CAEP Application for Accreditation – Part I

Name of Educator Preparation Provider (e.g., School of Education or other entity)

_____

Address of Administrative Office: _____

_____

URL of EPP Website: _____

Institution/Organization in which the EPP is housed, if different than the EPP (e.g., the College or University in which the school, college, or department of education is housed)

_____

Address of Administrative Office: _____

_____

URL of Institution/Organization Website: _____

Name of Head Administrator of the EPP _____

Title:_____Phone:_____Fax:_____

E-mail:_____

Name of Chief Executive Officer of Institution/Organization[1], if different from the Head Administrator of the EPP

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Title:_____Phone:_____Fax:_____

E-mail_____

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[1] The Chief Executive Officer may be a CEO of an organization, a campus president, the EPP's President, a system Chancellor or Vice-Chancellor. This individual is responsible for the entire entity in which an EPP resides or the EPP itself.

B: Regional/Institutional Accreditation or Alternative Evidence of Capacity

To be eligible for CAEP accreditation, the college or university in which an Educator Preparation Provider (EPP) is located must be accredited by a regional or institutional accrediting agency that is recognized by the U.S. Department of Education, the Council on Higher Education Accreditation, or the equivalent in the case of non-U.S. institutions. EPPs that are not eligible for regional/institutional accreditation must provide evidence of capacity and financial well-being as part of the application process. EPPs in institutions outside the United States must complete additional requirements.

If the institution in which the EPP is housed is eligible to be regionally or institutionally accredited, then the EPP must provide a copy of the most recent award of regional or institutional accreditation along with its Part II Application.

If the EPP is not housed in an institution that is eligible to be regionally or institutionally accredited, then the EPP must be prepared to supply the following documentation prior to submitting its Part II Application:

1. **Institutional (EPP) ability to meet its financial obligations. The EPP uploads one of three items:**
   a. Legal entity's 990 form (for non-profit EPPs) *or*
   b. Corporate income tax returns for the past year (for for-profit EPPs), *or*
   c. Equivalent evidence of financial health (for international EPPs).
2. **Prepared budget[1] for current year. The EPP uploads:**
   a. The most current approved budget for the current academic or calendar year, whichever is most relevant for the EPP's context, *or*
   b. Equivalent evidence of revenues and expenditures
3. **Financial projections for long-term financial sustainability. The EPP uploads:**
   a. Revenues and expense projections for the next two years (either calendar or fiscal), including funding streams, *or*
   b. Equivalent evidence of financial sustainability
   If funding is exclusively tuition-based, the EPP must upload:
   a. Its tuition refund policy
   b. Its teach-out plan in the case that the EPP's programs are discontinued
4. **External audit process. The EPP uploads:**
   a. Clean independent audits of a full set of financial statements for the EPP, *or*
   b. Equivalent evidence of administrative budgetary oversight (for international EPPs).
5. **Administrative structure. The EPP uploads:**
   a. A one to two-page narrative describing the EPPs relationship with the legal entity in which it is housed (if any), and
   b. An organizational chart.

Acknowledge that the EPP agrees to provide this information. Please note that the Part II Application cannot be processed and CAEP accreditation cannot be granted without proof of institutional/regional accreditation or proof of financial well-being.

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[1] Budget figures must be converted to $/US dollars if another currency is used.

C: Proposed Onsite Visit Month and Year

Information on the accreditation process is available on the CAEP website (www.caepnet.org) and accessible in the March 2016 Accreditation Handbook, downloadable here.

The proposed visit date must be commensurate with CAEP timelines, procedures, and policies.

An onsite visit is proposed for _____(month) and _____(year).

D: Program Completer and Application Compiler Information

Total number of professional education program completers (reported in the last academic year for which data are available):_____

    Program completers are all individuals who:

- completed a program that made them eligible for a teaching license[2],
- are licensed teachers who completed a graduate program,
- completed a program to work as a school administrator, school psychologist, school library media specialist, reading specialist, and other specialties in schools[3], or
- completed a bachelor's, post-bachelor's, master's, specialist, or doctoral program in the EPP whether or not that program leads to a state license or credential.

    Academic year of reported data: 20_____ - 20_____

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[2] May be a professional degree, teaching certificate, or other nomenclature used in different states or outside of the United States.

[3] These programs are designed for professionals who work in P-12 settings to perform duties other than classroom teaching but are housed in or administered by the EPP. Outside of the United States these programs may or may not be included. Seek clarification from CAEP staff.

*Name of EPP Representative Completing the Application*_____

Signature: _____ **Date of submission:** _____

Name (printed): _____

Title: _____

Phone: _____ Fax: _____

E-mail: _____

To proceed with the CAEP Accreditation Process, the approval of the head administrator of the EPP (e.g., dean, director, or chair) and the chief executive officer (CEO) of the organization/institution are required. The signatures indicate that the information in this report is accurate and that the EPP:

1. *Agrees to provide all information requested by CAEP to carry out its accrediting functions.*
2. *Agrees to complete the accreditation process according to published CAEP policies, including schedule requirements*
3. *Agrees to comply with CAEP policies, including disclosure of accreditation status (see CAEP Accreditation Policy Section VIII Consumer information, Public Disclosure, and Transparency).*
4. *Agrees to submit the EPP Annual Report by designated timeline and to be responsive to all data requests*
5. *Submits its annual fee according to the fee schedule on the CAEP website and agrees to pay future annual fees and any fees associated with accreditation visits.*
   a. *The annual fee will be invoiced upon CAEP's acceptance of the Part I Application*

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Chief Executive Officer of the Organization/Institution   **Date**

_____

Name (printed)

_____

Head Administrator of the Educator Preparation Provider (EPP)   **Date**

_____

Name (printed)