

# Ohio ED PREP



**Beginner's Guide to the  
Ohio Department of Higher Education  
Educator Preparation**



Department of  
Higher Education



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New to your position? Newly responsible for state-level requirements, reports, accreditation? Or just need a refresher on things you have been doing for a while? This guide provides basic information about licensure program requirements, the approval process, state reporting, and other tips to try to make the work easier. Please glance through and keep it handy as an easy resource for tracking what your institution should be doing related to state-level tasks.

If you are not already receiving emails from the EdPrep listserv, please email [EdPrep@highered.ohio.gov](mailto:EdPrep@highered.ohio.gov) and request to be added.

## **Program Requirements and Review Process**

Licensure programs are required to go through review every seven years, or at the request of the Chancellor. Information on the submission process, including program requirements for each licensure area and submission forms, may be found at <https://www.ohiohighered.org/educator-preparation/institutions>. ODHE reviews programs twice a year with deadlines October 15 and March 15.

Individual programs holding SPA recognition (without conditions) may be reviewed by ODHE through the Limited State Review process. Full State Reviews must wait for a consultant to be hired and conduct the review. All reviews are desk reviews – there are no on-site visits for individual licensure programs (CAEP is the only on-site required in Ohio for Ed Prep). Institutions may be asked to respond to questions or resubmit information to demonstrate that they have met requirements. If all requirements are met, a summary of the program is posted for public comment for 10 days. If no concerns are submitted, the approval document is printed and signed by the director of educator preparation, sent to the legal office for final review, and then signed by the Chancellor. Institutions should receive a signed pdf via email. This document contains the date of next review and should be kept on file so that you know when you are due to submit again and may also be used as evidence for CAEP Standard 1.

## **The Metrics Reporting System (required state-level annual reporting) and Data Downloading**

<https://www.ohiohighered.org/educator-preparation/transparency-accountability>

ORC 3333.048 requires that initial and principal licensure programs be evaluated using metrics established by the Chancellor and State Superintendent. To do so, a committee of faculty from across the state was convened to identify appropriate metrics to use. Metrics are collected using the Metrics Reporting System (MRS). Each institution may have two MRS users, authorized by submitting a letter from the dean or chief academic affairs officer (a template letter is posted online). Letters should be emailed to [EdPrep@highered.ohio.gov](mailto:EdPrep@highered.ohio.gov).

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A user manual is available on the home page of the MRS:  
<https://metricreportingsystem.ohiohighered.org>

Candidates are classified into pools, some of which overlap. Reporting is conducted in an academic-year format (fall, spring, summer). Candidates are grouped by “those admitted within the period,” “those enrolled within the period” (which likely includes those admitted in the period, unless enrollment was delayed), and “those completed within the period” (which will include people who are in the enrolled group).

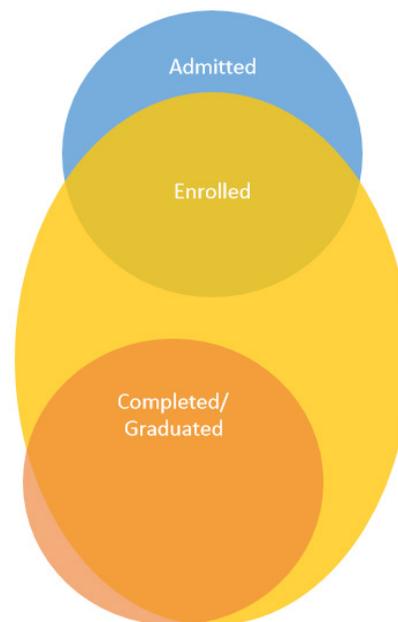
The data entry period is from October 1 through November 30 each year. Data entered should be from fall-summer of the previous academic year (September 1 – August 31 are the official reporting period dates). Notifications are sent to MRS users using the in-system emailing. Per code, state reports are published February 15.

Any raw data used in these reports is downloadable for MRS users. Using this is highly encouraged since it allows institutions with low n’s to accrue more data by compressing years. Data should be used on program improvement and can help with CAEP reports.

PDF reports are generated for each institution and posted online. These reports offer state averages alongside institution data for comparison.

