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## Two-Year Report FAQ and Template

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This FAQ and Template is for Vermont Educator Preparation Programs who are completing their Two-Year ROPA Reports.

### **Q: What is a ROPA Two-Year Report?**

**A:** From the ROPA Handbook, "Once the report of the Review Team has been accepted by the VSBPE, the institution must submit a report to the VSBPE within two years of the acceptance date. The report should begin by offering a brief overview of all programs seeking continued full approval, including the number of candidates enrolled in each program, and continue to describe any major changes at the institution that may impact the educator preparation programs(s). "

"The Two-Year Report should offer a description of its overall progress on each of the program approval standards not found to provide *satisfactory* evidence at the time of the full-program review. Explain what steps the institution has taken as a whole to meet the standard. The report should go on to describe in detail how the institution and/or program have addressed the specific concerns and stipulations of the Review Team."

### **Q: Is there a template for the Two-Year Report?**

**A:** Yes, it follows this FAQ.

### **Q: Does the Vermont Standards Board for Professional Educators (VSBPE) need to approve the report?**

**A:** Yes, if the VSBPE finds satisfactory progress, full approval of the program will be continued and extend for the next five years. Programs on conditional approval may be granted full approval at this time. If the progress is unsatisfactory, the VSBPE may decide to grant conditional approval for a given period of time or deny approval for the program. After the VSBPE meets to discuss your report, your institution (President and License Officer) will receive a letter summarizing their decision.

### **Q: What is the fee for the Two-Year Report?**

**A:** The AOE fee for the Two-Year Report review is \$500 and should be included with the report at time of submission.



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## Two-Year Report Template

Directions: Complete this template to submit your Two-Year Report. A completed submission of a Two-Year Report includes the following:

- A completed template and any accompanying documents referred to (or links to online versions of them).
- A letter from the License Officer.
- A fee of \$500 (checks payable to State of Vermont)

<b>Program Name</b>	
<b>Address</b>	
<b>Contact Name</b>	
<b>Phone</b>	
<b>Email</b>	

**Introductory Narrative Description** (a paragraph or two)

### I. Program Overview

Initial Licensure

<b>Program</b>	<b>Delivery Model</b>	<b>Number of Graduates in The Last 3 Years</b>	<b>Number of Enrollees</b>	<b>Notes</b>
<i>SAMPLE: Social Studies 7-12</i>	<i>Undergrad. and post-bac.</i>	<i>2005: 3 2004: 7</i>	<i>15</i>	<i>Due to declining enrollment, we are considering closing this program. We will notify the VSBPE of our decision this spring.</i>

		2003: 10		
<i>SAMPLE: Special Education</i>	<i>Undergrad and grad.</i>	2005: 10 2004: 11 2003: 9	25	<i>We are working with the Higher Education Collaborative in addition to our traditional on-campus program.</i>

### Additional Endorsement Programs

<b>Program</b>	<b>Delivery Model</b>	<b>Number of Graduates in The Last 3 Years</b>	<b>Number of Enrollees</b>	<b>Notes</b>
<i>SAMPLE: Reading and Language Arts Coordinator</i>	<i>Graduate</i>	5	3	<i>Candidates complete most of their coursework during nights and weekends.</i>

### II. Introduction: Program Update

1. Are there any major changes at the institution that have impacted or may impact the educator preparation program(s)?
  
2. Are you anticipating any substantive changes to your preparation programs?

3. What's happening in your program that's interesting?

**III. Program Stipulations**

Program	Stipulation	Update	Evidence

**IV. Progress Addressing Concerns**

<p><b>ROPA Standards</b></p>	<p><b>Concerns from ROPA Visit Note: Text should come directly from last ROPA report.</b></p>	<p><b>Action Steps Taken</b></p>	<p><b>Evidence Note: This section should consist of links to documentation. Please include any narrative in “action steps taken”.</b></p>
<p><b>1 Content Knowledge Pedagogy and Professional Dispositions</b></p>			
<p><b>2 Systems of Assessment</b></p>			
<p><b>3 Field Experiences</b></p>			
<p><b>4 Resources and Practices</b></p>			