

EPPAS* Manual

RIPA

*Educator Preparation Program Application System

Revised: June, 2015



Minnesota
Board of Teaching

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Purpose of EPPAS

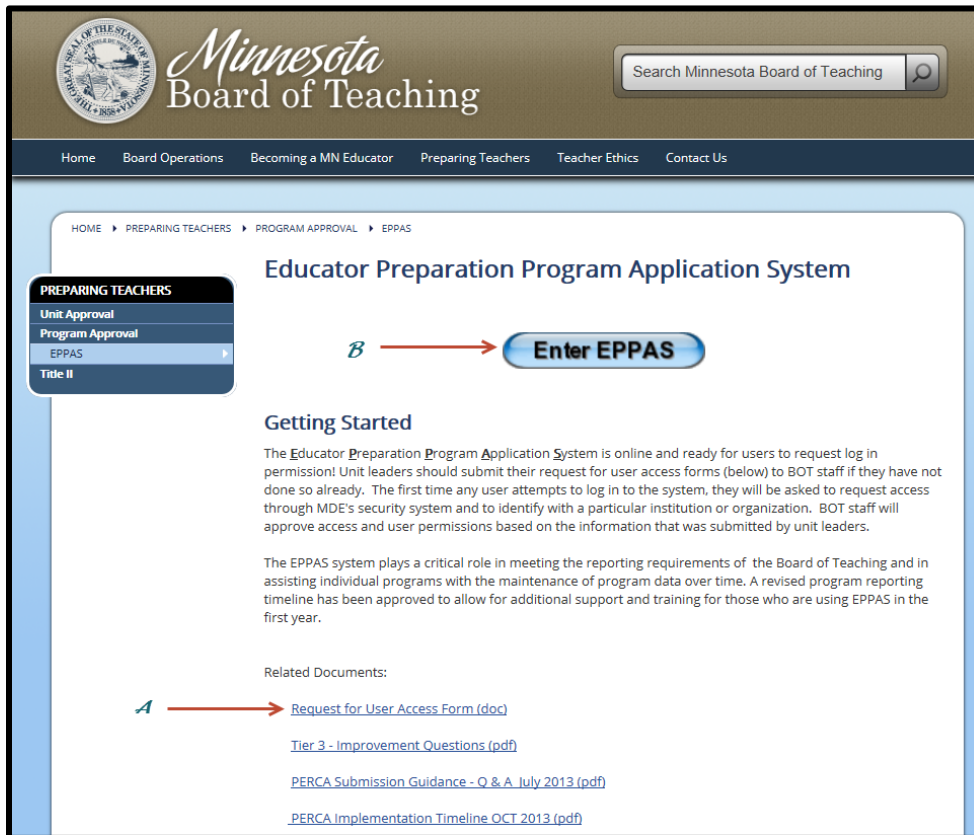
Biennial reporting of program efficacy is intended to evidence to the Board of Teaching and public that licensure programs are compliant to established standards and produce graduates who have mastered the competencies needed to be effective beginning teachers.

The components of the required report are aligned to adopted Board of Teaching standards. To receive Board of Teaching continuing approval, the unit must provide evidence that program data has been monitored and evaluated, and supports the attestation that the program is effective and warrants continued approval.

First Time Users

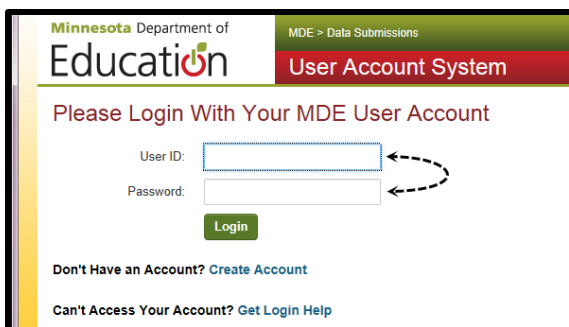
I. Request Access:

- Go to http://mn.gov/board-of-teaching/preparing-teachers/program_approval/index/
- Fill out the Request for User Access Form and follow instructions in this document.