A validity and reliability study is also published on the transparency and accountability web page. This may be presented to CAEP.

Be sure to capture the state ID developed in CORE when you e-sign licenses. This number will be needed to track your graduates for CAEP data collection.



## **Submitting distribution lists for Pre-Service Candidate, Principal Intern, and Principal Mentor Surveys**

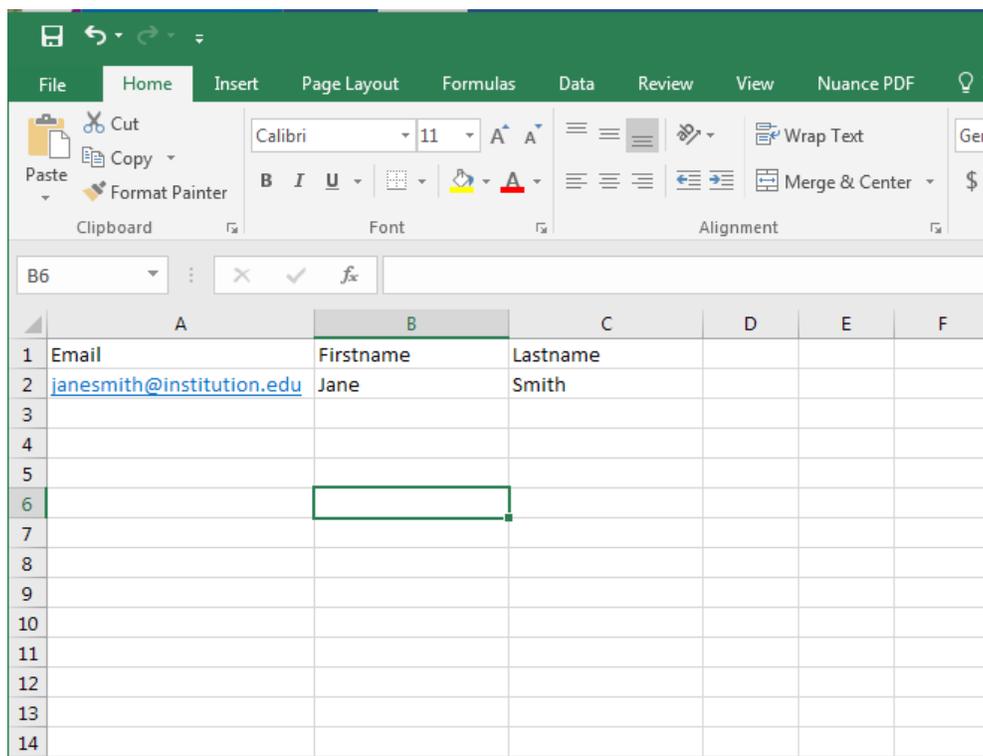
As part of the Metrics Reporting requirements, three surveys of your interns and principal mentors are conducted every semester. The intern surveys ask students who are completing your program to reflect on how well prepared they feel for their future profession. Pre-Service Candidate surveys are intended to be sent to candidates during their student teaching semester. Principal Interns should be surveyed during the final semester of the internship, along with their mentors at the same time. Distribution

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lists should be sent to [EdPrep@highered.ohio.gov](mailto:EdPrep@highered.ohio.gov) as close to the date ODHE requests as possible. Sending lists at the very beginning of the semester inevitably results in a number of changes to your list as students are removed or drop the internship in the first month. If you have no interns in your programs that semester, please send an email to [EdPrep@highered.ohio.gov](mailto:EdPrep@highered.ohio.gov) indicating so.

Qualtrics is the software used for surveying. Programs must submit distribution lists in individual Excel files (please do not put different tabs in one file for each list). Please name each file InstitutionName Survey (e.g. Mount Union Pre-Service, Mount Union Principal, Mount Union Principal Mentor).

