

# Annual Program Report 2014-2015 Academic Year

Instructional Webinar  
September 28, 2015

**Illinois State Board of Education \* Educator Licensure Division**

# **Annual Program Report 2014-2015 Academic Year**

**Instructional Webinar  
September 28, 2015**

**Illinois State Board of Education \* Educator Licensure Division**

# Reporting Window

- ✿ *As per 23 Illinois Administrative Code Section 25.115 h):*
  - ✿ “Each recognized educational unit shall submit a separate annual program report for each approved program to the State Superintendent of Education, in a format defined by the State Superintendent, no sooner than **October 1** and no later than **November 30.**”

To begin, go to <http://www.isbe.net/>.  
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**Illinois State Board of Education**  
James T. Meeks, Chairman  
Tony Smith, Ph.D., State Superintendent of Education

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Once here, click **IWAS** in the top horizontal bar menu.

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 **Illinois State Board of Education**  
James T. Meeks, Chairman Tony Smith, Ph.D., State Superintendent

I W A S I W A S I W A S I W A S I W A S I W A S I W A S I W A S

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**Already have an account?  
Login Here:**

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☐ Remember Login Name

**LOG IN**

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If you have forgotten your login name or password, click on the link below.

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Some ISBE web-based systems require electronic signatures. You can create your own logon id and password by clicking on the following link. After you establish your logon, you will then have the ability to request authorization to use ISBE's systems.

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**Need Help?**

If you need help with logging in, the sign up procedure or your password, please click on the link below.

[Help](#)

This web site has been optimized for Internet Explorer 6.0 or above / Firefox 2.0 or above. You can download the latest version of these browsers by clicking on the following icons.

If you are a first-time user, you must call the **Illinois State Board of Education Call Center** at **(217) 558-3600** to have an account set up for you.

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**Illinois State Board of Education**  
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**IWASTRAIN IWASTRAIN IWASTRAIN IWASTRAIN IWASTRAIN IWASTRAIN**

Login: NORTHERNILADM    DISTRICT / RCDT Administrator

**Home**  
**System Listing**  
Pending Sign Ups  
Pending Documents  
Change Password  
Messages - Inbox  
Messages - Archived  
Preferences  
View Sign Ups  
Help  
Log Out

Hello testing, you last logged in 9/18/2015 8:34:00 AM.

**Messages :**  
[0 unread Inbox message\(s\)](#)  
[0 unread Archived message\(s\)](#)

**Require Action :**  
[0 Sign-ups pending your approval](#)  
[0 Documents pending your approval](#)

We have your email address listed as:  
**test@test.com**  
If this is NOT correct, [click here](#) to update.

**News Items**


**testing 3/20**  
Whatever  
[More...](#)

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Once you have logged into **IWAS**, you will be brought to this screen.

Click '**System Listing**' to see which systems you are authorized to access.





# Illinois State Board of Education

James T. Meeks, Chairman    Tony Smith, Ph.D., State Superintendent

Login: NORTHERNILADM

- Home
- System Listing
- Pending Sign Ups
- Pending Documents
- Change Password
- Messages
- Inbox
- Messages - Archived
- Preferences
- View Sign Ups
- Help
- Log Out

## My Systems

Below are systems that you are either authorized to use or are awaiting authorization from either your district (Pending-District), ROE (Pending-ROE) or ISBE (Pending-ISBE). Once you are "Authorized" to access a system, simply click on the system description to use it.

[Click Here for Due Dates](#)

Categories - Click to Expand/Collapse Tree	Authorization
Reporting	
Annual	
Annual Program Report - Institutions of Higher Education	Authorized

**Legend:** ⓘ : System Description - Detailed    📅 : Due Dates    👤 : Profile

[Want to Signup for Other Systems?](#)

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After clicking ‘**System Listing**’, you will be brought to this screen. Click ‘**Annual Program Report – Institutions of Higher Education**’.

# Annual Program Report

Introduction

Name:

**Welcome to the Annual Program Report web application.**

This is a program report. Each section should be completed in careful consideration of the specific program.

"Each recognized educational unit shall submit a separate annual program report for each approved program to the State Superintendent of Education, in a format defined by the State Superintendent, no sooner than October 1 and no later than November 30." (25.115h)

For information on how to use this application, please [click here for the Annual Report User Manual](#)

Continue



The **red** arrow indicates where to click to obtain a copy of the **User Manual**.

Click the '**Continue**' button.





RCDT: 16019543051

Name: \_\_\_\_\_

[Introduction](#) > [Main Menu](#)

Unit Maintenance

[Campuses](#)

[Faculty](#)

Historical Data

[View](#)

Unit will enter campuses and faculty on this page. Select program listing to view all programs and begin the program reporting process.

**Academic Year:** 2014-2015 (Sept. 1, 2014 - Aug. 31, 2015)

**Deadline Date:** 11/30/2015

**Status:** Not Started

**NOTE:** All programs in your institution must be marked as completed before the 'Submit Data to ISBE' button becomes active.

[Program Listing](#)

[Submit Data to ISBE](#)

The Unit enters **Campuses** and edits **Faculty** for the entire Unit from this page. *(Please be advised that Campuses = New Locations for reporting purposes.)* Please enter/edit this information before any Program Reports are started. Programs will not be able to successfully complete their report if this is not completed first.

If you are adding a campus, this screen will appear.

Illinois State Board of Education

Annual Program Report  
Unit Campuses

RCDT: 09010545051


[Introduction](#) > [Main Menu](#) > Unit Campuses

1 → Campus:  2 **Add New** **Back to Main Menu** 3

Unit Campuses
Chicago
Oak Brook
University of Illinois at Urbana-Champaign

Click '**Campus**' to be directed to this screen. Type in a campus for your Unit (1) and select '**Add New**' (2). If you have multiple campuses, continue until all campuses have been entered. Then, return to the **Main Menu** (3).

# To edit faculty information

 Illinois State Board of Education

Annual Program Report  
Main Menu

RCDT: 16019543051Name:

[Introduction](#) > [Main Menu](#)

Unit Maintenance

Campuses

**Faculty**

Historical Data

View

Unit will enter campuses and faculty on this page. Select program listing to view all programs and begin the program reporting process.

Academic Year: 2014-2015 (Sept. 1, 2014 - Aug. 31, 2015)  
Deadline Date: 11/30/2015  
Status: Not Started


NOTE: All programs in your institution must be marked as completed before the 'Submit Data to ISBE' button becomes active.

Program Listing

Submit Data to ISBE

Click **'Faculty'** to edit or update faculty information.

