



# FORMATIVE REVIEW GRANT INFORMATIONAL PACKET

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## GRANT SUMMARY

The Professional Educator Standards Board (PESB) regulates the quality and effectiveness of preparation programs through initial approval and ongoing review. Program review involves looking at program performance on multiple dimensions of merit including design fidelity, standards alignment, key performance indicators, and the ability to demonstrate continuous improvement.

In the next several years, PESB will integrate new legislative requirements and other initiatives into the approval and review process, including:

- The implementation of the revised [CCDEI standards](#) with program standards and review ([SB 5044](#))
- The implementation of curriculum and instruction review for teacher and principal preparation programs
- The improvement of site-visit-based reviews for superintendent, CTE B&I/CTE administrator, and school psychologist/counselor programs

This emphasizes the need for clear policy and guidance around program standards, approval, and review in order to facilitate understanding on the part of educators, educator preparation programs, and other partners.

PESB is offering grants of up to \$2,000 per educator preparation program to fund participation in the Formative Review process. Educator preparation programs in the state of Washington are eligible to receive this grant if they are a teacher or principal preparation program, have been approved by PESB, and have had full approval status for at least two (2) years. Interested programs will be selected based on geographical and size differences, as well as program type (private vs. public, four year vs. community colleges, program routes for teacher prep programs, IHE vs. non-IHE) to diversify the grant recipients. Participation in the formative review process will be limited to one teacher preparation program and one principal preparation program per semester.

Participation as a grant recipient is a way for an EPP to participate in a formative review process to prepare for the launch of the C&I review. During a formative review, PESB staff will work collaboratively with the EPP to convene a review team and conduct a virtual site visit. The preparation program will go through the formative review process as a learning tool, submitting evidence and preparing written narratives. The EPP will receive feedback from PESB staff and the review team on their program's alignment with PESB program standards and instructional topic requirements. This review process focuses on the learning and improvement of programs that are in the process of implementing new initiatives and standards. In addition, peer programs will be invited to participate on the review team to gain insights about the review process and expectations.

### Questions?

- Contact Christine Nguyen, Project Manager for Educator Preparation and Professional Growth ([christine.nguyen@k12.wa.us](mailto:christine.nguyen@k12.wa.us))

### Application timeline

Application opens	September 11, 2023
Application closes	October 19, 2023
Grantees announced	November 13, 2023

### Budget

After being selected, grant recipients must submit an itemized budget with compensation of any kind, release time, and other grant-related expenses.

### Acceptable use of funds

- Paid time to prepare for the Formative Review, which includes but is not limited to such activities as: correspondence with PESB staff and review team; preparing, gathering, and organizing evidence; responding to requests for additional evidence or information; and writing reflective notes and a final report
- Paid time to attend the Formative Review orientation, site visit, and other associated meetings, including a PESB Board meeting

- Compensation for substitutes to enable participation in the Professional Learning Community and Formative Review
- Other activities as defined by PESB in consultation with the preparation program

#### Unacceptable use of funds

- Indirect costs of any amount
- Activities not listed above and not approved by PESB

#### Reporting requirements

- Program representatives must actively participate in the Formative Review Team selection process.
- Program representatives must be present and engaged during the Professional Learning Community taking place concurrently with the Formative Review process.
- The program team agrees to participate in the following Professional Learning Community and share their evidence, review report, learning and reflective notes with other, non-grantee educator preparation programs.
- The program will partner with PESB staff to make a presentation at a PESB board meeting after the conclusion of the formative review process.
- The program agrees to submit a final grant report, to include learning and reflective notes, at the end of the grant period.

#### Tentative calendar

Time	Activity
Mid September - Late October 2023	Application period
Mid November 2023	Awardees announced
Late November 2023	Site visit dates selected Site visit 1 preparation begins <ul style="list-style-type: none"> <li>- PESB assembles review team</li> <li>- Program begins to compile evidence</li> </ul>
December 2023 - February 2024	Pre site visit activities (Formative Review 1)
<b>March 2024</b>	<b>Site Visit 1 (Formative Review 1)</b>
March-June 2024	Post site visit activities (Formative Review 1)
March-April 2024	WCEAP and WACTE Spring meetings

<b>July 18, 2024</b>	<b>Board meeting presentation on Formative Review 1</b>
Fall 2024	PESB workshop to share learning from Formative Review 1  WCEAP and WACTE Fall meetings
Late August 2024	Site visit 2 preparation begins <ul style="list-style-type: none"> <li>- PESB assembles review team</li> <li>- Program begins to compile evidence</li> </ul>
August-November 2024	Pre site visit activities (Formative Review 2)
Late November 2024	Site visit 3 preparation begins <ul style="list-style-type: none"> <li>- PESB assembles review team</li> <li>- Program begins to compile evidence</li> </ul>
<b>Early December 2024</b>	<b>Site Visit 2 (Formative Review 2)</b>
December 2024 - February 2025	Post site visit activities (Formative Review 2)  Pre site visit activities (Formative Review 3)
<b>March 2025</b>	<b>Board meeting presentation on Formative Review 2</b>
<b>March 2025</b>	<b>Site Visit 3 (Formative Review 3)</b>
Spring 2025	PESB workshop to share learning from Formative Reviews 2 & 3
March-April 2025	WCEAP and WACTE Spring meetings
March-June 2025	Post site visit activities (Formative Review 3)
<b>July 2025</b>	<b>Board meeting presentation on Formative Review 3</b>



## GRANT APPLICATION QUESTIONS

[Complete these questions in the iGrants portal. The application is now open in iGrants. To apply, log into the [iGrants portal](#). If you do not have an iGrants account, you will need to [create one](#). Once you are logged in, search for “Form Package 948”.]

1. Program information:
  - a. Program name
  - b. Program type (Teacher Preparation Program or Principal Preparation Program)  
[select one]
2. Please provide the following information for the person completing this grant application:
  - a. Full name
  - b. Job title
  - c. Email
  - d. Phone
3. Preferred Site Visit Period (months listed are tentative and preference is not guaranteed):
  - a. March 2024
  - b. December 2024
  - c. March 2025
4. Program team membership: Provide full names, job titles, and email addresses for other program team members to be included in communication related to the formative review grant.
5. In 150 words or less, describe how your program will benefit from participating in the formative review process.
6. In 150 words or less, describe how your program will participate in reflection on the formative review process and share learning with other Washington State educator preparation programs.