



DISTRICT OF COLUMBIA
OFFICE OF THE STATE SUPERINTENDENT OF
EDUCATION

OSSE State Educator Preparation Provider (EPP) or Subject Area Program (SAP)
Review Visit Schedule Template

Introduction: This state EPP or SAP review visit schedule template is provided as sample schedule for an EPP undergoing a state EPP or SAP review. The EPP may use this template as a resource as it plans its state review and may make edits, as necessary, to accommodate its EPP, local education agency (LEA) partners and other EPP stakeholders.

Review Visit Date		
Time	Meeting	Participants
9 – 9:45 a.m.	EPP Introduction/Overview	<ul style="list-style-type: none"> EPP staff, faculty and leadership (may participate/be invited) OSSE state review team OSSE
9:45 – 10:15 a.m.	Interview with EPP data/assessment system staff/faculty	<ul style="list-style-type: none"> EPP data/assessment system staff/faculty OSSE state review team OSSE
10:15 - 10:30 a.m.	Morning break	All
10:30 a.m. – 12 p.m.	LEA partner visits, if applicable ¹	<ul style="list-style-type: none"> LEA partner representatives OSSE state reviewer team OSSE
	Interviews with SAP coordinators/teaching faculty (breakout by SAP)	<ul style="list-style-type: none"> EPP SAP coordinators/teaching faculty OSSE state reviewer team OSSE
	Interview with EPP admissions staff	<ul style="list-style-type: none"> EPP admissions staff OSSE state review team OSSE
	Interview with EPP clinical/field experience coordinator	<ul style="list-style-type: none"> EPP clinical/field experience coordinator OSSE state review team OSSE
12 – 1 p.m.	Lunch	All
1:30 – 2 p.m.	Additional time slot for EPP stakeholder interview or LEA	<ul style="list-style-type: none"> EPP stakeholders or LEA partner OSSE state reviewer team

¹ OSSE recommends EPPs include teaching observations of a number of current candidates and EPP alumni during practicum, clinical or classroom of record experiences at one or two LEA partner sites during review visits.

	partner visit	<ul style="list-style-type: none"> • OSSE
2 – 2:30 p.m.	Interview with LEA partners (Cooperating Teachers/Mentor Teachers; breakout by SAP)	<ul style="list-style-type: none"> • Cooperating Teachers/Mentor Teachers • OSSE state reviewer team • OSSE
2:30 – 3 p.m.	Interviews with LEA partners (School Administrators; breakout by SAP)	<ul style="list-style-type: none"> • School Administrators • OSSE state reviewer team • OSSE
	Interviews with EPP, University or Site Supervisors (breakout by SAP)	<ul style="list-style-type: none"> • EPP, University or Site Supervisors • OSSE state reviewer team • OSSE
3:30 – 4 p.m.	Interview with current candidates/students (breakout by SAP)	<ul style="list-style-type: none"> • EPP current candidates/students • OSSE state reviewer team • OSSE
	Interview with EPP completers/alumni (breakout by SAP)	<ul style="list-style-type: none"> • EPP completers/alumni • OSSE state reviewer team • OSSE
4 – 4:30 p.m.	OSSE review team meeting/work session	<ul style="list-style-type: none"> • OSSE • OSSE state review team
4:30 – 5 p.m.	Exit meeting	<ul style="list-style-type: none"> • OSSE • EPP team • EPP leadership (may be invited) • OSSE state review team (optional)