# Faculty Information



Illinois State  
Board of Education

Annual Program Report  
Unit Faculty

ANNUAL PROGRAM REPORT | [ISBE HOME](#) | [LOGOUT](#)

RCDT: 16019543051
 

Name

[Introduction](#) > [Main Menu](#) > Unit Faculty

Need to add a new faculty member to your Institution? [Click here.](#)

Faculty Status: Active

	Faculty Name	Highest Degree	Field
<a href="#">Select</a>		M. Ed.	Counseling
<a href="#">Select</a>		Ph. D.	Special Education
<a href="#">Select</a>	<a href="#">Delete</a>	MAT	Biology
<a href="#">Select</a>		M. Ed.	Math
<a href="#">Select</a>		Ph. D.	Instructional Technology
<a href="#">Select</a>		Ph. D.	Math Education
<a href="#">Select</a>		B. Ed.	Math

Back to Main Menu

1. To **update** faculty information, click '**Select**' next to that faculty member's name and provide the most current information.
2. If there is a faculty member listed who is no longer with your Unit, select the '**Inactive Status**' option on the faculty member profile page, which will be shown on the next slide.
3. The '**Delete**' option is only available for newly entered faculty, who may have been entered incorrectly.

# Updating Faculty Information

The screenshot shows the 'Annual Program Report' for a 'Faculty Member' on the Illinois State Board of Education website. The form is for 'Northern Illinois Univ' and includes the following fields:

- Program Faculty Name:** A text input field.
- Ethnicity:** A drop-down menu with 'Two or More Races' selected.
- Classification:** A multi-select box with options: 'Clinical Supervisor', 'Content Area Faculty (that teach education courses)', and 'Professional Education Faculty'. 'Content Area Faculty' is selected.
- Highest Degree:** A drop-down menu with 'M. Ed.' selected.
- Field:** A text input field with 'Counseling' entered.
- Qualifying Experience/Expertise:** A multi-select box with options: 'Author', 'Experience as faculty in another institution', 'Extensive teaching experience', 'Other', 'Researcher', 'Scholar at institution', and 'Terminal Degree'. 'Extensive teaching experience' is selected.
- Please provide description for "Other" Qualifying Experience:** A text area with the description: 'Qualifying experience includes extensive research while surfing the internet along with rather large collection of self-teaching videos that were purchased through eBay. Other experience gained through watching some of my favorite reality television shows.'
- Employment Status:** A drop-down menu with 'Adjunct' selected.
- Campus:** A multi-select box with options: 'another one', 'Fennville', and 'Sample campus'. 'Sample campus' is selected.
- Status:** A drop-down menu with 'Active' selected.

At the bottom of the form are 'Save' and 'Cancel' buttons. The footer contains contact information for the Call Center and copyright information for 2010-2013.

**Ethnicity**: Choose from the drop-down list.

**Highest degree**: Choose from the drop-down list.

**Qualifying Experience**: Choose from drop-down list.

**Campus**: Select at least 1 from the choices provided.

**Status**: If this faculty member is active, select '**Active**'. If this faculty member is not active, but you wish to keep that faculty member's information in the system, select '**Inactive**'.


**Classification**: Select at least one (1) option shown.

**Field**: Enter this yourself.

**Employment Status**: Choose from the drop-down list.

Once this information has been entered, you must click '**SAVE**'.

# New Faculty Additions

 Illinois State Board of Education

Annual Program Report  
Unit Faculty

ANNUAL PROGRAM REPORT | ISBE HOME | LOGOUT

RCDT: 16019543051

Name:

SESSION TIMEOUT 115:02

[Introduction](#) > [Main Menu](#) > Unit Faculty

Need to add a new faculty member to your Institution? [Click here.](#)

Faculty Status: Active

		Faculty Name	Highest Degree	Field
<a href="#">Select</a>		Brad Pfeffer	M. Ed.	Counseling
<a href="#">Select</a>	<a href="#">Delete</a>	Jane Smith	Ph. D.	Mathematics
<a href="#">Select</a>	<a href="#">Delete</a>	Ma Alabama	Ph. D.	Early Childhood
<a href="#">Select</a>		Thomas White	Ph. D.	Math Education
<a href="#">Select</a>		Tommy Tone	B. Ed.	Math

Back to Main Menu

If not all current faculty are listed for the Unit, you may add new faculty members by selecting ‘**Click here**’.

# New Faculty Additions continued

Illinois State Board of Education

Annual Program Report  
Faculty Member

RCDT: 16019543051

Introduction > Main Menu > Unit Faculty > Faculty Member

**Program Faculty Name:**

**Ethnicity:**

**Classification:**  
(Please select one or more. Hold the 'Ctrl' key and click for multiple selection.)

**Highest Degree:**

**Field:**

**Qualifying Experience/Expertise:**  
(Please select one or more. Hold the 'Ctrl' key and click for multiple selection.)

**Employment Status:**

**Campus:**  
(Please select one or more. Hold the 'Ctrl' key and click for multiple selection.)


**Status:**

Enter all data for new faculty members just as you updated existing faculty. New faculty entered will appear on the Unit Faculty list.

Click **Save**.



# New Faculty Additions continued



Illinois State  
Board of Education

Annual Program Report  
Unit Faculty

ANNUAL PROGRAM REPORT | ISBE HOME | LOGOUT

RCDT: 16019543051

Name:


SESSION  
TIMEOUT 115:02

[Introduction](#) > [Main Menu](#) > Unit Faculty

Back to Main Menu

When all Unit faculty have been updated and/or added, return to the **Main Menu**.

# View Historical Data

 Illinois State Board of Education

Annual Program Report  
Main Menu

RCDT: 16019543051

Name:

[Introduction](#) > Main Menu

Unit Maintenance

Campuses

Faculty

Historical Data

View


Unit will enter campuses and faculty on this page. Select program listing to view all programs and begin the program reporting process.

Academic Year: 2014-2015 (Sept. 1, 2014 - Aug. 31, 2015)  
Deadline Date: 11/30/2015  
Status: Not Started

NOTE: All programs in your institution must be marked as completed before the 'Submit Data to ISBE' button becomes active.

Program Listing

Submit Data to ISBE



If, at any time, you wish to see a report from a previous reporting year, select '**View**' under '**Historical Data**'.

# View Historical Data continued

 Illinois State Board of Education

Annual Program Report  
History Selection

RCDT: 09010545051

[Introduction](#) > [Main Menu](#) > History Selection




Academic Year:

Program:

Choose the '**Academic Year**' and the '**Program**' for which you wish to see data previously submitted.

# Program Listing

 Illinois State Board of Education

Annual Program Report  
Main Menu

RCDT: 16019543051

Name:

[Introduction](#) > [Main Menu](#)

Unit Maintenance

Campuses

Faculty

Historical Data

View


Unit will enter campuses and faculty on this page. Select program listing to view all programs and begin the program reporting process.

Academic Year: 2014-2015 (Sept. 1, 2014 - Aug. 31, 2015)

Deadline Date: 11/30/2015

Status: Not Started

NOTE: All programs in your institution must be marked as completed before the 'Submit Data to ISBE' button becomes active.



Program Listing

Submit Data to ISBE

Once **Unit Faculty** and **Campuses** have been entered, the Annual Program Reporting process may begin.

Select '**Program Listing**'.

