Update on the California-NCATE Protocol
June 2010

Overview of this Report
This item presents information on the California-NCATE Protocol. The protocol governs the work of California through the Committee on Accreditation with institutions in California which elect to seek NCATE accreditation. The current Protocol was approved by the COA at its June 2007 meeting. At the October 2007 meeting of NCATE's Unit Accreditation Board (UAB), the California Protocol was reviewed and approved by the UAB. The current protocol is in effect from January 1, 2008 through December 2014.

This agenda item proposes to modify the California-NCATE Protocol as it relates to the appointment of individuals to represent California affiliates of NEA and AFT on accreditation site visit teams as observers.

Staff Recommendation
This is an information item.

Background
Although the current California-NCATE Protocol is in effect until the end of 2014, the state may propose amendments to the protocol at any time. The amendments will be reviewed by NCATE staff and if significant modification is proposed in the revised protocol then NCATE staff will refer the revised protocol to the UAB. After review by NCATE staff or the UAB, a decision is returned to California either approving or denying the modifications.

The NCATE protocol is organized by topic in the left hand column. The NCATE requirements for each topic are provided in the second column. Each state then provides its own information in the right hand column for the identified topic. NCATE's accreditation process allows the two teachers unions, the National Education Association (NEA) or the American Federation of Teachers (AFT), to place an individual on an accreditation site visit team as an observer.

Section II-F, page 4 of the California-NCATE Protocol provided in Appendix A, defines the role of NEA/AFT representatives from NCATE's point of view. At the time the current protocol was developed and approved by the COA and NCATE, staff did not recommend any language to be included in the protocol related to NEA or AFT representatives serving as observers at joint NCATE-CTC accreditation site visits in California. The California affiliates of NEA and AFT are the California Teachers Association (CTA) and the California Federation of Teachers (CFT).

Since the protocol has been in effect, an observer was placed and served on one joint NCATE-CTC accreditation visit. The observer was a K-12 classroom teacher from the central coast of California for a visit to an institution in the inland empire. The observer participated in many interviews, gathered data for team members, and was present at all team meetings. It was clear that the individual did not fully understand the purpose of the joint accreditation site visit or that the information gathered during interviews or from evidence must be kept confidential.

For a number of other joint NCATE-CTC accreditation visits over the past three years, observers have been placed on the site visit team by CTA or CFT. In each of these cases, the individual was from an institution of higher education rather than the K-12 schools. In addition, the individual was from an institution within the same geographic region as the institution being visited. Staff contacted NCATE in each case and expressed serious concerns that the identified observer was from an institution that would be considered a local 'competitor' for candidates and that this might have an impact on the site visit. NCATE clarified that the observers are representatives of the teacher union that appoints the individual—either CTA or CFT. The union pays for the observer's travel, lodging and per diem during the site visit and is responsible for orienting the observer prior to the visit. According to NCATE in almost all other states, when one of the unions places an observer on the team, the observer is a practicing K-12 educator, not someone from an institution of higher education.

In California, the teachers unions represents many individuals who are faculty at institutions of higher education and the union may identify an individual from either the K-12 education community or an institution of higher education. Since California has not placed any restrictions in its California-NCATE protocol, the union is within its rights in placing an observer on a site visit team, even if the observer's university is only 15 miles from the institution hosting the visit.

Staff suggests that the California-NCATE Protocol be modified and submitted to NCATE for review by September 1, 2010 to address the situation described in this agenda item. Possible language related to the proximity of universities for inclusion in Section II-F of the California-NCATE Protocol related to observers is provided below:

> Individuals appointed by CTA or CFT to serve as observers may be K-12 educators or individuals from an institution of higher education. If the observer is from an institution of higher education, the institution may not be from the same general geographic region as the institution hosting the joint NCATE-CTC accreditation site visit. CTC retains the authority to determine whether the individual is from the same general geographic location.

