

Last revised: October 2006.

Following is the text of the Certificate of Incorporation of the National Council for Accreditation of Teacher Education which was signed on July 1, 1961. The original, signed document is on file in the NCATE headquarters office.

**CERTIFICATE OF INCORPORATION
OF
THE NATIONAL COUNCIL FOR ACCREDITATION OF TEACHER EDUCATION**

We, the undersigned, all citizens of the United States and a majority citizens of the District of Columbia, of full age, desiring to associate ourselves as a corporation pursuant to the provisions of Title 29, Chapter 6 of the Code of Laws of the District of Columbia, 1951 Edition, do hereby certify as follows:

FIRST: The name by which this corporation shall be known in law is:
NATIONAL COUNCIL FOR ACCREDITATION OF TEACHER EDUCATION, INC.

SECOND: The term for which this corporation is organized shall be perpetual.

THIRD: The purposes and objects for which this corporation is formed are as follows:
To improve teacher education in the United States and elsewhere through:

- a. The formulation of policies, standards, and procedures for the accreditation of institutional programs of teacher education.
- b. The accreditation of programs of teacher education and the annual publication of a list of institutions whose programs of teacher education are accredited by the Council.
- c. The encouragement of member organizations and other groups in the performance of their respective roles in the improvement of teacher education.

To stimulate institutional self-evaluation and provide for exchange of viewpoint and experience among representatives of institutions.

To assure the quality of teacher education programs to all institutions, organizations, agencies, and individuals interested in the project. Professional accreditation is by its very nature socially motivated, therefore, the Council regards the assurance of high quality programs as its primary function.

To assemble and disseminate information relating to the programs of teacher education in the NCATE accredited institutions as may be helpful to the member organizations of the Council

and to the institutions themselves in the performance of their duties.

To work with the State Departments of Education in the 50 states toward providing a wide range of reciprocity in the granting of certification privileges to graduates of NCATE-accredited institutions so that the freer movement of teachers across state lines may be accomplished.

To publish and circulate publications of any kind and description; and

Through such other activities as may be appropriate advance and protect the interests of teacher education in the United States of America.

For the accomplishment of these purposes the Corporation shall have the power to acquire by gift, grant, purchase, devise, bequest or otherwise, and to hold, invest, sell, develop, mortgage, load, convey, or otherwise dispose of real and personal property necessary or proper for carrying out the purposes of this Corporation; and to otherwise exercise all of the powers which may be exercised by corporation, organized under the General Laws of the District of Columbia, necessary and proper to carry out the purposes for which this corporation is formed.

FOURTH: The number of its trustees and executive committee for the first year of its existence shall be seven (7).

FIFTH: The corporation shall have such officers, directors, and committees as may be provided by the Constitution.

SIXTH: This corporation shall not engage in political activities, shall have no capital stock and shall not be operated for profit.

SEVENTH: The post office address of the place at which the principal office of the corporation in this District will be: 704 17th Street, NW, Washington 6, DC.

EIGHTH: The corporation shall have as members such constituent organizations as identified and selected in accordance with the corporation's Constitution. Such members have no voting rights except as provided by the Constitution.

NINTH: In the event of dissolution, all of the assets remaining after payment of all liabilities of the Corporation shall be distributed only to one or more organizations having either exclusively charitable, educational, or other exempt purposes described in Section 501(c)(3) of the Internal Revenue Code.

The names and respective addresses of the incorporators are:

Arnold E. Joyal	[address]
Edgar Fuller	[address]
Guy A. Curry	[address]

[Signed and Notarized - July 1, 1961]

CONSTITUTION

Preamble

In recognition of the importance of the accreditation of teacher education, the constituents of the National Council for Accreditation of Teacher Education, who have primary responsibility for development and maintaining high professional standards for education personnel, have adopted the following Constitution to guide their cooperative efforts in accrediting collegiate units of teacher education. Underlying this constitution is the concept that commitment and responsibility are shared by constituents that represent: (1) teacher education, (2) teachers, (3) state and local policy makers, and (4) specialized professional associations (SPAs).

ARTICLE I

Name, Purpose, and Principles of Operation

Section A This organization will be known as the National Council for Accreditation of Teacher Education, hereinafter referred to as NCATE.