# Program Listing continued

Illinois State Board of Education

Annual Program Report  
Program Listing

RCDT: 16019543051 Name

Introduction > Main Menu > Program Listing

Academic Year: 2014-2015 (Sept. 1, 2014 - Aug. 31, 2015)

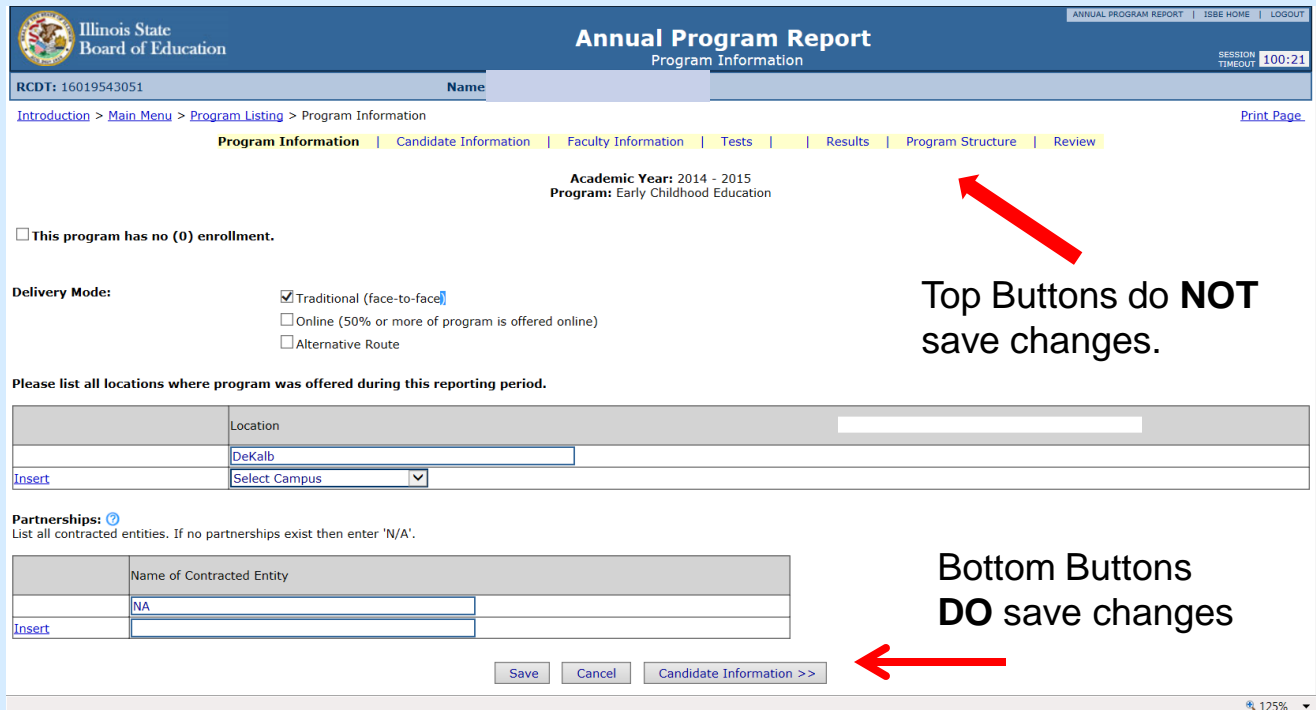
An annual report must be completed for each of the below approved programs. If a program is not listed or one is no longer active, please contact the Preparation and Evaluation Division at 217-782-2948.

Approved Program Name	Started	Completed	Completed By
<a href="#">Select</a> Blind or Visually Impaired			
<a href="#">Select</a> Chief School Business Official			
<a href="#">Select</a> Director of Special Education			
<a href="#">Select</a> Early Childhood Education			
<a href="#">Select</a> Elementary Education			
<a href="#">Select</a> Elementary Education (2014)			
<a href="#">Select</a> English Language Arts			
<a href="#">Select</a> Family and Consumer Science			
<a href="#">Select</a> Foreign Language - French			
<a href="#">Select</a> Foreign Language - German			
<a href="#">Select</a> Foreign Language - Spanish			
<a href="#">Select</a> Health Education			
<a href="#">Select</a> LBS II/Behavior Intervention Specialist			
<a href="#">Select</a> LBS II/Curriculum Adaptation Specialist			
<a href="#">Select</a> LBS II/Multiple Disabilities Specialist			
<a href="#">Select</a> LBS II/Technology Specialist			
<a href="#">Select</a> Learning Behavior Specialist I (LBS I)			
<a href="#">Select</a> Library Information Specialist			
<a href="#">Select</a> Mathematics			
<a href="#">Select</a> Music			
<a href="#">Select</a> Physical Education			

The Unit must verify that all approved programs are listed. If all information is correct, **Select** an approved program to begin the *Annual Program Report 2014-2015*.

If there is a discrepancy in the list of approved programs, please contact Henri Fonville at (217) 782-4123 or email her at [hfonvill@isbe.net](mailto:hfonvill@isbe.net).

# Program Information



Illinois State Board of Education

Annual Program Report  
Program Information

SESSION TIMEOUT 100:21

RCDT: 16019543051 Name

[Introduction](#) > [Main Menu](#) > [Program Listing](#) > Program Information [Print Page](#)

**Program Information** | [Candidate Information](#) | [Faculty Information](#) | [Tests](#) | [Results](#) | [Program Structure](#) | [Review](#)

**Academic Year:** 2014 - 2015  
**Program:** Early Childhood Education

☐ This program has no (0) enrollment.

**Delivery Mode:**

☒ Traditional (face-to-face)  
☐ Online (50% or more of program is offered online)  
☐ Alternative Route

Please list all locations where program was offered during this reporting period.

	Location
	DeKalb
<a href="#">Insert</a>	Select Campus

**Partnerships:** ⓘ  
List all contracted entities. If no partnerships exist then enter 'N/A'.

	Name of Contracted Entity
	NA
<a href="#">Insert</a>	


[Save](#) [Cancel](#) [Candidate Information >>](#)

Top Buttons do **NOT** save changes.

Bottom Buttons **DO** save changes

After selecting a program, this screen will appear.

# Program Information continued



Illinois State  
Board of Education

Annual Program Report  
Program Information

ANNUAL PROGRAM REPORT | ISBE HOME | LOGOUT

SESSION  
TIMEOUT 100:21

RCDT: 16019543051

Name

[Introduction](#) > [Main Menu](#) > [Program Listing](#) > Program Information

[Print Page](#)

**Program Information** | [Candidate Information](#) | [Faculty Information](#) | [Tests](#) | [Results](#) | [Program Structure](#) | [Review](#)

Academic Year: 2014 - 2015  
Program: Early Childhood Education

☐ This program has no (0) enrollment.

Delivery Mode:  
☒ Traditional (face-to-face)  
☐ Online (50% or more of program is offered online)  
☐ Alternative Route

Please list all locations where program was offered during this reporting period.

	Location
	DeKalb
<a href="#">Insert</a>	Select Campus

Partnerships: ⓘ  
List all contracted entities. If no partnerships exist then enter 'N/A'.

	Name of Contracted Entity
	NA
<a href="#">Insert</a>	


Save Cancel Candidate Information >>

If there is enrollment, you must select at least one option in the *Delivery Mode* before continuing.

If the selected program had no enrollment for this reporting year (2014-2015), check the box 'This program has no (0) enrollment'.



