

Annual Program Report Webinar

February 10, 2025

Purpose

- Review expectations of the Annual Program Report (APR) process.
- Provide overview of the APR system.
- Demonstrate how users will upload candidate data in APR system.

Annual Program Report

- **What:** The Annual Program Report system is an automated data collection system built to minimize data errors in manual data entry. The system collects candidate data for all Illinois educator preparation programs.
- **Why:** Annual reporting is required per 23 Ill. Administrative Rule Part 25.127(a) for all state-reauthorized educator preparation providers.
- **When:** APR system opens February 1 and closes at 11:59 p.m. on April 30 each year.
 - ISBE staff are available for assistance 8:30 a.m.-4 p.m. Monday-Friday.
 - IHEs are encouraged to utilize the large reporting window to allow ample time for verification of records, uploads, correction of errors, etc.

APR Date Ranges

APR Report Year	Dates Covered	Collection Year	Collection Period
2021	9/1/20 - 8/31/21	2022	2/1/22 - 4/30/22
2022	9/1/21 - 8/31/22	2023	2/1/23 - 4/30/23
2023	9/1/22 - 8/31/23	2024	2/1/24 - 4/30/24
2024	9/1/23 - 8/31/24	2025	2/1/25 - 4/30/25
2025	9/1/24 - 8/31/25	2026	2/1/26 - 4/30/26

Helpful Resources

- You can find helpful resources on ISBE's [Annual Program Report webpage](#):
 - User Guide
 - Terminology Quick Reference Sheet
 - How to Read Reports
 - How to Edit IEPP About Section

What is new this year?

- **Data Validation Process** – This internal report will be run by ISBE staff after candidate data has been entered by the institution of higher education.
 - IHEs can view their report on the "Data Validation" tab in APR.
 - If anomalies appear, IHEs will have the chance to review/edit candidate data or provide an explanation.
 - Nothing new in reporting process, but there is an additional chance to ensure accuracy of data.

APR Checklist: Task List

- ✓ Review task list.
- ✓ Ensure all tasks are marked "Completed" before reporting is done.

Annual Program Report

IHETest
Name: IHE Testuser
School: Eastern Illinois University
Role: Institution Admin

- Dashboard
- Contacts
- Programs
- Institution Data
- Candidates
- Certify Completion
- Illinois Educator Preparation Profile

Task List

Data Upload Resource Guide >
Review Data Upload Resource Guide for steps by step instruction for how to upload candidate data.

Data Upload Video >
Review Data Upload Video for steps by step instruction for how to upload candidate data.

Add Primary Contact Completed
Add a Primary Contact so that important notifications can be sent. Make sure to update your spam filters to allow messages from "mailapp@isbe.net."

Upload Admissions Policy Completed
Upload institution admissions policy for undergraduate and graduate students.

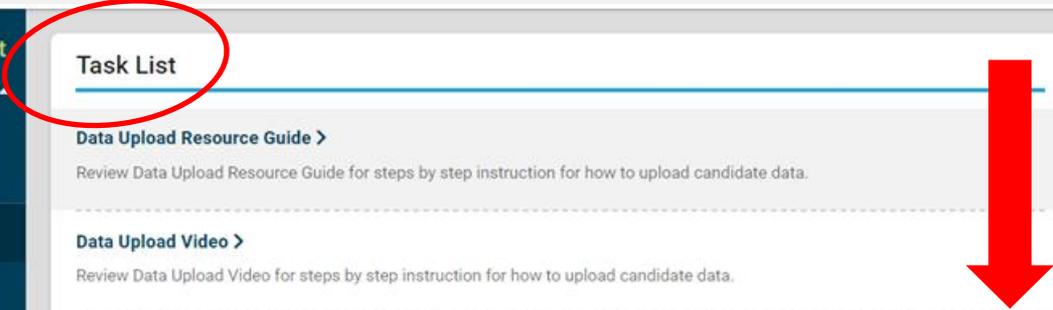
Upload edTPA Plagiarism Policy Completed
Upload a copy of your edTPA Plagiarism Policy for our records.

Important Dates

- Candidate Data Submission Opens
- Candidate Data Submission Closes
- Annual Reporting is Available

ISBE Resources

- 17-18 Completer's Survey Questions
Questions to accompany the completer's
- APR and IEPP Date Chart
This chart details important terminology associated with APR and IEPP cycles.
- APR User Guide
Use this guide for Annual Program Report



APR Checklist: Contacts

- ✓ Verify existing contacts. Add/remove as needed to reflect current staff.
- ✓ Ensure names, titles, emails are all correct.
- ✓ Users can be listed in more than one role.

