Professional Educator Licensing and Standards Board

Proposed Permanent Rules Relating to Teacher Preparation Program and Unit Approval

8705.0100 PROGRAM AND UNIT APPROVAL.

A. The board must evaluate a teacher preparation provider seeking approval as a unit to prepare persons for licensure in Minnesota for compliance with unit standards according to parts 8705.1010 and 8705.1100 and for compliance with program standards according to parts 8705.2000 to 8705.2600.

B. Licenses to teach in Minnesota may be granted to persons who complete approved programs leading to teacher licensure in Minnesota institutions approved by the Professional Educator Licensing and Standards Board to prepare persons for teacher licensure according to this chapter. The teacher preparation institution or provider must meet the standards under parts 8705.1000 and 8705.1100 or the procedures and requirements established under part 8705.1200 prior to being authorized to submit specific licensure programs for program approval under parts 8705.2000 to 8705.2600. An individual that completes an approved teacher preparation program is eligible to apply for a Tier 3 or Tier 4 license pursuant to Minnesota Statutes, sections 122A.183 and 122A.184.

8705.0200 DEFINITIONS.

Subpart 1. Scope of definitions. The terms used in this chapter have the meanings given them in this part.

Subp. 2. [See repealer.]

Subp. 3. Assessment system. "Assessment system" means a comprehensive and integrated set of evaluation measures that provides information for use in monitoring candidate demonstration of standards, and managing and improving unit operations and programs.
Subp. 4. **Board.** "Board" means the Minnesota Professional Educator Licensing and Standards Board.

Subp. 4a. **Candidate.** "Candidate" means an individual working toward licensure in the teacher preparation program.

Subp. 4b. **Cooperating teacher.** "Cooperating teacher" means a teacher responsible for modeling effective instruction to the candidate, observing the candidate engaging with students throughout the field experience or student teaching, and providing feedback to the candidate based on these observations.

Subp. 4c. **Culturally responsive teaching.** "Culturally responsive teaching" means understanding and applying the cultural knowledge, prior experiences, frames of reference, and performance styles based on the lived experiences of students, including the effects of systemic and institutional racism to make learning experiences more relevant and effective for students.

Subp. 5. **Endorsement.** "Endorsement" means a licensure field that cannot be earned as an initial license.

Subp. 6. **Field experience.** "Field experience" means a school-based opportunity in which candidates may observe teachers and students, assist, tutor, instruct, or conduct research.

Subp. 7. **Practicum.** "Practicum" means a candidate who is enrolled in a teacher preparation program, is seeking an additional license or an endorsement, and assumes teacher responsibilities to practice and demonstrate knowledge, skills, and dispositions necessary to teach the content aligned to the additional license or endorsement.

Subp. 7a. **Professional license.** "Professional license" means a license that is transferable to any school district, including a Tier 3 license, a Tier 4 license, a 5-year
professional license, or a professional license from another state; and that signifies that the teacher holding the license has met the applicable academic standards in chapter 8710.

Subp. 8. **Program completer.**

A. "Program completer" means a person who has met all the requirements of a state-approved teacher preparation program, including all those who are documented as having met such requirements. Documentation may take the form of a degree, institutional certificate, program credential, transcript, or other written proof of having met the program's requirements. In applying this definition, that an individual has or has not been recommended to the state for certification or licensure may not be used as a criterion for determining who is a program completer. A program must include a candidate as a program completer in data submissions if the candidate:

1. is subject to testing requirements for the licensure field, regardless of passing status;
2. is subject to the teacher performance assessment (edTPA) requirement as part of the licensing program, regardless of passing status;
3. completes a student teaching placement;
4. is enrolled in any licensure program, including endorsement fields; or
5. receives a degree or certificate of completion regardless of whether a recommendation for licensure is given.

B. Notwithstanding item A, transfer candidates, including those prepared out of state, who have completed less than 50 percent of a licensure program's total requirements at the current institution preparation provider should not be included.

Subp. 9. **Related services.** "Related services" means nonclassroom teaching fields under the purview of the Professional Educator Licensing and Standards Board and governed by the statutes and rules.
by parts 8710.6000 to 8710.6400, including school nurse, school counselor, school social
worker, school psychologist, and speech-language pathologist.

Subp. 10. **Scope.** "Scope" means the prekindergarten through grade 12 student age
or grade span of the licensure field.

Subp. 10a. **Student teaching.** "Student teaching" means when a candidate enrolled
in a teacher preparation program assumes teacher responsibilities while working with a
cooperating teacher and a supervisor to practice and demonstrate the knowledge, skills, and
dispositions necessary to become a teacher. A student teaching experience includes
observation, feedback, and evaluation from the cooperating teacher and supervisor.

Subp. 10b. **Supervisor.** "Supervisor" means an individual under the direction of the
unit and responsible for supporting and evaluating the candidate during a student teaching
or field experience.

Subp. 10c. **Teacher educator; instructor.** "Teacher educator" or "instructor" means
the individual facilitating the delivery of a candidate's learning opportunities and assessments.

Subp. 11. **Teacher preparation program.** "Teacher preparation program" means a
college or university program approved by the Professional Educator Licensing and Standards
Board for the purpose of preparing individuals for a specific teacher licensure field in
Minnesota.

Subp. 12. **Unit; teacher preparation program provider.** "Unit" means an institution
or a defined subdivision of the institution, for example a college, department, or division,
which has primary responsibility for overseeing and delivering teacher preparation programs
or "teacher preparation program provider" has the meaning given in Minnesota Statutes,
section 122A.06, subdivision 8.
UNIT STANDARDS.

Subpart 1. Standards for educational design and improvement.

A. Standard 1. The unit must ensure its educational design for each program is based in research and best practices and includes an emphasis on practice-based experiences.

