



# Minnesota Board of Teaching

**TO:** Deans and Chairs  
**FROM:** Erin Doan, Executive Director  
**DATE:** July 2015  
**RE:** Licensure and Program Reporting Updates

## **Congratulations! The First 2 Year Cycle of EPPAS Reporting is Complete!**

Thank you to faculty and staff at every institution for working tirelessly to complete program reporting through our new online system in 2014 and 2015. We will continue to make improvements to the system and to provide additional resources for support. It goes without saying that this was no small undertaking and we hope that you are celebrating this accomplishment. All existing programs are now recorded in the EPPAS system!

## **Licensure Updates & Reminders**

### **Documenting Course Substitutions/Equivalency**

Under [MN Rule 8700.7600](#), Subpart 5, Standards D5 and F3 require units to have a process in place for documenting the credit given to candidates for coursework and experiences completed outside of their enrollment in the approved MN program. Documentation of the course substitutions or the granting of credit for taking a course that is equivalent to the one required in your program must be submitted at the time of licensure application. This documentation explains any discrepancy between program requirements and course work present on the transcript(s). If you have questions about this process, please contact one of our Teacher Education Specialists at your earliest convenience.

### **Foreign Credential Evaluations**

If a teacher candidate has completed academic preparation outside the United States or its territories, a foreign credential evaluation must be received by the institution in order to make determinations regarding the alignment of their prior experience to MN standards for teacher licensure. This work may not be completed by faculty or by a local translator. Because of significant differences among nations in training and licensure requirements, candidates must submit their credentials to an authorized professional foreign credential evaluation service. A detailed course-by-course evaluation must be submitted to Educator Licensing at the time of licensure application.

Providers of these evaluation services are listed on the [Website of the National Association of Credential Evaluation Services \(NACES\)](#).

### **Middle Level Licensure Resolution**

At their June 2015 meeting, the Board of Teaching passed a resolution allowing those licensed in middle level content fields in other states to be issued middle level licenses in Minnesota as a stand-alone credential. You may view a copy of the resolution in the BOT archive, here:

<http://mn.gov/board-of-teaching/images/Resolution%2520Middle%2520Level%2520Lic%2520June%2520%25202015.pdf>

### **Working with Candidates Trained in Other States**

The 2015 Legislative Session resulted in a number of changes to statute that impact the issuance of teaching licenses to those trained outside of Minnesota and in some cases, now conflict with prior Board of Teaching rules. Please keep in mind that when you are reading law and there is a discrepancy, the statutory language always prevails.

If you are working with a candidate who was trained in another state to expand the scope of their license, to take a reading course, to take an HR course or to add a field to their existing license, please have them confirm their renewal requirements with Educator Licensing if their license was printed prior to July 1, 2015. As always, do not hesitate to contact Board staff or Educator Licensing to confirm that candidates have received the appropriate advising.

### **Reminder: Transcripts to Accompany License Applications**

Special Education rule changes in 2012 resulted in programmatic change for many candidates within teacher preparation programs. As it has now been two years since the changes went into effect, Educator Licensing is seeing an increasing number of license recommendations based on pipeline lists. In order to reduce the need for email communication regarding individual applications, licensure officers will need to provide official or unofficial copies of all transcripts that relate to the completion of licensure course work, for each Minnesota licensure application.

**The requirement to provide transcripts now applies to all licensure fields, effective March 1, 2015.**

Please contact me ([erin.doan@state.mn.us](mailto:erin.doan@state.mn.us)) with any questions or concerns.

### **Unit and Program Rule changes effective January 1, 2016**

Adopted unit and program rule changes can be located at <http://mn.gov/board-of-teaching/board-operations/initiatives/>. All units and programs must be in compliance by the effective date. Program Effectiveness Reports for Continuing Approval (PERCA) submitted in fall 2015 for re-approval in 2016 must show compliance to the new clinical and student teaching requirements: 100 clinical hours prior to student teaching, and student teaching experience for initial licensure of a minimum of twelve continuous weeks, full time, face to face.

Candidates admitted to licensure programs prior to December 31, 2015 need not be held to meeting the new clinical and student teaching requirements. At the time of application, candidates admitted after December 31, 2015 must evidence meeting the new clinical and student teaching requirements.

### **EPPAS Resources Available**

Teacher Education Specialists Alex Liuzzi and JoAnn VanAernum have produced new user manuals for RIPA & PERCA as well as helpful videos to accompany the manuals. All materials are available on the EPPAS website, today!  
[http://mn.gov/board-of-teaching/preparing-teachers/program\\_approval/index/](http://mn.gov/board-of-teaching/preparing-teachers/program_approval/index/)

### **Reporting Timelines**

Cycle I Institutions submit PERCAs between August 1 and October 31 every other year (next report 2015).

Cycle II Institutions submit PERCAs between August 1 and October 31 every other year (next report 2016).

The Program Review Panel will meet twice yearly, in February and April, to review all new programs, nonconventional programs and any PERCA applications that have flagged issues. Following a February review, an institution may be asked for more information allowing for a second review of an application. Those applications submitted in November or December of each year will only have one opportunity with the PRP (April meeting) if they are flagged.

You will find a visual timeline of reporting expectations and an overview of the program review panel on the EPPAS website, along with a reminder of which institutions report in which cycle.

<http://mn.gov/board-of-teaching/images/PRP%2520Accompanying%2520Documents.pdf>

## CAEP – State Partnership Agreement Status

The Board of Teaching is currently negotiating with CAEP to determine whether a state partnership agreement is needed. Via the original CAEP proposal, a state agreement will not provide a benefit to Minnesota institutions seeking CAEP accreditation. We are working with staff to negotiate the possibility of using PERCA reports to meet annual reporting requirements for CAEP. Updates on any progress will take place at the fall MACTE meeting.

## Requests for Initial Program Approval (RIPA)

As stated in the last BOT update, all Requests for Initial Program Approval applications must now be submitted via the Educator Preparation Program Application System (EPPAS). As a matter of practice, **RIPA applications should be submitted between May 1 and August 31, one year prior to a September start.** It is recommended that you email Board Staff to inform us when a RIPA application has been submitted.

Please also note that nonconventional programs may take additional time as statutory requirements also need to be reviewed. If waiver requests are part of the application, the full Board of Teaching must hear them and act on those requests specifically. Under new rule, all nonconventional program applications must be reviewed by the Program Review Panel which will meet annually in February and April. Therefore, final application must be in EPPAS and ready for review by the Panel by the end of January.

Enjoy your summer!

A handwritten signature in cursive script, appearing to read "Erin".