Annual Program Report

IHETest

Name: IHE Testuser
School: Eastern Illinois University
Role: Institution Admin

Dashboard

Contacts

Programs

Institution Data

Data Validation

Candidates

Contacts

Search



Name	Title	Email	Phone Number	Actions
★ Christy Hooser	Primary Licensure Officer			
David Glassman	President			
Laretta Henderson	Dean/Department Head			
Michelle Rhine	Secondary Licensure Officer			
Stephen Lucas	Other Contact			

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results < >

APR Checklist: Programs

- ✓ Verify your program roster is accurate (level, mode of delivery, etc.).
- ✓ Notify your liaison if anything is incorrect.
- ✓ Program roster must be verified before you can begin entering candidate data.

Annual Program Report

IHETest

Name: IHE Testuser
School: Eastern Illinois University
Role: Institution Admin

Dashboard

Contacts

Programs

Institution Data

Data Validation

Candidates

Certify Completion

Illinois Educator Preparation Profile

Resource Repository

Reports

Programs

Search

Program	ReportYear	Level	Type	Mode of Delivery
BMC - Business, Marketing, and Computer Education	2023	Undergraduate	Traditional	Face to Face
SCG3 - Early Childhood Education	2023	Undergraduate	Traditional	Face to Face
SCGE - Elementary Education	2023	Undergraduate	Traditional	Face to Face
ELA - English Language Arts	2023	Undergraduate	Traditional	Face to Face
FACS - Family and Consumer Science	2023	Undergraduate	Traditional	Face to Face
FREN - World Language - French	2023	Undergraduate	Traditional	Face to Face
GERM - World Language - German	2023	Undergraduate	Traditional	Face to Face
SPAN - World Language - Spanish	2023	Undergraduate	Traditional	Face to Face
GESC - General Science (Middle Grade)	2023	Undergraduate	Traditional	Face to Face
LA - Language Arts (Middle Grade)	2023	Undergraduate	Traditional	Face to Face

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APR Checklist: Institution Data

- ✓ Enter new institution information/policies, OR
- ✓ Verify existing information is correct.
 - Size
 - Pell Grant
 - National Accreditation
 - Enrollment Info

Annual Program Report

- IHETest
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- Institution Data
- Data Validation
- Candidates
- Certify Completion
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- Resource Repository
- Reports

Institution Data

Report Year: 2023

Institution Size *

Pell Grant

Number of enrolled students who are PELL Grant eligible *

National Accreditation

CAEP Accreditation

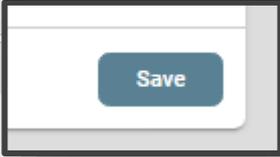
AAQEP Accreditation

Enrollment Tests

Check the following test score(s) if used for entry into IHE

ACT Score

SAT Score



Institution Data Key

- **Report Year:** Report year is a dropdown that has the most recent reporting year on top. Information is sorted in descending year order.
- **Pell Grant:** Enter the number of students who are eligible for a Pell Grant.
- **Institution Size:** The size of the institution (small, medium, large) as determined by your IHE.
- **Total Institutional Enrollment:** Enter the demographic information for both graduate and undergraduate students.
- **National Accreditation:** Enter whether the institution has national accreditation with CAEP or AAQEP. **Scheduled Site Visit (only if Accreditation is Yes):** Enter the next scheduled site visit. Site visit is either in the spring or fall.
- **Scheduled Site Visit Year (only if Accreditation is Yes):** Enter the year of the *next* site visit. Site visits should be every seven years.
- **Enrollment Tests:** Enter the average test score upon entry for that reporting year.

APR Checklist: Candidates

Will need to complete all steps twice – once for New and once for Active candidates:

- ✓ Download candidate spreadsheets.
- ✓ Ensure candidate list is accurate and matches your internal records.
- ✓ Manually add candidates who appear to be missing.
- ✓ Edit applicable candidate data. Do not change headings.
- ✓ Save updated spreadsheet locally.
- ✓ Upload the spreadsheet back into APR.
- ✓ Use Data Validation to check for possible errors. (New!)

Active and New Candidate info from previous report year should populate automatically.



