

**State/NCATE Partnership Protocol
for
INITIAL/CONTINUING/PROBATION REVIEWS
of Professional Education Units in the State of Maine**

Team Composition:
Joint

Program Review:
State-Based

Effective:
Jan. 2007 – Dec. 2013

Original Partnership Agreement Date: 1993

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

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I. Standards		
A. Unit Standards	<p>NCATE unit standards apply to the professional education unit.</p> <p>Specific State criteria, as determined by the State Agency, and institutional criteria as determined by the institution or higher education commission, may also be applied to units and/or programs being reviewed by NCATE and the State.</p>	<p>State Standards are applied to the review of specific programs under Standard 1- Initial Teacher Candidate Performance. NCATE's unit standards substitute for the State's institutional standards: (Standard 2- Assessment System and Evaluation) (Standard 3-Field Experiences and Clinical Practice) (Standard 4-Diversity) (Standard 5-Faculty Qualifications, Performance and Development) (Standard 6-Unit Governance and Resources)</p>
B. State Program Standards	<p>NCATE defers to the State's review of the unit's programs if the teacher education program standards or</p>	<p>Institutions complete and submit an analysis form for each program put forth for</p>

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	<p>licensing standards and the State's review processes are sufficiently similar to NCATE's, as determined by the State Partnership Board (SPB).</p> <p><u>Program National Recognition:</u> The State may choose to seek authority for State program approval to be accepted as national recognition of the unit's programs by NCATE's SPAs in the NCATE list of nationally recognized programs. If the State is not authorized to recommend national recognition, the unit may seek national recognition of a program by submitting its program for review through NCATE.</p>	<p>State approval. The analysis form includes the State rules applicable to program-specific requirements for certification endorsements and certification. Analysis forms are submitted to the Department of Education for verification by certification officials approximately six months prior to the on-site visit.</p>
II. Team		
<p>A. Team Composition: Joint State/ NCATE</p>	<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</p>	<p>The State selects its team members from within the State to join the NCATE BOE team. State representatives to the joint team are selected by the Commissioner of Education and the State Board of Education.</p> <p>The State team members participate in the data collection, discussions of the team, and voting by the joint team.</p>

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	his/her designee), and a representative of the state affiliate of NEA and/or AFT. Team assignments are systematically made to ensure that conflicts of interest are avoided.	The State reserves the right to appoint a member of the State Board of Education as an Observer (non-voting participant) for the on-site visit. All expenses for this participant are covered by the State Board of Education.
B. Training Expectations: Joint	<p>NCATE team members must participate in the NCATE-sponsored BOE training.</p> <p>State team members must be trained by NCATE staff or an NCATE authorized trainee, as outlined in the State rules.</p>	The State Program Approval Consultant and State team representatives receive training on NCATE's standards and procedures. This session is conducted jointly by staff of the Maine Department of Education and NCATE.
C. Team Size: Joint	<p>For first, continuing, and probation visits, the BOE team will include 3-6 members depending on several factors, including the number of candidates, faculty, and the unit's programs. Additional team members may be added to visit off-campus sites.</p> <p>For focused visits, the team will include 2-3 BOE members.</p>	<p>The State team shall be comprised of one member less than the NCATE team.</p> <p>The State reserves the right to have two members on a focused visit team.</p>
D. Chair Responsibilities: Joint	The NCATE chairperson and the State chairperson serve as co-chairs. They are jointly responsible for planning and conducting the	The State appoints a State representative as chair of the State portion of the review. The chair oversees

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	<p>visit.</p> <p>The co-chairs conduct a previsit approximately 60 days before the visit to plan interviews and finalize the logistics for the visit. The State Consultant and State team chair should participate in the previsit.</p> <p>The co-chairs assign roles and responsibilities to BOE and State team members.</p>	<p>the review of State-specific standards and of the sections of the Institutional Report that respond to State standards. The State chair is responsible for the preparation of the State portion of the final report to the State Board of Education including recommendations on State program approval.</p>
E. Consultants/Other Participants	<p>NCATE invites the State education agencies 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 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. A few states (e.g., SC and FL) may have consultants from two agencies.</p>	<p>The State reserves the right to appoint a member of the State Board of Education as an Observer (non-voting participant) for the on-site visit. All expenses for the Observer are covered by the State Board of Education.</p> <p>Observers may assist the BOE team with the collection of data and interviewing.</p> <p>The State Consultant may not serve as a voting member of the team.</p>
F. NEA/AFT	NCATE invites the State	