Three columns should be used:



The image shows a screenshot of an Excel spreadsheet. The ribbon at the top includes File, Home, Insert, Page Layout, Formulas, Data, Review, View, Nuance PDF, and a lightbulb icon. The Home ribbon is active, showing options for Clipboard (Cut, Copy, Paste, Format Painter), Font (Calibri, 11, Bold, Italic, Underline, Color, Background Color), and Alignment (Wrap Text, Merge & Center). The formula bar shows 'B6'. The spreadsheet grid has columns A through F and rows 1 through 14. Row 1 contains headers: 'Email' in column A, 'Firstname' in column B, and 'Lastname' in column C. Row 2 contains data: 'janesmith@institution.edu' in column A, 'Jane' in column B, and 'Smith' in column C. Row 6 is highlighted with a green border.

	A	B	C	D	E	F
1	Email	Firstname	Lastname			
2	<a href="mailto:janesmith@institution.edu">janesmith@institution.edu</a>	Jane	Smith			
3						
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Copies of the surveys may be found under the Components of Educator Preparation Metrics Reports section of this webpage: <https://www.ohiohighered.org/educator-preparation/transparency-accountability>

Raw data from the surveys is uploaded and stored in the MRS. Even if you have low candidate numbers on surveys, you should download the data and use three-to-five-year rolling averages for individual program improvement and also to assist with CAEP reporting.

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## **Ohio Code – what are the ORC and OAC, and what is the difference?**

**Ohio Revised Code (ORC)** – laws voted on by the State Legislature.

**Ohio Administrative Code (OAC)** – the codes proposed by agencies to implement the laws.

Ed Prep OAC falls under [3333-01-05](#). This is where you can find all codified requirements for programs. Please note that these are changed when new legislation is passed that effects program requirements.

## **National Council for the Accreditation of Educator Preparation (CAEP) Accreditation – who, where, why (maybe how MRS reports can be used for which standard?)**

ORC (Ohio Law) requires all Ed Prep institutions to be nationally accredited. Formerly, there were two accrediting bodies, the National Council for the Accreditation of Teacher Education (NCATE) and the Teacher Education Accreditation Council (TEAC). These two combined into the [Council for the Accreditation of Educator Preparation \(CAEP\)](#). Should an institution lose CAEP accreditation, state approval of its programs will also be withdrawn; programs will immediately go into teach-out mode. Teach-out mode is when a program is no longer permitted to admit new students and may complete only the students currently enrolled.

CAEP requires the submission of annual reports each April, and a full self-study and onsite visit every seven years. If your position includes any responsibility related to CAEP, be sure you are receiving its communications (weekly and monthly emails) and consider attending the biannual conference. You also need to work with CAEP to gain access to AIMS, its data and reporting system.

A state consultant attends each CAEP visit. The role of the consultant is non-evaluative, but is present to ensure the process is fair for the institution and CAEP team. This person also assists with explaining Ohio rules and jargon for the team as it writes team reports and deliberates. Institutions should identify possible CAEP visit dates one year prior to the visit. Visits take place Sunday morning through Tuesday early afternoon, with teams typically arriving Saturday afternoon. Dates should be sent to [EdPrep@higher.ed.ohio.gov](mailto:EdPrep@higher.ed.ohio.gov) for approval (this ensures the state consultant is not double booked). If the date works, Ed Prep will email CAEP and copy you to confirm the date and request that it be added to AIMS.

Institutions need to make sure that the state consultant is included in communications with the CAEP team lead. The institution must not directly pay for hotel rooms or

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meals for the state consultant, per Ohio ethics rules. The consultant will make all travel arrangements and provide reimbursement to institutions for onsite meals. Please be sure that the consultant has hotel information as soon as the CAEP team is notified.

ODHE Ed Prep maintains a sample onsite agenda and tips for hosting a visit. If you are planning a visit and would like a copy of these, email [EdPrep@highered.ohio.gov](mailto:EdPrep@highered.ohio.gov).

## **Reporting at the Federal Government level: Title II**

Section 205 of Title II of the Higher Education Act (as amended in 2008) requires teacher preparation programs to report data related to candidate enrollment and licensure test data as well as their institution's efforts to serve high-need areas and meet other priorities of the United States Department of Education (USDE). Westat is the agency contracted by the government to collect, manage, and report the Title II data. Title II surveys are conducted in two phases – Verification and Individual Program Report Card process (IPRC).