Status	IEIN	First Name	Last Name	Program	Post Secondary Level	Enrollment Status	Actions
✓		Abbigail		SCGE - Elementary Education	Undergraduate	Active Enrollment	
✓		Abigail		FREN - World Language - French	Undergraduate	Active Enrollment	
✓		Abriana		MUS - Music	Undergraduate	Active Enrollment	
✓		Alyssa		GESC - General Science (Middle Grade)	Undergraduate	Inactive - Testing	
✓		Amanda		SCGE - Elementary Education	Undergraduate	Active Enrollment	
✓		Anahi		SPAN - World Language - Spanish	Undergraduate	Active Enrollment	
✓		Andrew		SOSC - Social Science (Middle Grade)	Undergraduate	Inactive - Testing	
✓		Andrew		ELA - English Language Arts	Undergraduate	Active Enrollment	
✓		Andrew		LA - Language Arts (Middle Grade)	Undergraduate	Active Enrollment	
✓		Anna		MUS - Music	Undergraduate	Active Enrollment	

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Filters
Report Year: 2023
Program: --
Level: --
Enrollment Status: --
Record Status: --

Pay attention to report year.



Status	IEIN	First Name	Last Name	Program	Post Secondary Level	Enrollment Status	Actions
✓	[REDACTED]	Abbigail	[REDACTED]	SCGE - Elementary Education	Undergraduate	Active Enrollment	[edit] [delete]
✓	[REDACTED]	Abigail	[REDACTED]	FREN - World Language - French	Undergraduate	Active Enrollment	[edit] [delete]
✓	[REDACTED]	Abriana	[REDACTED]	MUS - Music	Undergraduate	Active Enrollment	[edit] [delete]
✓	[REDACTED]	Alyssa	[REDACTED]	GESC - General Science (Middle Grade)	Undergraduate	Inactive - Testing	[edit] [delete]
✓	[REDACTED]	Amanda	[REDACTED]	SCGE - Elementary Education	Undergraduate	Active Enrollment	[edit] [delete]
✓	[REDACTED]	Anahi	[REDACTED]	SPAN - World Language - Spanish	Undergraduate	Active Enrollment	[edit] [delete]
✓	[REDACTED]	Andrew	[REDACTED]	SOSC - Social Science (Middle Grade)	Undergraduate	Inactive - Testing	[edit] [delete]
✓	[REDACTED]	Andrew	[REDACTED]	ELA - English Language Arts	Undergraduate	Active Enrollment	[edit] [delete]
✓	[REDACTED]	Andrew	[REDACTED]	LA - Language Arts (Middle Grade)	Undergraduate	Active Enrollment	[edit] [delete]
✓	[REDACTED]	Anna	[REDACTED]	MUS - Music	Undergraduate	Active Enrollment	[edit] [delete]

Items per page 10 1-10 of 176 Results

Filters ×
Report Year: 2023
Program: --
Level: --
Enrollment Status: --
Record Status: --

Use the Download button to download the desired spreadsheet.



Candidates

Search

Status	IEIN	First Name	Last Name	Program	Download	Download	Download	Download	Actions
✓		Abbigail		SCGE - Elem	Download Active Candidates	Download New Candidates	Download All Candidates	Download Blank Template	✎ 🗑
✓		Abigail		FREN - World					✎ 🗑
✓		Abriana		MUS - Music					✎ 🗑
✓		Alyssa		GESC - General Science (Middle Grade)					✎ 🗑
✓		Amanda		SCGE - Elementary Education					✎ 🗑
✓		Anahi		SPAN - World Language - Spanish					✎ 🗑
✓		Andrew		SOSC - Social Science (Middle Grade)					✎ 🗑
✓		Andrew		ELA - English Language Arts					✎ 🗑
✓		Andrew		LA - Language Arts (Middle Grade)					✎ 🗑
✓		Anna		MUS - Music					✎ 🗑

Items per page 10

1-10 of 176 Results

Filters

- Report Year: 2023
- Program: --
- Level: --
- Enrollment Status: --
- Record Status: --

New Candidate Spreadsheet

- Based on enrollment date in ELIS.
- Spreadsheet will pull every candidate in Pre-Completion status from your IHE in ELIS with an enrollment date between 9/1 and 8/31 of reporting year.
- Verify the candidates on spreadsheet match your internal records.
- If needed, add candidates to spreadsheet.
- If needed, update ELIS.
- New candidates will not appear in APR until spreadsheet is uploaded and certified.

Active Candidate Spreadsheet

- Based on New and Active candidates from previous reporting year.
- Candidates will already appear in current year APR.
- Verify the candidates on spreadsheet match your internal records.
- If needed, add candidates to spreadsheet.
- If needed, update ELIS.

