

BYU-Educator Preparation Program
Admissions and Retention Requirements & Performance Criteria
for Teacher Preparation Programs
May 2020

The Utah State Board of Education (USBE) and the Council for the Accreditation of Educator Preparation (CAEP), BYU Educator Preparation Program's (BYU-EPP) national accreditor, have established requirements that all approved/accredited educator preparation programs must establish admissions requirements that include performance criteria for all teacher preparation programs at the institution. The State Board of Education established in rules R277-502-3-3 and R277-303-4-2 that

(3) To be approved for license recommendation an educator preparation program shall: (d) establish entry requirements, approved by the Superintendent, that are designed to ensure that only high quality individuals enter the licensure program, which include measures of: (i) previous academic success; (ii) disposition for employment in an educational setting; and (iii) basic skills in reading, writing, and mathematics.

CAEP has set similar requirements in its Standard 3: Candidate Quality, Recruitment, and Selectivity, which states,

The provider demonstrates 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. The provider demonstrates that development of candidate quality is the goal of educator preparation in all phases of the program. This process is ultimately determined by a program's meeting of Standard 3.

While similar to R277-502-3-3, CAEP adds more specificity to its admissions requirements in components 3.2 and 3.3 of Standard 3, which state,

Candidates Demonstrate Academic Achievement

3.2: The provider meets CAEP minimum criteria or the state's minimum criteria for academic achievement, whichever are higher, and gathers disaggregated data on the enrolled candidates whose preparation begins during an academic year.

The CAEP minimum criteria are a grade point average of 3.0 and a group average performance on nationally normed assessments or substantially equivalent state-normed assessments of mathematical, reading, and writing achievement in the top 50 percent of those assessed.

The CAEP minimum criteria apply to the group average of enrolled candidates whose preparation begins during an academic year.

Additional Selectivity Factors

3.3 Educator preparation providers establish and monitor attributes and dispositions beyond academic ability that candidates must demonstrate at admissions and during the program. The provider selects criteria, describes the measures used and evidence of the reliability and validity of those measures, and reports data that show how the academic and non-academic factors predict candidate performance in the program and effective teaching.

The BYU-EPP has been working for the last 18 months to update its current admissions requirements and performance criteria and retention requirements to comply with these requirements. In June 2019, the University Council on Teacher Education and Initial Programs Council voted to approve the BYU-EPP's revised admissions requirements. The new requirements follow below.

BYU-EPP Admissions Policies and Requirements

Teacher Preparation Major Programs

Admissions Cohorts

BYU-EPP teacher preparation programs will admit applicants in cohorts using the Educator system in accordance with established cohort windows prior to admitting applicants to the major in the BYU AIM system. In these established cohort windows, programs shall set application deadlines and make all admissions decisions based on applicants completing and meeting all admissions requirements at the appropriate performance level. Programs may admit applicants up to two weeks following the close of an application window in Educator and then the BYU AIM system. Programs may admit either one or two cohorts a year. To accommodate program choice, the BYU-EPP has established two different sets of cohort windows.

- Two admissions cohort windows per year
 - Fall Cohort: December 16 to August 15
 - Winter Cohort: August 16 to December 15
- One admissions cohort window per year
 - Fall Cohort: August 16 to August 15
 - Winter Cohort: December 16 to December 15

Applicant Requirements

Students wishing to pursue a teaching major must complete the following:

1. Declare the corresponding pre-teaching major
2. Complete the corresponding pre-teaching major
3. Register on the BYU-EPP management system, Educator, educator.byu.edu
4. Complete all requirements for application for the teaching major at the appropriate performance level

Pre-teaching Majors

All admissions requirements and performance criteria will be embedded in requirements for the pre-teaching major and completed using the Educator system. Programs will establish pre-major academic plans (MAPS) for the annual university catalog and BYU AIM system.

Performance Criteria

Performance criteria established for admissions requirements is based on the BYU-EPP's in-program performance criteria policy that states, "Teacher candidates must earn an 80% or greater on EPP-wide assignments and assessments to progress through the program."

Admissions Requirements and Tasks

All applicants must complete the following list of requirements and tasks. All applicants will meet the EPP minimum performance criteria for all applicable requirements.

- Educator account (CAEP Standard 3, 5)
- Academic Advisement (CAEP Standard 3, 5)
- Entrance Form (CAEP Standard 3)
- Consent Forms (CAEP Standard 3, 5)
- EPP-wide Assessments (CAEP Standard 1, 3, 5)
- Educator Usability Survey (CAEP Standard 5)
- Fingerprint & Background Check (CAEP Standard 3)
- Program Specific (CAEP Standard 1, 3, 5)
- Previous Academic Success (CAEP Standard 3, R277-502)
- Test of Basic Skills in Reading, Writing, and Mathematics (CAEP Standard 3, R277-502)
- Dispositions for Employment in an Education Setting (CAEP Standard 3, R277-502)

The following is a description of each requirement and task, along with any applicable performance criteria.

Educator Account

- Applicant will create a Educator account using a BYU NetID.
- Applicant will create, complete, and submit a T1: Admission Application through Educator by the program established deadline, including all checklist items associated with the application, prior to being admitted to the major on the BYU AIM system.