### **Phase I: Verification – Occurs in the fall**

This phase calls for Ed Prep program providers to claim their candidates so licensure test scores can be appropriately attributed. Each preparation program is required to provide data for candidates who are enrolled or have completed programs of professional teacher preparation. These data are then compared with testing records, and Assessment Pass Rate and Summary Pass Rate reports are generated for preparation providers and the State. Institutions must submit the name, date of birth, and last five of SSN for all initial licensure candidates in the reporting period. They must also present the ODE initial licensure codes these individuals are pursuing (up to four). Candidates are grouped into three categories – enrolled in coursework, enrolled in student teaching, and completed. These groups are *mutually exclusive*. See the [Title II website](#) for the full technical manual and process. If Westat cannot match a student from your file to its testing data (or vice versa), this will also come to you in an error report (“unmatched”).

The Title II data collection and reporting process begins with Pearson. If you are a Title II data reporter, you should contact Pearson at [es-Titlell@pearson.com](mailto:es-Titlell@pearson.com) to set up your account credentials or update your program's contact information. The website where data is collected and posted is [www.educationreports.net](http://www.educationreports.net). Data collection begins mid-September. The initial deadline for the verification process (data collection worksheet submissions) is early December, and the final deadline is early March of the following year.

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## **Phase II: Individual Program Report Card (IPRC) Process – Occurs in the spring**

Submission and certification of the Individual Program Report Cards for Title II on the Westat (federal level) website is the end of April. This report includes data on admissions requirements and aggregate GPA, enrollment data (with gender, race, and ethnicity information), completion requirements, basic data on clinical experiences (student teaching), and the academic background of completers. There is also a section devoted to progress on an institution's goals for increasing the number of math, science, special education, and TESOL educators, which closes with a series of assurances your curriculum is appropriately focused on technology and other important areas. The report also incorporates the licensure pass rates by test (which is enabled through the completion of the verification process, whereby completers are matched with test scores). This section is automatically populated for you. Please contact Westat's Title II Support Center at [Title2@westat.com](mailto:Title2@westat.com) or (877-684-8532) to update your program's contact information if any changes are necessary.

Much of the Title II program-data coordinator's work involves uploading data collection worksheets to [www.educationreports.net](http://www.educationreports.net). Pearson matches program data with testing records to generate Title II pass rate reports and files. Educator preparation programs review reports, make changes as necessary, and resubmit revised worksheets to generate updated reports. Pearson then matches program data with testing records to generate final Title II pass rate reports. Pearson will then upload final Title II pass rate reports to preparation programs and Westat (<https://title2.ed.gov/Public/Home.aspx>), after which it is the program's responsibility to submit and certify its IPRC through the Title2.ed.gov website.

For additional information on the Title II reporting requirement, visit: <https://www2.ed.gov/about/reports/annual/teachprep/index.html>

For more information on Title II legislation, visit here: <http://www2.ed.gov/policy/highered/leg/hea08/index.html>

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## Where do I go for more information? Who can help me?