Possible language related to the expectations for observers to understand the purposes of the accreditation site visit and the confidential nature of the accreditation activities is provided below:

> An individual placed on a joint NCATE-CTC accreditation site visit by CTA or CFT must understand the purposes of the accreditation site visit and the confidential nature of all information gathered during the site visit. The individual must agree to abide by the same general expectations for accreditation as all other site visit team members including the same general principles of confidentiality and conflict of interest.

Next Steps

If the COA agrees that the issues of proximity to the institution being visited and the understanding of the observer are important issues to be addressed in the California-NCATE

Protocol, staff will prepare an agenda item for the COA's consideration and possible action at a future meeting.

In addition, as NCATE moves forward with the piloting of the new continuous improvement and transformational initiative options, it may be necessary to revisit the California-NCATE protocol to better reflect these changes. In addition, with the move toward NCATE and TEAC (Teachers Accreditation Council) unification, staff anticipates that the California-NCATE protocol will need to be reviewed and possibly revised.

Appendix A

NCATE/California Partnership Protocol
for
NCATE and State Reviews

Team Composition:	**Program Review:**	**Effective:**
Joint	**State-Based**	**Jan. 2008 – Dec. 2014**

Original Partnership Agreement Date: **1989**

I. Standards **II. Team** **III. Preparation** **IV. On-Site Review**
V. After On-Site Review **VI. On-Going Responsibilities**

Category	NCATE Requirements	State Requirements
I. Standards		
A. Unit Standards	NCATE unit standards apply to the professional education unit. Specific State criteria, as determined by the State Agency, and institutional criteria as determined by the institution or higher education commission, may also be applied to units and/or programs being reviewed by NCATE and the State.	The California Commission on Teacher Credentialing (CTC) ***Common Standards*** (http://www.ctc.ca.gov/educator-prep/standards/CommonStandardsTeacherPrep.pdf) apply to the unit seeking accreditation. Units have the option to utilize the NCATE unit standards in lieu of the California Common Standards, provided that areas not addressed in NCATE standards are addressed as a part of the NCATE Standards response. (See Attachment – NCATE/CTC Standards Comparison – 10/07)
B. State Program Standards	NCATE defers to the State's review of the unit's programs.	The Committee on Accreditation (COA) does not require units to submit NCATE program review documents. Units are required to submit documentation for the Program Assessment in the fourth year of the accreditation cycle for all approved programs. California Program Standards (http://www.ctc.ca.gov/educator-prep/STDS-prep-program.html) (or one of the approved Program Standards options described in Section 3 of the

Category	NCATE Requirements	State Requirements
		Accreditation Framework- *http://www.ctc.ca.gov/educator-prep/PDF/accreditation_framework.pdf* will be utilized for each credential program area.
II. Team		
A. Team Composition: Joint State/ NCATE	NCATE and State team members work together, sharing equal roles and responsibilities in all functions of the review. The NCATE team is selected from NCATE's Board of Examiners (BOE). The team includes representatives from organizations of teacher educators, teachers, education specialists and/or policy makers. Non-voting members of the team include the State Consultant (usually the NCATE State Partnership Contact, or his/her designee), and a representative of the state affiliate of NEA and/or AFT. Team assignments are systematically made to ensure that conflicts of interest are avoided.	The State team is selected by the CTC from the Board of Institutional Reviewers (BIR). The team includes faculty of higher education, teachers, and other school personnel. The site visit team will be the NCATE/COA Joint Common Standards Cluster. If the Program Assessment has identified any programs that will be reviewed during the site visit, additional team members will be assigned to focus on the identified program(s). Team assignments are systematically made to ensure that conflicts of interest are avoided.
B. Training Expectations: Joint	NCATE team members must participate in the NCATE-sponsored BOE training. State team members must be trained by NCATE staff or an NCATE authorized trainee.	State team members will participate in an intensive four-day training program that focuses on team skills, interview techniques, accreditation procedures and the consistent application of standards. The Committee on Accreditation (COA) assures that the substance of the training is appropriate for new and returning team members and cluster leaders. A special orientation to conducting joint visits will be provided to all team members at the first team meeting during the visit. In addition, the team is provided information on the structure and procedures of the joint visit in communications prior to arriving at the visit.
C. Team Size: Joint	For first, continuing, and probation visits, the BOE team will include 3-6 members depending on several factors,	For initial and continuing visits, a two to five-member state team is appointed by the CTC. The joint team, which is

