

Ed Prep Policy Advisory 2016

Candidates Record Retention



This advisory is to update Sponsoring Organizations (SO) about the required candidate records to be retained and available for the purposes of formal program review. The documentation outlined below is used as one source of evidence in the review process. Failure to provide information as requested may result in a lack of evidence in support of a criteria being met. The format, organization and structure in which these records are retained is determined by each individual SO.

Advising: Evidence of the advising candidates received throughout the program (may include advising files, hand written logs, e-mail records, etc.)

Content verification (Initial Post-Baccalaureate candidates): Documentation showing execution of SO's process for verifying content knowledge if required for program admission

Waivers: Documentation showing execution of the waiver policy for individuals

Candidates at risk: Documentation of the process of identification, support and, (possibly) counseling out candidates who are not meeting standards

Practicum hours: Evidence of the hours candidates completed during practicum (e.g. logs)

Practicum observations: Evidence that demonstrates the type of feedback provided to candidates based on at least 3 observations conducted by Program Supervisor

Performance assessment (currently PPA or CAP for teacher candidates): Completed performance assessment

Transcripts: Copy of program completers' transcripts with endorsement statement

Things to note

- The records outlined above must be kept for all candidates for the most recent three academic years. For example, at the beginning of academic year 2015-16, SOs should have these records for all candidates enrolled during the 2012-13, 2013-14, and 2014-15 academic years.
- Candidate records may be maintained electronically, provided they are readily available for review by the program reviewers and ESE staff.
- If electronic signatures are used, they must adhere to [Mass. Uniform Electronic Transactions Act, G.L. c. 110G](#)
- The above list does not preclude ESE from asking to review additional candidate documentation at any point during the period of approval.
- The above list is not intended to address or supersede any regulatory requirements from the Sponsoring Organization, Department of Higher Education, or any other legal requirements pertaining to record retention. Each SO assumes the burden of ensuring that they maintain records in accordance with the policies of any other legal/government authority.