Section B The primary purpose of NCATE will be the assurance of high quality teacher education programs to all institutions, organizations, agencies, and individuals.

Section C The other purposes for which NCATE has been formed are:

1. To accredit education units in US organizations that prepare professional educators to staff school programs for children and youth from birth through grade 12;
2. To publish an annual list of institutional units of teacher education and institutions of higher education accredited by NCATE;
3. To formulate policies, standards and procedures for the accreditation of institutional programs of teacher education;
4. To develop, systematically evaluate, and adopt new and revised standards for accreditation of professional education units, recognition of states' program approval systems, and approval of program standards for specialty areas;

5. To create and maintain boards to accredit professional education units, to recognize state partners, and to approve national program standards for the preparation of teachers and other professional educators in specialty areas;
6. To work with state agencies responsible for program approval in the 50 states, the territories, and the District of Columbia toward providing a wide range of reciprocity in the granting of certification/licensure privileges to graduates of NCATE-accredited institutions so that the freer movement of educators across state lines can be accomplished; and
7. To establish channels through which the member organizations, teacher education institutions, and other policy making organizations can recommend changes in NCATE policies, standards, and procedures.

ARTICLE II

Member Organizations

Section A NCATE's Boards will be composed of representatives named by member organizations.

Section B Member organizations of NCATE will include professional associations that represent the following groups:

1. Teacher education to be represented by national associations of higher education institutions that prepare professional school personnel (hereinafter referred to as “teacher education”),
2. Teachers to be represented by national associations of preschool through twelfth grade classroom teachers (hereinafter referred to as “teachers”),
3. State and local policy makers to be represented by national associations of public and governmental agencies with responsibility for education (hereinafter referred to as “state and local policy makers”), and
4. Professional specialty areas to be represented by national associations of professional educators who prepare school personnel, who teach specific subjects or levels, who provide professional services to P-12 schools, and/or administer P-12 schools (hereinafter referred to as “specialized professional associations”).

Section C Representatives of member organizations will be assigned to NCATE Boards by those member organizations.

Section D The board members will:

1. Participate in the development of standards, policies and procedures;
2. Foster communication between the member organization they represent and NCATE.

Section E The member organizations will:

1. Appoint and remove representatives in accordance with their own governance documents; and
2. Provide financial support for the operation of NCATE.

ARTICLE III NCATE Boards

Section A An **Executive Board** of NCATE, drawn from its member organizations, is hereby established and will be composed of no more than thirty members selected in a manner determined by their respective member organizations. The Chair of this board will rotate annually among the four quadrants in the following order: teacher education, teachers, specialized professional associations (SPA)s, and state and local policy makers. The naming of the Chair will be determined by the constituency group represented.

1. **Membership** on the Executive Board will be constituted as follows:
 - a. Chair and Vice Chair of the Unit Accreditation Board and Chairs of the State Partnership Board and the Specialty Areas Studies Board;
 - b. One public at-large member to be selected by the Executive Board;
 - c. One member representing the National Board for Professional Teaching Standards;
 - d. Six members to be selected by member organizations representing teacher education;
 - e. Six members to be selected by member organizations representing teachers;
 - f. Six members to be selected by member organizations representing specialized professional associations; and
 - g. Six members to be selected by member organizations representing

state and local policy makers.

2. **Function.** The Executive Board will:
 - a. Be responsible for policies, standards, finances, selection, and evaluation of the President, and amending the Constitution;
 - b. Review and ratify policies and standards developed by the Unit Accreditation Board, the State Partnership Board, and the Specialty Areas Studies Board;
 - c. Receive the findings and recommendations of the Appeals Board Review Panel, and any subsequent action, at its next regular meeting; and
 - d. Establish its own procedures within the limits set by this Constitution.
3. **Meetings.** The Executive Board will hold at least two meetings per year, one of which will be the joint meeting of NCATE's Boards, and such other meetings as called by the Chair or by petition of a majority of the members. Expenses for attendance of voting members of the Executive Board will be reimbursed by NCATE in accordance with NCATE's policies.