# Program Information continued



Illinois State  
Board of Education

Annual Program Report  
Program Information

ANNUAL PROGRAM REPORT | ISBE HOME | LOGOUT

SESSION  
TIMEOUT 100:21

RCDT: 16019543051

Name

[Introduction](#) > [Main Menu](#) > [Program Listing](#) > Program Information

[Print Page](#)

**Program Information** | [Candidate Information](#) | [Faculty Information](#) | [Tests](#) | [Results](#) | [Program Structure](#) | [Review](#)

**Academic Year:** 2014 - 2015  
**Program:** Early Childhood Education

☐ This program has no (0) enrollment.

**Delivery Mode:**  
☒ Traditional (face-to-face)  
☐ Online (50% or more of program is offered online)  
☐ Alternative Route

Please list all locations where program was offered during this reporting period.

	Location
	DeKalb
<a href="#">Insert</a>	Select Campus ▼

**Partnerships:** ⓘ  
List all contracted entities. If no partnerships exist then enter 'N/A'.

	Name of Contracted Entity
	NA
<a href="#">Insert</a>	

[Save](#) [Cancel](#) [Candidate Information >>](#)

Select a **Campus** for this program.

List any *Partnerships*. If a Partnership does not exist at this time, enter '**N/A**' or '**None**'.

Click '**Save**'. You may now move on to the next section, '**Candidate Information**'.

# Candidate Information

Illinois State Board of Education

Annual Program Report  
Candidate Information

SESSION TIMEOUT 119:25

RCDT: 16019543051 Name

[Introduction](#) > [Main Menu](#) > [Program Listing](#) > Candidate Information [Print Page](#)

[Program Information](#) | **Candidate Information** | [Faculty Information](#) | [Tests](#) | [Results](#) | [Program Structure](#) | [Review](#)

Academic Year: 2014 - 2015  
Program: Early Childhood Education

Number of candidates admitted to educator preparation program and enrolled between 09/01/2014 and 08/31/2015 .

	Traditional	Online	Alternative
Number of candidates	<input type="text"/>		

Number of candidates who have completed the program between 09/01/2014 and 08/31/2015.

	Traditional	Online	Alternative
Number of candidates	<input type="text"/>		


<< Program Information **Save** Cancel Faculty Information >>

Enter the total number of candidates who were in the program between **09/01/2014** and **08/31/2015**.

Enter the total number of candidates who completed the program between **09/01/2014** and **08/31/2015**.

Click '**Save**' and then '**Faculty Information**' to continue with the report.

# Faculty Information



Illinois State  
Board of Education

Annual Program Report  
Faculty Information

ANNUAL PROGRAM REPORT | ISBE HOME | LOGOUT

RCDT: 16019543051
 Name:

SESSION TIMEOUT: 118:35

[Introduction](#) > [Main Menu](#) > [Program Listing](#) > Faculty Information
 [Print Page](#)

[Program Information](#) | [Candidate Information](#) | **Faculty Information** | [Tests](#) | [Results](#) | [Program Structure](#) | [Review](#)

Academic Year: 2014 - 2015  
 Program: Early Childhood Education

**Program Faculty:** [\(Add Faculty Member\)](#)  
 Faculty who teach professional education courses and all content faculty who teach methods courses.  
 Do not include the faculty who teach pre-requisites for major/minor/general ed courses.

	Faculty Name	Highest Degree	What Field
<a href="#">Select</a> <a href="#">Delete</a>		Ph. D.	Early Childhood, Curriculum and Instruction
<a href="#">Select</a> <a href="#">Delete</a>		Ph. D.	Devel and Child Psych, Early Childhood Special Ed
<a href="#">Select</a> <a href="#">Delete</a>		Ph. D.	Early Childhood Curriculum
<a href="#">Select</a> <a href="#">Delete</a>		M. Ed.	Early Childhood Education
<a href="#">Select</a> <a href="#">Delete</a>		M. Ed.	Early Childhood Studies
<a href="#">Select</a> <a href="#">Delete</a>		Ed. D.	Curriculum and Instruction

Total Number of Program Faculty: 6

	Number of FT	Number of PT	Number of Adjunct
Doctorate	4	0	0
Masters	0	1	1
Bachelors	0	0	0


Number of faculty members teaching content for this program.

<< Candidate Information   Save   Cancel   Tests >>

125%

Programs **must** verify all faculty that are involved in the program. If not all program faculty are listed, select '**Add Faculty Member**'.

# Faculty Information continued



Illinois State  
Board of Education

**Annual Program Report**
ANNUAL PRG

[Introduction](#) > [Main Menu](#) > [Program Listing](#) > Faculty Selection

Program Information | Candidate Information | Faculty Information | Tests | Assessments | Results | Review

**Academic Year:** 2014 - 2015  
**Program:** Early Childhood Education

Select the existing unit faculty member(s) below to add to this program. Please note that faculty members that have already been added to this program will not appear in the below list member? [Click here](#)


	Faculty Name	Highest Degree	Field
<input type="checkbox"/>		M. Ed.	Instructional Technology
<input type="checkbox"/>		MA	Rehabilitation Counseling
<input type="checkbox"/>		Ph. D.	Math Education
<input type="checkbox"/>		Ph. D.	Exercise Physiology
<input type="checkbox"/>		M. Ed.	Education Administration
<input type="checkbox"/>		MS	Communicative Disorders
<input type="checkbox"/>		MS	Communication Disorders and Educational Administra
<input type="checkbox"/>		Ph. D.	Child Psychology and Shool Psychology
<input type="checkbox"/>		Ph. D.	Curriculum and Instruction -Reading, Writing, Lit
<input type="checkbox"/>		Ph. D.	Educational Policy Studies
<input type="checkbox"/>		MS	Physical Education, emph in Exercise Physiology
<input type="checkbox"/>		Ph. D.	History
<input type="checkbox"/>		Ph. D.	Art
<input type="checkbox"/>		Ed. D.	Education
<input type="checkbox"/>		MS	Health Educ/Curric & Instruction
<input type="checkbox"/>		MS	Geography

After selecting 'Add Faculty Member', a list of all Unit faculty will be shown. From this list, you may make a selection of every faculty member who is part of the program.

Once faculty have been selected, click '**Add to Program**'. You will then be returned to the **Faculty Information** page.

To **add** a **New Faculty member**, select '**Click here**' in the upper right of this page.