Academic Advisement

- Applicant will meet with an academic advisor to review pre-teaching major and major program requirements.
- During academic advisement session,
 - Applicant and advisor will prepare an initial graduation plan and record it on Educator.
 - Applicant will declare a pre-teaching major program.
 - Advisor will update applicant's major status in BYU AIM system to the appropriate pre-teaching major program.
 - Advisor will instruct the applicant to create a Educator account and start an admissions application, if they have not already done so.
 - Applicant and advisor will schedule follow-up appointment(s) as needed.

Entrance Form

- Applicant verifies Person Summary Information taken from BYU AIM system
- Applicant completes EPP Demographic Survey
- Applicant completes major program specific items

Consent Forms

- Applicant will respond to all EPP-wide consent forms
 - BYU policies including the honor code statement
 - Fingerprint and background check statement
 - Contact information statement
 - Total GPA and major course grade policy statement
 - Utah administrative code statement
 - Praxis II test statement
 - Practicum, student teaching, and internship field experiences statement
 - Deferment statement
 - Use of student work statement
 - Employer data consent statement

EPP-wide Assessments

- Applicant will complete all EPP-wide assessments at the appropriate performance level
 - Current:
 - Utah Teacher Education Student Survey (UTESSE)
 - Educator Disposition Assessment (EDA)

Educator Disposition Assessment-Performance Criteria

- See the Dispositions for Employment in an Education Setting section below.

Fingerprint & Background Check

- Applicant will apply for and pass a USBE approved fingerprint and background check.
- The EAC will issue applicant a fingerprint and background clearance ID badge once passing results returned from USBE.

Program Specific

- Applicant will complete any program specific tasks at the appropriate performance level for entry into the major program. Tasks may include but are not limited to:
 - Course(s)
 - Assessments
 - Transcript Review
 - Letters of Recommendation
 - Autobiography
 - Auditions
 - Writing Samples
 - Teaching Videos
 - Oral Proficiency Interview
 - Portfolio

Previous Academic Success

- Applicant will have a Total GPA that meets EPP minimum requirements
- The average of each admissions cohort's Total GPA must be 3.0 or greater
 - Individual Candidate Performance Criteria
 - Admission to an EPP program requires a Total GPA of 2.7 or higher.

- Exception/Remediation
 - Applicant with a Total GPA between 2.0 and 2.69 may be admitted with a written individualized remediation plan and a written justification from the program coordinator.
 - These justifications describe exceptional circumstances such as learning English as a second language, facing mental or physical health challenges, struggling with freshman-year experiences, or changing majors, etc.
 - Applicant with a Total GPA below 2.0 may not be admitted.

Test of Basic Skills in Reading, Writing, and Mathematics

- Applicant will pass an approved assessment of basic skills in reading, writing, and mathematics at the EPP minimum requirement.
 - Approved assessments:
 - ACT
 - SAT
 - Praxis CORE Academic Skills for Educators Tests
- The average of each admissions cohort's test of basic skills results must be at the CAEP 50% sufficiency level or greater
 - Cohort Performance Criteria
 - CAEP 50% Sufficiency Level
 - ACT
 - Reading: 21.25
 - Writing: 6.60
 - Mathematics: 21.25
 - SAT
 - Reading: 543.33
 - Writing: 5.3
 - Mathematics: 532.50
 - Praxis Core Academic Skills for Educators Tests
 - Test 5712-Reading: 168.06
 - Test 5722-Writing: 165.00
 - Test 5732-Mathematics: 162.14
 - Individual Candidate Performance Criteria
 - Reading & Mathematics Assessment
 - ACT (Reading = 17, Mathematics = 17)
 - Writing Assessment
 - ACT (Writing = 5)
 - Praxis CORE (Writing = 132)
 - Applicants with ACT/SAT mathematics and reading results, that does not include writing results, will take the Praxis CORE writing test
 - Convert SAT scores to ACT scores using concordance tables
 - Convert Praxis CORE scores to ACT scores using CAEP Mixed Test Calculator
 - Applicants without any test of basic skills results (e.g., transfer, international) are required to take the ACT, SAT, or Praxis CORE. The EPP recommends the Praxis CORE.

- Exception/Remediation
 - Reading & Mathematics Assessment
 - Exception
 - Applicant with an ACT reading and/or mathematics score below a 17 may be admitted with a written justification from the program coordinator.
 - Exceptions are at the discretion of the program which may require an applicant to retest and provide the minimum Reading and/or Mathematics score of 17.
 - Remediation
 - Applicant with a writing score below the EPP minimum requirement (i.e., ACT = 5, Praxis CORE = 132), may be admitted with a written individualized remediation plan and a written justification from the program coordinator.