Category	NCATE Requirements	State Requirements
	including the number of candidates, faculty, and the unit's programs. Additional team members may be added to visit off-campus sites. For focused visits, the team will include 2-3 BOE members of which one will be a state team member.	known in CA as the Common Standards Cluster, will consist of 3-6 BOE members and 1-2 state team members. The remaining state team members, if any, will be assigned to credential programs to review any credential programs identified by the Program Assessment that takes place two years prior to the site visit. (In the event of multi-site delivery systems or a particularly large number of programs, the state team size may be enhanced.) For probationary and focused visits, one to two state team members will be appointed to the team to review the unit standards. Additional state team members may be added to review programs, as appropriate.
D. Chair Responsibilities : Joint	The NCATE chairperson and the state chairperson serve as co-chairs. They are jointly responsible for planning and conducting the visit. The co-chairs conduct a previsit approximately 60 days before the visit to plan interviews and finalize the logistics for the visit. The state consultant and state team chair should participate in the previsit. The co-chairs assign roles and responsibilities to BOE and state team members.	In addition to the joint responsibilities described, the state chairperson is responsible for facilitating the work of the state program team members and coordinating the preparation of the State Team Report.
E. Consultants /Other Participants	NCATE invites the state education agencies to appoint a "state consultant" to advise the team on State requirements, nomenclature, and special circumstances. The State Consultant's expenses are covered by the respective agency. The State Consultant facilitates an orientation to the State Partnership at a team meeting prior to the review activities. The consultant is usually the state partnership contact, but may be	The administrator of accreditation (or designee) will collaborate with NCATE in establishing a schedule for each joint visit. The consultant will provide a planning visit approximately one year before the scheduled visit, review the Preliminary Report, review drafts of the Institutional Self-Study Report, and consult with the unit in planning for the visit and preparing the interview schedule. The consultant is responsible

Category	NCATE Requirements	State Requirements
	his/her designee, and is a non-voting member of the BOE team. The state consultant may serve as a voting member of the state team, if so designated by the state.	for providing a state team of appropriate size and configuration in consultation with the unit. The consultant is also responsible for assigning members of the team to serve as state co-chair and cluster leaders. The consultant provides support for the team during the three- or four-day visit, including team report development. The consultant also prepares the final team report for presentation to the COA. The state may assign additional staff consultants to assist the team during the visit. All expenses of these consultants are covered by the CTC.
F. NEA/AFT Represent-atives	NCATE invites the state affiliates of the NEA and AFT to appoint observers for the on-site visit. The participants' respective agencies are responsible for their travel and maintenance expenses. These observers can assist the BOE team with the collection of data, interviews, and the editing of the team report. However, they should not be given a primary writing assignment. Observers are non-voting members of the BOE team.	
G. Decision-making	Decisions are usually made through consensus-driving discussions as to whether standards are met. When consensus cannot be reached, a vote may be taken.	The joint team (Common Standards Cluster) makes decisions about all state standards at the unit level and confirms the preliminary findings regarding programs that were developed through the Program Assessment Process. If necessary, a focused site visit may be scheduled to further investigate a specific program. The joint team makes an unit accreditation recommendation to the COA.
H. Writing the Report: Joint	All joint Common Core Cluster Team Members write sections of the BOE report as assigned by the co-chairs. The BOE report includes the BOE team's responses to the unit standards at both	The Accreditation Handbook (http://www.ctc.ca.gov/educator-prep/PDF/accreditation_handbook.pdf) describes the requirements for the State

