

How to access SPAs in CAEP AIMS

This section of the tutorial provides step-by-step instructions on how to access your SPA shell in the CAEP AIMS website. In addition, it is recommended that you view the video tutorials created by CAEP. Each video is about 10-11 minutes long. These videos can be found at [SPA Submission Video Tutorials](#).

ACCESSING YOUR SPA SHELL (TEMPLATE)

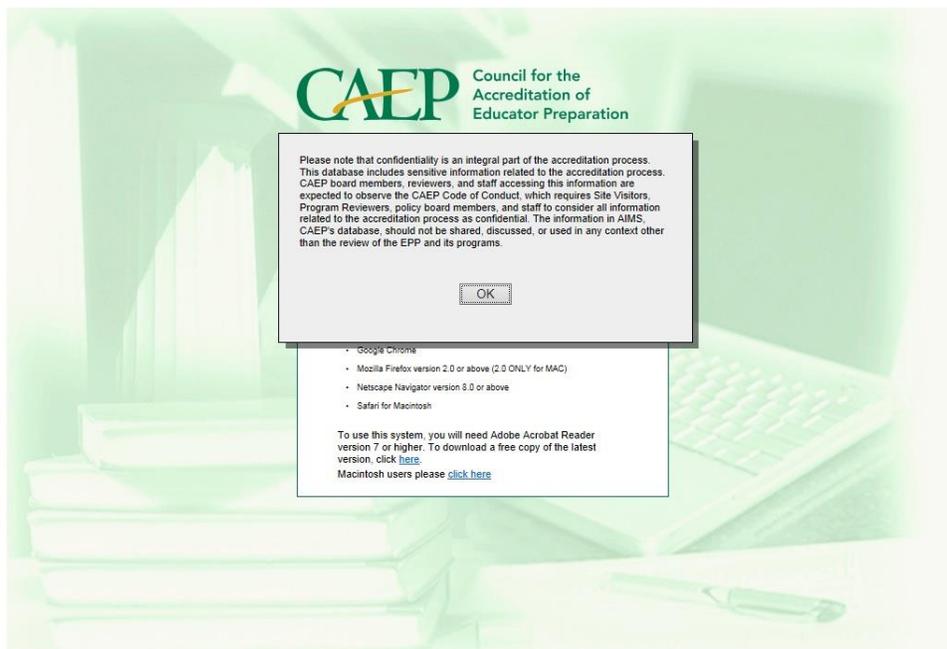
STEP 1: Go to the CAEP AIMS website at http://aims.caepnet.org/AIMS_login.asp.

STEP 2: Once you have accessed the CAEP AIMS homepage (as seen in picture below), click "OK". After clicking "OK," enter the user name and password listed below. The user name/password is common across our Educator Preparation Provider (EPP).

AIMS (CAEP)

User Name: 11405

Password: 7204tansdn



STEP 3: Once you enter the user name/password, you should see the following page. Click on the “Program Review System” as highlighted with the yellow arrow.

Welcome to AIMS, an integrated system that provides tools for institutions to collaborate with CAEP and to facilitate the accreditation process.

Please select items from left menu to continue.

NEW!

2014 Fall CAEP Conference in Partnership with AACTE
Excellence in Educator Preparation: Building Our Profession on Evidence

The CAEP Conference is an opportunity to share evidence of innovations, continuous improvement and transformational practice, as well as to gain information on the CAEP accreditation process. At CAEPCon, hundreds of supporters of improving teacher quality including educator preparation providers, State Educational Agencies, Local Educational Agencies, educational organizations and associations gather together to share innovative ideas about accreditation's role in ensuring candidate readiness with a focus on capacity building as well as information sharing. For more information, please visit: <http://caepnet.org/events/caepcon/>

Manage Faculty Information

This page presents a listing of your EPP's full- and part-time professional education faculty. In constructing this master list, CAEP's goal is to minimize EPP's workload by eliminating redundancy in terms of the institution having to enter the same information on its professional education faculty in multiple places (i.e., in both program reports and the institutional report). For example, when completing each of your program reports, the relevant faculty member names can simply be selected on this master list and the information then imported into the program report.

As a work in progress, the accuracy and completeness of this listing of your professional education faculty depend on your participation in its management. We encourage you add or delete faculty members as appropriate as well as by making any corrections as necessary to the existing members listed. The more accurate and complete this master list is, the more the process of submitting program reports as well as the institutional report will stand to benefit.

STEP 4: Once you select this option, you should see your program listed (as shown in the by the yellow arrow below pointing to the M.A.E. in Educational Leadership: Building Level Administrator. Click on the name of the program to access your SPA shell (template). You may begin working in the SPA by clicking on the name of the program.

Program Report for Ball State University Teachers College

Semester: S15

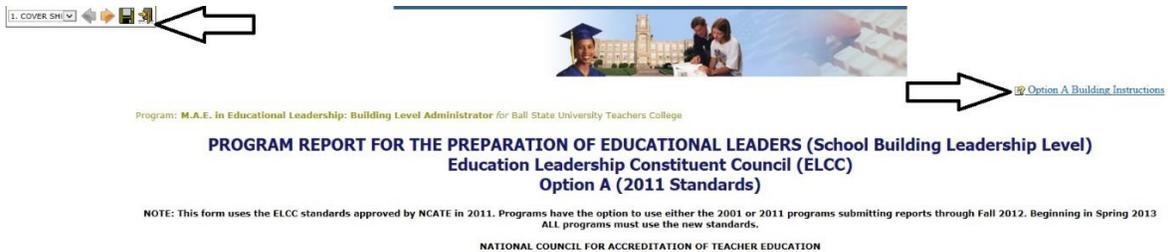
This page loaded at 7/24/2014 2:06:04 PM EST