II. Log-in

1. Go to http://mn.gov/board-of-teaching/preparing-teachers/program_approval/index/
2. Click Enter EPPAS
3. Enter Login information. (This is through the MDE website.)



Program Forms

- I. Download forms from the left-hand column:
 - a. Program Development and Capacity
 - b. Fiscal Attestation
 - c. Faculty Qualifications (optional for EPPAS, but required at on-site reviews)
- II. Complete forms

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Summary Status View

New Licensure Program:
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Application Search:
[Search Applications](#)

Related Links:
[MN Board of Teaching](#)
[Licensure Standards](#)

SEP Sequence List

Program Type	Program Name	SEP Program Name	Route Code	Scope	Status	Expiration Date	Last Activity Date
Conv	SEP	SEP K-12		K-12	In Progress		12/01/14  

Content Program List

Program Type	Program Name	Associated SEP	Route Code	Status	Expiration Date	Last Activity Date
Conv	Science - General Science	SEP K-12		In Progress		11/13/14  
Conv	Visual Arts	SAMPLE SEP		In Progress		01/13/14  
Conv	Visual Arts	SAMPLE SEP		Approved	06/30/14	01/13/14 

Application Structure

SEP Applications

Courses that meet standards under Rule 8710.2000

NOTE: If a course meets SEP and Content standards, only count credit in **one** program report.

TIP: an institution might have as few as one SEP program

SpEd Core Applications*

1. Courses that meet standards under Rule 8710.5000.
2. Reading course (with credit)
3. Courses for students in all special education licensure areas
4. NOTE: If a course meets Core and Content standards, only count credit in **one** program report.

*Only for Special Education license. Only one needed per institution.

Content Applications

5. Courses that meet standards under licensure specific Rule 8710.3000-8080.
6. Student Teaching (with credit)
7. Reading Methods (with credit) – most licensure areas
8. Methods course (with credit)
9. Courses specific to this licensure area.
10. NOTE: If a course meets SEP and Content standards, only count credit in **one** program report.

TIP: Make sure the RIPA content matches EXACTLY the previously BoT-approved program. Changes can be made at the next stage.

Begin a New Application

1. Click Begin a (SEP or Content) Application:
 - a. SEP applications should be completed first.
 - b. Special Education Core applications should be completed under Begin a Content Applications and completed before disability-specific Content applications.
 - c. Content applications should be completed last.

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Summary Status View

Program Type	Program Name	SEP Program Name	Route Code	Scope	Status	Expiration Date	Last Activity Date	
Conv	SEP	SEP K-12		K-12	In Progress		12/01/14	

Content Program List

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Conv	Visual Arts	SAMPLE SEP		Approved	06/30/14	01/13/14	

Program Identification

****CHECK THIS PAGE CAREFULLY – MOST CATEGORIES ON THIS PAGE CAN NOT BE CHANGED AFTER SUBMISSION****

1. Select the appropriate Rule #:
 - a. BE CAREFUL to select correct rule*
2. Type in SEP Sequence Used
 - a. The title of the SEP Sequence must align to one of the titles you submitted for the unit's SEP programs.
3. Reporting Year
 - a. Enter the year you want the program to start.
4. Focus (automatically entered for some Rules)
 - a. Select appropriate focus.
5. Scope (pre-selected for some Rules)
 - a. Be careful to select the correct scope
 - b. Can select more than one scope, as appropriate
6. Program Type:
 - a. Most programs are "Conventional"
 - b. If you are asking for a waiver from a Board of Teaching rule or have a non-conventional delivery (i.e. online) or targeted group of candidates (i.e. paraprofessionals), select "Non-Conventional"
 - c. Select "Alternative" if your programs are being entered under an Alternative Pathway (Statute 122A.245)
7. Candidate Type:
 - a. Select appropriate candidate type
8. Program Level:
 - a. Select appropriate program level
9. Route Code:
 - a. For specific non-conventional and alternative program types
 - b. ENSURE this is entered before submitting, as it is impossible to change after the RIPA is approved.
10. Dual Licensure Rule#
 - a. Select appropriate Rule ONLY IF:
 - i. there is another licensure program that connects to this one *and*
 - ii. the integrated program requires candidates to complete both programs
 - b. Common Examples: Health and PE; specific Science 9-12 and General Science 5-8
11. Program Design
 - a. Enter information that might help clarify elements of this program not apparent within the system. For example: "only available to teachers holding a MN teaching license."
12. Click SAVE
13. Click NEXT