Section B

A **Unit Accreditation Board** of NCATE, drawn from member organizations, is hereby established and will be composed of no more than thirty-two members selected in a manner determined by their respective member organizations. The Chair and Vice-Chair of this board will rotate annually between a representative from the AACTE members and a representative from the NEA members; the Vice-Chair will then become the Chair in the following year. The appointment of the Vice-Chair will be made by AACTE and NEA.

1. **Membership** on the Unit Accreditation Board shall be constituted as follows:
 - a. One student member from a student affiliate of a member organization representing teachers;
 - b. One public at-large member to be selected by the Executive Board;
 - c. Ten members to be selected by member organizations representing teacher education;
 - d. Ten members to be selected by member organizations representing teachers;
 - e. Five members to be selected by member organizations representing

state and local policy makers; and

- f. Five members to be selected by member organizations representing SPAs.

2. **Function.** The Unit Accreditation Board will:

- a. Develop and recommend to the Executive Board standards and policies for the accreditation of professional education units;
- b. Oversee on-site visits to institutions seeking accreditation, training of the Board of Examiners, audit committees, the annual report, and precondition application;
- c. Apply standards and make decisions about the accreditation of professional education units; and
- d. Establish its own procedures within the limits set by this Constitution.

3. **Meetings.** The Unit Accreditation Board will hold at least two meetings per year, one of which will be the joint meeting of all Boards. Expenses for all voting members will be reimbursed by NCATE in accordance with NCATE's policies.

Section C

A **State Partnership Board** of NCATE, drawn from member organizations, is hereby established and will be composed of no more than fourteen members selected in a manner determined by their respective member organizations. The Chair of this board will be appointed by member organizations representing state and local policy makers.

1. **Membership** on the State Partnership Board will be constituted as follows:

- a. Two members to be selected by member organizations representing teacher education;
- b. Two members to be selected by member organizations representing teachers;
- c. Two members to be selected by member organizations representing SPAs;
- d. Seven of the members to be selected by member organizations representing state and local policy makers.
- e. One member representing AdvancED.

- f. One public at-large member to be selected by the Executive Board.
2. **Function.** The State Partnership Board will:
 - a. Develop and recommend to the Executive Board standards and policies for State/NCATE partnership agreements;
 - b. Apply standards and make decisions about the State/NCATE partnership agreements.
 3. **Meetings.** The State Partnership Board will meet at least once annually as part of the joint meeting of all Boards. Expenses for voting members will be reimbursed by NCATE in accordance with NCATE's policies. Additional meetings can be called by the Board's Chair in consultation with the Executive Board Chair. NCATE will be responsible for reimbursement of expenses related to additional meetings only when the Executive Board authorizes such reimbursement in advance.

Section D A **Specialty Areas Studies Board** of NCATE, drawn from member organizations, is hereby established and will be composed of members selected in a manner determined by the respective organizations. The Chair of this board will be determined by the representatives of the specialized professional associations (SPAs).

1. **Membership** on the Specialty Areas Studies Board will be constituted as follows:
 - a. One member to be selected by member organizations representing teacher education;
 - b. One member to be selected by member organizations representing teachers;
 - c. The number of members to be selected from member organizations representing specialized professional associations (SPAs) shall equal the number of such organizations not represented on the other policy boards.
 - d. One member to be selected by member organizations representing state and local policy makers.
 - e. One public at-large member to be selected by the Executive Board.
2. **Function.** The Specialty Areas Studies Board will:
 - a. Develop and recommend to the Executive Board standards and

- policies to approve program standards for specialty areas studies;
 - b. Apply standards and make decisions about the approval of program standards for specialty areas studies;
 - c. Review and make recommendations to the Unit Accreditation Board regarding the procedures for program review that is included in pre-conditions for the accreditation of professional education units;
 - d. Forward all approved program standards to the State Partnership Board for use in its partnership process; and
 - e. Establish its own procedures within the limits set by this Constitution.
- 3. **Meetings.** The Specialty Areas Studies Board will meet at least once annually as part of the joint meeting of all Boards. Expenses for voting members will be reimbursed by NCATE in accordance with NCATE policies. Additional meetings can be called by the Board's Chair in consultation with the Executive Board Chair. NCATE will be responsible for reimbursement of expenses related to additional meetings only when the Executive Board authorizes such reimbursement in advance.