Deadline 3/15/2015 11:59:59 PM EST

Program Name	Draft	SPA	Option	Form View	Deadline	Last Update	Program Report		Final Report		Final Decision
							Previous	Current	Previous	Current	
M.A.E. in Educational Leadership: Building Level Administrator		ELCC	A		3/15/2015 11:59:59 PM EST	-	-	NA	-	NA	In Process
ED.S in Educational Leadership: District Level Administrator (Superintendent)		ELCC	A		3/15/2015 11:59:59 PM EST	-	-	NA	-	NA	In Process
ED.D in Educational Leadership: District Level Administrator (Superintendent)		ELCC	A		3/15/2015 11:59:59 PM EST	-	-	NA	-	NA	In Process
Total: 3											

STEP 5: You will see your report template. Note the two black arrows. The first black arrow on your left shows you a box where you can navigate to the various sections of the SPA by either selecting the drop down menu or using the arrows to move back and forth from section to section. The disc icon allows you to save your report.

The second black arrow on your right shows you a link to the instructions for your SPA.



COVER SHEET

1. Institution Name

2. State

3. Date submitted
 MM DD YYYY
 / /

4. Report Preparer's Information:
[Add a Person](#) (To remove a copy, clear all of its fields.)

Name of Preparer:

Phone: Ext.

E-mail:

STEP 6: If you scroll down to the bottom of the page on your template, you will see that you may also use the boxes (as shown in the picture below in the yellow oval with yellow arrows) to navigate from one section to another, save the draft or save and quit. If you select the “Draft” button below, it will allow you to create and draft and print a working version of you SPA.

15. Is your unit seeking
 NCATE accreditation for the first time (initial accreditation)
 Continuing NCATE accreditation

16. State Licensure requirement for national recognition:
 NCATE requires 80% of the program completers who have taken the test to pass the applicable state licensure test for the content field, if the state has a testing requirement. Test information and data must be reported in Section IV. Does your state require such a test?
 Yes
 No

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 CAEP is a non-governmental, voluntary association of more than 75 members, representing post-secondary organizations involved in the preparation of P-12 professional educators; those educators, their employers and the state entities that regulate them; and the policy community and the public. CAEP advances excellent educator preparation through evidence-based accreditation that assures quality and supports continuous improvement to strengthen P-12 student learning.

ACCESSING PREVIOUS SPAs

This section of the tutorial provides step-by-step instructions on how to access previous SPAs if you previously submitted a SPA during the last accreditation cycle.

STEP 1: At the Program Review System page, you will note a drop down menu (as shown by the yellow arrow in the picture below) that gives you options on the semester to select. Semester options go back to F08 (or Fall 2008), which is the first time programs at BSU submitted a SPA. You'll need to select the semester(s) in which you submitted your SPA. Please note that if your initial SPA was *Recognized with Conditions*, then you will need to access multiple semesters if you want to see all the SPA Reports.

Program Report for Ball State University Teachers College

Semester	Program Name	Draft	SPA	Option	Form View	Deadline	Last Update	Program Report		Final Report		Final Decision
								Previous	Current	Previous	Current	
S15 F13 F11 S11 F10 S10 F09 S09_2 S09_1 F08												
J.A.R. in Role	...		ELCC	A		3/15/2015 11:59:59 PM EST	08/20/2014 EST	-	NA	-	NA	In Process
F08	...		ELCC	A		3/15/2015 11:59:59 PM EST	08/20/2014 EST	-	NA	-	NA	In Process
F09	...		ELCC	A		3/15/2015 11:59:59 PM EST	-	-	NA	-	NA	In Process

STEP 2: Once you identify the semester(s) where your report(s) were submitted, you will be able to access both the SPA that your program submitted and the National Recognition Report(s) submitted by the SPA scorer. These will be available by clicking the PDF icons as shown below under both "Program Report" and "Final Report." The SPA(s) that you submitted are found in the area where I have included the yellow circle in the picture below. The National Recognition Report(s) are found in the area where I have included the pink circle below.

Please note that it is recommended that you look at the previous recognition reports to capture any comments or concerns so that you can make sure that you address these in your current SPA.

Semester	Program Name	Draft	SPA	Option	Form View	Deadline	Last Update	Program Report		Final Report		Final Decision
								Previous	Current	Previous	Current	
S10	Reading Specialist Program (Revised)		ELCC	A		3/15/2010 11:59:59 PM EST	03/15/2010 EST	Previous	Current	Previous	Current	Recognized
S10	Physical Education (Response to Conditions)		NASPE	A		3/26/2010 11:59:59 PM EST	03/23/2010 EST	Previous	Current	Previous	Current	Recognized w/ conditions
S10	Social Studies (Response to Conditions)		NCSS	A		3/15/2010 11:59:59 PM EST	03/12/2010 EST	Previous	Current	Previous	Current	Recognized
S10	Mathematics (Revised)		NCTM	A		3/26/2010 11:59:59 PM EST	03/11/2010 EST	Previous	Current	Previous	Current	Recognized

STEP 3: As a reminder, when you access the previous SPA, make sure that you remember that in addition to the narratives and other sections in the SPA template, you will also want to look at the attachments that were included by the Program Manager. These attachments are found by clicking on the “Paper Clip” icon, as shown by the yellow arrow and circle in the picture below. It will be critical for you to view both the report **and** the attachments.