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	the initial teacher preparation and advanced levels as appropriate. If the State or institution has additional requirements, the report should have the BOE team's responses to the State/Institution requirements attached as a Report Addendum. The final report is compiled by the BOE chair. The draft of the BOE report should be completed by the end of the on-site visit. The BOE draft report should be sent to NCATE and the team members for editing, and to the unit for correction of factual errors. The BOE team chair e-mails one copy of the final report to the NCATE office and a copy to each member of the NCATE team within 30 days following the visit.	Team Report. The NCATE/CTC Standards Comparison (10/07) will be used as the basis for the State Team Report. The Common Standards Cluster Report (written to the NCATE unit standards) is included as part of the total State Team Report to the COA. At the end of the visit, the state consultant must have a DRAFT of written report including the NCATE Standard recommendations and the preliminary AFIs. Within two weeks of the visit, the state consultant and the California Co-Chair must receive an updated electronic copy of the DRAFT NCATE report. The State Team Report includes findings on all program standards and statements of strength and/or concern. These reports are included as part of the total team report to the COA. The COA will make its decision based upon the total team report and team accreditation recommendation. The COA team leader and the state consultant will be responsible for the preparation of the final report for the COA. The California report is public once it is posted on the COA's agenda.
I. Evaluations	Following the on-site visit, the performance of BOE members is evaluated electronically by the unit, the other national and state BOE members, and state consultants who served on the same visiting team. The evaluations are used by NCATE and the state to determine who should continue BOE service and to identify potential team chairs.	The state team is evaluated by the California Co-chair, the state consultant and the institution. The evaluations are used by CTC to determine who should continue to serve on site visit teams and to identify potential team chairs.
J. Expenses	During the semester of the visit, the unit will pay NCATE a Periodic Evaluation	The expenses for the COA team members will be paid by the

Category	NCATE Requirements	State Requirements
	Fee per NCATE BOE team member participating in the on-site visit.	Commission. The Commission will also pay the expenses for the State consultant staff and any COA/Commission observers.
III. Preparation		
A. Unit's Intent-to-Seek request	For initial accreditation, at least two years before hosting an on-site visit, the unit should indicate its interest in seeking accreditation. The request should include the semester and year in which the unit plans to host the on-site review.	
B. Preconditions	For first visits, the unit responds to the preconditions found on the NCATE website. The preconditions report must be submitted to the NCATE office at least eighteen months prior to the on-site visit. All accredited units *must continue to meet the* preconditions for continued NCATE accreditation. Annually, NCATE reviews Title II test data and will request additional information from the unit that no longer meets the required state pass rate.	The unit prepares a Preliminary Report one year before the visit, responding to all CTC preconditions and providing other information described in the CTC *Accreditation Handbook* *http://www.ctc.ca.gov/educator-prep/PDF/accreditation_handbook.pdf*. The preconditions are outlined in the appropriate standards documents as *Preconditions for the Approval of Professional Preparation Programs*. The Preliminary Report is reviewed and filed by CTC.
C. Program Reports	If the unit voluntarily chooses to submit program reports to NCATE, it must submit them by February 1 or September 15, one year before the continuing visit.	The State's program review is completed two years prior to the scheduled site visit. Preliminary program findings are presented to the COA and the institution a minimum of one year prior to the site visit. The preliminary findings identify if additional team members will be assigned to the site visit team to address any questions or concerns that were still exist.
D. Institutional Report	The professional education unit is required to write and submit an Institutional Report (IR) that describes the unit's conceptual framework and evidence that demonstrates that the Unit Standards are met. In continuing accreditation visits, the IR also serves as	The unit prepares a Self-Study Report in response to the NCATE unit standards, as described in the *CTC Accreditation Handbook* (*http://www.ctc.ca.gov/educator-prep/PDF/accreditation_handbook.pdf*). And the CCTC/NCATE Standards.

