



Minnesota Board of Teaching

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

Attachments: Continuous Improvement Questions and Guidance
Guidance for Reporting Dual Licensure Programs

Licensure Updates & Reminders

Transcripts to Accompany License Applications: FERPA clarification

Beginning in March 2015, licensure officers were asked to provide official or unofficial copies of all transcripts that relate to the completion of licensure course work, for each Minnesota licensure application. A few institutions have raised concerns regarding FERPA permissions to share transcripts from other colleges for the purposes of licensure application. The Board of Teaching and Educator Licensing are permitted to receive these records as an accrediting body as has been confirmed by the Office of the Attorney General. If you or your institution continue to have concerns, you may always reinforce these permissions by having students sign off on a permissions statement at the time of licensure.

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.

Please note: Student teaching may not be waived as a requirement for licensure.

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 \(NACES\)](#).

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 Minnesota rules and there is a discrepancy with the statute, 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.

Updates to Skills Exam Requirement

Currently, candidates may demonstrate passing scores on reading, writing and math content by submitting scores from ACT, SAT and MTLE. At the October 9, 2015 meeting of the Board of Teaching, members adopted a motion to add GRE, NES (Pearson), and for candidates trained outside of Minnesota, Praxis. Score setting will take place in early 2016 with implementation planned for after July 1, 2016.

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/

User access forms are available on the EPPAS website as well. If you are making changes for any reason (adding new or removing transitioning employees) you will need to submit an updated access form to replace the existing list on file with the Board of Teaching.

Reporting Timelines

- Cycle I Institutions submit PERCAs between August 1 and October 31 every other year (next report 2015 for Board approval by June 2016).
- Cycle II Institutions submit PERCAs between August 1 and October 31 every other year (next report 2016 for Board approval by June 2017).

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/assets/PRP%20Accompanying%20Documents_tcm25-32208.pdf

Unit Review Cycle updates and changes related to the new rules will also be coming in the weeks ahead. We will be contacting unit leaders to confirm whether unit reviews will proceed on a 5 year or 7 year cycle for your institution (dependent on CAEP accreditation status).

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. CAEP has received a written request from the Board of Teaching regarding our concerns and negotiations are ongoing.

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.

Rulemaking and Requests for Comment

The Board has entered the rulemaking process on a number of issues and published a request for comments in the November 2nd issue of the State Register. Under legislative mandate, the Board will be revising rule for 8710.0300 – 8710.0500 regarding the licensing of candidates trained in other states. In addition, changes to the DAPE licensure rule to remove it as a special education licensure field (subject to the special education core standards) are being made to 8710.5300. During this time, we will also be making technical corrections to any errors or inconsistencies that have been noted within the PERCA rules and individual licensure areas. The Board welcomes any and all comment during this time with the initial comment period ending on January 1, 2016. Rule drafts will be published on the Board’s website under “Board Initiatives” as the Office of the Revisor is able to process our requests.

Thank you -