B. Standard 2. The unit must ensure its educational design for each program provides instruction on:

   (1) content-specific methods that meets the scope of the licensure area;

   (2) the teacher Code of Ethics; and

   (3) implementing Minnesota birth through grade 12 academic standards, or if unavailable, national discipline-specific standards for lesson planning and teaching.

C. Standard 3. The unit must ensure its educational design for each program provides candidates with:

   (1) instruction on the knowledge and skills needed to provide appropriate instruction to English learners to support and accelerate their academic literacy, including oral academic language and achievement in content areas in a regular classroom, as required by Minnesota Statutes, section 122A.092, subdivision 2, clause (5);

   (2) culturally competent training in instructional strategies, including incorporating opportunities for candidates to learn about the role of teachers to disrupt patterns and systems of racism, privilege, and oppression, as required by Minnesota Statutes, section 122A.092, subdivision 2, clause (6);

   (3) research-based best practices in reading that enable the candidate to teach reading in the candidate's licensure field, as required by Minnesota Statutes, section 122A.092, subdivision 5;
the knowledge and skills needed to engage students with technology and
deliver digital and blended learning and curriculum, as required by Minnesota Statutes,
section 122A.092, subdivision 6; and

(5) instruction and assessment on applying professional dispositions.

D. Standard 4. The unit must implement a process for:

(1) annually collecting and reviewing survey data from (i) candidates, (ii) program completers at the time they complete the program, (iii) program completers one year after completion, and (iv) the program completer's current supervisor at one year after completion;

(2) annually reviewing field experiences, including professional dispositions and standards aligned to unit-determined areas of focus;

(3) annually reviewing key assessment data, including at least one program-specific measure and standards aligned to unit-determined areas of focus; and

(4) annually reviewing state examination and performance assessment scores.

E. Standard 5. The unit must utilize an advisory group to engage in continuous improvement conversations, review data collected under this part, and provide recommendations on program improvement. Advisory group membership must include candidates, program completers, school partners, teacher educators, and representatives from the community.

F. Standard 6. The unit must implement a process for analyzing data from standard 4 for continuous program improvement and programmatic changes.

Subp. 2. Standards for the designated school partnership.

A. Standard 7. The unit must have at least one designated school partnership with a school or district that meets the standards in this subpart. The unit may have additional
partnerships with districts or schools to place candidates in field experiences, student
teaching, or practicum experiences according to the standards in subpart 3.

B. Standard 8. The unit and designated school partner must maintain an agreement
that addresses:

(1) the responsibilities held by the candidate during the student teaching
placement;

(2) the responsibilities held by the designated school partner during the student
teaching placement;

(3) the reasons why a candidate may be removed from the student teaching
placement and a process for the removal;

(4) the type of student data that the designated school partner is authorized
and willing to share with the candidate and unit regarding student achievement and progress;

(5) the type of aggregated candidate data that the unit is authorized and willing
to share with the designated school partner regarding candidate efficacy and survey data.

C. Standard 9. The unit must meet quarterly with the designated school partner
to:

(1) evaluate data collected under subparts 1, 3, 4, and 5, including the impact
of the partnership on student achievement and candidate achievement and the ability of the
partnership to meet the goals of the school partner;

(2) assess feedback from candidates and cooperating teachers; and

(3) engage in decision-making processes regarding changes to design and
implementation of teacher preparation programs.
Subp. 3. **Standards for field experiences.**

A. Standard 10. The unit must collaborate with each school partner to ensure that:

1. each cooperating teacher paired with a candidate during student teaching and practicum:
   
   a. has at least three years of teaching experience and is not in an improvement process pursuant to Minnesota Statutes, section 122A.69;
   
   b. holds a professional license in the licensure area; and
   
   c. has at least three years' experience as the teacher of record in the licensure area; and

2. each cooperating teacher paired with a candidate during field experiences:

   a. has at least three years of teaching experience and is not in an improvement process; and

   b. holds a professional license in the licensure area.

A unit may request a discretionary variance from one or more of the criteria in this standard by providing nontraditional criteria to demonstrate how the cooperating teacher's qualifications match the intent of the standard.

B. Standard 11. The unit must have a documented process for:

1. identifying high quality cooperating teachers;

2. assessing the quality of cooperating teachers, including to determine whether each cooperating teacher:

   a. models effective instruction that includes:

   i. culturally responsive pedagogy; and
ii. alignment with birth through grade 12 academic standards; and

(b) models effective coaching strategies with candidates.

C. Standard 12. For candidates seeking an initial professional license, the unit must:

1) provide a minimum of 150 field experience hours prior to student teaching that includes:

(a) at least 75 field experience hours that are aligned to the scope and content of the licensure field sought;

(b) experience with students who differ from the candidate in race, ethnicity, home language, and socioeconomic status; and

(c) experience with students with a range of exceptionalities, including students on an individualized education plan; and

2) provide a minimum of 12 continuous weeks of student teaching, aligned to the licensure area, split into no more than two placements, that includes:

(a) at least 80 percent of the contracted school week of face-to-face student contact time with a continuous group of students;

(b) a minimum of four observations conducted by both the cooperating teacher and the supervisor;

(c) a minimum of three triad meetings with the cooperating teacher, the supervisor, and the candidate; and

(d) completion of a board-adopted teacher performance assessment.

The 12 continuous weeks of student teaching does not count toward the 150 field experience hours.
D. Standard 13. For candidates who have demonstrated initial pedagogy and are seeking an additional license or an endorsement, the unit must:

   (1) have a documented process for evaluating a candidate's prior experience including:

         (a) experience aligned to the scope and content of the license or endorsement sought;

         (b) experience with students who differ from the candidate in race, ethnicity, home language, and socioeconomic status; and

         (c) experience with students with a range of exceptionalities, including students on an individualized education plan;

   (2) provide a practicum aligned to the scope and content of the license or endorsement sought and that addresses gaps in prior experiences; and

   (3) ensure each candidate receives a written evaluation by the supervisor during the course of the practicum that addresses the candidate's ability to meet the applicable standards in parts 8710.2000 to 8710.8080 and the candidate's professional dispositions.

