

To: Presidents, Chief Academic Officers, Deans/Unit Leaders, and Assessment Directors  
Topic: Directions for Transitioning from MoSTEP to MoSPE  
From: Gale "Hap" Hairston, Ed.D. – Director, Educator Preparation  
Date: Wednesday – April 1, 2015



The Department is ready to move to the next big step in transitioning from the Missouri Standards for Teacher Education Programs (MoSTEP) to the Missouri Standards for the Preparation of Educators (MoSPE). The necessary documents have been developed and placed on the DESE Website. The Transition Process was extensively detailed in a webinar held on April 1, 2015. This webinar was recorded and the link will be posted on the DESE Transition website for continued reference.

#### The Transition Process:

- Step #1 – December 5, 2014: Educator preparation programs submitted their Transition Templates identifying the following information:
  - Subject Area
  - Grade Level
  - Type of Program – Regular, Alternative, and/or Innovative
  - Stand Alone/Add-On
  - Action – Continue, Revise, Add & Request for Approval, or Drop
  - Anticipated Date – Identifying the semester of implementation of the changes.
- Step #2 – April 1, 2015: The Office of Educator Quality has reviewed and prioritized the Transition Process by the semester of implementation. The review process will begin with preparation programs requesting approval and implementation in fall 2015, spring 2016, fall 2016, spring 2017, and fall 2017.
- Step #3 – April 1, 2015: Plans and documents are posted on the DESE website for preparation programs to access and use in submitting their certification programs. Please follow the directions in completing each of these forms:
  - Step #3a – Cover Page
    - Please submit a different Cover Page for each certification program.
    - Top Section
      - Name of Educator Preparation Program
      - EPP Code Number (See List of Code Numbers)
      - Certification Area
      - Dates
        - Submission of the forms by email
        - Anticipated Implementation Date by Semester/Year

- Step #3a – Continued
  - List of Requested Actions
    - Continue as Approved
    - Revise to Align with MoSPE and the new Certification Requirements
    - Add and Request Approval for a New Certification Program
    - Drop Certification Program and Submit Additional Information
      - Are there students currently enrolled in the program?
      - If yes, what are your plans for “teaching them out?”
      - End Date
    - Signatures – Chief Academic Officer, Dean/Unit Leader, and Division/Program Chair
    - For Office of Educator Quality Use Only – Representatives from certification and preparation will be meeting together to review, approve, and/or send back for clarification or additional details.
- Step #3b – Curriculum Matrices
  - Use the List of Certification Matrices to locate and download the appropriate document.
  - Top Line – List the name of the preparation program and code.
  - Review the instructions for completing the each matrix.
  - Programs with Regular, Alternative, and/or Innovative will need to send a certification matrix for each program in that certification area.
  - Electives – Some of the certification programs have electives. It is possible to have a blank cell(s) if there are multiple electives.
- Step #3c – Advising/Program of Study Template
  - There are Advising/Program of Study Templates for Traditional and Non-Traditional Programs located on the Transition website.
  - Preparation programs may use their own Advising/Programs of Study.
  - Preparation programs using their own formats must include the following information by semester and/or grading periods:
    - Required coursework and electives
      - General Education
      - Certification Coursework and Electives
      - Professional Education
      - Field & Clinical Experiences
      - Transitions & Assessments
        - Educator Preparation Program
        - Missouri Educator Gateway Assessments
- Step #4 – Determined by Educator Preparation Programs: Preparation programs are asked to submit their documents in the following manner.
  - Use the specified email address: [DESE.MoSPETransition@dese.mo.gov](mailto:DESE.MoSPETransition@dese.mo.gov).
  - Send each certification area by email.

- Step #4 – Determined by Educator Preparation Programs – Continued
  - List the abbreviation of your preparation program and certification area in the subject line.
  - Provide the three documents for each certification area
    - Cover Page
    - Curriculum Matrix
    - Advising/Program of Study
  - Submit only the Cover Page and additional requested information when dropping a certification area.
- Step #5 – DESE Review: Members of the Office of Educator Quality will be scheduled to review specific certification areas on a weekly basis beginning in late April/early May.
  - The reviews will be conducted by members of the Certification and Preparation sections.
  - Results of the review will be forwarded to preparation programs following each review session.
  - Decisions will include Approval or a Request for Clarification and/or Additional Information.
  - The dedicated email address will be used for all communications related to the transition process.

Suggested Submission Schedule:

- Implementation in fall 2015 – April, May, June 2015
- Implementation in spring 2016 – September, October, November 2015
- Implementation in fall 2016 – January, February, March 2016
- Implementation in spring 2017 – September, October, November 2016
- Implementation in fall 2017 – January, February, March 2017
- Full Implementation in fall 2017

A special thanks to our preparation programs and our colleagues in the Office of Educator Quality for their efforts in working through the Transition Process. Our goal is to create a web-based resource for students, families, advisors, faculty, program leaders, and the public to use when researching for a particular certification program and/or educator preparation program.

Questions and/or requests for additional information should be sent to:

Helen Otekunrin – Administrative Assistant

[DESE.MoSPETransition@dese.mo.gov](mailto:DESE.MoSPETransition@dese.mo.gov)

Phone: 573-751-1668

Fax: 573-522-6526