

**NCATE/Oklahoma Partnership Protocol
for
NCATE and State Reviews**

Team Composition:
Joint

Program Review:
NCATE

Effective:
Jan. 2011 – Dec. 2017

Original Partnership Agreement Date: 1988

The NCATE/Oklahoma Partnership Protocol delineates the processes and policies for granting accreditation to teacher education institutions and agreed upon by the Oklahoma Commission for Teacher Preparation and NCATE.

**I. Standards II. Team III. Preparation IV. On-Site Review
V. After On-Site Review VI. On-Going Responsibilities**

**** The NCATE website (www.ncate.org) contains information about all aspects of the accreditation process. Highlighted words marked with two asterisks (**), when inserted into the “NCATE Google search” will lead to the desired information.**

NCATE Policy	State Policy
<u>I. Standards</u>	
<p>A. Unit Standards</p> <p>NCATE unit standards** apply to the professional education unit.</p> <p>Specific state standards and institutional standards may also be applied to units and/or programs reviewed by NCATE.</p>	<p>A. Unit Standards: NCATE Standards.</p> <p>NCATE standards were adopted by the Oklahoma Commission for Teacher Preparation (OCTP) and placed in administrative code for ALL teacher education units and programs in the State of Oklahoma. Additional state requirements must be met</p> <p>http://www.ok.gov/octp/documents/State%20Requirements.pdf</p>
<p>B. Program Standards</p> <p>NCATE coordinates program reviews by specialized professional associations (SPAs) with program standards that have been approved by the Specialty Areas Studies Board.</p>	<p>B. Program Standards: NCATE Standards</p> <p>Concerning programs for which NCATE has no Specialized Professional Association (SPA) standards, the programs must be based upon and meet the Oklahoma</p>

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<p>If NCATE has standards for a program, the unit must submit the program for national review by NCATE. Program reports must be submitted electronically on NCATE’s website.</p> <p>Program reports must include key assessments, scoring guides, and performance data to show that candidates meet professional standards. Six to eight assessments must be submitted to show that candidates know the content, can plan, can work successfully in their roles, and can support student learning.</p> <p>NCATE accepts the decisions of national accrediting organizations for program areas as evidence of program content quality. These organizations are recognized by the U.S. Department of Education and the Council for Higher Education Accreditation and are listed in NCATE’s policy: “Relationships with Other Accrediting Agencies”**. They include: AACSB International - The Association to Advance Collegiate Schools of Business, American Association of Family and Consumer Sciences (AACCS), American Library Association (ALA), American Psychological Association (APA), American Speech-Language-Hearing Association (ASHA), Council for Accreditation of Counseling and Related Educational Programs (CACREP), National Association of Schools of Art and Design (NASAD), National Association of Schools of Dance (NASD), National Association of Schools of Music (NASM), National Association of Schools of Theatre (NAST).</p>	<p>State competencies for the certification area.</p> <p>A Program Review Advisory Board (PRAB) will be composed of trained program review specialists each appointed to a two-year term. The PRAB will include a minimum one member from each NCATE affiliate area and no fewer than two trained specialists in non-affiliate certification areas. For non-NCATE accredited units and non-affiliate programs, the program review documents will be collaboratively reviewed by 2 or more trained state reviewers, including at least one reviewer in the content area. Where no appropriate state reviewers in the content area are available, an out-of-state reviewer will participate in the review. Under no circumstances will an individual be allowed to participate in program evaluation without appropriate training.</p>
<p>II. Team</p>	
<p>A. Team Composition: Joint State/ NCATE</p>	<p>A. Team Composition: Joint State/ NCATE</p>

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<p>NCATE and state team members work together, sharing equal roles and responsibilities in all functions of the review.</p> <p>The NCATE team is selected from NCATE’s Board of Examiners (BOE). The team includes representatives from organizations of teacher educators, teachers, education specialists and/or policy makers. Non-voting members of the team include the state consultant (usually the NCATE state partnership contact, or his/her designee), and a representative of the state affiliate of the National Education Association (NEA) and/or the American Federation of Teachers (AFT). Team assignments are systematically made to ensure that conflicts of interest are avoided.</p>	<p>A state team will participate in all accreditation visits. The state team is selected from state BOE team members who have been trained by NCATE or their designee. The team includes representatives from organizations of teacher educators, education professionals and/or policy makers, classroom teachers, and business and community members as outlined in the OCTP Rules.</p> <p>Prior to the announcement of the NCATE team, the OCTP Program Accreditation division will review and accept composition of the proposed team.</p> <p>Every member shall be trained in how to apply the NCATE and additional state requirements to the professional education unit. Selection of team members is outlined in the OCTP rules.</p>
<p>B. Training Expectations: Joint</p> <p>NCATE team members must successfully complete the NCATE-sponsored BOE training**.</p>	<p>B. Training Expectations: Joint</p> <p>All OCTP Accreditation Team members and all OCTP Commissioners must successfully complete state or national Board of Examiners (BOE) training. No person will be allowed to be involved with or act upon any accreditation process or decision unless they have successfully completed BOE training.</p>
<p>C. Team Size: Joint</p> <p>For first, continuing, and probation visits, the BOE team will include three to six members depending on several factors,</p>	<p>C. Team Size: Joint</p> <p>The state team shall be comprised of one member less than the NCATE team for all visits.</p>

