



PROGRAM SPONSOR ALERT

Date: April 8, 2010

Number: 10-07

Subject: Title II Reporting Process

Summary

The Commission on Teacher Credentialing (Commission) is responsible for the coordination of Title II data collection and reporting for the State. Title II is a federal mandate that requires all state-approved teacher preparation programs to submit institutional report card data to the state every April and the states to the US Department of Education (USDOE) in every October. In 2008, the Title II Higher Education Act (HEA) was reauthorized and requires additional data elements from program sponsors and states. Due to numerous changes in the federal reporting process, the Commission is trying to streamline a few processes that will help the program sponsors.

Background

Sections 205 through 208 of Title II of the *Higher Education Act (HEA)*, as amended in 2008, (PL 110-315) call for accountability for programs that prepare teachers. Section 205 of Title II requires reports from each institution of higher education (IHE) that conducts a traditional teacher preparation program or an alternative route to state certification or licensure program and that enrolls students receiving federal assistance under *HEA* (e.g., Title IV). In addition, states must be able to report on alternative routes to teacher certification or licensure that are operated by entities that are not institutions of higher education.

A teacher preparation program is a state-approved course of study, the completion of which signifies that an enrollee has met all the state's educational and/or training requirements for initial certification or licensure to teach in the state's elementary, middle or secondary schools. A teacher preparation program may be either a traditional program or an alternative route to certification, as defined by the state. Also, it may be within or outside an institution of higher education. For the purposes of Title II reporting, all traditional teacher preparation programs at a single institution of higher education are considered to be a single program. The law requires institutions of higher education to submit timely and accurate reports or risk a fine of up to \$27,500.

Teacher preparation programs, both traditional and alternative, report to their states, which report to the USDOE. Since 2001, the Office of Postsecondary Education at the USDOE has collected data from states on teacher preparation programs and their students, as well as states' assessment and licensing of teacher candidates. State certification requirements and policy-related information have also been collected.

Changes in data collection procedures

Institutional and Program Report Card (IPRC) - While annual Title II reporting is required by law, the mechanisms IHEs use to report are determined by the state. The Institutional and Program Report Card (IPRC) data entry system is an online tool by which institutions of higher education and other organizations with state-approved teacher preparation programs can meet the annual reporting requirements on teacher preparation, certification and licensing mandated by Title II. If a state chooses to use the IPRC system, all IHEs in the state must report to the state using this system. In order to provide new required data to the USDOE in a timely and uniform manner, the Commission decided to use the IPRC developed by Westat, who is USDOE's Title II contractor. As in prior years, Phase I (pass rate data collection at the individual-level) has been collected by Evaluation Systems group of Pearson which is the Commission's Title II contractor. Phase II (Institutional Report Card data at the aggregate level) will be collected through the IPRC developed by Westat. (*Note: Phase II - Institutional Report Card website was hosted by the Commission in prior years.*)

Academic Year – For purposes of Title II reporting, academic year is defined as a period of 12 consecutive months, starting September 1 and ending August 31. Program Completer, enrollment data, and number licensed will be reported based on the new academic year definition (*Note: For 2008-09 Program Completers, all program sponsors have already submitted data based on prior definition and Evaluation Systems have already calculated pass rate and published the pass rate data.*)

Supervised Clinical Experience

The current federal Title II Report requires teacher preparation programs to provide the average number of clock hours of supervised clinical experience candidates must complete prior to student teaching. For intern programs, approved programs need to report the average number of hours of supervised fieldwork included in pre-service which interns must complete before they enter a classroom using an intern credential. Once an intern assumes responsibility for a classroom using an intern credential, supervised clinical experience means the hours the intern spends teaching on the intern credential as part of a supervised intern program.

Pass rate data for 2008-09 – Evaluation Systems published the final summary pass rate report on March 18, 2010. Westat will upload the pass rate data into IPRC. You won't be able to certify the report until Westat uploads the pass rate file.

Number of Licensed by Subject areas – Program sponsors are required to provide the number of students who have been initially certified or licensed as teachers, by subject and area of certification or licensure, for three academic years. Some program sponsors have this data readily available while some do not. The Commission will provide the number of "licensed by subject area" data to program sponsors by mid April. The issue date is the date the Commission issues a license to a teacher candidate; that is the date will be used to pull the data by subject area.

April 30th Deadline –When all sections of IPRC have been completed and the report has been reviewed by the appropriate person (e.g., provost, dean of faculty, university president), then you are ready to certify your report. April 30 is the deadline to certify and submit the report card electronically (*Note: prior deadline was April 7th*).

Certification - At the end of Phase II, program sponsors previously certified the report on the website (electronic submission) as well as submitted a signed hard copy to the Commission (printed the final report, got two signatures from program personnel, and mailed the signed paper copy). Since the Commission will have access to the IPRC system, it was decided that there is no need for program sponsors to submit a hard copy to the Commission once it has been approved by the appropriate local program personnel. We hope that this new procedure will help the program sponsors with time and effort that required to mail in the hard copy.

References

- HEA accessed at <http://www2.ed.gov/policy/highered/leg/hea08/index.html>.
- State Reports (for the recent report and archives of all State Reports) www.ctc.ca.gov/reports/all_reports.html
- Institutional Reports (go to Reports, Appendix B of State Report Card for Teacher Preparation Programs) www.ctc.ca.gov/reports/TitleII_2007_2008_AnnualRpt.pdf
- Federal Version of State Reports www.title2.ed.gov

Contact Information:

The Professional Services Division provides a full list of topic specific dedicated email addresses as well as program areas with the most up to date Commission staff member's email address here <http://www.ctc.ca.gov/educator-prep/PSD-contact.html>.