MINNESOTA
PROFESSIONAL EDUCATOR
LICENSING AND STANDARDS BOARD

The RIPA Readiness Guide

A quick checklist before submitting a Request for Initial Program Approval (RIPA). See Appendix D for details.

Demonstrating Alignment to Standards

Are Standards Sufficiently Demonstrated?

☐ Syllabi have a schedule with applicable standards connected to learning opportunities and assessments.

☐ Syllabi describe Learning Opportunities with sufficient detail of standard alignment. *(Refer to bottom of page 1 of the SEP Workgroup Rubric).*

☐ For standards requiring application, syllabi include assessments that can assess application level and include evaluation criteria or rubrics. Use consistent naming conventions to refer to a singular assessment throughout the syllabus and in the standards alignment documentation to support reviewer verification. *(Refer to standard focus/can assess/does not assess table on page 4 of the SEP Workgroup Rubric).*

☐ All courses listed in the Standards Alignment document (matrix) are listed in the EPPAS Course Sequence. Any not in the Course Sequence should be removed.

☐ All elective options indicate how each elective meets the indicated standards.

**For formatting methods and reading syllabi, refer to Appendix D.*

Is Everything Aligned and Complete?

☐ The EPPAS Course Sequence, Standards Alignment document, syllabi, and experiences are aligned in providing information that shows how program requirements are met.

☐ All submitted documents are current and links do not require permission.

Submitting Content

All the above and…

☐ There is an identified methods course that aligns to the content and scope of the licensure area. *(For a K-12 license such as PE, it may have El Ed PE methods and secondary PE methods, or one K-12 PE methods).*

☐ A required clinical experience is identified. *(Total of 100 hours field experience and 12 weeks of student teaching for initial licensure programs, or 80 hour practicum for additional license programs; Appendix D).*

☐ The program leader identified is qualified under Standard 23, with expertise in the content area.

MINNESOTA
PROFESSIONAL EDUCATOR
LICENSING AND STANDARDS BOARD

EPPAS

Program Information

☐ The SEP Sequence title, Scope, Candidate Type, Program Level, and Contacts are accurate.

Course Sequence

☐ The course prefix and title match the catalog and syllabus.

☐ Courses that are Methods and addressing Reading standards are indicated and checked yes.

☐ Field and student teaching hours, weeks, and scope are entered and saved.

Standard Matrix

☐ SEPs: each standard is connected to a course or program requirement (if using 2023 standards, may be a dummy course; alignment is found in the Standards Alignment document you attach in Program Attachments).

☐ Content: each standard is connected to a course or program requirement (if using 2023 standards, may be a dummy course; alignment is found in the Standards Alignment document you attach in Program Attachments).

Candidate Competency

☐ Three key assessments are identified to track for program effectiveness.

Program Attachments

☐ RIPA Program Development and Capacity Form

☐ Fiscal Attestation Form (for RIPAs only; for PERCAs, attach a blank document)

☐ Program leader's CV

☐ Standards Alignment document (if applicable)

☐ Discretionary Variances (if applicable)

☐ Residency Identification Form (if applicable)

Additional EPPAS Items

- When uploading syllabi to the Course Sequence section, attaching a PDF version is recommended due to formatting remaining the same across all devices.
- When validating your EPPAS application, blue error messages do not prevent program submission. However, red error messages **do** prevent program submission *(e.g. no fiscal attestation uploaded, no program development and capacity form)*. Respond to the message to enable submission.
- Only individuals with verifier access may validate and submit applications.