Program Identification

**THIS PAGE CANNOT BE
CHANGED LATER**

Rule Selection

Carefully select correct rule

Rule #: 8710.4950 - Teachers Of World Languages And Cultures

SEP Sequence Used: SEP K-12 Associate with previously created SEP application

Program Characteristics

Reporting Year: 2013

Focus:

Scope:
Will fill automatically for most programs

If multiple program types are offered for this licensure rule, a separate approval request is required for each program type.

Program Type: Conventional

Candidate Type: Both initial and additional license candidates.

Program Level: Baccalaureate

Route Code: (Optional)

Dual Licensure Rule#: (Optional)

Program Design

Optionally describe any components that make this program unique. (max 4000 chars.)

We no longer provide a K-8 World Language licensure program. This K-12 program is our only language program.

save next undo

Always select "Save" first. The screen will refresh and then you can select "Next".

Program Contact

1. Enter Primary Contact information:
 - a. This is the person responsible for this program, often program leader
2. Enter Unit Leader information
3. Click SAVE
4. Click NEXT

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Program Contact
8710.4950 WLC: Modern: French - RIPA
In Progress - 2013
Alfred Adler

Program Characteristics:

Program Identification

Program Contact

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Contact:

board.teaching@state.mn.us

Preferred Address

Address
City, State Zip

This will be automatically entered

Primary Contact

Title (optional)

First Name

Last Name

Email

Retype Email

Phone #

Phone ext. (optional)

Unit Leader

Title (optional)

First Name

Last Name

Email

Retype Email

back

save

next

undo

Select "Save" first. The screen will refresh and then select "Next".

Course Sequence

Course Listing for this Sequence:

Course #	Course or Experience Name	Credits	Methods Course?	Reading Addressed?	Field Based Exp Hours	Student Teaching Weeks	Scope	Syllabus Actions	Course Actions
No courses found.									
<div style="text-align: right;"> + add new course </div>									
SEP Field Experience Hours: <input style="width: 100px;" type="text"/>									
Sequence Totals:		0.00			0.00	0.00			
Submission Threshold:		40.00			100.00	12.00			

1. Click Add New Course
2. Course Number
 - a. Please include full course number: EDU 120
 - b. If candidates have an option of courses to take to meet one or more standards (electives), please enter as: "EDU Electives" (See 3b)
 - c. Alternative experiences can be included here as well. For example, if service learning is required but does not have a course number, you can enter "Service" under course number.
3. Course or Experience Name
 - a. Exact title of the course, OR
 - b. If there are multiple options, see ELECTIVES box below.
4. Credits
 - a. List appropriate credits.
 - b. Student Teaching and Methods course must receive credit in Content Application.
 - c. *If a course is in both SEP and Content, one must be listed as zero credits.*
5. Methods?
 - a. Check box if this is an official methods course. Any course marked "Methods" must be taught by an instructor with advanced academic preparation in the instruction of this content.
6. Reading Addressed?
 - a. Check box if this is the BOT-approved Reading course from 2010 for this program. Any course marked "Reading" must be taught by an instructor with advanced academic preparation in reading instruction.
7. Field Based Experience Hours
 - a. Enter the amount of HOURS associated with this course. Leave blank if there are none. (Totals will tally automatically.)
 - b. Rule requires programs to have a total of 100 hours (SEP and Content together).
 - c. If a course with field experience hours is listed in both SEP and Content, *do not enter the field experience hours in the application where it is given zero credits.*
 - d. At the box at the bottom of Field Experience Hours, manually enter Field Experience Hours from the SEP application.
8. Student Teaching Weeks
 - a. Enter the amount of WEEKS associated with Student Teaching. Credit for this is required in all Content Applications.