# Faculty Information continued

Illinois State Board of Education		Annual Program Report Faculty Member	
RCDT: 16019543051		Name	
<a href="#">Introduction</a> > <a href="#">Main Menu</a> > <a href="#">Unit Faculty</a> > Faculty Member			
<a href="#">Program Information</a>   <a href="#">Candidate Information</a>   <a href="#">Faculty Information</a>   <a href="#">Tests</a>   <a href="#">Assessments</a>   <a href="#">Results</a>			
<b>Academic Year:</b> 2014 - 2015 <b>Program:</b> Early Childhood Education			
NOTE: Adding a new faculty member on this page will automatically add them to this program's faculty list.			
<b>Program Faculty Name:</b>		<input type="text"/>	
<b>Ethnicity:</b>		<input type="text" value="Select Ethnicity"/>	
<b>Classification:</b> (Please select one or more. Hold the 'Ctrl' key and click for multiple selection.)		<input type="text" value="Clinical Supervisor"/> <input type="text" value="Content Area Faculty (that teach education/methods cour"/> <input type="text" value="Professional Education Faculty"/>	
<b>Highest Degree:</b>		<input type="text" value="Select Highest Degree"/>	
<b>Field:</b>		<input type="text"/>	
<b>Qualifying Experience/Expertise:</b> (Please select one or more. Hold the 'Ctrl' key and click for multiple selection.)		<input type="text" value="Author"/> <input type="text" value="Experience as faculty in another institution"/> <input type="text" value="Extensive teaching experience in PK-12 schools"/> <input type="text" value="Other"/> <input type="text" value="Researcher"/> <input type="text" value="Scholar at institution"/> <input type="text" value="Terminal Degree"/>	

If you need to **add** a new faculty member to the program faculty list, enter that individual's information here.

# Faculty Information continued

**Classification:**

(Please select one or more. Hold the 'Ctrl' key and click for multiple selection.)

Clinical Supervisor  
Content Area Faculty (that teach education/methods courses)  
Professional Education Faculty

**Highest Degree:**

Select Highest Degree ▼

**Field:****Qualifying Experience/Expertise:**

(Please select one or more. Hold the 'Ctrl' key and click for multiple selection.)

Author  
Experience as faculty in another institution  
Extensive teaching experience in PK-12 schools  
Other  
Researcher  
Scholar at institution  
Terminal Degree

**Employment Status:** ?

Select Employment Status ▼

**Campus:**

(Please select one or more. Hold the 'Ctrl' key and click for multiple selection.)

Alternative  
Blended  
Blended online (Heartland)  
Blended online (Naperville)  
Cicero  
Crystal Lake  
DeKalb  
Glencoe  
Hoffman Estates  
Joliet  
Kildeer  
Lake County  
Naperville  
Naperville/Lake County  
Online  
PALS  
Prairie Area Libraries System  
Rockford  
St. Charles  
Vernon Hills

**Status:**

Select Status ▼


Save


Cancel

Click **“Save”** at the bottom to ensure the new information has been saved.

# Faculty Information continued

<input type="checkbox"/>		Ph. D.	Social Science: History
<input type="checkbox"/>		Ph. D.	Social Work
<input type="checkbox"/>		MA	Speech-language pathology
<input type="checkbox"/>		M. Ed.	Field Supervision: Early Childhood & Elementary
<input type="checkbox"/>		MA	Speech-Language Pathology
<input type="checkbox"/>		Ph. D.	Germanic Language & Literature
<input type="checkbox"/>		Ed. D.	General Administrative
<input type="checkbox"/>		M. Ed.	Early Childhood Education
<input type="checkbox"/>		Ph. D.	Social Work
<input type="checkbox"/>		Ph. D.	Physical Education and Measurement
<input type="checkbox"/>		MA	Art and Design

1. 

2. 


Upon clicking '**Save**' on the previous screen, you will be prompted to '**Add**' this new faculty member to the program.

Check the box in front of that new faculty member's name, and then click '**Add to Program**'.

Or, you may wish to '**Cancel and Return to Faculty Information**'.



# Faculty Information continued

 Illinois State Board of Education

Annual Program Report  
Faculty Information

RCDT: 16019543051

Name:

[Introduction](#) > [Main Menu](#) > [Program Listing](#) > Faculty Information

[Program Information](#) | [Candidate Information](#) | **Faculty Information** | [Tests](#) | [Results](#) | [Program Structure](#) | [Review](#)

**Academic Year:** 2014 - 2015  
**Program:** Early Childhood Education

**Program Faculty:** ([Add Faculty Member](#))  
Faculty who teach professional education courses and all content faculty who teach methods courses.  
Do not include the faculty who teach pre-requisites for major/minor/general ed courses.

		Faculty Name	Highest Degree	What Field
<a href="#">Select</a>	<a href="#">Delete</a>		Ph. D.	Early Childhood, Curriculum and Ir
<a href="#">Select</a>	<a href="#">Delete</a>		Ph. D.	Devel and Child Psych, Early Child
<a href="#">Select</a>	<a href="#">Delete</a>		Ph. D.	Early Childhood Curriculum
<a href="#">Select</a>	<a href="#">Delete</a>		M. Ed.	Early Childhood Education
<a href="#">Select</a>	<a href="#">Delete</a>		M. Ed.	Early Childhood Studies
<a href="#">Select</a>	<a href="#">Delete</a>		Ed. D.	Curriculum and Instruction

Total Number of Program Faculty: 6

	<u>Number of FT</u>	<u>Number of PT</u>	<u>Number of Adjunct</u>
Doctorate	4	0	0
Masters	0	1	1
Bachelors	0	0	0

Number of faculty members teaching content for this program.

[<< Candidate Information](#) | **[Save](#)** | [Cancel](#) | [Tests >>](#)

After saving the new program faculty member's information, you will be brought back to this screen. Click '**Save**' and then '**Tests**' to advance to the next section.

# Faculty Information continued



Illinois State  
Board of Education

## Annual Program Report Faculty Information

RCDT: 16019543051

Name:

[Introduction](#) > [Main Menu](#) > [Program Listing](#) > Faculty Information

[Program Information](#) | [Candidate Information](#) | **[Faculty Information](#)** | [Tests](#) | [Results](#) | [Program Structure](#) | [Review](#)

**Academic Year:** 2014 - 2015  
**Program:** Early Childhood Education

### Program Faculty: ([Add Faculty Member](#))

Faculty who teach professional education courses and all content faculty who teach methods courses.  
Do not include the faculty who teach pre-requisites for major/minor/general ed courses.

		Faculty Name	Highest Degree	What Field
<a href="#">Select</a>	<a href="#">Delete</a>		Ph. D.	Early Childhood, Curriculum and Ir
<a href="#">Select</a>	<a href="#">Delete</a>		Ph. D.	Devel and Child Psych, Early Child
<a href="#">Select</a>	<a href="#">Delete</a>		Ph. D.	Early Childhood Curriculum
<a href="#">Select</a>	<a href="#">Delete</a>		M. Ed.	Early Childhood Education
<a href="#">Select</a>	<a href="#">Delete</a>		M. Ed.	Early Childhood Studies
<a href="#">Select</a>	<a href="#">Delete</a>		Ed. D.	Curriculum and Instruction

Total Number of Program Faculty: 6

	<u>Number of FT</u>	<u>Number of PT</u>	<u>Number of Adjunct</u>
Doctorate	4	0	0
Masters	0	1	1
Bachelors	0	0	0

Number of faculty members teaching content for this program.

<< [Candidate Information](#)

[Save](#)

[Cancel](#)

[Tests >>](#)

In order to remove a faculty member's name from this screen, click  
**'Delete'**.