Category	NCATE Requirements	State Requirements
	a primary documentation of the unit's growth and development since the last accreditation visit. The unit sends an electronic and paper copy of the IR and links to undergraduate and graduate (if applicable) catalogs to each NCATE BOE team member, State consultant, and NEA/AFT observers. An electronic copy of the Institutional Report is sent to NCATE.	Comparison – 10/07 (http://www.ctc.ca.gov/educator-prep/accred-files/CTC-NCATE-Crosswalk.doc). The report also provides a response to the CTC Program Standards or one of the approved options for each credential area. The unit sends one copy of the Institutional Report to each team member (BOE and state) and two copies to the CTC. At its option, the unit may sub-divide the report and send responses to program standards to specifically assigned state team members.
E. Dates of On-Site Visit	NCATE requests the unit to submit its preferred visit date to NCATE at least 1 year prior to the on-site visit. The unit must have the date approved by the CCTC prior to submitting its request to NCATE. The CTC must consult with NCATE regarding any delays requested by institutions. First, continuing, and probationary visits are scheduled from Saturday through Wednesday excepting special circumstances. Focused visits are scheduled Sunday through Tuesday.	The specific dates of joint COA/NCATE visits are negotiated between the CTC, NCATE and the unit. The unit notifies NCATE of the agreed-upon dates at least one (1) year ahead of the visit.
F. Previsit	The previsit should be scheduled about 60 days before the on-site visit. See the *NCATE Handbook for Accreditation Visits* for further details. The team co-chairs, the head of the unit, and the NCATE coordinator should be present.	A state consultant is assigned approximately 2 years before the visit to assist the unit in preparing for the visit. A planning visit is scheduled at least one year in advance by the state consultant. Final dates are set and the visit schedule is discussed. Standards to be used, as well as team make up and configuration are clarified.

Category	NCATE Requirements	State Requirements
		A previsit is scheduled within 60-days of the visit by the NCATE co-chair, the COA co-chair, and the state consultant. Plans are finalized for the accreditation visit. At the previsit, the state consultant will provide a specialized orientation to the merged site visit process.
G. 3rd Party Testimony	Six months before the on-site review, the unit must publish a "Call for Comment" inviting 3rd party testimony related to the upcoming NCATE visit to be sent to NCATE. (This provision does not apply to focused visits) Two to three months before the on-site review, NCATE sends copies of any third-party testimony to the team co-chairs and the unit for comment.	
IV. On-Site Review		
A. Orientation to State Process/ Protocol	The state consultant (or his/her designee) will facilitate an orientation to the state process and Protocol at one of the team meetings early in the visit.	
B.Conducting the On-Site Review (for first, continuing and probationary visits)	The NCATE template for on-site visits guides the conduct of the visit as outlined in the *NCATE Handbook for Accreditation Visits* which can be found on the NCATE website.	All regular site visits are scheduled to begin on Saturday afternoon for the Common Standards Cluster (BOE members and State team members) and visit co-chairs. The remainder of the team will join the visit on Sunday afternoon. The accreditation visit is to be completed by Wednesday afternoon. The visit schedule will include opportunities for the BOE/COA team to have total team meetings. The interview schedule will provide an opportunity for all team members to obtain interview data from the appropriate sources. If specified program team members are scheduled for the visit, the members will primarily conduct interviews related to