E. Standard 14. For a candidate working as a teacher of record while completing a teacher preparation program to obtain an initial professional license, the unit must have a documented policy:

   (1) requiring a cooperating teacher who holds a professional license in the licensure area to be available to work with the candidate;

   (2) requiring a cooperating teacher who holds a professional license aligned to the scope of the licensure sought to be available in the school to work with the candidate to model effective practice and provide feedback; and
requiring the candidate to participate in an instructional phase that provides
intensive preparation and classroom experience that is commensurate with scope of licensure
standards before the teacher candidate assumes classroom responsibilities.

F. Standard 15. The unit must:

(1) ensure each supervisor of field experiences and student teaching is
qualified by:

(a) holding or having held a professional license aligned to the licensure
field or scope of the license sought by the candidate, or is a current or former licensed
administrator with oversight of teacher evaluation; and

(b) at least three years of experience as a teacher of record; and

(2) ensure each supervisor of field experiences and student teaching completes
professional development in coaching strategies for adult learners.

G. A unit may request a discretionary variance from one or more of the criteria
in standard 15 by providing nontraditional criteria to demonstrate how the supervisor's
qualifications match the intent of the standard.

Subp. 4. Standards for candidates.

A. Standard 16. The unit must have a strategy for recruiting and retaining
candidates that addresses state and district teacher shortage areas and racial and ethnic
diversity.

B. Standard 17. The unit must maintain records of candidate progress through the
program, including applicable learning opportunities and coursework, field experiences,
and other program requirements.

C. Standard 18. The unit must make available to candidates, online or in print,
the following information:
(1) a description of the requirements for admission into each program;

(2) a description of the completion requirements for each program;

(3) a description of the state requirements for licensure, including information about the completion of a board-approved performance assessment;

(4) the unit's procedures for receiving and responding to complaints and grievances from candidates and other constituencies;

(5) the unit's policies for substituting program requirements for prior learning experiences and coursework; and

(6) a description of the candidate's appeal process if not recommended for licensure.

D. Standard 19. The unit must monitor each candidate at a minimum of three identified checkpoints after admission to assess a candidate's achievement of standards in parts 8710.2000 to 8710.8080, and progress toward completing the program as aligned to assessments identified in the request for initial program approval (RIPA).

E. Standard 20. The unit must provide each candidate with individualized advising, which includes:

(1) discussing candidate achievement and progress toward completing the program; and

(2) counseling a candidate out of the program who is failing to evidence necessary professional dispositions or skills to be an effective teacher.

Subp. 5. Standards for teacher educators.

A. Standard 21. The unit must have a strategy for recruiting and retaining teacher educators with diverse backgrounds and experiences, including racially and ethnically diverse teacher educators.
B. Standard 22. The unit must ensure each content instructor is qualified by:

(1) at least a master's degree in the content area; or

(2) holding or having held a professional license in the licensure field and having at least eight years of experience as a teacher of record in the licensure field.

C. Standard 23. The unit must ensure each pedagogy instructor is qualified by:

(1) at least a master's degree in the field of education; or

(2) holding or having held a professional license and having at least eight years of experience as a teacher of record.

D. Standard 24. The unit must ensure each method instructor is qualified by:

(1) at least a master's degree in the content area and three years of experience as a teacher of record in the licensure field; or

(2) holding or having held a professional license in the licensure field and having at least eight years of experience as a teacher of record in the licensure field.

E. Standard 25. The unit must ensure each reading instructor is qualified by:

(1) a master's degree in reading, special education, or a literacy-related field; or

(2) holding or having held a professional license in reading, special education, or elementary education and having at least eight years of experience implementing comprehensive, research-based reading instruction with struggling readers.

F. Standard 26. The unit must ensure each instructor teaching the knowledge and skills needed to provide appropriate instruction to English learners to support and accelerate their academic literacy, including oral academic language and achievement in content areas
in a regular classroom, as required under Minnesota Statutes, section 122A.092, subdivision 2, clause (5), is qualified by:

(1) a master's degree in English as a second language, literacy, or related field; or

(2) holding or having held a professional license in English as a second language and at least eight years of experience in the field of English as a second language as a teacher of record.

G. A unit may request a discretionary variance from one or more of the criteria in standards 22 to 26 by providing nontraditional criteria to demonstrate how the teacher educator’s qualifications match the intent of the standard.

H. Standard 27. The unit must monitor and assess each teacher educator at least once every three years using a teacher educator framework that models continuous improvement practices, and includes observations, candidate feedback, and school partner evaluations.

I. Standard 28. The unit must document for each teacher educator:

(1) completion of ongoing professional development opportunities, including professional development specific to the field of education focusing on research-based best practices;

(2) annual professional involvement in an early childhood, elementary, or secondary school setting aligned with Minnesota Statutes, section 122A.092, subdivision 4, including but not limited to teaching, tutoring, supervising candidates in the field, completing observations, school-level consulting, and engaging with a professional learning community; and

(3) completion of periodic orientation on requirements in chapters 8705 and 8710 and Minnesota Statutes, chapter 122A.
Subp. 6. **Standards for unit and program oversight.**

A. Standard 29. The unit must:

1. meet the requirements in this part and parts 8705.1100, 8705.2100, and 8705.2200;
2. administer all licensure programs as approved;
3. ensure information submitted to the board as part of the unit approval process and program approval process is not misleading, false, or fraudulent; and
4. comply with state and federal data practices laws.

B. Standard 30. The unit must designate a leader responsible for:

1. recommending candidates for licensure upon completion of the teacher preparation program; and
2. communicating with the board, including notifying the board of changes to approved programs through the program reporting process and submitting licensure program proposal applications and program effectiveness reports.