# Faculty Information continued

The screenshot shows a web application interface for deleting a faculty member. At the top, there is a breadcrumb trail: 'Delete Faculty' > 'Program Information' | 'Candidate Information' | 'Faculty Information' | 'Tests' | 'Assessments' | 'Results' | 'Review'. The 'Faculty Information' tab is currently selected. Below the breadcrumb, a message states: 'You are about to delete the below faculty member. Please confirm so below or click 'Cancel Delete' to return to previous screen.' The faculty member's details are listed: 'Academic Year: 2014 - 2015', 'Program: Early Childhood Education', and 'Faculty Member: .'. At the bottom, there are two buttons: 'Confirm Delete' and 'Cancel Delete'.

You must '**Confirm Delete**' or '**Cancel Delete**' to return to the previous screen.

The '**Delete**' button does not delete that faculty member's information, but makes that faculty member inactive. If you wish to view a list of all 'Inactive' Unit faculty members, go to the '**Main Menu**', select '**Faculty**' in the Unit Maintenance tab, '**Select**' the appropriate faculty member, and change the status from '**Active**' to '**Inactive**'. Click '**Save**' when you have finished.

# Faculty Information continued



Illinois State  
Board of Education

Annual Program Report  
Faculty Information

RCDT: 16019543051Name:

[Introduction](#) > [Main Menu](#) > [Program Listing](#) > Faculty Information

Program Information | Candidate Information | **Faculty Information** | Tests | Results | Program Structure | Review

Academic Year: 2014 - 2015  
Program: Early Childhood Education

**Program Faculty:** ([Add Faculty Member](#))  
Faculty who teach professional education courses and all content faculty who teach methods courses.  
Do not include the faculty who teach pre-requisites for major/minor/general ed courses.

		Faculty Name	Highest Degree	What Field
<a href="#">Select</a>	<a href="#">Delete</a>		Ph. D.	Early Childhood, Curriculum and Instruction
<a href="#">Select</a>	<a href="#">Delete</a>		Ph. D.	Devel and Child Psych, Early Childhood Special Ed
<a href="#">Select</a>	<a href="#">Delete</a>		Ph. D.	Early Childhood Curriculum
<a href="#">Select</a>	<a href="#">Delete</a>		M. Ed.	Early Childhood Education
<a href="#">Select</a>	<a href="#">Delete</a>		M. Ed.	Early Childhood Studies
<a href="#">Select</a>	<a href="#">Delete</a>		Ed. D.	Curriculum and Instruction

Total Number of Program Faculty: 6

	<u>Number of FT</u>	<u>Number of PT</u>	<u>Number of Adjunct</u>
Doctorate	4	0	0
Masters	0	1	1
Bachelors	0	0	0

Number of faculty members teaching content for this program.

[<< Candidate Information](#) [Save](#) [Cancel](#) [Tests >>](#)

Verify that all information is correct and click ‘**Save**’ and ‘**Tests**’ to advance to the next section.

# Tests – Program Content-Area

[Introduction](#) > [Main Menu](#) > [Program Listing](#) > Tests

[Program Information](#) | [Candidate Information](#) | [Faculty Information](#) | **Tests** | [Results](#) | [Program Structure](#)

**Academic Year:** 2014 - 2015  
**Program:** Early Childhood Education

☐ **New program therefore there is no data.**

Data must be provided for the content test and APT, with the exception of the APT for advanced programs where a candidate already holds a license. However, data endorsement, based upon completing an approved program, must be reported.

## STATE TESTS

### **1. Program Content-Area Test:**

☐ Check if no one took this test this reporting period.

\* Please include last attempt ONLY during this reporting period.

Assessment Type: Paper Pencil	Traditional			Online		
	2012-2013	2013-2014	2014-2015	2012-2013	2013-2014	2014-2015
Total Test	261	256	<input type="text"/>			
Average Sub scores						
1. Language and Literacy Dev	258	253	<input type="text"/>			
2. Learning Across the Curri	257	254	<input type="text"/>			
3. ...	270	262	<input type="text"/>			

If this is a **New Program** or no one took the **Program Content-Area Test** during this reporting year, check the appropriate box in the upper left.

Sub-test titles will be pre-populated using the last two year's data.

# Tests – APT

Number of candidates who did not pass on the first try:

**2. Assessment of Professional Teaching:**  
☐ Check if no one took this test this reporting period.

*\* Please include last attempt ONLY during reporting period.*

Assessment Type: Paper Pencil	Traditional			Online			Alternative		
	2012-2013	2013-2014	2014-2015	2012-2013	2013-2014	2014-2015	2012-2013	2013-2014	2014-2015
Total Test	269		<input type="text"/>						
Average Sub scores									
1. Foundations, Characteristics, and Assessment	273	266	<input type="text"/>						
2. Planning and Delivering Instruction	273	275	<input type="text"/>						
3. Managing the Learning Environment	277	282	<input type="text"/>						
4. Collaboration, Communication, and Professionalism	278	283	<input type="text"/>						
5. Language Arts	273	273	<input type="text"/>						
6. Educational Technology	276	270	<input type="text"/>						
7. Constructed Response Assignment	246	241	<input type="text"/>						

Number of candidates who took:   
 Number of candidates who passed:  Pass Rate % (computer generated):   
 Number of candidates who did not pass on the first try:

<< Faculty Information   Save   Cancel   Results >>


If no candidates took this test during this reporting period, check the box at the top under #2.

Complete the **2014-2015** column, as well as the three (3) boxes below the data table.

When entering the ‘**Number of candidates who did not pass on the first try**’, **do NOT** enter the number of all attempts. Count only the number of candidates who required more than one (1) attempt before passing this test.

Click ‘**Save**’ and then ‘**Results**’ to advance to the next section.

# Results



Illinois State  
Board of Education

Annual Program Report  
Test Results

ANNUAL PROGRAM REPORT | ISBE HOME | LOGOUT

SESSION  
TIMEOUT 119:43

RCDT: 16019543051

Name:

[Introduction](#) > [Main Menu](#) > [Program Listing](#) > Results

[Print Page](#)

Program Information | Candidate Information | Faculty Information | Tests | Results | Program Structure | Review

Academic Year: 2014 - 2015  
Program: Early Childhood Education

For each pass rate below 80% or sub-score below 240, please provide a discussion of your plan.

All state test scores entered were above 240 or 80%. No further action required on this screen.


<< Tests | Save | Cancel | Program Structure >>

The **Results** page will be generated for you based on the sub-scores entered for the **Program Content-Area Test** and the **Assessment of Professional Teaching**.

The above screen will appear if **both** test scores are above **240 or 80%**.



# Results continued



Illinois State  
Board of Education

Annual Program Report  
Test Results

ANNUAL PROGRAM REPORT | ISBE HOME | LOGOUT

SESSION  
TIMEOUT 119:52

RCDT: 16019543051

Name:

[Introduction](#) > [Main Menu](#) > [Program Listing](#) > Results

[Print Page](#)

Program Information | Candidate Information | Faculty Information | Tests | Results | Program Structure | Review

Academic Year: 2014 - 2015  
Program: Early Childhood Education

For each pass rate below 80% or sub-score below 240, please provide a discussion of your plan.

