



## **Credentials Review and Candidate Progress Board Policy and Procedures Statement**

### **Introduction: The Credentials Review and Candidate Progress Board**

The Education Unit diligently works to prepare talented, responsible, ethical educators; and our expectation is that all our candidates are working toward developing these attributes. Academic excellence, as demonstrated by grades, test scores, observation reports, or other measures, is not a sufficient basis upon which a recommendation for licensure can be based. Candidates must also demonstrate dispositions appropriate to the roles for which they are becoming prepared. Candidates who demonstrate behaviors that are not fitting for someone who will work with children and adolescents may be removed from the educator preparation program. The Credentials Review and Candidate Progress Board functions as the official body for considering a candidate's continuation in or dismissal from the program.

The standards for teachers are constantly being made more rigorous. The general public consistently expects the highest standards from those professionals who teach children and adolescents. State Departments of Education throughout the nation have increased the level of professional behavior standards expected of teachers within their states. The Ohio Department of Education has subscribed to a very high code of ethics for its teachers.

The function of the Credentials Review and Candidate Progress Board is to oversee the progress of any candidate whose behavior suggests that his or her candidacy for licensure may be questionable. The board has two functions, which are described below. First, however, the discussion considers the composition of the board. In Section A the discussion turns to a review of the Credentials Review functions of the Board, and in Section B it details the Candidate Progress features.

### **The Credentials Review and Candidate Progress Board is made up of the following people:**

#### Regular Members of the Board:

1. Director of Student Affairs—non-voting member
2. An Academic Advisor from the Office of Student Affairs—non-voting member
3. The Associate Dean for Outreach and Undergraduate Studies—voting member
4. Chair, Department of Teacher Education—voting member
5. Department Chair (if other than Teacher Education) or a representative appointed by the chair of the department in which the student is a candidate—voting member
6. One Program Coordinator from the Department of Teacher Education—voting member (This assignment rotates among the coordinators.)

### Invited Members of the Board:

*The following may be invited to attend the meeting of the Credentials Review and Candidate Progress Board:*

- The Faculty Advisor of the candidate who submitted the petition (in the case of Credentials Review). The advisor will be notified of the candidate's petition for an appeal in advance of the meeting. The advisor may vote on the request of the candidate he or she advises or, if unable to attend the meeting, may offer a recommendation to the Board.
- The Program Coordinator (or his or her designated Faculty Representative) of the program in which the candidate is enrolled. (This individual will be invited only when the Program Coordinator already assigned to the Board is not the coordinator of the candidate's program.) The program coordinator may vote on the matter regarding the candidate in his or her program or, if unable to attend the meeting, may offer a recommendation to the Board.

### **Section A: Credentials Review Procedures**

At times a candidate may find that a specific policy, procedure, or requirement stands as an impediment to his or her progress through a CEHS's prescribed program of study for professional licensure. In this event, the candidate needs to follow the following procedures to petition to have the perceived problem ameliorated.

#### **Procedures**

1. The candidate must first contact his or her faculty advisor to discuss the problem and seek advice on the best way to resolve it so that the candidate may proceed through his or her program in a timely way.
2. If, after following the faculty advisor's recommendations, the candidate has not been successful in removing the impediment, he or she may appeal to the Credentials Review Board to request that the policy, procedure, or requirement be waived.
  - a. A **Petition for Credentials Review** form may be obtained from the Unit of Student Affairs or on-line at <http://www.coe.ohiou.edu/resources/documents/petition-for-credential-review-committee.pdf>. The form explains the required information and material that the candidate will need to provide.
  - b. Once the form is returned to the Unit of Student Affairs, the Board will consider the candidate's petition and rule on the appeal. (See Timeline for Credentials Review section, which follows.)
  - c. The candidate will be notified, within a week of the Board's decision. The candidate will be notified of the decision by email.
  - d. The email notification will be followed by a letter sent to the candidate by ground mail and providing the same information.
    - i. A copy of the decision will be placed in the candidate's permanent file.
    - ii. The candidate's faculty advisor will be notified by email of the decision.
    - iii. The Department Chair will be notified by email of the decision.
    - iv. If the candidate feels that the Credentials Review Board did not correctly or fairly consider his or her request, the candidate may appeal to the Dean of The Patton College of Education and Human Services. (See #3 in Timeline for Credentials Review.)