- b. 12 weeks will be required effective January 1, 2016 for all initial licensures; 4 weeks required for middle level endorsements.

9. Experience Scope:

- a. Select appropriate scope for field experience or student teaching experience.

10. Click Upload Syllabus:

- a. Make sure to have all **current** syllabi ready to be uploaded.
- b. For an elective course line (i.e. EDUC 3xx), please upload a placeholder that explains that these are credits that can be met by many courses. Specific syllabi will be uploaded into individual course entries.

11. REPEAT steps 1-10 for every course.

12. Click SAVE

13. Click NEXT

Course #	Course or Experience Name	Credits	Methods Course?	Reading Addressed?	Field Based Exp Hours	Student Teaching Weeks	Scope	Syllabus Actions	Course Actions
FRE 3XX	ELECTIVE FRENCH CULTURE	3.00	no	no					
EDU 900	STUDENT TEACHING	8.00	no	no		6.00	5-8		
EDU 901	STUDENT TEACHING	8.00	no	no		6.00	9-12		
EDU 100	INTRO TO EDUCATION	0.00	no	no	15.00		K-12		
EDU 300	ELEMENTARY METHODS	0.00	yes	no	15.00		K-6		
EDU 500	LITERACY INSTRUCTION	3.00	no	yes	30.00		K-12		

A course listed in SEP should not receive credit here

SEP Field Experience Hours:

Sequence Totals: 22.00 60.00 12.00

Submission Threshold: 40.00 100.00 12.00

add new course

ELECTIVES

1. Enter one course line that defines the options. Put appropriate number of credits on this line. Place syllabus place holder on this line.
2. Enter courses to choose from on additional lines. Give each course with zero credits. For course title, include course title, elective title, and number of options.

Example:

Course #	Course Description	Credits
BIO ELEC	Biology Elective: Choose two	8
BIO 201	Human Biology (Biology Elective 1 of 5)	0
BIO 204	Plant Biology (Biology Elective 1 of 5)	0
BIO 205	Life Systems I (Biology Elective 1 of 5)	0
BIO 306	Genetics I (Biology Elective 1 of 5)	0
BIO 307	Genetics II (Biology Elective 1 of 5)	0

Standard Matrix

NOTE: Standards are pre-loaded based on what Rule was selected on the Program Identification screen. They are divided into “Sections” to divide the pages, not based on subparts of the licensure rule.

1. Select which course from your Course Sequence primarily addresses this standard.
2. Select a second course that also addresses this standard. (Optional)
3. Enter the Learning Assessment in the course that assesses this standard.
4. Click SAVE after each Section.
5. Click NEXT

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Standard Matrix - Section 1

8710.4950 WLC: Modern: French - RIPA

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Student Address

Standard 3.A.

Subp. 3. Subject matter standard for teachers of modern languages and cultures.

A candidate for licensure as a teacher of modern languages and cultures must complete a preparation program under subpart 2, item A or B, subitem (3), that must include the candidate's demonstration of the knowledge and skills in items A to C.

3.A. All teachers of modern languages and cultures must:

*REQUIRED - Course/Experience Where Taught & Assessed	OPTIONAL - Secondary Course/Experience Where Taught & Assessed	Learning Assessment Activity (max 4000 chars.)
3.A.1 : - understand language as a system;		
FRE 3XX - ELECTIVE FRENCH		Approved PEPER
3.A.2 : - understand first and second language acquisition theory and how this informs practice;		
EDU 900 - STUDENT TEACHIN	EDU 901 - STUDENT TEACHIN	Approved PEPER
3.A.3 : - demonstrate intermediate-high level speaking proficiency as defined in the ACTFL Proficiency Guidelines established by the American Council on the Teaching of Foreign Languages;		

Assessment – Admission Criteria

1. Select only the criteria your institution uses to admit candidates into this program. A minimum of three criteria are required.
2. Click SAVE
3. Click NEXT

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Assessment - Admission Criteria
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Contact:
board.teaching@state.mn.us

Choose all that apply (minimum 3)
If the box is checked, they must fill in the threshold for entry