C. Standard 31. The unit must have sufficient financial and physical resources to maintain licensure programs, support teacher educators, provide administrative support, and meet all unit and program standards, including the ability to collect and analyze data for continuous improvement.

**8705.1100 EVALUATION AND APPROVAL OF TEACHER PREPARATION UNITS UNIT APPROVAL.**

Subpart 1. [See repealer.]

Subp. 1a. **Initial unit approval.** An organization must apply for initial unit approval under the procedures in this subpart.
A. The applicant may submit its notice of intent to apply for initial unit approval at any time. The unit site visit must not be scheduled until at least six months after the notice is received.

B. Within 30 calendar days of submitting the notice of intent, the applicant must attend an informational meeting with board staff to review the approval process and jointly agree upon dates for the unit site visit.

C. At least 90 calendar days prior to the unit site visit, the applicant must provide a draft narrative report for board staff to review. Board staff must provide feedback on the draft narrative report and identify the provider's readiness as:

(1) "Not enough information was provided for the visit to take place as scheduled." The review may be postponed for up to one year and rescheduled at the convenience of the board;

(2) "More information is needed prior to the visit."

(3) "The visit is ready to take place as scheduled."

D. The applicant must provide a final narrative report, including supplemenal evidence, for the unit review team to review no later than 60 days prior to the unit site visit.

E. A team of evaluators designated by the board staff must visit the applicant to verify evidence of the standards in this chapter. The review team must verify evidence submitted in the unit report, report their findings, and make a recommendation to the board regarding approval status of the unit.

(1) The review team must be facilitated by board staff. The review team must be comprised of at least three representatives and may include active or former teacher educators, active or former teachers, and active or former school administrators. The unit leader must provide input to board staff regarding the team membership. If agreement is not reached regarding team membership, the board staff shall appoint the team members.
17.1 (2) Expenses of evaluators shall be reimbursed by the Professional Educator Licensing and Standards Board as permitted under state law or rule. Other incidental expenses incurred by the applicant, such as those relating to preparing reports; arranging meetings; and providing workrooms, supplies, and hospitality for the team while on site are the responsibility of the applicant.

17.6 F. Within the written report of findings and recommendations, the review team must identify each standard under part 8710.1010, as:

17.8 (1) Met: when the substance of a standard is evidenced through narrative, supplemental evidence, and interviews;

17.10 (2) Met with Comment: when the substance of a standard is evidenced through narrative, supplemental evidence, or interviews, but the team is concerned with the level of depth the standard is met. The team provides a comment on the gaps;

17.13 (3) Met as Planned: when the substance of a standard is currently not met, but clear and convincing evidence of plans to meet the standard prior to enrolling candidates is provided; or

17.16 (4) Not Met: when all or part of a standard is not evidenced.

17.17 G. The written report of findings and the recommendations of the review team shall be provided to the unit leader and to the Professional Educator Licensing and Standards Board. Within 30 days from receipt of the team's report and prior to board action, the applicant may submit to the board a written addendum for board review.

17.21 Subp. 2. Board determinations for initial approval decisions. The board shall take one of the following actions based upon the evaluation teams' review team's written report of findings and recommendations, as well as information provided by the unit in the an optional addendum, the Professional Educator Licensing and Standards Board shall take
one of the actions in items A to D provided by the applicant, and the applicant's ability to
achieve ongoing compliance with the standards in this chapter.

A. The board may grant initial unit approval for a duration of two years to newly
approved program providers to launch identified licensure programs and begin collecting
candidate and program data. No additional licensure program applications may be submitted
until the unit achieves continuing unit approval status. Upon written request by the unit,
initial unit approval may be extended for an additional two years. The board may require
the unit to submit an interim report during the approval period to demonstrate compliance
with standards identified as "not met" in the review team's written report.

B. The board may grant continuing unit approval for five or seven years to already
approved program providers. Institutions with full national accreditation from the Council
for Accreditation of Educator Preparation may be granted a seven-year approval duration.
Institutions without full national accreditation from the Council for Accreditation of Educator
Preparation shall be granted a five-year approval duration.

C. The board may grant conditional unit approval for up to three years,
contingent upon approval of annual compliance reports with supporting evidence addressing
identified standards. If acceptable progress is not evidenced by the reports, the board may
act to disapprove the unit. The board may grant approval on a conditional basis for a duration
not to exceed two years. The board must identify standards that must be met in order for
the unit to achieve approval. Prior to the expiration of the conditional approval, the unit
must evidence meeting the identified standards, which must be reviewed at a one-day unit
site visit specific to those standards. If, after three years of conditional approval,
standards remain unmet, the board must act to disapprove the unit and its programs. While
on conditional unit approval status, the unit may not submit requests for approval of new
licensure programs (RIPA). A conditionally approved unit may not enroll new candidates.
The board may disapprove the unit or deny the application for unit approval.

The board shall disapprove a unit or must deny approval of an applicant that does not meet the requirements set forth in this part and part 8705.1000 and this part 8705.1010. The disapproval denial action must state the reasons for disapproval and stipulate a termination date which shall accommodate persons currently enrolled in licensure programs within the unit the denial. The organization may not enroll candidates. The organization may resubmit a notice of intent to apply for unit approval when at least six months have passed since the date of the denial action.

A unit under initial approval may seek continuing approval by hosting a supplemental one-day site visit after one or more licensure programs have been launched. During the supplemental site visit, the review team must determine whether the unit is meeting the standards identified as "Met with Comment," "Met as Planned," and "Not Met" during the initial approval process and provide a recommendation to the board. Continuing unit approval is valid for six years.

**Subp. 2a. Continuing unit approval.** A unit must apply for continuing unit approval to continue to offer teacher preparation programs to candidates under the procedures of this subpart.

