



Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

Application Form New Educator Preparation Program (EPP)*

Part A - Instructions

Carefully review each of the following sections and submit responses and additional evidence or documents (Word documents, pdf materials, etc.) electronically to sbogan@doe.in.gov. Please do not mail materials. Out-of-state institutions seeking to offer onsite or distance/online instruction in Indiana must contact the Indiana Commission for Higher Education for authorization. Forms received from unauthorized institutions will not be reviewed. Please visit <http://www.in.gov/bpe/2337.htm> for more information.

Part B – Information

1. Name of Institution or Entity
2. Address
3. Name of Proposed Program
4. Method(s) of Delivery (onsite, online, hybrid)
5. List any other physical location, if any, where program(s) will be offered
6. Date or semester of anticipated implementation, if approved
7. Educator Preparation Program contact name(s), phone number(s), and email address/addresses

Part C – Required Information/Documentation

Provide a description and/or response for each of the following items. You may insert information within this document, attach as part of submission, and/or a combination of both (no character limits).

8. **Program Overview and Rationale:** Provide a very brief overview and rationale for the program, including each of the following:

- Purpose or goal of the program
- License(s) earned upon completion
- Degree major(s) awarded upon completion
- Reason(s) program should be approved
- Any additional governance or entity approval required beyond state-approval? If so, status? Anticipated date of decision?

9. **Content and Pedagogical Knowledge:** Provide an overview of how the EPP will ensure that candidates develop a deep understanding of the critical concepts and principles of their discipline and, by completion, are able to use discipline-specific practices flexibly to advance the learning of all students toward attainment of college- and career-readiness standards. Organize your response around the four [InTASC](#) categories:

- (1) The learner and learning;
- (2) Content;
- (3) Instructional practice;
- (4) Professional responsibility.



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10. **Clinical Partnerships and Practice:** Describe how the EPP will ensure that effective partnerships and high-quality clinical practice are central to preparation so that candidates develop the knowledge, skills, and professional dispositions necessary to demonstrate positive impact on all P-12 students' learning and development. Be sure to include the following in your response:

- A detailed description of or plan for developing deep clinical partnerships;
- A table of anticipated clinical educator and clinical placement characteristics;
- A plan to collect data on candidates' progressively developing teaching skills, including impact on P-12 student learning.

11. **Candidate Quality, Recruitment, and Selectivity:** Describe how the EPP will ensure that the quality of candidates is a continuing and purposeful part of its responsibility from recruitment, at admission, through the progression of courses and clinical experiences, and to decisions that completers are prepared to teach effectively and are recommended for certification. Be sure to include the following in your response:

- A description of or plan for admissions selectivity criteria and recruitment;
- EPP selectivity criteria at admissions including grade point averages, standardized test scores and any non-academic factors;
- A plan for collecting and monitoring data on selectivity at admission and at completion including capstone performances and the EPP's measures of impact on P-12 student learning.

12. **Program Impact:** Provide a plan for how the EPP will demonstrate the impact of its completers on P-12 student learning and development, classroom instruction, and schools, and the satisfaction of its completers with the relevance and effectiveness of their preparation. Be sure to include the following in your response:

- Plan to collect data on completers' (not candidates'):
 - (1) Impact on P-12 student learning
 - (2) Teaching effectiveness
- Plan to collect two years of survey data on:
 - (1) Employer satisfaction
 - (2) Completer satisfaction.

13. **Provider Quality Assurance and Continuous Improvement:** Provide a plan for maintaining a quality assurance system comprised of valid data from multiple measures, including evidence of candidates' and completers' positive impact on P-12 student learning and development.

Be sure to include descriptions or plans for the following:

- Regular and systematic assessment of:
 - (1) The EPP's performance
 - (2) Use of data for continuous improvement
- Processes for gathering data related to:
 - (1) The EPP's performance
 - (2) Use of data for continuous improvement
- Process for collecting measures of completers' (not candidates') impact on P-12 student learning

14. **Standards-Based Data Collection for Programmatic Analysis, Improvement, and Sharing:** Describe the EPP's plan to ensure data collected related to all standards use/are:

- (1) Multiple measures



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- (2) Comparable/benchmarked
- (3) Analyzed and shared
- (4) Used for improvement
- (5) Meet the criteria for quality

15. **Annual Reporting:** For each of the annual reporting measure listed below, describe a plan for annually collecting data:

- Graduation Rates
- Ability of completers to meet licensing (certification) and any additional state requirements; Title II
- Ability of completers to be hired in education positions for which they have prepared
- Student loan default rates and other consumer information

16. **Technology:** How will technology be integrated throughout all programs?

Part D – Submission of Materials

- Submit the above and all related to documents to Scott Bogan, Director of Higher Education and Educator Preparation, at sbogan@doe.in.gov.
- Be sure you have included all items included in the application checklist posted at <https://www.in.gov/doe/educators/epps/new-program-proposals/>.
- DO NOT MAIL!
- An email message will be sent to the preparer verifying receipt of materials. If email message not received within 48 hours, then please email Mr. Bogan at sbogan@doe.in.gov for confirmation.
- Instructions regarding onsite presentation will be provided in follow-up email message.
- New programs will require at least three (3) months of review following onsite presentation of proposal.

*Please refer to the [CAEP Revised 2022 Standards Workbook](#) for detailed explanation of EPP expectations.