## **Timeline for Credentials Review**

The Petition for Credentials Review must be received in the Unit of Student Affairs by the first or third Monday of the month in order to be considered at the next meeting of the Board.

The Credential Review Board will typically meet on the second and fourth Wednesday of each month, September through November and January through May; however, the members of the Board may shift the meetings to another day or week in order to ensure a quorum. Petitions for an appeal submitted over winter break will be dealt with in January. Petitions submitted over summer break (June-August) will be dealt with in a timely manner, even when face-to-face meetings of the full Board cannot be arranged. On-line or telephone meetings, for example, will be convened for this purpose.

An appeal to the Dean of The Patton College of Education and Human Services must be made by the candidate within two weeks of his or her notification of the Board's decision. The Dean will make a decision and respond within a month of the request for an appeal of the Board's decision

## **Documentation of the Board's Decisions**

A letter notifying a candidate of the Board's decision regarding his or her case will be sent to the candidate. If the letter reports a denial of the appeal, it will include the following:

1. The decision of the board and factors considered relevant in making the decision;
2. Suggested strategies the candidate can use to ameliorate the problem;
3. Information about how to appeal the Board's decision to the Dean, including the timeline for making such an appeal.
  - a. Request for an appeal to the Dean must be made by the candidate within two weeks of notification of the Board's decision.
  - b. The Dean will respond to the request and make a decision within one month of the request for an appeal of the Board's decision.
  - c. Candidates will be notified by email and letter within a week of the Dean's decision.
  - d. A copy of the letter reporting the Dean's decision will be placed in the candidate's permanent file.
  - e. The appeal to the Dean and the Dean's decision will be made a part of the permanent electronic record of actions of the Credentials Review Board.

## **Responsibilities of Members of Board with Regard to Credentials Review Procedures**

The following list describes the responsibilities of each member.

1. Director of Student Affairs (**Before meeting**, a. - e.; **after meeting**, f. - j.)
  - a. Receive the request from the candidate.
  - b. Review the request, provide copies of the candidate's DARS, and predetermine what possible actions could be taken by the candidate to remedy the problem (i.e. what classes could be retaken to raise a GPA and what grades would need to be earned in those classes).

- c. Notify members of the committee of the need to meet and invite the other representatives whose presence is warranted by the particulars of the case.
  - d. If there are no requests to be heard, notify members at least a day in advance of the Board that there will not be a meeting.
  - e. Provide any information that might be needed in order to consider the request (i.e. Praxis I scores). Give a copy of this information to the CRCPB chair 24 hours before the meeting.
  - f. Notify the candidate by email and hard copy of the decisions of the Credentials Review and Candidate Progress Board.
  - g. Notify the faculty advisor of the decision by email.
  - h. Notify the department chair of the decision by email.
  - i. Maintain an electronic data base with information about all candidates who present requests to the Credentials Review and Candidate Progress Board and the Board's decisions regarding their requests.
  - j. Place a copy of the letter sent to the candidate in the candidate's file and make a duplicate hard copy of the letter and all materials related to the case to be kept in a binder in Student Affairs.
2. The Academic Advisor from the Unit of Student Affairs
- a. Take minutes (date, who attended, case summary, decision) of the proceedings and see that those minutes are kept in a permanent file. This file should be kept for a minimum of four (4) years.
  - b. Assist the Director of Student Affairs in preparing for Board meeting and carrying out required actions subsequent to those meetings. .
3. The Associate Dean for Outreach and Undergraduate Studies
- a. Act as Chair of the Board.
  - b. Participate in the discussion of the candidate's request.
  - c. Vote on the request.
  - d. Review the letter to be sent to the candidate before it is sent and before any information is emailed to the candidate.
4. All other members
- a. Participate in the discussion of the candidate's request.
  - b. Vote on the request.