Some fields will populate automatically,
based on info pulled from ELIS.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	IEIN	Institution	Last or Sur	First Nam	Middle Na	Gender	Race/Ethn	First Gene	Reporting	Candidate	Program S	Pell Grant	Date of Birth	Preparatic	Preparatic	Preparatic	Graduate/	ACT Score
2	1352217		Smith	Kesha					2023	N	2/9/2023		2/26/2001	ELA				
3	1352217		Smith	Kesha					2023	N	2/9/2023		11/16/2002	ELA				
4	1352217		Smith	Kesha					2023	N	2/9/2023		9/9/2002	GESC				
5	1352217		Smith	Kesha					2023	N	2/9/2023		2/25/2003	GESC				
6	1352217		Smith	Kesha					2023	N	2/9/2023		9/19/2002	GESC				
7	1352217		Smith	Kesha					2023	N	6/5/2023		5/13/2003	GESC				
8	1352217		Smith	Kesha					2023	N	2/9/2023		2/26/2001	LA				
9	1352217		Smith	Kesha					2023	N	2/9/2023		11/16/2002	LA				
10	1352217		Smith	Kesha					2023	N	2/9/2023		3/19/2003	MATH				
11	1352217		Smith	Kesha					2023	N	6/5/2023		2/11/2003	MATH				
12	1352217		Smith	Kesha					2023	N	2/9/2023		3/19/2003	MMATH				
13	1352217		Smith	Kesha					2023	N	6/5/2023		2/11/2003	MMATH				
14	1352217		Smith	Kesha					2023	N	6/5/2023		2/28/2001	MMATH				
15	1352217		Smith	Kesha					2023	N	2/9/2023		8/12/2003	SCGE				
16	1352217		Smith	Kesha					2023	N	2/9/2023		7/9/2003	SCGE				
17	1352217		Smith	Kesha					2023	N	2/9/2023		6/18/2003	SCGE				
18	1352217		Smith	Kesha					2023	N	2/9/2023		1/28/2003	SCGE				
19	1352217		Smith	Kesha					2023	N	2/9/2023		7/23/2002	SCGE				
20	1352217		Smith	Kesha					2023	N	2/9/2023		6/15/2002	SCGE				
21	1352217		Smith	Kesha					2023	N	2/9/2023		11/15/2001	SCGE				
22	1352217		Smith	Kesha					2023	N	6/5/2023		4/28/2003	SCGE				

You will need to:

- ✓ Verify candidate info
- ✓ Add missing candidates
- ✓ Fill in other columns
- ✓ NOT edit/remove/add columns



Spreadsheet Tips:

- The following fields **cannot** be edited. (It will cause an error in upload.)
 - IEIN
 - Program Code
 - Level
 - Mode
 - Type
- When candidate is marked as "Completed," ensure Cumulative GPA info is added. (Only required for Completers.)
- Save spreadsheet as CSV file on your computer.

Use the Upload button to add your completed spreadsheets to APR.

The screenshot displays the APR system interface. At the top, there is a search bar and a toolbar with icons for search, settings, download, upload, and refresh. A red arrow points to the upload icon. Below the toolbar is a table with columns: Program, Post Secondary Level, Enrollment Status, and Actions. The table lists various programs such as SCGE - Elementary Education, FREN - World Language - French, and LA - Language Arts (Middle Grade). A 'Filters' sidebar on the right allows filtering by Report Year, Program, Level, Enrollment Status, and Record Status. An 'Upload Resource' dialog box is open in the foreground, featuring a red circle around it. The dialog box has fields for Report Year (2023), Category (Candidate Data), Type (Local File), and File (Choose file). A 'Browse' button is next to the file field, and 'Close' and 'Save' buttons are at the bottom.

Program	Post Secondary Level	Enrollment Status	Actions
SCGE - Elementary Education	Undergraduate	Active Enrollment	[Edit] [Delete]
FREN - World Language - French	Undergraduate	Active Enrollment	[Edit] [Delete]
	Undergraduate	Active Enrollment	[Edit] [Delete]
	Undergraduate	Inactive - Testing	[Edit] [Delete]
	Undergraduate	Active Enrollment	[Edit] [Delete]
	Undergraduate	Active Enrollment	[Edit] [Delete]
	Undergraduate	Inactive - Testing	[Edit] [Delete]
	Undergraduate	Active Enrollment	[Edit] [Delete]
LA - Language Arts (Middle Grade)	Undergraduate	Active Enrollment	[Edit] [Delete]
MUS - Music	Undergraduate	Active Enrollment	[Edit] [Delete]

Data Validation

- New process, meant to help spot potential reporting errors before data is certified.
- System is flagging *potential* errors. The data may be correct, but might require a second look to verify accuracy of reporting.