Category	NCATE Requirements	State Requirements
		the program areas. The unit will prepare exhibits and files for use by the team. The CTC Accreditation Handbook (http://www.ctc.ca.gov/educator-prep/PDF/accreditation_handbook.pdf) contains the procedures to be followed in an accreditation visit.
C. Evidence/ Exhibit Room	Electronic exhibit rooms are encouraged. Access NCATE's electronic exhibit room guidelines.	The CTC *Accreditation Handbook* (http://www.ctc.ca.gov/educator-prep/PDF/accreditation_handbook.pdf) provides information about the document/exhibit room.
D. BOE Report	The BOE report includes the BOE team's responses to the unit standards at both the initial teacher preparation and advanced levels as appropriate. If the state/institution has additional requirements, the report should have the BOE team's responses to the state requirements attached as a state Addendum. The final report is compiled by the BOE chair. The BOE team chair e-mails one copy of the final BOE Report to the NCATE office and a copy to each member of the NCATE team.	The state team chair, the NCATE chair, team members, and the state consultant will meet with administrators and faculty members of the institution and will present a written copy of the draft report, including findings on standards and an accreditation status recommendation in an open meeting at the end of the visit. At the end of the final meeting with the unit, the accreditation team report is finalized by the team co-chairs and the state consultant. The final accreditation report, with recommendations, is placed on the COA agenda within 60-working days of the visit.
E. Exit Conference	An exit conference is conducted before the team departs Wednesday. It is conducted by the co-chairs and state consultants. The unit is represented by the unit head and coordinator of the NCATE review; the president and/or provost may also attend.	At the end of the site visit, the State team conducts a meeting with the dean and invited faculty and/or staff and presents a report including its findings and the accreditation recommendation for the unit. At this time, the Common Standards/NCATE portion of the report will contain the recommended findings on all NCATE standards and preliminary AFIs in addition to the program reports.

Category	NCATE Requirements	State Requirements
V. After the On-Site Review		
A. BOE report sent from NCATE	NCATE sends one copy of the report to the institution president, one copy to the unit head and a copy to the CCTC.	
B. Rejoinder	The unit submits to NCATE and the state an electronic copy, of its rejoinder to the BOE report within 30 days after receipt of the BOE Report.	On the next-to-last day of the visit, a mid-visit status report is held with the team co-chairs, institutional leadership and state consultant. At that time, the team indicates, in writing, any areas in which additional information is needed for areas in which the standards may be in question. The unit has until the end of that day to provide additional information to the team. No other rejoinder is available.
C. Accreditation and Approval	NCATE's Unit Accreditation Board (UAB) is responsible for determining the accreditation status of professional education units, during meetings twice a year. Accreditation decisions are rendered at the UAB meeting in the semester that follows the BOE review. NCATE provides written notice of all accreditation decisions to the U.S. Department of Education, the appropriate state licensing or authorizing agency, all institutional accrediting agencies recognized by the U.S. Department of Education and the Council for Higher Education Accreditation, and the public (via the NCATE website) More information about reporting accreditation decisions may be found in NCATE's Policies on Dissemination of Information. Definitions of NCATE accreditation decisions can also be found on NCATE's website or in the Handbook for Accreditation Visits.	The COA will determine the accreditation status at the COA meeting within sixty working days of the site visit. Such action will be taken independent of later anticipated action of the NCATE/UAB decision. A copy of the above action will be provided to NCATE.
D. Final Action Report	Within 30 days after NCATE's Unit Accreditation Board takes action on the accreditation of the unit, NCATE sends	The unit is to be informed of COA action regarding its accreditation status within 10-working days following such