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<p>including the number of candidates, faculty, and the programs in the unit. Additional team members may be added to visit off-campus sites.</p> <p>For focused visits**, the team will include three BOE members, of which one will be a state team member.</p>	
<p>D. Chair Responsibilities: Joint</p> <p>The NCATE chairperson and the state chairperson serve as co-chairs. They are jointly responsible for planning and conducting the visit.</p> <p>The co-chairs conduct a previsit approximately one to two months before the visit to plan interviews and finalize the logistics for the visit. The state consultant should participate in the previsit.</p> <p>The co-chairs assign team members to write to specific standards and to conduct specific interviews.</p>	<p>D. Chair Responsibilities: Joint</p> <p>The state chair is appointed by the OCTP Program Accreditation Director or designee and approved by OCTP. In addition to assignments for the NCATE report, the responsibility of the state chair is to lead the review of state unit and program requirements and to assume responsibility for the state report to the OCTP Program Accreditation Committee.</p>
<p>E. State Consultant</p> <p>NCATE invites the state education agency to appoint a state consultant to advise the team on state requirements, nomenclature, and special circumstances. The state consultant's expenses are covered by the respective agency. The state consultant facilitates an orientation to the State/NCATE Partnership at a team meeting prior to the review activities. The consultant is usually the state partnership contact, but may be his/her designee, and is a non-voting member of the BOE team. The state consultant may serve as a voting member of the state team, if so designated by the state.</p>	<p>E. State Consultant</p> <p>In addition to the state consultant, the OCTP will invite observers from the State Department of Education (all institutions) and State Regents for Higher Education (public institutions only) to participate in site visits as appropriate.</p> <p>Any additional observers will participate only with permission of the institution being reviewed.</p> <p>Observers will serve as non-voting members.</p>
<p>F. NEA/AFT Representatives</p>	<p>F. P-12 Representation</p>

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<p>NCATE invites the state affiliates of the NEA and AFT to appoint observers for the on-site visit. The participants' respective agencies are responsible for their travel and maintenance expenses.</p> <p>These observers can assist the BOE team with the collection of data, interviews, and the editing of the team report. However, they should not be given a writing assignment. Observers are non-voting members of the BOE team.</p>	<p>As outlined in OCTP rules, all observers must be trained and participate in all aspects of the site visit. These observers can assist the BOE team with the collection of data, interviews, and the editing of the team report. However, they should not be assigned a primary writing assignment. Observers are non-voting members of the BOE team.</p>
<p>G. Decision-making</p> <p>Recommendations about whether the standards have been met and the Areas For Improvement to be cited are made jointly by national and state BOE members.</p> <p>Decisions are usually reached through consensus about whether standards are met. When consensus cannot be reached, a vote may be taken.</p>	<p>G. Decision-making</p>
<p>H. Writing the Report: Joint</p> <p>The co-chairs assign writing responsibilities to each BOE and State team member. The BOE report integrates the joint team's responses to the unit and state standards in a single report at both the initial teacher preparation and advanced levels as appropriate. If the state or institution has additional requirements, the report should have the BOE team's responses to the state/institution requirements attached as a report addendum. The final report is compiled by the BOE chair.</p> <p>The draft of the BOE report should be completed by the end of the on-site visit.</p>	<p>H. Writing the Report: Joint</p> <p>The Commission requires confirmed receipt of one electronic copy of the final report.</p> <p>One electronic copy of the state report must be received by the State Consultant prior to the conclusion of the onsite visit.</p>