A. The unit must attend an informational meeting with board staff at least 120 days prior to the unit site visit to review the continuing unit approval process and jointly agree upon dates for the unit site visit.

B. The unit must provide a narrative report, including supplemental evidence, for the review team to review no more than 60 days prior to the unit site visit.

C. A team of evaluators designated by the board staff must visit the unit to verify evidence of the standards in this chapter. The review team shall verify evidence submitted in the unit report, report their findings, and make a recommendation to the board regarding the continuing approval status of the unit.
D. Review team members must identify standards in the written report of findings
and recommendations as:

(1) Met: when the substance of a standard is evidenced through narrative, supplemental evidence, and interviews;

(2) Met with Comment: when the substance of a standard is evidenced through narrative, supplemental evidence, or interviews, but the team is concerned with the level of depth the standard is met. The team provides a comment on the gaps; or

(3) Not Met: when all or part of a standard is not evidenced.

Subp. 2b. **Board determinations for continuing approval.** The board shall take one
of the actions in items A to C based upon the review team's written report of findings and recommendations, an optional summary of additional information provided by the unit, and the unit's ability to achieve ongoing compliance with the standards in this chapter.

A. The board may grant full continuing approval for a period of six years. The board may require the unit to submit an interim report during the approval period to demonstrate compliance with standards identified as "not met" in the review team's written report.

B. The board may grant approval on a conditional basis for a duration not to exceed two years. The board must identify standards that must be met in order for the unit to achieve full approval. Prior to the expiration of the conditional approval, the unit must evidence meeting the identified standards, which must be reviewed at a one-day unit site visit specific to those standards. If standards remain unmet after two years of conditional approval, the board must act to disapprove the unit and its programs. A conditionally approved unit may not enroll new candidates.

C. The board may disapprove a unit that fails to meet the requirements in this chapter and demonstrates an inability to achieve ongoing compliance. The disapproval
action must state the reasons for disapproval and stipulate a termination date that
accommodates candidates currently enrolled in licensure programs within the unit. An
organization may reapply for approval when at least six months have passed since the date
of the disapproval action.

Subp. 3. **Interim conditional approval Other board actions.**

A. When amendments or additions to Minnesota statutes or to Professional
Educator Licensing and Standards Board rules regarding teacher licensure requirements
necessitate substantial unit or program revisions, the board may grant interim conditional
approval to any currently approved unit and its currently approved teacher preparation
programs upon receipt of official institutional assurances from the unit on a form established
by the board that the new requirements will be met by their effective date. The unit or
program shall be returned to initial or continuing approval upon full compliance with new
requirements on a schedule determined by the board.

B. If board staff identify three violations for recommending candidates for
licensure, the unit standards in violation are considered "not met." Within 60 days of receiving
notification of the third violation, the unit must submit evidence to the board regarding how
the violations were resolved and how the unit will achieve ongoing compliance. The board
may change the unit's approval status to conditional approval for the remainder of the unit's
approval period or until the unit can provide evidence that they are in compliance with the
standards.

C. An organization may apply for restricted approval to provide one or more
programs designed to meet a subset of licensure standards. A unit with restricted approval
may not recommend candidates for licensure. An organization must apply for restricted unit
approval in the same manner as set forth in subpart 1. During the informational meeting,
board staff and the applicant must identify which standards in part 8710.1010 apply.
Subp. 4.  **Revocation or suspension of approval.**  The Professional Educator Licensing and Standards Board may revoke or suspend the approval of a teacher preparation unit when the board determines that an approved institution or unit has clearly violated ethical or legal practices or board rules.  An organization that has its approval revoked may reapply for approval after two years.

Subp. 5.  **Appeal of board decision.**  Decisions by the Professional Educator Licensing and Standards Board regarding approval status of a unit to prepare persons candidates for teacher licensure may be appealed by the unit pursuant to Minnesota Statutes, chapter 14.

**8705.2000  PROGRAM REVIEW PANEL (PRP).**

The Professional Educator Licensing and Standards Board shall establish a program review panel (PRP) as a standing committee of the board to assist with program review and approval processes.  PRP membership shall include representation from organizations including, but not limited to, the Professional Educator Licensing and Standards Board, Minnesota Association of Colleges for Teacher Education, the Minnesota Department of Education, and Education Minnesota, and representatives from alternative pathway providers.  The PRP will consult with content experts as needed.  PRP members will recuse themselves from reviews of their current or former unit or programs or other perceived conflicts of interest.  Professional Educator Licensing and Standards Board staff will facilitate the work of the PRP and serve as nonvoting members.  The PRP will make recommendations to the board regarding approval of licensure programs referred to them.  The PRP will review the following programs:

A. programs flagged by board staff within the PERCA system process under part 8705.2200, including low-volume programs;

B. programs with an existing approval status of flagged by board staff within the RIPA process under part 8705.2100;
(1) approved with continuous improvement focus; and

(2) probationary; and

C. new programs, including: with an existing status of probationary; and

(1) all nonconventional;

(2) all alternative; and

(3) standard programs flagged by review.

D. programs seeking a discretionary variance of the requirements in this chapter.

8705.2100 INITIAL TEACHER PREPARATION PROGRAM APPROVAL.

Subpart 1. Application required. An application for initial approval of a program must be submitted in accordance with the timelines and procedures established and published by the Professional Educator Licensing and Standards Board.

Subp. 2. Request for initial program approval (RIPA). The following are the application requirements for seeking approval for a new licensure program submitted by an approved Minnesota institution or provider. The request for initial program approval (RIPA) must be submitted according to the procedures in this subpart.

A. The unit leader, on behalf of the institution or program provider, or designee shall submit to the board an application for each new teacher preparation program for which approval is requested through the online educator preparation provider application system (EPPAS).