### **Section B: Candidate Progress Procedures**

The Patton College of Education and Human Services safeguards the quality of all candidates at Ohio University who seek licensure to work in schools. The College assumes this responsibility for all such candidates regardless of the college, department, or regional campus in which they are enrolled. As part of its authority over the progress of candidates who seek licensure, The Patton College of Education and Human Services makes determinations about candidates' right to continue in a professional preparation program, participation in early field experiences, enrollment in Professional Internships in Teaching, and eligibility for licensure.

### **Jurisdiction of the Board in Matters Regarding Candidate Progress:**

1. Referrals indicated through Dispositions Assessment (Criteria for this procedure still need to be developed).
2. Notification of a second judiciaries report. The Associate Dean for Outreach and Undergraduate Studies meets with all candidates in the college the first time they have a judiciaries report. Any subsequent incidences will be a matter for the Candidate Progress Board to consider.
3. Receiving a BCI report that indicates any arrest information.
4. Committing an offense that is inconsistent with Ohio's Standards for Professional Conduct or that is otherwise not covered in one of the areas above.

### **Procedures**

At its regularly scheduled meetings, the Credentials Review and Candidate Progress Board will consider cases in which candidates' progress is at issue. In advance of the Board meeting, the Associate Dean for Outreach and Undergraduate Studies will arrange a meeting with the candidate. The purpose of this meeting is to discuss the concerns and give the candidate an opportunity to share relevant information about his or her case. The Associate Dean will present the candidate's case to the Board. If the candidate fails to meet with the Associate Dean (or designee in the Associate Dean's absence), the Board will likely postpone action and place a registration hold on the candidate's account.

### **The Board may make the following decisions:**

1. The nature of the offense does not warrant further consideration.
2. The candidate is placed on probation. No action is required of the candidate, but there needs to be close monitoring of the candidate for a designated period of time.
3. The nature of the offense requires that some action be taken. The Board makes a decision as to what the most appropriate action(s) should be. In the case where a candidate fails to meet the conditions required by the Board or has multiple offences, the Board can inform the candidate that he or she will not be allowed to continue in the program. In such cases, the candidate will be offered advice about the best course of action for completing a degree at Ohio University.

In any case, the candidate will receive formal notification of the Board's decision. Notification of the Board's decision must be sent to the candidate within one week of the date of the Board's meeting. Any decisions of the Board and any conditions the Board may establish regarding a candidate's progress must be presented in writing to the candidate and signed by both the candidate and the Associate Dean for Outreach and Undergraduate Studies. A copy of this signed agreement will be placed in the candidate's permanent file. A candidate will be required to report in writing and provide other relevant evidence showing that he or she has met all conditions of the Board before he or she will be permitted to move forward in the program (e.g., into an early field experience or Professional Internship in Teaching) or be recommended for licensure. .

If a candidate does not agree with the Board's decision, he or she may appeal to the Dean of The Patton College of Education and Human Services. The candidate has two weeks to submit a formal appeal to the Dean. The Dean has a month to meet with the candidate, consider the appeal, and notify the candidate (in writing) of his or her decision. If the Dean upholds the decision of the Board, the Associate Dean for Outreach and Undergraduate Studies will notify the candidate of the need to sign the agreement specifying the conditions the candidate must meet in order to continue in the program.

**Responsibilities of Members of Board with Regard to Candidate Progress Procedures.** The following list describes the responsibility of each member.

1. Director of Student Affairs
  - a. Notify the candidate of the need for a meeting and why the meeting is being held.
  - b. Notify the appropriate members of the Board of the need for a meeting and advise them of the conditions that have brought about this need.
2. The Academic Advisor from the Unit of Student Affairs
  - a. Take minutes (date, who attended, case summary, decision) of the proceedings and see that those minutes are kept in a permanent file. This file should be kept for a minimum of four (4) years.
  - b. Assist the Director of Student Affairs in preparing for Board meeting and carrying out required actions subsequent to those meetings.
3. The Associate Dean of Outreach and Undergraduate Studies
  - a. Meet with the candidate in advance of the Board meeting to discuss the concerns and to give the candidate an opportunity to provide relevant information.
  - b. Act as Chair of the Board.
  - c. Contribute to the discussion and decision of the Board.
  - d. Notify the candidate, in writing, of the decisions of the Board.
4. All other members
  - a. Contribute to the discussion and decision of the Board.