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<p>Following the visit, the BOE team chair compiles and edits the report. It is then sent to NCATE and the team members for editing. After the chair incorporates these edits in the report, it is sent to the unit for correction of factual errors.</p> <p>The BOE team chair submits the final report to the NCATE office. Members of the NCATE team, members of the state team and the state consultant are notified that the report is available electronically. The editing process usually takes one to two months.</p>	
<p>I. Evaluations</p> <p>Following the on-site visit, the performance of BOE members is evaluated electronically by the unit, the other national and state BOE members, and state consultants who served on the same visiting team. The evaluations are used by NCATE and the state to determine who should continue BOE service and to identify potential team chairs.</p>	<p>I. Evaluations</p>
<p>J. Expenses</p> <p>During the semester of the visit, the unit will pay NCATE a Periodic Evaluation Fee** per NCATE BOE team member participating in the on-site visit.</p>	<p>J. Expenses</p> <p>State team expenses are covered by the OCTP. The expenses of observers are paid by their respective organizations.</p>
<p>III. Preparation</p>	
<p>A. Unit's Intent-to-Seek** Request</p> <p>For first-time accreditation, the unit should indicate its interest in seeking accreditation at least two years before hosting an on-site visit by submitting an "intent to Seek Accreditation" form on NCATE's website. The request should include the semester and year in which the unit plans to host the on-site review which must be at least one</p>	<p>A. Unit's Intent-to-Seek** Request</p>

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<p>year after program reports are submitted to NCATE.</p> <p>For continuing accreditation the institution should complete the “Intent to Continue Accreditation”** Form, found on the NCATE website, two years before the visit.</p>	
<p>B. Preconditions</p> <p>For first visits, the unit must show evidence that it meets NCATE’s preconditions**. The preconditions report must be submitted to the NCATE office at least eighteen months prior to the on-site visit by March 15th or September 15.</p> <p>All accredited units <i>must continue to meet the</i> preconditions for continued NCATE accreditation. Annually, NCATE reviews Title II test data and will request additional information from a unit that no longer meets the required state pass rate** or other preconditions.</p>	<p>B. Preconditions</p> <p>The unit submits a copy of NCATE's preconditions materials to the OCTP. Institutions must meet all preconditions and submit an institutional report and program reports before becoming an official candidate for accreditation.</p>
<p>C. Program Reports</p> <p>The unit must submit program reports to NCATE by March 15th or September 15, at least two semesters before the continuing visit.</p> <p>For specific information on the preparation of program reports visit the NCATE website.</p>	<p>C. Program Reports</p> <p>The state’s program review is conducted 12 months prior to a continuing accreditation site visit and 18 months prior to a state first accreditation visit.</p> <p>Non-NCATE institution program review documents must be submitted to OCTP twelve months prior to each continuing site visit. Due dates for program reviews are September 15th for fall semester submissions and March 15th for spring semester submissions.</p> <p>Rejoinders, for programs not in compliance following the initial review, are due on the next specified</p>

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	due date (i.e., September 15 th or March 15 th).
<p>D. Institutional Report</p> <p>The professional education unit must write and submit an Institutional Report** (IR) which describes the unit's conceptual framework and the evidence demonstrating that the unit standards are met. In continuing accreditation visits, the IR also serves as the primary documentation of the unit's growth and development since the last accreditation visit.</p> <p>The IR is written online and all team members have online access.</p>	<p>D. Institutional Report</p> <p>The unit electronically provides the Institutional Report and links to the undergraduate and graduate (if applicable) catalogs to each BOE team member, the State Consultant, and invited observers.</p> <p>The Institutional Report is due to the state consultant and state team chair two weeks prior to the pre-visit, and to the other team members and observers 60 days prior to the site visit.</p>
<p>E. Dates of On-Site Visit</p> <p>NCATE requests the unit to submit its preferred visit date to NCATE at least one year prior to the on-site visit. <u>The date must be approved by the state agency prior to submitting its request to NCATE.</u></p> <p>The state agency must consult with NCATE regarding any delays requested by institutions.</p>	<p>E. Dates of On-Site Visit</p> <p>All state visits for NCATE-affiliates will be coordinated with NCATE and scheduled collaboratively. Non-affiliates will schedule only with OCTP. Units must confirm specific dates for visits with the OCTP before submission to NCATE.</p>
<p>F. Previsit</p> <p>The previsit should be scheduled about one to two months before the on-site visit. See the <i>NCATE Handbook** for Accreditation Visits</i> for further details.</p> <p>The state consultant, BOE co-chairs, head of the unit, and NCATE coordinator should participate in the previsit.</p> <p>The institutional report will be available to</p>	<p>F. Previsit</p> <p>The NCATE co-chair meets with the state co-chair, OCTP Director of Program Accreditation, and the institution's unit head and/or designee to plan for the visit. The previsit occurs at the institution approximately sixty days prior to the visit.</p> <p>The team chairs will receive copies</p>