B. Programs that have submitted applications may not begin enrolling candidates prior to approval by the board.
C. The application must include Verification by the unit’s dean or administration. The unit must verify that sufficient financial, physical, human resources, and qualified faculty/teacher educators, have been dedicated to the program to sustain it if approved.

D. Program applications must include all requirements in subitems (1) to (6).

(1) The application must provide evidence of the following program development standards:

(a) the program was developed in consultation with licensed and practicing teachers in the subject area and other school-based partners, qualified faculty, and content experts; and a summary of the program development process, including name and contact information for individuals engaged in program development, including the designated school partner, teacher educators, content instructors, and practicing teachers in the licensure field; and

(b) the name and contact information for a faculty member, the designated program leader, qualified by academic preparation in the content, who is responsible for delivery of this program and is qualified as a methods instructor for the content.

(2) For initial licensure programs, the application must provide evidence of teaching and assessing the standards of effective practice (SEP) under part 8710.2000, including:

(a) candidates with a professional sequence of courses learning opportunities based on the standards under part 8710.2000, consistent with credit requirements of existing board-approved programs; and

(b) evidence of how the program will provide opportunities for candidate learning and assessment specific to each standard.
(3) For initial and additional licensure programs, the application must provide evidence of teaching and assessing content standards for one or more licensure programs under parts 8710.3000 to 8710.8080, including:

(a) the program provides candidates with a sequence of courses learning opportunities based on the specific content standards of one or more licensure program under parts 8710.3000 to 8710.8080, consistent with credit requirements of existing board-approved programs including field specific methods instruction; and

(b) evidence of how the program will provide opportunities for candidate learning and assessment specific to each standard of the identified licensure program.

(4) The application must provide evidence of the following field experiences and student teaching standards:

(a) the program requires a range of planned and supervised field experiences prior to student teaching that provide candidates with opportunities to demonstrate the unit's indicators of professional dispositions and the required pedagogical and content skills and knowledge under parts 8710.2000 to 8710.8080;

(b) the program provides and requires experiences in the field experiences aligned to the scope and content of the licensure field sought and with diverse populations of learners, as required in part 8705.1010, subpart 3;

(e) for initial teacher licensure, the program requires a student teaching period of a minimum of 12 consecutive weeks, full time, face-to-face, which may be split into two placements;

(d) qualified faculty supervisors and cooperating teachers each provide documented formative feedback multiple times, including at least two triad conferences including the candidate, supervisor, and cooperating teacher;
(e) evaluation of candidates seeking an initial teaching license includes the completion of the state-approved teacher performance assessment during the student teaching placement;

(f) for licenses added to an initial license, the program may determine the length of field experiences needed for each candidate to demonstrate program standards necessary to be recommended for an additional license as follows:

   i. the program must provide field experiences aligned to the scope of the licensure sought;

   ii. the length of field experience may vary depending on the prior academic preparation and experiences of each candidate; and

   iii. a written evaluation by a supervisor is required;

(g) for middle-level endorsement fields, the program requires a student teaching period of a minimum of four continuous weeks, full time, face-to-face; and

(h) applications for related services licensure programs under parts 8710.6000 to 8710.6400 must evidence the incorporation of a range of planned and supervised field experiences providing opportunities to demonstrate the required skills and knowledge of the candidate's specific field.

(5) The application must provide evidence of the following faculty qualifications standards:

(a) program faculty assigned to instruct and assess the subject matter content must have advanced academic preparation in the content;

(b) all faculty who are assigned to teach content-specific methods courses must have advanced academic preparation and have at least one academic year of
prekindergarten through grade 12 teaching experience in that content area within the scope of the license; and

(c) all faculty who supervise student teaching must have advanced academic preparation and have at least one academic year of prekindergarten through grade 12 teaching experience. Teaching experience must be within the scope of the programs they are supervising.

(6) The application must provide evidence of the following assessment processes standards:

(a) a uniform, operational assessment system applied to all candidates with a minimum of three key assessments, including performance assessments, that are aligned to identified pedagogical and content standards under parts 8710.2000 to 8710.8080, used to determine candidates' attainment of standards and to monitor candidates' progress;

(b) the assessment system collects data to monitor candidate progress at a minimum of three checkpoints, including entry, advancement through the program, and exit;

(c) a plan to systematically collect, analyze, and use aggregated candidate competency data to evaluate program effectiveness and to make program improvements;

(d) in preparation for seeking continuing program approval, the planned assessment system will provide candidate competency data for the following board-adopted performance assessment components:

i. planning and assessment skills;

ii. instructional skills and engaging students; and

iii. ability to assess student learning;
(e) a plan to systematically obtain and analyze feedback from graduates, employers, school partners, and other stakeholders on the performance of graduates for use in program evaluation; and

(f) assessment of teacher candidate performance includes data about the performance of the students they teach.

(5) The application must provide evidence of its program type. Program types include:

(a) "Classroom-based," defined as a licensure program designed for on-site learning where more than 80 percent of standards are met in a shared physical space.

(b) "Online," defined as a licensure program designed for distant learning where more than 80 percent of standards are met through a virtual format. Candidates must complete field experiences and student teaching in a face-to-face format.

(c) "Hybrid," defined as a licensure program designed for a combination of classroom-based and online learning, where 20 to 80 percent of standards are met in shared physical spaces and the remaining are met in a virtual format.

(d) "Residency," defined as a district-serving teacher education program that pairs a rigorous full-year classroom apprenticeship with cohort-based learning opportunities. A residency program provides candidates with both the underlying theory of effective teaching and a year-long, in-school residency in which they practice and hone their skills and knowledge alongside a cooperating teacher in a high-need classroom. Candidates receive financial support as they learn to teach.

(e) "Dual," defined as two licensure programs offered simultaneously where the standards are integrated in learning opportunities. A program approved as dual cannot recommend a candidate for only one of the licensure areas.
"Transfer," defined as a licensure program that meets only a subset of licensure standards and does not recommend candidates for licensure. This program type is only available to units approved as restricted units. 

