

TEAC's Accreditation Process at a Glance

Steps	Program faculty actions	TEAC actions
1. Application	Program faculty prepares and submits on-line application and sends membership fee.	TEAC staff consults with the institution and program faculty; TEAC accepts or rejects application (on eligibility requirements) and accepts or returns fee accordingly**
2. Formative evaluation	<ul style="list-style-type: none"> • Program faculty attends TEAC workshops on writing the <i>Inquiry Brief</i> or <i>Inquiry Brief Proposal</i> (optional) • Program faculty submits draft of the <i>Brief*</i> with checklist 	<ul style="list-style-type: none"> • TEAC staff reviews draft <i>Brief</i> or sections for coverage, clarity, and auditability and returns drafts for revisions and resubmission as needed • If appropriate, TEAC solicits outside reviews on technical matters, claims, and rationale**
3. <i>Inquiry Brief</i> or <i>Inquiry Brief Proposal</i>	<ul style="list-style-type: none"> • Program faculty responds to TEAC staff and reviewers' comments** • Program submits final <i>Brief</i> with checklist 	<ul style="list-style-type: none"> • TEAC declares <i>Brief</i> auditable and instructs program to submit final copies of <i>Brief</i> • TEAC accepts <i>Brief</i> for audit and submits it to the lead auditor for instructions to audit team
4. Call for comment	Program faculty distributes call-for-comment letter to specified parties	TEAC places program on TEAC website's "call-for-comment" page
5. Survey	Program sends email addresses for faculty, students, and cooperating teachers.	TEAC electronically surveys the faculty, students, and cooperating teachers who send their responses anonymously to TEAC through a third-party vendor.
6. Audit	<ul style="list-style-type: none"> • Program faculty submits data for audit as requested • Program faculty responds to any clarification questions as needed • Program faculty receives and hosts auditors visit (2-4 day) • Program faculty responds to draft audit report** 	<ul style="list-style-type: none"> • TEAC schedules audit and sends <i>Guide to the Audit**</i> • Auditors verify submitted data and formulate questions for the audit • Auditors complete visit to campus • Auditors prepare audit report and send to program faculty • TEAC staff responds to program faculty's comments about the draft audit report** • Auditors prepare final audit report and send it to program faculty, copying state representatives when appropriate
7. Case Analysis	Faculty responds to accuracy of case analysis (optional)	<ul style="list-style-type: none"> • TEAC sends the <i>Brief</i>, audit report, and faculty response to panel members. • TEAC completes case analysis and sends to program and panel members
8. Accreditation Panel	<ul style="list-style-type: none"> • Program representatives attend the panel meeting (optional) • Program faculty responds (within 2 weeks)** 	<ul style="list-style-type: none"> • Panel meets to make accreditation recommendation • TEAC sends Accreditation Panel report to program faculty • TEAC staff responds to program faculty as needed** • Call-for-comment announced via email and website
9. Accreditation Committee		<ul style="list-style-type: none"> • TEAC sends <i>Brief</i>, reviewers' comments (if applicable), audit report, case analysis, and Accreditation Panel Report for decision • Accreditation Committee meets to accept or revise the Accreditation Panel recommendation • TEAC sends Accreditation Committee's decision to program
10. Acceptance or appeal	Program faculty accepts or appeals TEAC's decision (within 30 days)**	<ul style="list-style-type: none"> • If the decision is to accredit and the program accepts the decision, TEAC announces the decision and schedules the annual report • If the decision is not to accredit and the program appeals, TEAC initiates its appeal process
11. Annual Report	Program faculty submits annual report and fees to TEAC**	TEAC reviews annual reports for as many years as required by program's status with TEAC**

Key: ** signifies the process continues until there is consensus among the parties

* TEAC uses *Brief* to refer to both the *Inquiry Brief* and the *Inquiry Brief Proposal*