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the participants electronically in AIMS prior to the previsit.	of the unit's Institutional Report at least two weeks prior to the previsit.
<p>G. 3Rd Party Testimony</p> <p>Six months before the on-site review, the unit must publish a "Call for Comment" inviting 3rd party testimony related to the upcoming NCATE visit. Comments should be sent directly to NCATE. This provision is not required for focused visits.</p> <p>One to two months before the on-site review, NCATE sends copies of third-party testimony to the unit for comment.</p>	<p>G. 3Rd Party Testimony</p>
<p>IV. On-Site Review</p>	
<p>A. Orientation to State Process/ Protocol</p> <p>The state consultant (or his/her designee) will facilitate an orientation to the state process and Protocol at one of the team meetings early in the visit.</p>	<p>A. Orientation to State Process/ Protocol</p>
<p>B. Conducting the On-Site Review</p> <p>The national BOE and state team members work together as a single team throughout the visit. State team members have the same responsibilities as national members including writing the BOE report.</p> <p>The template for an on-site visit** and the template for a focused visit** can be found on the NCATE website and in the <i>NCATE Handbook** for Accreditation Visits</i>.</p>	<p>B. Conducting the On-Site Review</p> <p>When possible, a BOE member and state member are paired to collect evidence during the visit.</p> <p>For all types of visits, the BOE team makes recommendations as to whether the NCATE unit standards and state requirements are met at the initial and advanced levels.</p>
<p>C. Exhibit Room</p> <p>Electronic exhibit rooms are encouraged. See NCATE's electronic exhibit room guidelines**.</p>	<p>C. Exhibit Room</p> <p>Exhibits should be available electronically for review by the BOE team at the time of submission of the Institutional Report. Institutions may continue to add or revise exhibits. The BOE team will be advised of</p>

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	changes and additions as they occur.
<p>D. BOE Report</p> <p>The BOE report includes the BOE team’s responses to the unit standards at both the initial teacher preparation and advanced levels as appropriate. It indicates the level (unacceptable, acceptable, or target) at which each element of the standards is met. If the state/Institution has additional requirements, the report should have the BOE team’s responses to the state requirements attached as a state addendum. The final report is compiled by the BOE chair.</p> <p>After the report has been edited the BOE team chair submits one copy of the final BOE report to the NCATE office. NCATE BOE team members, state team members and the state consultant are notified that the report is available electronically.</p>	<p>D. BOE Report</p> <p>The BOE State Chair will provide an electronic copy of the state report to the state consultant prior to the conclusion of the on-site visit.</p>
<p>E. Exit Report</p> <p>An exit report is conducted before the team departs on Tuesday for a focused visit and on Wednesday for all other visits. It is conducted by the co chairs and state consultant. The unit is represented by the unit head and coordinator of the NCATE review; the president and/or provost may also attend.</p>	<p>E. Exit Report</p>
<p>V. After the On-Site Review</p>	
<p>A. BOE report sent from NCATE</p> <p>NCATE notifies the CEO of the institution, the unit head, and the appropriate state agency or agencies that the BOE report is available electronically.</p>	<p>A. BOE report sent from NCATE</p>
<p>B. Rejoinder</p>	<p>B. Rejoinder</p>

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<p>The unit submits to NCATE and the state an electronic copy of its institutional rejoinder** to the BOE report within 30 days after receipt of the BOE Report.</p>	<p>The unit submits one electronic copy of the rejoinder to the Commission following the same timelines as NCATE.</p>
<p>C. Accreditation</p> <p>NCATE’s Unit Accreditation Board (UAB) determines the accreditation status of professional education units, during meetings twice a year in April and October. Accreditation decisions are rendered at the UAB meeting in the semester that follows the BOE review. A description of the Unit Accreditation Board** can be found on the NCATE website.</p> <p>Final decisions about national recognition of programs are posted on NCATE’s website after the UAB has determined accreditation.</p> <p>NCATE provides written notice of all accreditation decisions to the U.S. Department of Education, the appropriate state licensing or authorizing agency, all accrediting agencies recognized by the U.S. Department of Education (USDE) and the Council for Higher Education Accreditation (CHEA), and the public (via the NCATE website).</p> <p>More information about reporting accreditation decisions may be found in NCATE’s Policies on Dissemination of Information**. Definitions of NCATE accreditation decisions** can also be found on NCATE’s website.</p>	<p>C. State Unit and Program Approval</p> <p>The OCTP will review NCATE decisions related to the professional education unit as state approval is determined.</p> <p>The OCTP will base its decision on the BOE team findings, recommendations of the Program Accreditation Committee, and any additional information which may be presented by the institution under review.</p>
<p>D. Final Action Report</p> <p>Within 30 days after NCATE’s Unit Accreditation Board takes action on the</p>	<p>D. Final Action Report</p> <p>OCTP sends the chief executive officer and head of the professional</p>