2. Assessment of Professional Teaching:

Delivery Mode	Assessment Result	Discussion of Plan (5000 characters max)
Traditional	235 (Sub score 5)	
Traditional	235 (Sub score 6)	
Traditional	235 (Sub score 7)	

175%

This screen will appear for any sub-scores which are below 80% or 240. Please provide comments in the textbox(es) which address your intervention plan or plan for assisting candidates to improve in those sub-areas.

After completing, **Save** and continue to **Program Structure**.

# Program Structure

[Introduction](#) > [Main Menu](#) > [Program Listing](#) > [Changes](#) [Print Page](#)

[Program Information](#) | [Candidate Information](#) | [Faculty Information](#) | [Tests](#) | [Results](#) | **[Program Structure](#)** | [Review](#)

**Academic Year:** 2014 - 2015  
**Program:** Early Childhood Education

**Program overall structure**

1 - Provide a link to the course of study for this program, and indicate where this particular information may be found. Please include required fieldwork hours, clinical experience hours and student teaching hours tied to specific coursework within the course of study. (5000 character max)

**Provide the page where this information may be found, a list of the required courses, course description, and the course sequence. Please ensure that the required fieldwork hours, clinical experience hours and student teaching hours tied to specific coursework are included in the information provided.**

2 - Provide information concerning the edTPA: What have you learned thus far regarding implementation? (5000 character max)

**For advanced programs, put N/A in this box.**

3 - Describe how program faculty review assessment data throughout the program (content knowledge, pedagogical knowledge [specifically, instructional planning and candidate impact on student growth], clinical experience (this may include fieldwork and student teaching and dispositions). (5000 character max)

**Discuss the manner in which program faculty review program assessment data.**

4 - Provide an update of program changes from the previous academic year; which program changes, if any, were made/approved during the reporting period.(5000 character max)

**Provide information concerning any program changes made during this reporting period.**

[<< Results](#) [Save](#) [Cancel](#) [Review >>](#)

100%

Complete the above text boxes providing the required information.

Upon completion, click '**Save**' and then '**Review**' to advance to the final section of this report.

# Review

Program Information | Candidate Information | Faculty Information | Tests | Results | Program Structure | **Review**

**Academic Year:** 2014 - 2015  
**Program:** Early Childhood Education

The following errors exist and must be corrected before this program can be marked completed:

- \* Faculty Information - number of faculty teaching content for this program cannot be zero.
- \* Results - each APT pass rate below 80% or sub score below 240 must have a discussion plan.
- \* Program Structure - description of content knowledge and discipline specific data cannot be blank.
- \* Program Structure - update of any program changes from previous academic year cannot be blank.

-- PROGRAM INFORMATION --

☐ This program has no (0) enrollment.

**Program Overall Structure**

1 - Provide a link to the course of study for this program, and indicate where this particular information may be found. Please include required fieldwork hours, clinical experience hours and student teaching hours tied to specific c (5000 character max)

2 - Provide information concerning the edTPA: What have you learned thus far regarding implementation? (5000 character max)

This last section will provide you with a review of all of the data that has been entered.

Any areas which are **incomplete** are identified and must be completed before the report can be considered **complete**.

In this particular instance, there are several sections you must return to that have missing or incomplete information.

Once completed, **Save** and return to the **Review** section.

# Review continued

This program has passed all edit checks and is ready to be marked as completed. Review your data for accuracy and then go to the bottom of this page to check the program as being completed.

-- PROGRAM INFORMATION --

☐ This program has no (0) enrollment.

Delivery Mode:

☒ Traditional (face-to-face)  
☐ Online (50% or more of program is offered online)  
☐ Alternative Route

List all candidates and program faculty at each location.

Location	Program Candidates at Location	Program Faculty at Location
Sample campus	---	--

Partnerships.

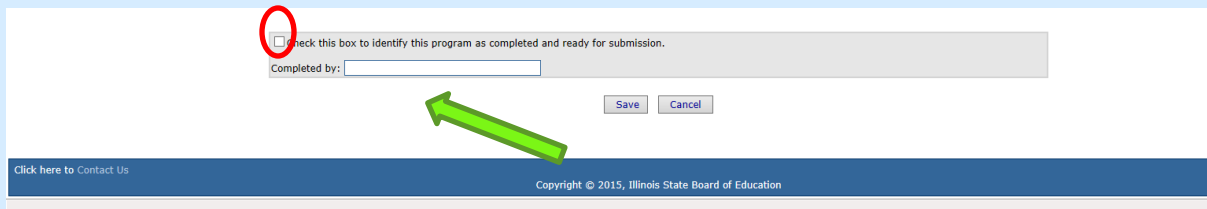
Name of Contracted Entity
n/a



**This message will appear indicating all fields have been completed.**

**Scroll down to the bottom of the report to ensure that the information entered is accurate.**


# Review: Completion of Report

A screenshot of a web form for completing a report. At the top, there is a checkbox with a red circle around it, followed by the text "Check this box to identify this program as completed and ready for submission." Below this is a text input field labeled "Completed by:". To the right of the input field are two buttons: "Save" and "Cancel". A green arrow points from the bottom of the input field towards the "Save" button. At the bottom of the form, there is a dark blue footer bar containing the text "Click here to Contact Us" on the left and "Copyright © 2015, Illinois State Board of Education" on the right.

When all errors have been corrected, you will be able to check the box to identify the program as complete. You will also fill in the '**Completed by**' box. You will NOT be able to check this box or fill in the '**Completed by**' box until all sections have been completed.

Should you discover that a **change** needs to be made to a Program Report after the Program has been marked as complete, return to the '**Results Page**', de-select the '**complete**' box, make changes in any section, and '**Save**'. Then, return to the '**Results Page**' and re-select '**complete**'.