Category	NCATE Requirements	State Requirements
	the chief executive officer and head of the professional education unit a letter that indicates the official action.	action.
E. Appeal Procedure	Units may appeal any of the following Unit Accreditation Board decisions: Provisional Accreditation, Accreditation with Conditions, Revocation of Accreditation, and Probation. See NCATE's website for specific policies and procedures related to the appeals process.	Within 20-days after the visit, the unit may submit evidence to the COA that the team demonstrated bias or acted arbitrarily or contrary to the policies of the *Accreditation Framework* http://www.ctc.ca.gov/educator-prep/PDF/accreditation_framework.pdf or procedural guidelines of the COA. The COA may make a different decision than that recommended by the team. If this should happen, the team chair may file a dissent with the Commission. The COA may assign a new team to visit the unit. The new team may recommend the same or different accreditation status. A unit has the right to appeal the COA decision to accredit with stipulations or deny accreditation to the Commission if the COA decisions appear to be arbitrary, capricious, or contrary to the policies of the *Accreditation Framework* *http://www.ctc.ca.gov/educator-prep/PDF/accreditation_framework.pdf*.
VI. On-Going Responsibilities		
A. Protocol Distribution	NCATE will post the State Partnership Protocol on its website; it is also available in hard copy upon request.	The CTC will distribute the Protocol to all units following the creation/renewal of a Partnership or after either party makes revisions.
B. Accreditation Cycle	Units that receive accreditation for the first time will be scheduled for their next visit five years from the semester in which their visit occurred. Units that receive continuing accreditation will be scheduled for their next visit seven years from the semester in which their visit occurred. The seven-year cycle of visits applies only if the state has agreed to a seven-year cycle.	Units in the State of California will move to a seven-year cycle after the first continuing accreditation review. State visits will be scheduled to coincide with NCATE visits. The CTC will assign team members to participate in all probationary, conditional, and provisional reviews.

Category	NCATE Requirements	State Requirements
	Units may host a probationary or focused visit as a result of conditional or provisional accreditation; visits will be within 2 years of the UAB's decision.	
C. Code of Conduct	To assure units and the public that NCATE reviews are impartial and objective, to avoid conflicts of interest, and to promote equity and high ethical standards in the accreditation system, BOE members, board members, program reviewers, and staff shall follow NCATE's Code of Conduct, in the Handbook for Accreditation Visits and on NCATE's website. Violation of any part of the Code of Conduct could result in the board member's removal from the board.	State team members are expected to follow the Conflict of Interest, Professional Behavior and Ethical Guidelines contained in the *CTC Accreditation Handbook* *http://www.ctc.ca.gov/educator-prep/PDF/accreditation_handbook.pdf* .
D. Annual Reviews		
1. Regional Accreditation	Units must maintain regional accreditation or institutional accreditation by a USDE or CHEA recognized agency in order to continue NCATE accreditation.	All units and/or program sponsors must be regionally accredited.
2. Change in State Status	The State will provide to NCATE its policy leading to a "Change in State Status." The State will notify NCATE within thirty days of action taken if an NCATE unit has had a Change in State Status. Notification of an NCATE accredited unit's Change in State Status by the state will initiate a review by NCATE's *Annual Report and Preconditions Audit Committee.* The NCATE president will notify the unit that the state has informed NCATE of a change in their state status and require the unit to submit a special report within 90 days.	The California policies that apply to a "Change in State Status" are described in the CTC *Accreditation Handbook,* *http://www.ctc.ca.gov/educator-prep/PDF/accreditation_handbook.pdf*. California will notify NCATE of the accreditation decisions made by the Committee on Accreditation for each NCATE accredited unit or NCATE accreditation candidate. California will send a copy of the Accreditation Team Report and appropriate back-up material for each merged visit. Units receiving "Accreditation with Stipulations" or "Withdrawal of Accreditation" will be identified.

Category	NCATE Requirements	State Requirements
		All California accreditation decisions are published in the Annual Report of the Committee on Accreditation. Each unit receiving "Accreditation with Stipulations" will have an amount of time specified by the Committee on Accreditation action to remove the stipulations – either through written documentation, a focused re-visit or both. The conditions under which stipulations are designated and the process for their removal are described in the *CTC Accreditation Handbook*, *http://www.ctc.ca.gov/educator-prep/PDF/accreditation_handbook.pdf*.
3. Precondition 7	The unit's programs are approved by the appropriate state agency and the unit's summary pass rate meets or exceeds the required state pass rate.	
4. Annual Report	Submission of the Annual Report is a requirement for all units that are accredited by NCATE or are candidates or precandidates for NCATE accreditation. Annual Reports are due October 1st and must be submitted electronically.	All institutions/program sponsors that prepare educators in California are required to submit Biennial Reports. The Biennial Reports address issues of candidate competence as defined in the appropriate adopted program standards.