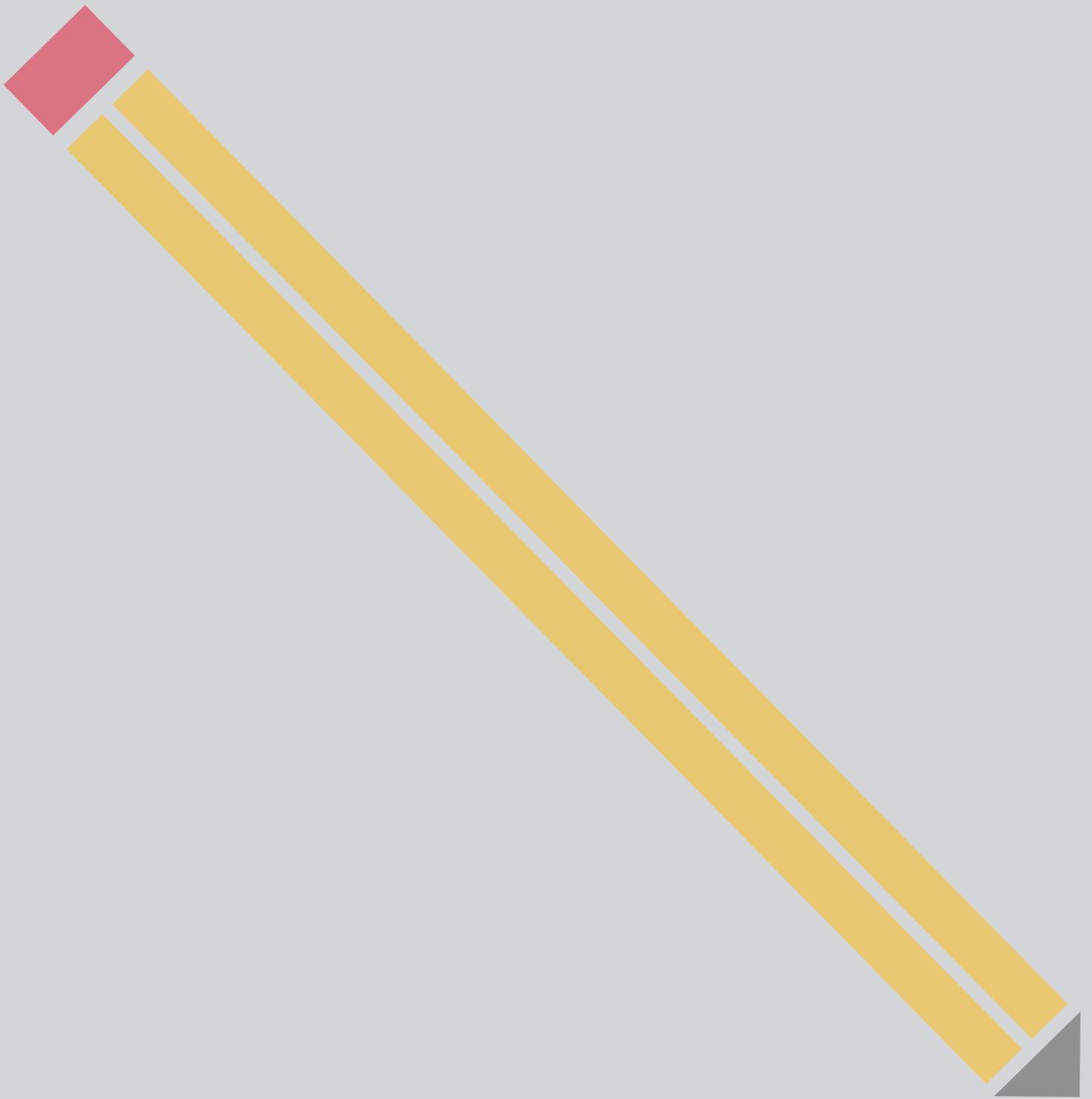
Often, people get the Ohio Department of Higher Education (ODHE) and the Ohio Department of Education (ODE) confused. To help you determine which agency to contact, decide whether you:

- Need to submit licensure programs for approval or have questions about program requirements: [EdPrep@highered.ohio.gov](mailto:EdPrep@highered.ohio.gov)
- Have questions about data we received regarding our graduates in k-12 schools: [EdPrep@highered.ohio.gov](mailto:EdPrep@highered.ohio.gov) or [MRS-Admin@highered.ohio.gov](mailto:MRS-Admin@highered.ohio.gov)
- Have a question about an application in CORE (e-signing): Contact your regional specialist or [Educator.Licensure@education.ohio.gov](mailto:Educator.Licensure@education.ohio.gov)
- Have a question about changes to OAEs and other licensure exams: [Educator.Licensure@education.ohio.gov](mailto:Educator.Licensure@education.ohio.gov)

**Tips for Networking** – Attend the Ohio Confederation of Teacher Education Organization’s biannual conference (OCTEO). Accreditation Coordinator & Licensure Coordinator groups meet at OCTEO, and there are Friday morning ODE and ODHE updates.

### **Calendar for ODHE Ed Prep Reporting:**

A detailed calendar of EPP reporting may be found online: <https://www.ohiohighered.org/educator-preparation/transparency-accountability>. Please be sure to double check that for any changes to deadlines.



 **Ohio**HigherEd.org

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