"Degree," defined as a licensure program that grants credit and has the ability to lead to an accredited degree.

"Nondegree," defined as a licensure program that does not grant credit or have the ability to lead to an accredited degree.

"Other," a provider can request recognition of additional licensure program types. The board must approve or deny the request.

The application must identify a process for continuous improvement that includes:

(a) identification of three key assessments used to assess all candidates and identify areas to track for program efficacy. Each assessment must monitor no more than ten specific substandards in part 8710.2000 or content standards;

(b) attestation that all candidates must attempt board-approved content and pedagogy exams prior to recommendation, for data on program efficacy;

(c) attestation that all candidates must submit a complete board-approved performance assessment prior to recommendation, for data on program efficacy; and

(d) attestation that the implementation of the battery of board-adopted surveys must be provided for candidates, program completers at completion and one year after completion, and the program completer's current supervisor one year after completion.

Subp. 3. Initial review process.

A. RIPA applications will be initially reviewed by trained content experts and board staff according to timelines and consistent with standards adopted by the Professional
Educator Licensing and Standards Board. If all the applicable standards in parts 8710.2000 to 8710.8000 that align to the licensure area are verified and there are no requests for a discretionary variance of standards in part 8710.1010, the application will be recommended to the board for approval.

B. If a program application does not meet all the applicable standards in parts 8710.2000 to 8710.8000 that align to the licensure area in the initial review, the findings will be returned to the applicant for clarification and resubmission.

C. If, after the second review, any applicable standards remain unmet, the application will be forwarded to the board's program review panel (PRP).

D. The PRP will provide a review and make a recommendation to the board regarding whether the program application meets the standards should be approved. If the application is not approved by the board, an application for the same licensure area may not be submitted for a minimum of one year from the time of board action.

Subp. 4. Approval decisions and duration.

A. RIPA applications that are recommended by reviewers or the PRP shall receive approval for up to two three years to launch the program and to begin to collect candidate and program efficacy data needed for continuing approval.

B. A program with initial approval will submit reports for continuing approval on the same reporting cycle as the unit.

(1) Continuing approval shall be is granted when a program effectiveness report and data from a minimum of ten program completers is approved through the continuing approval reporting process.

(2) If, after two three years, the program has less fewer than ten program completers, another two three years of "initial approval" shall be granted. If, after four six years of "initial approval," there are less fewer than ten program completers, the board may
act to provide continuing approval based on performance data and other information provided by the program or may grant approval with a continuous improvement focus under part 8705.2200, subpart 3, item C, subitem (2).

**8705.2200 CONTINUING TEACHER PREPARATION PROGRAM APPROVAL.**

Subpart 1. **Application required.** An application for continuing approval of a program must be submitted in accordance with the timelines and procedures established and published by the Professional Educator Licensing and Standards Board.

Subp. 2. **Program effectiveness reports for continuing approval (PERCA).** The requirements in items A to D are necessary for seeking continuing approval of an approved licensure program offered by an approved Minnesota institution or provider.

A. To maintain continuing approval of each licensure program, the unit leader, on behalf of the institution or program provider, shall submit to the board biennial program effectiveness reports.

B. Program effectiveness reports must provide aggregated program data from the following:

1. for all licensure programs: state-adopted content knowledge exams aligned to the licensure field;

2. for initial licensure programs: state-adopted pedagogy assessments aligned to the scope of the licensure field, including the state-approved teacher performance assessment; and

3. for endorsement programs: three locally determined key assessments aligned to identified standards.

C. Program effectiveness reports must provide evidence of continuous improvement efforts, including:
(1) for initial licensure programs: use of first-year teacher survey data, including a summary of findings and analysis including program strengths, areas for improvement, and response rates from locally determined surveys aligned to the standards of effective practice of program completers after one year of teaching experience;

(2) for initial licensure programs: use of school administrator survey data, including a summary of findings and analysis including program strengths, areas for improvement, and response rates from locally determined surveys aligned to the standards of effective practice of administrators employing program completers at the end of the first year of classroom teaching;

(3) for endorsement programs: use of data from candidate performance evaluations provided by cooperating teachers;

(4) for all programs: evidence that aggregated data from multiple assessments are regularly analyzed for program evaluation purposes, including content-specific data, licensure examinations, surveys, performance assessments, and others;

(5) for all programs: demonstration of progress on previously reported plans and goals;

(6) for all programs: evidence that the program has used data to further develop continuous improvement plans and goals; and

(7) for all programs: evidence that constituent groups, including representatives from partner schools, practicing public school teachers licensed in the content field, and faculty with content expertise, combined with unit faculty, collaborate in the regular and systematic evaluation of this program.

A. An approved Minnesota preparation provider must seek continuing approval of a program every three years by submitting a program efficacy report for continuing approval (PERCA) that includes the following:
(1) aggregated data and analysis from surveys of recent program completers and program completers one year after completion, including response rate;

(2) aggregated data and analysis from program completers' current supervisor surveys one year after completion, including response rate;

(3) aggregated data and analysis of the three key assessments identified as part of the RIPA application process, including the specific standards being assessed, and state required examinations and performance assessments;

(4) a summary of program-specific feedback from an advisory group as required by standard 7 of part 8705.1010;

(5) demonstrated progress on previously reported program-specific goals;

and

(6) identified measurable program-specific goals for continuous improvement reflecting analysis of subitems (1) to (5).

D. B. Changes to an approved licensure program must be accurately reported to the Professional Educator Licensing and Standards Board through the biennial reporting process. When the primary placement of a standard is changed, the program must report the revised learning and assessment opportunities. The board shall review changes to verify continued compliance with program standards. When the revised primary placement of standards significantly change program implementation, the application must be resubmitted as a request for initial program approval under part 8705.2100.