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Representatives	<p>affiliates of the NEA and AFT to appoint observers for the on-site visit in partnership States. The participants' respective agencies are responsible for their travel and maintenance expenses.</p> <p>These observers may assist the BOE team with the collection of data and interviewing . However, they should not be assigned a primary writing assignment. Observers are non-voting members of the BOE team.</p>	
G. Decision-making	<p>Decisions are usually made through consensus-driving discussions of whether standards are met. When consensus cannot be reached, a vote may be taken.</p>	<p>The State members of the team follow and participate in the NCATE protocol for decision-making. The State members of the team also meet separately to determine their recommendations to the State on program approval.</p>
H. Writing the Report: Joint	<p>The NCATE chair assigns writing responsibilities to each team member. The BOE report includes the BOE team's responses to the 6 unit standards 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</p>	<p>The State portion of the report will be prepared by the State chair of the team. This will indicate the team's recommendations for approval for each program. This portion of the report will be mailed to NCATE within 30 days</p>

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	<p>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 NCATE and State chairs assign primary and secondary writing responsibilities to both NCATE and State team members.</p> <p>The draft of the BOE report should be completed by the end of the on-site visit.</p> <p>The BOE draft report should be sent to NCATE and the team members for editing, and to the unit for correction of factual errors.</p> <p>The BOE team chair e-mails one copy of the final report to the NCATE office and a copy to each member of the NCATE team within 30 days following the visit.</p>	
I. Evaluations	<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</p>	

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	chairs.	
J. Expenses	During the semester of the visit, the unit will pay NCATE a Periodic Evaluation Fee of \$1,000 per NCATE BOE team member participating in the on-site visit.	The unit assumes all financial obligations for food, lodging, and travel for the State members of the visiting team, excluding the State Consultant. State team chair pre-visit expenses are also covered by the unit. The State Board Observer expenses are covered by the State Board of Education.
III. Preparation		
A. Units' Intent-to-Seek request	For initial accreditation, at least two years before hosting an on-site visit, the unit should indicate its interest in seeking accreditation. The request should include the semester and year in which the unit plans to host the on-site review.	Units must notify the Commissioner of Education with a letter of intent to seek NCATE/State Approval at least two years prior to the end of the State approval cycle. The actual review needs to occur prior to the expiration of State approval.
B. NCATE materials	In response to interest request, NCATE provide weblinks to the following materials: <ul style="list-style-type: none"> • Professional Standards for the Accreditation of Schools, Colleges, and Departments of Education; • Handbook for 	

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	Accreditation Visits; <ul style="list-style-type: none"> • “Intent to Seek NCATE accreditation” form – TO BE SUBMITTED 2 YEARS BEFORE THE VISIT; • Timeline for semester and year of visit; • List of NCATE partnership States; and • Other accreditation information 	
C. Preconditions	<p>For first visits, the unit responds to the preconditions found on the NCATE website. The preconditions report must be submitted to the NCATE office at least eighteen months prior to the on-site visit.</p> <p>All accredited units <i>must continue to meet the preconditions</i> for continued NCATE accreditation. Annually, NCATE reviews Title II test data and will request additional information from the unit that no longer meets the required State pass rate.</p>	<p>A copy of the unit’s responses to NCATE’s preconditions is submitted to the Department of Education. A separate application to establish eligibility for State program approval review is not required. A copy of the Preconditions Report is received, reviewed and filed by the State Department of Education.</p>
D. Program Reports	<p>If the Partnership Agreement requires the unit is required to submit program reports, it must submit them by February 1 or September 15, two or three semesters before the</p>	<p>The State’s program review is done during the on-site visit.</p> <p>The unit submits 20 copies of the Self Study to the Maine</p>

