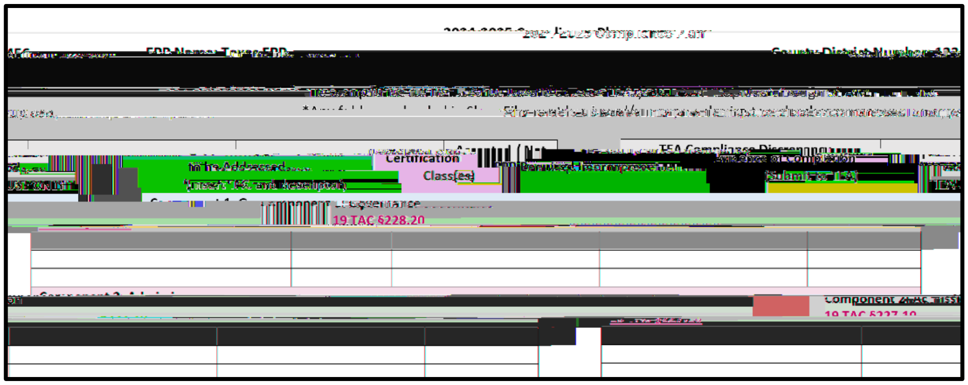
Example of :

For a , the review officially opens on the date identified in the . take approximately six weeks to complete. During this window, the review team will review documents, record evidence, and populate the standard CAR,d[rCleia..9 (R) A.9 (2)ft2.9 (e)16 (o)ren niee ow3.4 (p)-1 ( )-

and seek clarification, if necessary. The TEA review team may request additional documentation at that time. The assigned Review Specialist will also identify the due date for submission of the follow-up documents. The TEA review team will then complete the review with any additional documentation submitted by the EPP. A final video conference will be scheduled with EPP staff to discuss final outcomes. A will be drafted and sent electronically to EPP staff prior to the final video conference. After the final video conference, the CAR will close. At that point, no additional documentation will be accepted for review. A report containing findings, recommendations, and areas requiring corrective action (noted also in the) will be drafted and sent electronically to EPP staff following the close of the review.

TEA staff will review the syllabi or course outlines, , and any other material requested to ensure the program is adhering to all curriculum requirements as prescribed by TAC. TEA will notify the program if additional curriculum documents are needed during the .

If areas of the EPP are identified as non-compliant with TAC or TEC during the review, the TEA Review Specialist will work with EPP staff to develop a plan of action to bring the EPP back into compliance in all identified areas. This will be summarized in the report as well as detailed on a written provided to the EPP staff at closing. Evidence that the identified items have been corrected must be submitted to the assigned by the agreed-upon date. As required in 19 TAC §229.6(b), the EPP will have four (4) months to provide evidence to TEA that compliance items have been corrected and required corrective actions are complete.



An official report will be prepared and emailed to the EPP within approximately two (2) to four (4) weeks after the close of the review. The report will reflect review findings as well as areas requiring corrective action. After the EPP Legal Authority receives the report, he/she will have 10 business days to review the report and request any corrections to its contents. NOTE: Review findings may not be changed in the report. If the EPP Legal Authority does not respond within 10 business days, the report will become official on the eleventh business day. There will be no changes to the report once it becomes official. EPP staff will have four (4) months to complete all required corrective actions as identified in the and submit requested evidence to TEA for review. Reports are posted on the [Consumer Information]() page on the TEA website.

Contact the assigned Review Specialist with any questions or concerns. The assigned Review Specialist will facilitate the Continuing Approval Review process and will continue to work with the EPP staff as they complete Corrective Action items.

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Senior Director, Educator Preparation and

documentation. substitute information for any other candidates for the missing information.

Candidate information and records must be submitted via secure electronic transmission (i.e., via the ShareFile link that TEA sends to the EPP)

Submit documents via the secure ShareFile link:

1. Use the unique link provided on the document to submit secure files. When the files are received, the ShareFile system sends an email to the assigned that the files have been uploaded into the shared file.

[redacted]

NOTE: Folders uploaded via the ShareFile link must be zipped/compressed prior to upload. Documents that are not properly labeled or organized [illegible]

For EPPs receiving a , a “ ” document, populated with specific candidates, will be sent securely to the EPP two (2) weeks prior to the review date identified in the . When the submission instructions require documents to be submitted for the “Designated Candidates,” the instructions are referring to the candidates on this document:

[redacted]

Submit the following EPP documents and/or candidate records to TEA. Where necessary, compile documents in electronic folders and label as identified below:

Administration & Governance

- Document: Advisory Committee Minutes reflecting program evaluation discussion and attendees
    - Label: AC Minutes
- Document: Advisory Committee Training (or other evidence members are informed of roles and responsibilities on the advisory comma8 (c) (h6 (n)i70-6.4 (e))(r)-7.7 (ds)3.4 (o)1.29mnus ii.9 (le)7.9 (si1.174 0 T)-
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Admission Requirements & Formal Admission

Scan all admission documents into one PDF per candidate and label as “Last Name.F_TEA ID_C2”

x Candidate Record: Transcripts Collected at Admission (and Transcript Review, if applicable)
x Candidate Record: Admission Screen(s) w/Rubric(s)
x

- Candidate Record: Transcripts Indicating Required Degree Conferred (U & PB)

e.g., Syllabi_PIL(A)
e.g., Assessments_DIA

When labeling documents and folders,