ARTICLE IV

Appeals

Section A An Appeals Board of NCATE, drawn from member organizations, is hereby established and will be composed of no more than twenty-nine members, twenty-eight to be selected in a manner determined by their respective member organizations and one at large member from the public.

1. Membership on the Appeals Board will be constituted as follows:
 - a. Seven of the members to be selected by member organizations representing teacher education;
 - b. Seven of the members to be selected by member organizations representing teachers;
 - c. Seven of the members to be selected by member organizations representing specialized professional associations (SPAs);
 - d. Seven of the members to be selected by member organizations representing state and local policy makers; and
 - e. One public at-large member to be selected by the Executive Board.

2. Members of the Appeals Board will be ineligible to serve on Council Boards, on the Board of Examiners, or in any other role in the accrediting process during their tenure on the panel.
3. Members of the five-person Appeals Board Review Panel that hear an appeal will be appointed by the President, in consultation with the Chair of the Executive Board, from the 28 review panelists. The composition of this panel will reflect the composition of the Board whose decision is being appealed.

Section B The Review Panel that hears an appeal of a Board's decision will:

1. Receive and consider appeals to adverse decisions from an institution, state, or member organization; and
2. Report its findings, any recommendations, and reasons for both, to the Executive Board at its next regular meeting.

Section C An institution, state, or association may appeal what it considers an erroneous, adverse NCATE decision regarding its status for accreditation of the professional education unit, acceptance of state partnership agreement, or approval of program standards.

1. An adverse decision regarding accreditation of an institution may be appealed only on the grounds that NCATE standards were disregarded, stated procedures were not followed, or evidence favorable to the institution, state, or association was not considered.
2. An adverse decision regarding accreditation of the professional education unit will be defined as denial of initial accreditation or revocation of accreditation. UAB decisions of accreditation with probation, provisions, or conditions may also be appealed.
3. An adverse decision regarding the acceptance of state partnership agreement will be defined as the rejection of a state partnership.
4. An adverse decision regarding the national approval of program standards for specialty areas studies will be defined as rejection of program standards.
5. Grounds for appeal of findings of the State Partnership Board and the Specialty Areas Studies Board will be developed by the appropriate Board.

Section D The accreditation, partnership, or approval status of the appellant will remain unchanged during the appeal.

ARTICLE V Term of Appointments

Section A The terms of all representatives to NCATE will be for three years except for appointees to unexpired terms and in special cases controlled by the governance documents of a member organization . Regular terms will begin on July 1 and end on June 30. Initially, the terms will be staggered to provide continuity of NCATE representation.

Section B Vacancies and alternates will be filled by the appropriate member organizations.

Section C The voting public representatives to the Executive Board, Unit Accreditation Board, State Partnership Board, Specialty Areas Studies Board, and Appeals Board will be appointed by the Executive Board to serve a three-year term. Such appointees will offer at-large public representation to NCATE rather than on behalf of any organization or agency. Appointments of public representatives will be limited to two three-year terms.

Section D The terms of all members of the Appeals Board will be for three years; no person

will serve more than two consecutive three-year terms.

ARTICLE VI

Finances

- Section A The Executive Board will adopt an annual budget. The Executive Board will decide the membership dues and fees for each member organization and institutions.
- Section B NCATE may seek support from foundations and other sources to supplement funds provided by its membership.
- Section C NCATE may require visitation, sustaining, and/or annual fees.
- Section D The budget of each NCATE Board will be the prerogative of the Executive Board.
- Section E The President will make an annual financial report to the Executive Board within a reasonable time after the close of each fiscal year.
- Section F NCATE may charge the appellant an appeals fee for expenses if the Review Panel does not find in favor of the appellant.