Name of Criteria	Minimum Threshold
<input type="checkbox"/> Experience working with children	<input type="text"/> hours (.05-999.99)
<input type="checkbox"/> Post-Secondary credits completed	<input type="text"/> credits (.25-99.99)
<input checked="" type="checkbox"/> GPA in content field	2.5 (1.00- 4.00)
<input checked="" type="checkbox"/> GPA in entry level professional education coursework	2.75 (1.00- 4.00)
<input type="checkbox"/> ACT	<input type="text"/> score (01-36)
<input type="checkbox"/> SAT	<input type="text"/> score (0001-2400)
<input type="checkbox"/> GRE	<input type="text"/> score (0001-1600)
<input checked="" type="checkbox"/> Pass Basic Skills Exam	
<input type="checkbox"/> Pass Content Area exam	
<input type="checkbox"/> Professional Recommendation	
<input type="checkbox"/> Essay or Writing Sample	
<input checked="" type="checkbox"/> Interview	
<input type="checkbox"/> Bachelor's Degree or higher	

back save next undo

Assessment – Candidate Competency

1. Name of Assessment: Enter the name of the assessment: i.e. “Unit Plan”
2. Within Course Number/Name: Select the course in which this assessment occurs.
3. Identify when this occurs in the program: Enter when in the **program** this assessment occurs: i.e. “After junior year”; “At the end of the Introductory Course”; “During student teaching”
4. Identify the MN Standards for teacher licensure that are being assessed
 - a. Enter the standards being addressed.
 - b. Be specific: “3F1a; 3B2c; ...”
 - c. **At least one** assessment should assess content specific standards (rather than all pedagogy competencies).
5. REPEAT steps 1-4 three times.
6. Click SAVE
7. Click NEXT

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Assessment - Candidate Competency

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Assessment:

- Admission Criteria
- Candidate Competency**
- Completion Criteria

Supplemental Information:

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Complete the Application:

- Validate and Submit

Providers must report a minimum of 3 signature assessments, distributed across multiple courses and/or experiences that have been identified as a means of tracking candidates' attainment of Minnesota's standards for teacher licensure.

Name of Assessment: Unit Plan

Within Course Number/Name: EDU 300 - ELEMENTARY METH

Identify when this occurs in the program. (max 4000 chars.): After theory courses -- first methods course.

Identify the MN standards for teacher licensure that are being assessed. (max 4000 chars.): 3.B.1a-c; 3.D.3.a.i-iv; 3.F.2 3.A.1 -- the research base for

Name of Assessment:

Within Course Number/Name:

Download Forms:

Assessment – Completion Criteria

Select all the criteria required for students to complete the program.

(The BoT requires candidates to pass MN teacher licensure exams and complete the edTPA beyond these criteria.)

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Assessment - Completion Criteria
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Choose all that apply
If the box is checked, they must fill in the threshold for entry
The Board of Teaching requires completion of the following assessments:

- Passing scores earned on all teacher licensure exams
- Completion of edTPA

Indicate three or more additional items that are required for completion of this program.

Name of Criteria	Minimum Threshold
<input type="checkbox"/> Minimum number of credits completed	<input type="text"/> (1.00-99.99)
<input type="checkbox"/> Overall Degree GPA	<input type="text"/> (1.00- 4.00)
<input checked="" type="checkbox"/> GPA in content field	<input type="text" value="2.5"/> (1.00- 4.00)
<input checked="" type="checkbox"/> GPA in professional education coursework	<input type="text" value="3.0"/> (1.00- 4.00)
<input checked="" type="checkbox"/> Cooperating Teacher Recommendation	
<input checked="" type="checkbox"/> Faculty Supervisor Evaluation	
<input type="checkbox"/> Portfolio	
<input type="checkbox"/> Interview	
<input checked="" type="checkbox"/> Documentation of Dispositions/ Knowledge of Teacher Code of Ethics	

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Program Attachments

1. Faculty Vitae
 - a. Only the program leader vitae is required to upload. The program leader must have advanced academic preparation in this content area.
2. Program Development and Capacity
 - a. Upload completed form. (see left-hand column of EPPAS screen for template)
3. Fiscal Attestation
 - a. Upload signed form. (see left-hand column of EPPAS screen for form)
4. Faculty Qualifications
 - a. The faculty qualification chart is not submitted with PERCA applications here. Download the form to keep record of education faculty qualifications from 2015 on. This chart will be reviewed at the time of the unit's onsite review.
 - b. Unit Leader must attest that faculty are qualified for their assignments at the point of submitting each PERCA report.