# Review: Completion of Report continued

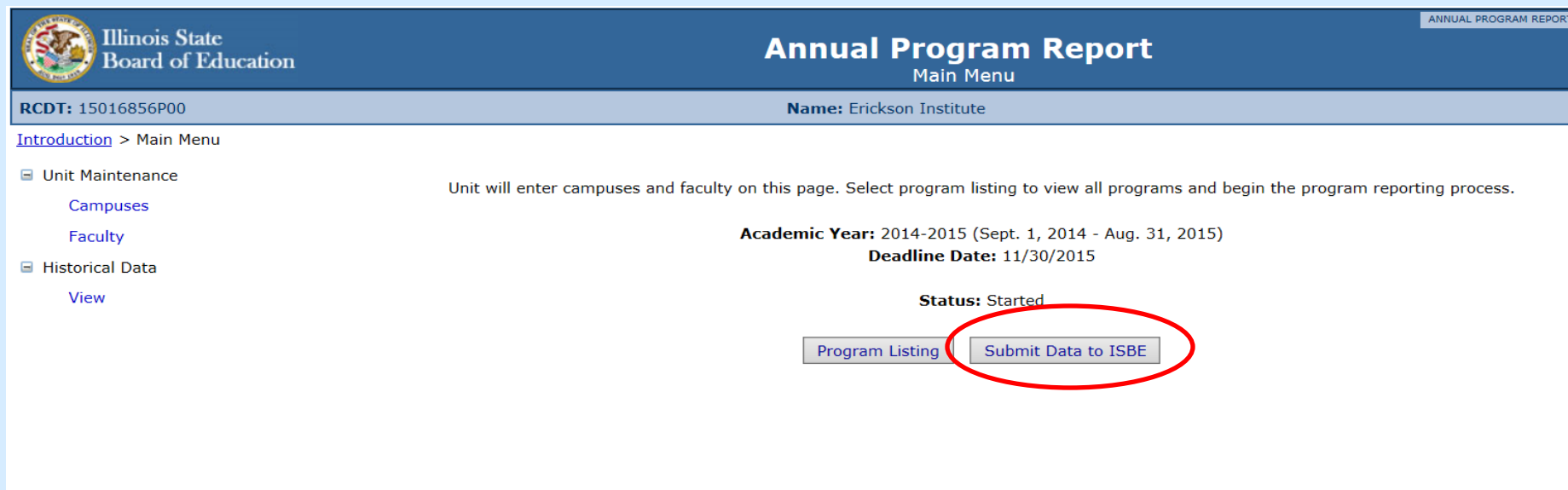
 Illinois State Board of Education	<b>Annual Program Report</b> Program Listing	ANNUAL PROGRAM REPORT		
RCDT: 15016856P00	Name: Erickson Institute			
<a href="#">Introduction</a> > <a href="#">Main Menu</a> > Program Listing				
Academic Year: 2014-2015 (Sept. 1, 2014 - Aug. 31, 2015)				
An annual report must be completed for each of the below approved programs. If a program is not listed or one is no longer active, please contact the Educator Licensure Division at 217-782-7091.				
	Approved Program Name	Started	Completed	Completed By
<a href="#">Select</a>	Early Childhood Education	✓		

Before being able to submit, you must verify that **ALL** programs listed have been completed.

Unit personnel may check the status of completion for all programs in the Unit by selecting '**Program Listing**' on the **Main Page**.

Upon completion of **ALL** program reports, the person identified as the IWAS administrator at your institution will have the ability to '**Submit**'.

# Review: Submission of Data to ISBE



The screenshot shows the Illinois State Board of Education's Annual Program Report interface. The header includes the ISBE logo and the text "Annual Program Report" with a "Main Menu" link. Below the header, the user's RCDT (15016856P00) and Name (Erickson Institute) are displayed. The left sidebar contains navigation links for "Unit Maintenance" (Campuses, Faculty) and "Historical Data" (View). The main content area provides instructions for entering campuses and faculty, displays the academic year (2014-2015) and deadline (11/30/2015), and shows the status as "Started". At the bottom, there are two buttons: "Program Listing" and "Submit Data to ISBE", with the latter being circled in red.

Illinois State Board of Education

Annual Program Report  
Main Menu

RCDT: 15016856P00 Name: Erickson Institute

[Introduction](#) > Main Menu

Unit Maintenance

- [Campuses](#)
- [Faculty](#)

Historical Data

- [View](#)

Unit will enter campuses and faculty on this page. Select program listing to view all programs and begin the program reporting process.

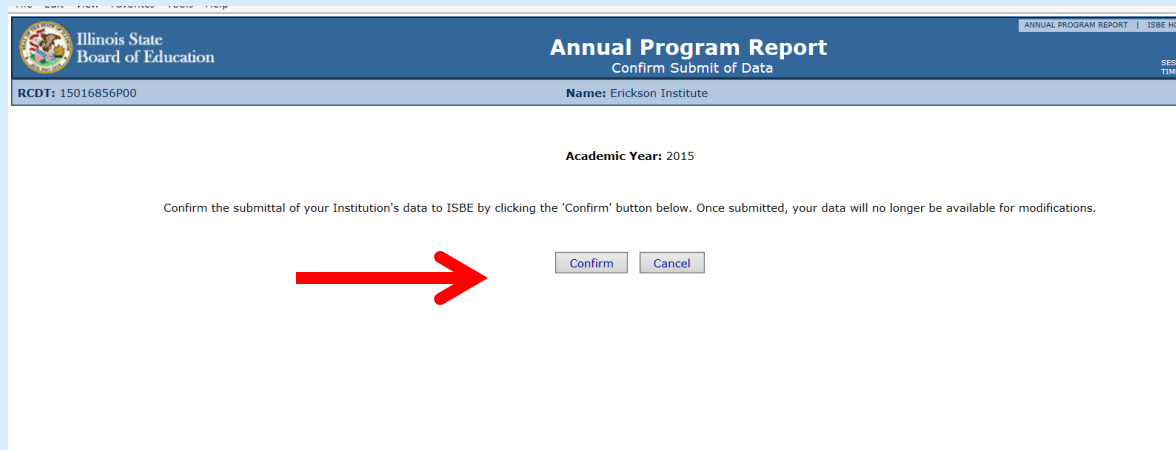
**Academic Year:** 2014-2015 (Sept. 1, 2014 - Aug. 31, 2015)  
**Deadline Date:** 11/30/2015

**Status:** Started

[Program Listing](#) [Submit Data to ISBE](#)

Once the program data has been finalized, the individual completing the Annual Program Report will have the opportunity to '**Submit Data to ISBE**'.

# Review: Confirmation




The screenshot shows a web interface for the Illinois State Board of Education. The header includes the ISBE logo and name on the left, and 'Annual Program Report' with 'Confirm Submit of Data' on the right. Below the header, there's a section for 'Academic Year: 2015'. A message states: 'Confirm the submittal of your Institution's data to ISBE by clicking the 'Confirm' button below. Once submitted, your data will no longer be available for modifications.' At the bottom, there are two buttons: 'Confirm' and 'Cancel'. A large red arrow points directly to the 'Confirm' button.

Once **ALL** programs have been submitted, the **IWAS Administrator** at your institution will submit your institution's data to ISBE by clicking the '**Confirm**' button.

This button will not be available until **ALL** programs have been completed and submitted, and **will not be available after the November 30 deadline.**



# Review: Confirmation message

 Illinois State Board of Education

Annual Program Report  
Main Menu

ANNUAL PROGRAM REPORT |

RCDT: 15016856P00

Name: Erickson Institute

[Introduction](#) > Main Menu

Unit Maintenance

Campuses

Faculty

Historical Data

View

Unit will enter campuses and faculty on this page. Select program listing to view all programs and begin the program reporting process.

Academic Year: 2014-2015 (Sept. 1, 2014 - Aug. 31, 2015)

Deadline Date: 11/30/2015

Status: ISBE Received

After clicking the '**Confirm**' button on the previous slide, the **Status** will be indicated as '**ISBE Received**', thus verifying submission and receipt of the Annual Program Report.

# Questions

In order to facilitate the task of responding to your questions in a timely manner, please discuss any questions you may have first with your program/unit **BEFORE** contacting ISBE.

If this is the first time you are completing this report, find someone within your program/unit who has experience with the Annual Program Report and request their assistance **BEFORE** contacting your ISBE consultant.

Should there still be questions after having communicated with your program/unit, please contact Emily Fox at [efox@isbe.net](mailto:efox@isbe.net) or by calling (217) 782-4123.