ARTICLE VII

Officers

- Section A The officers of NCATE will be the chair of the Executive Board and the Treasurer.
- Section B The Executive Board Chair will be named by the appropriate quadrant and will hold office for a term of one year beginning July 1.
- Section C The Executive Board Chair will preside at all meetings of the Executive Board.
- Section D It will be the duty of the Chair of the Finance, Personnel and Membership Committee to preside over meetings of the Executive Board in the absence of the Chair.
- Section E Removal proceedings against an officer or Board member of NCATE may be initiated by the Complaint Review Committee upon receipt of a written petition. Officers of NCATE may be removed for violation of the “*NCATE Code of Conduct*” for misfeasance, malfeasance, or nonfeasance in office. Removal proceedings will occur following a due process hearing and a two-thirds vote of the Executive Board.

Section F The chief administrative officer of NCATE is the President, appointed by the Executive Board. The President will serve as Treasurer of NCATE and appoint, at his sole discretion, a person to serve as secretary.

Section G The President, in the capacity of Treasurer of NCATE, assisted by the Secretary, will keep complete and accurate records of the proceedings of the Executive Board and other Boards. The President will transmit to members of the Executive Board a copy of the minutes of each meeting and will report on the status of the budget to the Boards. The President or designee of the President will be bonded and shall issue checks upon the account of NCATE authorized by the adopted budget. The President will be responsible for the administration of the policies of NCATE and shall be authorized to transact such business on behalf of the corporation as deemed appropriate by the President. Other duties of the President are as follows:

1. To assist NCATE in the development and pronouncement of policies;
2. To interpret these policies to the institutions involved, to the profession, to legal agencies, and to the public through writings, speeches, interviews with the media, and personal contacts;
3. To receive and process applications for accreditation;
4. To organize and direct the accreditation work of NCATE in accordance with the policies of NCATE;
5. To maintain and strengthen liaison with the regional accrediting associations and other professional agencies;
6. To administer the budget in accordance with the policies of NCATE;
7. To maintain records of the transactions of NCATE;
8. To hire staff, to employ professional consultants, and to develop and employ procedures incorporating NCATE affirmative action policies for recruiting and recommending staff.

ARTICLE VIII

Meetings

Section A *Robert's Rules of Order, Newly Revised* will govern the meetings of all Boards of NCATE in all matters to which they are applicable and in which they are consistent with the Constitution.

Section B Two-thirds of the members of a Board will constitute a quorum for the transaction

of business at a regular or special meeting.

ARTICLE IX

Standards

- Section A Responsibility for carrying on a systematic review of standards and the development of new and revised standards for each function of NCATE will be assigned to the appropriate NCATE board. NCATE will ensure the participation of representatives from institutions, organizations, and the practicing profession. NCATE will regularly keep its member organizations and all accredited institutions informed of its activities and its proposals for new and changed standards. The member organizations will have the responsibility for keeping their membership apprised of these developments.
- Section B NCATE, through its Executive Board, will be responsible for the ratification, deletion, or amendment of the standards and may do so at any regular or special meeting provided that a complete final draft of any proposals, together with any necessary explanatory materials, has been placed in the hands of a) all representatives on the Boards, b) the presently accredited institutions, c) the member organizations, and d) state partners at least four months prior to such a meeting. All participants will be charged with the responsibility of making any views available to NCATE at least one month prior to the meeting.
- Section C An affirmative vote of two-thirds of the members of NCATE's Executive Board will constitute the majority needed for ratification of new standards, adding a standard, deleting a standard, or changing an existing standard.
- Section D The Executive Board will adopt changes in standards, other than non-substantive changes of an editorial nature, only after referring the change to all Boards for their study and recommendation.
- Section E Eighteen months normally will be allowed before application of a new standard becomes mandatory for unit accreditation unless an extension or reduction of time is mutually agreed upon by a two-thirds majority affirmative vote of eligible Executive Board members.

ARTICLE X

Meetings with Representatives of Accredited Institutions and Related Organizations

- Section A NCATE will, through the offices of the member organizations, make systematic provision for communication with institutions, organizations, and individuals having a stake in the accreditation of teacher education.

Section B NCATE may seek the collaboration of member organizations in holding regional or national meetings on accreditation of teacher education.

Section C NCATE will consider all formal proposals coming from such meetings and make known in writing its disposition of such proposals.

ARTICLE XI

Amending the Constitution

Proposals for amending the Constitution must be approved by at least two-thirds of the members of the Executive Board. These changes must be presented to the Executive Board at least four months prior to action.