



Guidelines for Selecting a Local Practitioner

Approximately 6 months prior to your AAQEP site visit, you will need to nominate a local practitioner to serve on your Quality Review Team (QRT). This individual not only serves as a full member of the review team but also provides the team with valuable knowledge regarding the local and state context of your program. Below you will find the qualifications and other considerations to guide your selection as well as a list of responsibilities and expectations to share with the nominee.

Qualifications and Considerations

Your local practitioner nominee should be a current or recently retired P-20 educator with experience in a role appropriate to the programs seeking accreditation (e.g., teacher, administrator, counselor, etc.). Select someone who has:

- Knowledge about your program(s)
- Knowledge about the local schools
- Sufficient time to serve as a full member of the AAQEP team, including training (see time estimates under Expectations below)
- No full-time employment relationship with your institution/program (although an adjunct who teaches occasionally for your program but whose main professional identity is their role in the P-12 system would be appropriate)

In addition, providers that have gone through an AAQEP quality assurance review recommend selecting a local practitioner who:

- Understands the terminology and organization of your program well enough to “translate” and answer questions for the other reviewers
- Has a mindset compatible with the AAQEP philosophy
- Understands continuous improvement
- Understands the value and purpose of various forms of data (quantitative and qualitative)
- Will follow through and complete the online professional learning modules

Finally, you may need to consider your own ability to support the local practitioner’s participation in the AAQEP review by:

- Securing release days (approximately 3 days between the virtual and on-site meetings) and even funding a stipend or substitute to enable the local practitioner to fully participate in the QRT's work
- Offering a letter or other documentation that recognizes the practitioner's service for his/her professional file

Commonly Asked Questions About Local Practitioners

Can the local practitioner be a program graduate?

Yes, but it is not required.

How many local practitioners do I need?

You will only need to identify one local practitioner unless you have written more than one Quality Assurance Report (QAR); each QAR will have its own Quality Review Team. If you have written more than one, select one local practitioner for each, with experiences and qualifications related to the particular programs under review.

How much time should the local practitioner be prepared to commit for this role?

The role entails several hours of online training, reading, and documentation that can be completed at a time of the practitioner's choosing. In addition, the practitioner participates in two scheduled off-site review meetings and 2-3 days of on-site review activities. See time estimates under Expectations below.

Local Practitioner Expectations

Provider: Please share the following expectations and responsibilities with your local practitioner and discuss what supports you can offer so that they can make a fully informed decision about this commitment.

A local practitioner is an essential and fully participating member of an AAQEP Quality Review Team (QRT). The team lead will support the local practitioner in the role, starting by making contact prior to their first assignment to help address any questions or concerns.

The local practitioner commits to performing the following activities (with estimated time requirements listed in parentheses):

1. Complete AAQEP Professional Learning Modules 1 and 3 (online training) before beginning service on the QRT (3-5 hours)
2. Prepare for the Off-Site Review Meetings—read the provider's Quality Assurance Report and document notes for discussion (5-10 hours)
3. Participate in both Off-Site Review Meetings (2-3 hours)
4. Attend full site visit (14-24 hours—early evening Day 1, full Day 2, and most of Day 3)
5. Complete reporting (3-5 hours)