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	<p>continuing visit.</p> <p>For a continuing visit, NCATE requests the unit to verify online their “Status of Program Reviews,” approximately two years before the visit. This information will indicate which program reports to submit.</p> <p>For specific information on the preparation of program reports visit the NCATE website.</p>	<p>Department of Education and 1 copy of the Self Study to each BOE team member.</p>
<p>E. Institutional Report</p>	<p>The professional education unit is required to write and submit an Institutional Report (IR) that describes the unit’s conceptual framework and evidence that demonstrates that the 6 standards are met. In continuing accreditation visits, the IR also serves as a primary documentation of the unit’s growth and development since the last accreditation visit.</p> <p>The unit sends one copy of the IR and related links to undergraduate and graduate (if applicable) catalogs to each NCATE BOE team member, State consultant, and NEA/AFT observers. Either an electronic copy of the Institutional Report is sent to NCATE, or the unit may send two paper copies.</p>	<p>The unit sends 20 copies of the Institutional Report to the Maine Department of Education.</p>

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<p>F. Dates of On-Site Visit</p>	<p>NCATE requests units to submit its preferred visit date to NCATE at least 1 year prior to the on-site visit. Units in Partnership States must have the date approved by the State Agency prior to submitting its request to NCATE.</p> <p>The State Agency must first agree to requests for a delay in the visit, before submitting the delay request to NCATE.</p> <p>Visits are scheduled from Saturday through Wednesday excepting special circumstances.</p>	<p>The Maine Department of Education must approve the dates before they are submitted to NCATE.</p>
<p>F. Previsit</p>	<p>The previsit should be scheduled about 60 days before the on-site visit. See the <i>Handbook for Accreditation Visits</i> for further details.</p> <p>The State Consultant, BOE chair, head of the unit, and NCATE coordinator should be present. If the visit is joint or concurrent, the State team chair should also participate in the previsit.</p>	<p>The State Consultant and the State chair meet with the NCATE chair and the institution's unit head and/or designees to plan the joint NCATE/State visit.</p>
<p>H. 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 to be sent to NCATE.</p>	

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	Two to three months before the on-site review, NCATE sends copies of any third-party testimony it received to the unit for comment and to the BOE team chair.	
IV. On-Site Review		
A. Orientation to State Process/ Protocol	If the visit is being conducted jointly or concurrently, the State Consultant (or his/her designee) will facilitate an orientation to the State process and Protocol.	The State Consultant provides an orientation to State processes linked to State certification requirements and to Maine's student learning standards (i.e. <i>Maine's Learning Results</i>)
B. Conducting the On-Site Review	The NCATE template for on-site visits guides the conduct of the visit as outlined in the <i>NCATE Handbook for Accreditation Visits</i> and on the NCATE website.	The State team chair oversees the review of specific programs and the application of State standards and criteria to each program.
C. Evidence/Exhibit Room	<p>Electronic exhibit rooms are encouraged. Access NCATE's electronic exhibit room guidelines.</p> <p>Performance-based evidence that demonstrates what candidates know and are able to do must be included in the exhibit room. Units must provide data from:</p> <p>1) assessments at admissions; 2) State licensure tests; 3) internship assessments; and 4) follow-up studies. For other</p>	

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	assessment data examples, see “Assessing Education Candidate Performance: A Look at Changing Practices.”	
D. BOE Report	<p>The BOE report includes the BOE team’s responses to the 6 unit standards at both the initial teacher preparation and advanced levels as appropriate. 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>The BOE team chair e-mails one copy of the final BOE Report to the NCATE office and a copy to each member of the NCATE team within 30 days following the visit.</p>	
E. Exit Conference	An exit conference is conducted before the team departs Wednesday. It is conducted by the NCATE team chair, State team chair, and State Consultants. The unit is represented by the unit head and coordinator of the NCATE review; the president and/or provost may also attend.	The State chair provides an oral report on the recommendations for program approval status that the State members of the team will make to the State Board of Education.
V. After the On-Site Review		
A. BOE report sent	NCATE mails two copies of	NCATE sends two

