

Council on Education of the Deaf

CED Program Review Instructions

Revised, February 2020

Program Re-accreditation Process

CED contacts program due for renewal

- CED sends a reminder to the program's Director for the following year's re-accreditation
 - Program agrees to the re-accreditation
 - Program selects March 15th or September 15th submission date
 - Program compiles data for the past 5 years and generates report across the standards
 - Programs should use the following forms, found on the CED website (under Accreditation) in preparing their report:
 - Program Review Format and Forms
 - Instructions
 - Review Rubric
- New standard 1.2.2: Language and Communication
 - Programs must provide performance data on each candidate's skills in meeting the program's language and communication philosophy
 - Programs training in 2 or more languages/modalities must provide performance skill documentation for each language or modality, for each candidate over the past 5 years

Program submits report electronically to the Executive Director

- Executive Director emails the Program Director to notify him/her regarding receipt of the report
- Executive Director schedules the electronic review of the program
 - Review is completed within 90 days
 - There is no on-site review, unless requested (Program will cover all reviewers' expenses)

CED Review Team

- The Executive Director identifies reviewers from the CED list
 - Each reviewer is paid \$250 to complete the review process in a thorough and timely manner
 - The Executive Director may choose to participate in, and oversee, the review process
- The reviewers use the CED rubric to evaluate the program’s submission using an electronic review process
 - Each standard is evaluated according to the rubric posted on the website. Criteria are:

<i>Not Met: Further Work Needed</i>	<i>Met with Conditions.</i>	<i>Met</i>
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- The Executive Director contacts the Program Director for any needed clarifications or missing information for standards evaluated as Met with Conditions or Not Met.
 - Programs have 30 days to respond
- The Executive Director and reviewer(s) examine the response and make a determination regarding the degree to which each standard is now met

CED Board Review

- The Executive Director reports to the Board at the next face-to-face meeting
 - The Executive Director reports on the review process and any issues identified, resolved, or remaining
 - The Executive Director makes a recommendation to the Board regarding program’s accreditation
- The CED Board votes on the program’s accreditation—each member organization has one vote
 - If approved for re-accreditation, the program will receive a plaque at the next ACE-DHH February conference
 - Program Directors must report annually to the Executive Directors on progress made for each rubric item marked as “met with conditions” until the item is evaluated as “met.”
 - Programs will remain accredited while addressing the items evaluated as “met with conditions.”
 - Accreditations are posted on the CED website for 1 calendar year

Program Reviewers

- CED maintains a list of approved reviewers
 - All have received training in using the CED rubric
 - Priority is given to current or retired Deaf Education IHE program faculty
 - Other professionals (teachers, administrators) in Deaf Education are recruited based on their experience and interest

New Program Accreditation Process

Program Director contacts the CED Executive Director

- Program expresses interest in obtaining CED accreditation
- Program and Executive Director identify a March 15th or September 15th submission date
- Programs must report on 5 years of data for their candidates

Reporting and evaluation processes

- Programs follow the procedures identified for re-accreditation in generating and submitting their report
 - Use of forms on the CED Accreditation website
 - Submission of all data including performance data for each language/modality for which their candidates are trained
- The Executive Director follows the same evaluation procedures upon receipt of the report
 - Identifies a reviewer(s) and holds an electronic review
 - Contacts the Program Director for any clarifications or additional information
 - Reports on and makes a recommendation to the CED Board regarding accreditation
- The CED Board votes on the programs' accreditation
 - Accredited programs are awarded a plaque at the next ACE-DHH February conference
 - Program Directors must report annually to the Executive Directors on progress made for each rubric item marked as “met with conditions” until the item is evaluated as “met.”
 - Programs will remain accredited while addressing the items evaluated as “met with conditions.”
 - Accreditations are posted on the CED website for 1 calendar year