Standard Matrix:	Required Attachments	Upload a new document												
Section 1														
Section 2														
Section 3	✓ Faculty Vitae	Document Type: Fiscal Attestation												
Section 4	✓ Program Development and Capacity	File: \\EDU-FileServer\Hon Browse...												
Section 5	Fiscal Attestation	upload file reset												
Section 6														
Section 7														
Section 8														
Section 9														
Assessment:	Optional Attachments													
Admission Criteria	Additional Information													
Candidate Competency	Faculty Qualification													
Completion Criteria														
Supplemental Information:														
Program Attachments	Attachments to this application:													
Complete the Application:	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Document Type</th> <th style="text-align: left;">Upload Filename</th> <th style="text-align: left;">Load Date</th> <th></th> </tr> </thead> <tbody> <tr> <td>Faculty Vitae</td> <td>Sample Upload Document.docx</td> <td>2014-12-01 10:10 AM</td> <td></td> </tr> <tr> <td>Program Development and Capacity</td> <td>Sample Upload Document.docx</td> <td>2014-12-01 10:10 AM</td> <td></td> </tr> </tbody> </table>	Document Type	Upload Filename	Load Date		Faculty Vitae	Sample Upload Document.docx	2014-12-01 10:10 AM		Program Development and Capacity	Sample Upload Document.docx	2014-12-01 10:10 AM		
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Faculty Vitae	Sample Upload Document.docx	2014-12-01 10:10 AM												
Program Development and Capacity	Sample Upload Document.docx	2014-12-01 10:10 AM												
Validate and Submit														
Download Forms:														
Program Development and Capacity	Please go to the Course List page to access syllabus attachments.													

Validate and Submit

****Only the Program Validator (Unit Leader) can complete this page.****

1. Mark that you have reviewed the application and it is accurate.
2. Mark that you have reviewed faculty qualifications and the faculty qualifications have been met for this program.
3. Click VALIDATE APPLICATION

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Complete the Application:

Validate and Submit

Validate and Submit

8710.3340 Middle Lvl Science - RIPA

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Attestations

Unit Leader:

The content of this application has been reviewed and is accurate. No

Faculty qualifications have been met. ☐ Have been met

☒ Not fully - explain below (max 4000 chars.)

Board of Teaching Process

1. The RIPA application will be audited by Board of Teaching staff for technical and rule issues to be addressed.

Must submit by January 31, one year prior to proposed start date.

2. The RIPA application will be sent to external reviewers (experts in instruction of the content area) for review. They may either recommend approval to the Board of Teaching or recommend a review by the Program Review Panel if any issues are of concern.

This process can take 1-5 months.

3. The Program Review Panel** will request additional information from the institution then meet to make a recommendation to the board regarding the program.

The Program Review Panel meets in February and April of each year.

4. If approved, the program can start after the Board meeting's official approval of the program.
5. The program may be active for two years before submitting a PERCA renewal.*

***To renew a RIPA, follow the "EPPAS: PERCA Renewal" video and manual.**

****For more information on the Program Review Panel and Continuous Improvement, see the "Program Renewal Process" video and accompanying documents.**

	January	February	March	April	May	June	July	August	Sept	October	November	December
RIPA												
2015					Submit for Fall 2016 Start							
					BOT and External Review		Updates	BOT and External Review for Fall 2016 Start				
2016	Cont...	First PRP	Add information	Second PRP	Submit for Fall 2017 Start							
	Cont...		Board Mtg.		Board Mtg.		Updates	BOT and External Review for Fall 2016 Start				