



2017 – 2018 Continuing Approval Review Report

Introduction

A 5-year Continuing Approval Desk Review was conducted by



reported as Other Enrolled or Finisher for each year that they were in the program. One (1) file was not uploaded in ECOS for all certificates the candidate was seeking during the first year they were in the EPP. They were uploaded with the content only and not the supplemental. [19 TAC §§229.3(f)(1); TEC §21.045(a)]

2. Candidate records for clinical teaching, internship, or practicum as required by 19 TAC Chapters 228 revealed that EIT: Excellence in Teaching ACP provided field supervision for three (3) files selected for review candidates completing internships on Probationary extensions and/or Probationary extensions. An appropriate field supervisor was assigned. All three (3) files were accurately reported in ASEP when compared to observation documentation in candidate records.
3. A review of candidate records revealed that all three (3) candidates who received standard certificates met requirements as identified in 19 TAC Chapter 230.
4. The EPP retained all candidate records from admission to completion for a period of five (5) years. [19 TAC §228.10(b)(2)]

Next Steps

The EPP will submit evidence to TEA that deficiencies in these areas have been corrected on or before 9/1/2019:

- x Ensure that all candidates are uploaded in the system as admitted for every content, supplemental certificate, and the Pedagogy and Professional Responsibilities (PPR) exam that they have taken or will take while in the EPP. [19 TAC §§229.3(f)(1); TEC §21.045(a)]
- x Require that the formal admission date on the formal offer of admission letter is the same as what is entered into ASEP for every candidate admitted to the program. [19 TAC §227.17(e); 19 TAC §229.3(f)(1)]
- x Ensure that the EPP only uploads each candidate as admitted once. When adding test approval, the program just needs to add the additional test using the same admission date, rather than add a new admission date with the new test that is uploaded for the candidate. [19 TAC §229.3(f)(1); TEC §21.045(b)]
- x To ensure continuity in record keeping and other related processes, consider creating a procedure manual documenting EPP processes.

“I have reviewed the EPP Report and agree that all required corrections will be made on or before September 1, 2019”.

Signature of Legal Authority Date

Printed Name of Legal Authority Date