Dispositions for Employment in an Education Setting

- Applicants will meet EPP minimum performance requirements on the Educator Disposition Assessment (EDA), the EPP's current disposition assessment.
 - Performance Criteria
 - 80% of max points with no items scored at the *0-Needs Improvement* level.
 - 27 Items
 - Scale: 0-Needs Improvement, 1-Developing, 2-Meets Expectations
 - Max points: 54
 - 80% of max points: 43
 - Poor performance at T1: Admissions administration leads to remediation
 - Poor performance at T1: Admissions administration will be considered in determining admissions to program
 - Exception/Remediation
 - T 1: Admissions Administration
 - Candidate is evaluated below 80% performance level
 - Committee
 - Evaluator
 - T1 Remediation Plan
 - Area(s) of concern
 - Duration
 - Mentor (typically evaluator)
 - Signature of Evaluator & Candidate
 - Recorded on Educator
 - T1 Remediation plan in force until next EDA administration, unless otherwise noted in plan

Teacher Preparation Minor Programs

Admissions Cohorts

Applicants may apply for and be accepted into a minor program at any point during the academic year once they have been admitted to a major program on both the Educator and BYU AIM systems. The cohort windows used for major programs do not apply to minor programs.

Admissions Requirements and Tasks

All applicants must complete the following list of requirements and tasks. All applicants will meet the EPP minimum performance criteria for all applicable requirements.

- Educator account (CAEP Standard 3, 5)
- Admitted to major educator preparation program (CAEP 3, 5)
- Good academic standing with EPP retention criteria (CAEP 3, 5, R277-504)
- Academic Advisement (CAEP Standard 3, 5)
- Major alerted and acknowledges minor application (CAEP 3, 5)
- Entrance Form (CAEP Standard 3)
- EPP-wide Assessments (CAEP Standard 1, 3, 5)
- Fingerprint & Background Check (CAEP Standard 3)
- Consent Forms (CAEP Standard 3, 5)
- Program Specific (CAEP Standard 1, 3, 5)

Educator Account

- Applicant will create, complete, and submit a T1: Admission Application through Educator, including all checklist items associated with the application, prior to being admitted to the minor on the BYU AIM system.

Academic Advisement

- Applicant will meet with an academic advisor to review minor program requirements.
- During the academic advisement session,
 - Applicant and advisor will prepare an initial graduation plan and record it on Educator.
 - Applicant and advisor will schedule follow up appointment(s) as needed.

Admitted to major educator preparation program

- Applicant may apply for and be accepted into a teacher preparation minor program at any point during the academic year once they have been admitted to a teacher preparation major program.

Good academic standing with EPP retention criteria

- Applicant will be in good academic standing with EPP retention criteria at the time of application to the minor program
 - Performance Criteria
 - Total GPA of 2.7 or greater since admissions to teacher preparation major program
 - Major/minor course grades of a "C" or greater

Major alerted and acknowledges minor application

- Major programs will be alerted thru the Educator system of applicant's desire to add a teacher preparation minor program. Major program must acknowledge that applicant is applying to be admitted to a minor program before admissions application may be submitted for review by minor program coordinator and faculty.

Entrance Form

- Applicant verifies Person Summary Information taken from BYU AIM system
- Applicant completes minor program specific items

EPP-wide Assessments

- Applicant will complete all EPP-wide assessments at the appropriate performance level
 - Current:
 - None

Fingerprint & Background Check

- Applicant will apply for and pass a USBE approved fingerprint and background check, if a current fingerprint and background check does not exist.

Consent Forms

- Applicant will respond to all EPP-wide consent forms
 - BYU policies including the honor code statement
 - Fingerprint and background check statement
 - Contact information statement
 - Total GPA and major course grade policy statement
 - Utah administrative code statement
 - Praxis II test statement
 - Practicum, student teaching, and internship field experiences statement
 - Deferment statement
 - Use of student work statement
 - Employer data consent statement

Program Specific

- Applicant will complete any program specific tasks at the appropriate performance level for entry into the minor program. Tasks may include but are not limited to:
 - Course(s)
 - Assessments
 - Transcript Review
 - Letters of Recommendation
 - Autobiography
 - Auditions
 - Writing Samples
 - Teaching Videos
 - Oral Proficiency Interview
 - Portfolio

BYU-EPP Retention Policies and Requirements

Teaching Major and Minor Programs: Minimum EPP Retention Requirements

Candidates must meet the following requirements:

1. Demonstration of content knowledge, pedagogical content knowledge, pedagogical skills, and integration of technology across these domains.
 - a. Maintain a total GPA of no less than 2.7 since admission to teacher preparation major and/or minor program
 - b. Receive a "C" or better in all education-related and major and minor required courses (including any courses taken prior to acceptance into a teaching major and minor)
 - c. Demonstrate sufficient and timely progress in coursework and field experiences
2. Demonstration of basic teaching capabilities.
 - a. Teach to the Utah Effective Teaching Standards
 - b. Teach to college- and career-ready standards (i.e., Utah Common Core Standards)
 - c. Teach effectively with positive impacts on P–12 student learning and development
3. Maintain a USBE-cleared fingerprint background check.
4. Demonstrate professional ethics, behavior, and dispositions (e.g., BYU Honor Code, including dress and grooming standards; dispositions assessment; Utah Effective Teaching Standard #10; and Utah Board Rule R277-217, Utah Educator Standards).
5. Maintain all major and minor program-specific retention requirements.