

EXISTING EDUCATOR PREPARATION PROGRAM REVIEW (WAC 181-78A-100)

PESB shall determine the schedule for approval reviews and whether an on-site visit of other forms of documentation and validation shall be used for purposes of granting approval under 1997 program approval standards ([WAC 181-78A-105](#)); PESB post schedule of institutions up for review that year – notice to professional associations, other higher ed institutions, and public asking for public comment.

Other forms of documentation

The Superintendent of Public Instruction, upon receipt of a complaint from any source or upon her or his initiative, or initiative of the professional educator standards board may review all or any part of a preparation program for compliance with the provisions of this chapter. If deviations are found, the professional educator standards board is authorized to rescind program approval until the college or university submits an acceptable compliance agreement which will bring the preparation program into compliance as soon as reasonably practicable, but no later than the commencement of the succeeding academic year or six calendar months, whichever is later.

Site Visit Schedule:

NCATE? Yes = align
No = 5 years

Pre-visit reports submitted 30 days prior to the visit ([WAC 181-78A-100\(9\) \(a\)](#))

- Site Visit Process (WAC 181-78A-100 (7) (c))**
1. The dean/director of the program(s) scheduled for a site visit will be contacted to identify a date preference and to identify a peer institution(s) that will be represented by a member of the site visit team.
 2. The dean/director of the program(s), in collaboration with the director of professional education and certification (OSPI), shall confirm the site visit date.
 3. An academic year schedule of site visits shall be submitted to the professional educator standards board no later than August 1 by the director of professional education and certification on an annual basis. During the September board meeting, members will be provided the opportunity to review previous site visit reports for those institutions scheduled for visits during the next academic year. Members may identify specific areas of concern to be addressed for each of the respective institutions.
 4. The dean/director of the peer institution will be contacted to nominate a representative to the site visit team.
 5. The director of professional education and certification shall schedule a pre-visit. In cases where the NCATE visit will be conducted concurrently, the state pre-visit should be coordinated with the NCATE pre-visit.
 6. Two trained K-12 practitioners, one individual with assessment expertise, and one member of the professional educator standards board will be assigned to the site visit team. The director of professional education and certification may assign a substitute when individuals in specific role assignments are not available to serve on the team.
 7. WEA may assign a member as an observer, without voting status, to the team. Costs associated with the participation of this individual are the responsibility of the WEA.
 8. The dean/director may submit a request to the director of professional education and certification to identify a replacement for a team member when there is a perceived conflict of interest.
 9. All members of the site visit team will be assigned a standard(s) to review during the visit.
 10. The site visit team shall conduct its review in accordance with the protocol adopted by the professional educator standards board. Team members reach consensus on the ratings for each of the five program approval standards. Weaknesses, if any, are identified for each of the standards subcategories.
 11. An exit interview shall be conducted by the director of professional education and certification where general accolades and concerns are shared.
 12. Team members shall submit their final reports to the director of professional education and certification within two weeks of the concluding date of the visit.
 13. Professional education and certification staff shall consolidate the individual reports into one comprehensive report. This report will be shared with the dean/director to review for any "errors of fact." The dean/director shall notify the director of professional education and certification of any requested changes. The report may be revised based on evidence provided by the dean/director that information existed at the site of the visit that was overlooked or misinterpreted.
 14. The report will be finalized and shared with all team members for approval.
 15. Following approval by the team, the final report will be forwarded to the dean/director.
 16. The final report will be posted on the PESB web site.
 17. The final report will be submitted to the PESB which will make the decision regarding program approval.

PESB

OSPI – PEC

Institution may submit rejoinder to PESB

Report and rejoinder posted on PESB website for public input

PESB Program Approval Action

[WAC 181-78A-110](#)

- ✓ Report on review brought about by complaint or identified problems
- ✓ Site Visit:
 - ✓ Final report and rejoinder is presented by Director of PEC; institutional representative may be present
 - ✓ PESB reviews report and rejoinder and determines status

One year approval

Five year approval (Non-NCATE institutions)

Seven year approval (NCATE institutions)

Disapproval

- OPTIONS**
- Written report
 - Focused visit
 - Full visit

Annual PEAB report addresses weaknesses

[WAC 181-78A-100](#)
[WAC 181-78A-115](#)

Institution posts site-visit report, rejoinder and PESB decision on website; PESB web site links

PESB