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from NCATE	the report to the unit and one copy to the appropriate State Agencies.	copies of the BOE team report to the Maine Department of Education. The State provides the appropriate number of copies of the report for review by the Commissioner and the State Board of Education.
B. Rejoinder	The unit submits to NCATE and the State an electronic copy, or five hard copies, of its rejoinder to the BOE report within 30 days after receipt of the BOE Report.	The unit may file with the State team chairperson and Commissioner of Education additional information or a clarifying statement with reference to the State team's findings and its recommendations at least 15 days prior to the action of the State Board of Education on the approval. The Maine Department of Education forwards recommendations for State approval to the Board of Education for its consideration.
C. Accreditation & Approval	NCATE's Unit Accreditation Board (UAB) is responsible for determining the accreditation status of professional education units, during meetings twice a year. In most cases, accreditation decisions are rendered at the UAB meeting in the semester	

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	<p>that follows the BOE review.</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 institutional accrediting agencies recognized by the U.S. Department of Education and the Council for Higher Education Accreditation, 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, or in the Handbook for Accreditation Visits.</p>	
<p>D. Final Action Report</p>	<p>Within 30 days after NCATE's Unit Accreditation Board takes action on the 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>Final action of the State Board of Education is based upon review of the program approval request, Institutional Report, any rejoinders and final team report.</p> <p>Approval status shall be made by the State Board of Education:</p> <p>1) seven-year approval (if the program is both state</p>

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		approved and nationally accredited) 2) conditional approval for 6 months-2 years to remediate weaknesses and gain full approval 3) denial of approval
E. Appeal Procedure	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 at for specific policies and procedures related to the appeals process .	
VI. On-Going Responsibilities		
A. Protocol Distribution	NCATE will post the State Partnership Protocol on its website; it is also available in hard copy upon request. States will distribute the protocol to all units following the creation/renewal of a Partnership or after either party makes revisions.	
B. Accreditation Cycle	Units that receive accreditation for the first time will be scheduled for their next visit five years from the semester in which their visit occurred. Units that receive continuing accreditation will be scheduled for their next visit seven years from the	Units in the State of - Maine will move to a seven-year cycle after the first accreditation review.

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	<p>semester in which their visit occurred. The seven-year cycle of visits apply only if the State has agreed to a seven-year cycle.</p> <p>Units may host a probationary or focused visit as a result of conditional, or provisional accreditation; visits will be within 2 years of the UAB's decision.</p>	<p>The State of Maine will determine whether to participate in probational, conditional, or provisional reviews.</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 staff shall follow NCATE's Code of Conduct, in the Handbook for Accreditation Visits and on NCATE's website.</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>1. Regional Accreditation</p>	<p>Units must maintain regional accreditation in order to continue its NCATE accreditation.</p>	<p>Units must maintain accreditation by the New England Association of Schools and Colleges (NEASC) in order to maintain State program approval.</p>

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<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 State will notify NCATE within thirty days of action taken that an NCATE unit has had a 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</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>NCATE will be notified of any change in unit program approval status within thirty days of such action being taken by the State Board of Education.</p>
<p>3. Precondition 7</p>	<p>The unit’s programs are approved by the appropriate State agency or agencies, and, in States with educator licensing examinations and required pass rates, the unit’s summary pass rate meets or exceeds the required State pass rate.</p>	
<p>4. Annual Report</p>	<p>Submission of the Annual Report is a requirement for all units that are accredited by NCATE or are candidates or precandidates for NCATE accreditation. Annual</p>	<p>State approved units must submit an Annual Program Update, not to exceed two pages, summarizing yearly data, changes,</p>

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	<p><u>Reports</u> are due October 1st and should be submitted electronically.</p>	<p>additions and deletions. This Update must be submitted by April 1st of each calendar year on forms provided by the Maine Department of Education.</p>