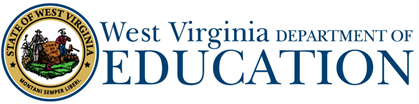
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**Transition to a WVBE Approved National Accreditor**

**Guidance Document**

West Virginia Board of Education (WVBE) Policy 5100 requires all state Educator Preparation Providers (EPPs) to hold national accreditation from a WVBE approved national accreditor. Currently, Association for Advancing Quality in Educator Preparation (AAQEP) and Council for the Accreditation of Educator Preparation (CAEP) are WVBE approved national accreditors and both are recognized by the Council for Higher Education Accreditation (CHEA).

For those institutions that intend on transitioning to a new WVBE approved national accreditor, this document will provide guidance to educator program providers ensuring they may maintain their state approval throughout the transition.

**Maintaining Accreditation Status**:

In order to maintain accreditation status, the EPP must:

1. Follow this guidance document when terminating the current membership to pursue a new membership with the other accreditor until full accreditation is received by the new accreditor

OR,

1. Maintain membership with both accrediting agencies, including submission of an annual report to the current accreditor until the accreditation process is completed with the new accreditor.

**Eligibility**: EPPs in good standing\* with a WVBE approved accreditor may transition to another WVBE approved accreditor at any time in the accreditation cycle. (Limit: one transition process is permitted in one accreditation cycle.)

*\*Good standing: meeting all requirements for full accreditation as defined by the accrediting body.*

**Letter of Intent Requirements**:

A formal letter submitted to Educator Development and Support Services (WVDE) to be presented to the Educator Preparation Program Review Board (EPPRB) for review and recommendation to the WVBE for official approval is required.

* Rationale for the request
* Signatures of the institutional leadership (President/Provost) and leadership of the EPP (Dean/Director)
* Current date

**Upon WVBE Approval**:

* EPP must gain membership with the new WVBE accreditor (membership application and paid dues)
  + EPP must provide evidence reflecting a valid membership with the new WVDE approved accreditor
* EPP must maintain current accreditation timeline with the option of one (1) good faith extension for one year approved by the WVBE.
* EPPs may terminate their current agreement once the transition is approved by the WVBE and will remain in good standing with the WVBE as they transition by following the requirements of the Accreditation Agreement with the new accreditor.
  + EPP must provide evidence reflecting the termination of their current agreement
* Until full accreditation is received, the EPP must maintain their status of good standing by submitting required annual reports to the new accreditor in accordance with its policy and procedures.
* Should the membership status of the EPP change during transition, the EPP must notify the WVDE within 30 calendar days.