



The Commonwealth of Massachusetts Department of Education

P.O. Box 9140

350 Main Street, Malden, Massachusetts 02148-5023

Telephone: (781) 338-3000

TTY: N.E.T. Relay (800) 439-2370

Office of Educator Preparation and Quality

March 3, 2008

Educator Preparation Programs **Advisory: *Guidelines for Candidate Record Keeping***

Effective immediately, the following advisory clarifies definitions and procedures related to candidate record keeping for sponsoring organizations that have state approval to operate educator preparation programs.

Candidate Records

Candidate Folder

The purpose of the *candidate folder* is to illustrate and document the history of a candidate's experiences and progress in meeting all requirements of a state-approved educator preparation program.

- The *candidate folder* encompasses all documentation required to verify a candidate's entry, enrollment, participation in, and manner of exit from a state-approved educator preparation program.
- The *candidate folder* must be maintained for all candidates, whether or not they have successfully completed the program.
- Programs are required to retain contents of the *candidate folder* for seven years following the date of a candidate's exit from the program.
- Programs are required to retain *transcripts* and *endorsement statements* in perpetuity. These documents stand as the organization's official verification of a candidate's successful completion of the state-approved program.
- Contents of *candidate folders* (including *transcripts* and *endorsement statements*) may be maintained electronically, provided they are readily available for review by Department staff.

Composition and Contents of the Candidate Folder

Candidate Folder Documentation	Contents
Admissions Materials	<p>All materials required by the organization for admission to the program, which may include:</p> <ul style="list-style-type: none"> • Application to the program • Letters of recommendation • Resume • Transcripts of prior education, including undergraduate degree(s) • Test Results (including MTEs) • Proof of Preliminary license • <i>Employment Verification Form</i> (to document years of employment under a prerequisite Initial license)
Advising Records	<p>Programs are required to document at least three advising sessions over the course of a candidate's participation in the program. Documentation may include:</p> <ul style="list-style-type: none"> • Case management log • Form deemed appropriate by the organization to track advising.
Course Waivers	<p>Programs are required to document course waiver decisions in the candidate folder through forms and supporting documents (e.g., transcripts and/or syllabi of courses accepted to justify the waiver).</p>
Creation of Candidate Profiles in ELAR	<p>The Department encourages programs to require candidates to create their ELAR profile upon enrollment in the state-approved educator preparation program, to facilitate tracking and documentation. The candidate folder should include verification of application for licensure.</p>
Practicum Waiver Decisions	<p>Under appropriate circumstances, programs have the authority to waive up to 50% of a required practicum. Programs are required to document practicum waiver decisions through forms and supporting documents (e.g., a written rationale, with sign off by the program director, to justify the waiver decision).</p>
Performance Assessment (Initial License) <ul style="list-style-type: none"> • Preservice Performance Assessment (PPA) 	<p>The Performance Assessment (PPA or Administrator Performance Assessment)</p>

Candidate Folder Documentation	Contents
<ul style="list-style-type: none"> • Administrator Performance Assessment 	<p>is required as the summative evaluation of a candidate's proficiency in the <i>Professional Standards</i> of the Initial license. All elements of the Performance Assessment (PPA or Administrator Performance Assessment) must be maintained according to Department Guidelines, including license-specific questions.</p>
<p>Pre-Practicum Log (Initial License)</p>	<p>Programs are required to document time committed to and activities included in the Pre-Practicum component of the state-approved educator preparation program.</p>
<p>Program Authorization for Out-of-State or Private School Practicum Placement (Initial Programs)</p>	<p>Out-of-state or private school practicum placement should be the rare exception in state-approved programs. Organizations are required to maintain written documentation of the rationale and the specific provisions made to ensure that candidates complete a practicum experience that is in adherence with the regulations.</p>
<p>Program Completion Materials: Transcript and Endorsement Statement</p>	<p>Organizations are required to retain official transcripts and endorsement statements as part of the candidate folder for seven years from the date of program completion. The transcript and endorsement statement stand as the official verification of a candidate's successful completion of a state-approved educator preparation program and thus should be maintained by the organization in perpetuity.</p>
<p>Mentoring Logs (Professional Programs)</p>	<p>For those programs that are approved with inclusion of the advanced mentoring component, documentation of the content and activities included in the mentoring segment must be retained in the candidate folder.</p>