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<p>accreditation of the unit, NCATE sends the chief executive officer and head of the professional education unit a letter that indicates the official action.</p>	<p>education unit a letter indicating the final action of the OCTP on state accreditation.</p> <p>The accreditation decision will be distributed to the State Department of Education and the Oklahoma State Regents for Higher Education.</p>
<p>E. Appeal Procedure</p> <p>Units may appeal any of the following Unit Accreditation Board decisions: Provisional Accreditation, Accreditation with Conditions, Revocation of Accreditation, and Probation. See NCATE’s website for specific policies and procedures related to the <u>appeals process</u>**.</p>	<p>E. Appeal Procedure</p> <p>As outlined in OCTP rules, any accreditation or program review decision may be appealed based on OCTP guidelines.</p>
<p>VI. On-Going Responsibilities</p>	
<p>A. Protocol Distribution</p> <p>NCATE will post the NCATE/Oklahoma Partnership Protocol on its website; it is also available in hard copy upon request.</p>	<p>A. Protocol Distribution</p> <p>The OCTP will post the state protocol on the OCTP website. Electronic and hard copies will be distributed to all deans and directors of higher education units. Additional copies will be furnished upon request.</p>
<p>B. Accreditation Cycle</p> <p>Units that receive continuing accreditation will be scheduled for their next visit seven years from the semester in which their visit occurred.</p>	<p>B. Accreditation Cycle</p> <p>Units in Oklahoma that have state-only accreditation will follow the same schedule as NCATE affiliated institutions.</p>
<p>C. Code of Conduct</p> <p>To assure units and the public that NCATE reviews are impartial and objective, to avoid conflicts of interest, and to promote equity and high ethical standards in the accreditation system, BOE members, board members, program reviewers, and</p>	<p>C. Code of Conduct</p>

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<p>staff shall follow NCATE's Code of Conduct**.</p> <p>Violation of any part of the Code of Conduct could result in the board member's removal from the board.</p>	
<p>D. Annual Reviews</p>	<p>D. Annual Reviews</p>
<p>1. Regional Accreditation</p> <p>Units must maintain regional accreditation or institutional accreditation by a USDE or CHEA recognized agency in order to continue their NCATE accreditation.</p>	<p>1. Regional Accreditation</p> <p>Non-NCATE accredited units must maintain regional and/or national accreditation to continue state accreditation.</p>
<p>2. Change in State Status</p> <p>Notification of an NCATE accredited unit's "Change in State Status" by the state will initiate a review by NCATE's <i>Annual Report and Preconditions Audit Committee (ARPA)</i>.</p> <p>The NCATE president will notify the unit that the state has informed NCATE of a change in their state status and require the unit to submit a special report within 90 days.</p>	<p>2. Change in State Status</p> <p>The state will provide to NCATE its policy leading to a "Change in State Status."</p> <p>The OCTP will notify NCATE of any "changes in status" at NCATE units within thirty days of a state accreditation decision.</p> <p>When a "Change in State Status" decision is made by the OCTP, the Commission will simultaneously notify the unit and NCATE of its intention to disclose the unit's status in all public forums for state accreditation information.</p> <p>A copy of the required NCATE special report will be provided to the OCTP. The Program Approval Committee and the OCTP will view the unit's special report.</p>
<p>3. Precondition 7</p> <p>The unit's programs are approved by the appropriate state agency and, in states with educator licensing examinations and</p>	<p>3. Precondition 7</p>

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<p>required pass rates, the unit's summary pass rate must continue to meet or exceeds the required state pass rate to maintain national recognition.</p>	
<p>4. Annual Report</p> <p>Submission of the Annual Report** is a requirement for all units that are accredited by NCATE. Annual Reports are due October 1st and must be submitted electronically.</p> <p>Substantive changes to the unit and its programs must be reported annually in Part C of the Annual Report. Substantive changes, such as offering distance learning programs, may require a follow-up report or interim visit.</p>	<p>4. Annual Report</p> <p>Annual reports will be submitted electronically to the OCTP office by a date to coincide with the NCATE submission deadline each year. Rules and specifications for annual reporting requirements follow OCTP rules and guidelines.</p> <p>State law requires an annual report regarding the unit's accreditation status and student assessment success rates be distributed to each member of the State Legislature, Governor, State Board of Education, Institution Governing Boards, State Board of Career & Technology Education and the Commission.</p>