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 must report on each CED-CEC standard separately. Assessments may address several standards as part of one project, but must evaluate and report outcomes individually. Each assessment must be designed as a rubric using observable and measurable terms to describe expected candidate performance outcomes.
    - 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:

<table>
<thead>
<tr>
<th>Not Met: Further Work Needed</th>
<th>Met with Conditions</th>
<th>Met</th>
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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