Subp. 3. Program effectiveness reports for continuing approval (PERCA); review procedures and approval decisions.

A. PERCA applications must be initially reviewed by board staff. Applications must be provided to the program review panel for review when:
(1) less than 70 percent of candidates meet board-approved thresholds on state required examinations or performance assessments. If a licensure program had fewer than ten candidates during the review period, a unit may combine similar licensure programs or multiple academic years to bring the candidate level to ten or more;

(2) continuous improvement data and analysis under subpart 2, item A, subitems (1) to (5), identify a concern either in program data of the unit's continuous improvement analysis; or

(3) significant program changes to learning opportunities or assessments have been made.

The PRP and board staff shall make a recommendation to the board regarding whether to approve the program.

B. Based on the findings of the PERCA submission and recommendations of the PRP as applicable reviewers, the board shall make one of the program approval decisions in subitems (1) to (4).

(1) The board shall grant continuing approval for two three years when the program report provides evidence that the program meets adopted performance standards, statutory and rule requirements, and evidences that candidates have attained competency of licensure standards. For federal Title II reporting, the program is identified as "effective."

(2) The board may grant continuing approval with continuous improvement focus for two three years when the program report revealed that one or more standards, rules, or candidate performance measures were not in compliance with board criteria. Continuing program approval status is granted with board-identified areas of focus for continuous improvement. The continuous improvement portion of the PERCA report must include evidence of progress in the identified focus areas in the subsequent reporting cycle. The board must make the status of approval with continuous improvement focus and the
identified focus areas publicly available on the board's website. Based on evidence of 
progress specific to the focus areas, the board may grant an additional two years of continuing 
approval with continuous improvement focus. For federal Title II reporting, the program is 
identified as "at risk of low performing."

(3) The board may grant probationary approval for up to two years when a 
program does not demonstrate acceptable progress on focused continuous improvement 
plans. Probationary approval authorizes the program to continue with one year to demonstrate 
progress on identified unmet standards, rules, or candidate performance measures. After 
one year, and based on a written progress report, the board may grant a second one-year 
extension of probationary approval prior to discontinuing the identified program. Students 
enrolled in a formerly approved program that is placed on probationary approval must be 
notified of the program's status. Probationary status may result in federal reporting or 
financial aid implications or may impact other accreditations. For federal Title II reporting, 
the program is identified as "low performing."

(4) The board may grant discontinued program status when the board 
determines that required standards for program approval are unmet. The program will be 
discontinued and the board will establish a timeline to accommodate candidates enrolled 
in the program. No new students candidates may be admitted into a discontinued program 
after the date the board acts to discontinue the program. The provider must submit to the 
board a list of candidates enrolled in the program and their expected graduation dates. The 
provider must individually notify those candidates in writing of the program's discontinuation 
and their program completion options.

Subp. 4. Voluntary discontinuation.

A. For a unit to voluntarily discontinue an approved licensure program, the unit 
leader must submit a letter signed by the unit or program provider's administration to the 
executive director of the board, including:
36.1 (1) a brief rationale for dropping the program;

36.2 (2) the last date when new candidates will be allowed to enter the program;

36.3 and

36.4 (3) a list of candidates presently enrolled with expected completion dates.

B. Reapproval of a licensure program in item A at any point in the future will require the submission of a request for initial program approval application.

8705.2600 INTERIM APPROVALS, REVOCATION, SUSPENSION, AND APPEALS.

Subpart 1. Interim conditional approval. When amendments or additions to Minnesota statutes or to Professional Educator Licensing and Standards Board rules regarding teacher licensure requirements necessitate substantial unit or preparation program revisions, the board shall grant interim conditional approval to any currently approved unit and its currently approved teacher preparation programs upon receipt of official institutional assurances on a form established by the board that the new requirements will be met by their effective date. The unit or program shall be returned to its former status upon full compliance with new requirements on a schedule determined by the board.

Subp. 2. Revocation or suspension of approval. The board may revoke or suspend the approval of a teacher preparation unit or program when the board determines that an approved institution or unit has clearly violated ethical or legal practices or board rules.

Subp. 3. Appeal of board decision. Institutions may appeal decisions by the board regarding approval status of an institution or preparation program to prepare persons for teacher licensure to the institution pursuant to Minnesota Statutes, chapter 14.

Subp. 4. Discretionary variance. The board may grant a discretionary variance to authorize an applicant or unit to meet a requirement in this chapter in a manner other than as specified in rule or to waive the requirement entirely when application of the requirement
would result in undue hardship. An applicant or unit may request a discretionary variance by using a form developed by the board. To apply for a discretionary variance, the applicant or unit must:

A. identify the requirement for which the variance is requested;

B. describe why adherence to the particular rule requirement would impose an undue burden or hardship; and

C. describe the alternative practices or measures in place to protect the rights and learning opportunities of candidates and students and the rationale.

The board shall review discretionary variance requests. If the discretionary variance request is denied, the board shall provide the reason for the denial. The board may attach conditions to granting the variance if it is determined that conditions are needed to protect the rights of candidates and students.

REPEALER. Minnesota Rules, parts 8705.0200, subparts 2 and 7; 8705.0300; 8705.1000; 8705.1100, subpart 1; 8705.1200; and 8705.2300, are repealed.

EFFECTIVE DATE. (a) Organizations seeking initial unit approval or initial program approval must meet the standards in this chapter effective January 1, 2021. Organizations may choose to meet the standards set forth in this chapter prior to January 1, 2021.

(b) A unit must meet the standards set forth in parts 8705.1010 and 8705.1100 by the date of the unit's first site visit occurring on or after July 1, 2022. The unit may choose to meet the standards in this chapter prior to July 1, 2022.

(c) A unit must meet the standards set forth in parts 8705.2000 to 8705.2200 for each program seeking continuing approval by the date of the program's first PERCA submission occurring on or after July 1, 2020.