“Error” Name	Description	How to resolve
Completers > New & Active	The number of Completers for the selected year was greater than the number of candidates in the New and Active status from prior year.	Go back through list of candidates to ensure no candidates were marked as a Completer who should have been listed as another status.
New > Active	The number of New candidates from prior year was greater than number of Active, Inactive, Withdrawn, and Completer candidates in the current year.	Pull the list of New Candidates from Year 1 and ensure they are all accounted for on the Year 2 report. They should all be listed as either Active, Completed, Withdrawn, or Inactive.
Changes in Enrollment	The total enrollment in a program increased or decreased by more than 25% from the previous year.	It is possible this is correct, but if there is a +/- 25% change in the total number of enrollees from one year to the next, double check to ensure all candidates were accurately reported this year.
Completers with No History	Completers were reported for current year who have no history entries in the New/Active/Inactive status.	Either the candidate was mislabeled in the current report year as a Completer when they should have been listed as another status OR they should have been listed as another status in a previous report year and were not. Pull the list of Completers from this report year and ensure they are accurate.

Data Validation

Data Validation	
Data Year	Status
2023	Unresolved
Errors	
Enrollment Count	8
Completers greater than New & Active	0
New greater than Active	0
Changes in Enrollment	8
Data Quality	0

Rows highlighted in red contain possible errors. Click the arrow to see more details.

Click on the row to find a description of the possible error and how to resolve.

		Errors	
Enrollment Count		8	^
Completers greater than New & Active		0	>
New greater than Active		0	>
Changes in Enrollment		8	>
Description	How to resolve	Institutions in error: 1	
The total enrollment in a program increased or decreased by more than 25% from the previous year	It is possible this is correct, but if there is a +/- 25% change in the total number of enrollees from one year to the next, we recommend IHEs go over their full list of candidates to ensure they were accurately reported this year.	Suppressed errors: 0	
Data Quality		0	∨

Click on the row to update the status of the potential error. Not all potential errors flagged in this report are errors – this step allows you to offer explanation for why the data might be correct.

Program	2022 Enrollees	2023 Enrollees	Difference	% Difference 
Speech and Language Pathologist	38	88	50	132%

Status

Change Status

Notes

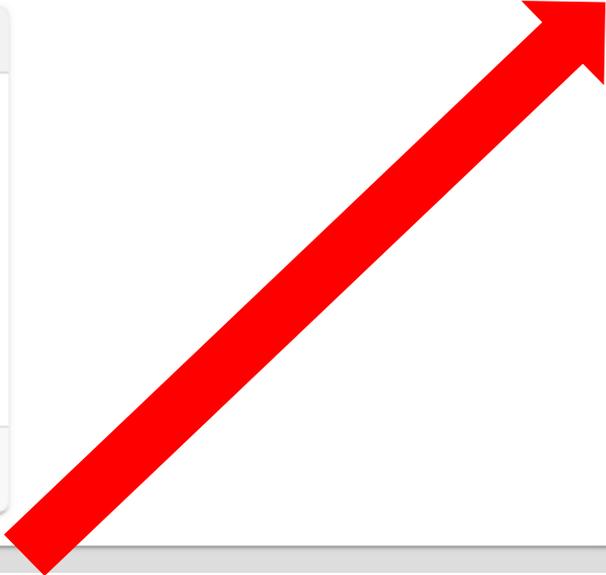


Program	2022 Enrollees	2023 Enrollees	Difference	% Difference ⓘ
Speech and Language Pathologist	38	88	50	132%

Status

Change Status: Unresolved ▾

Notes: Unresolved
Acknowledged
Resolved



Example: The system is flagging there was a dramatic 132% increase in enrollment for this SLP program, but perhaps this is explained by an increase in overall institution enrollment. OR you made a data entry error and need to go back and correct it.

Program	2022 Enrollees	2023 Enrollees	Difference	% Difference 
Speech and Language Pathologist	38	88	50	132%

Status

Change Status

Notes



Unresolved = Automatic

Acknowledged = Did not make changes to data, but provided explanation for why data is correct as reported

Resolved = Made changes to data, no longer getting error flag

APR Checklist: Certify Completion

- ✓ Once data looks correct, change status of each program to COMPLETED.
- ✓ Programs with no new enrollment should be changed to NO NEW ENROLLMENT.
- ✓ Check the assurance box, hit save to certify data.

You Did It!

Common Questions

Programs

Are the program codes the same as Title II?

- Some codes may be the same, but APR codes are specific to ISBE/ELIS. See APR User Guide for a list of program codes.

Templates

If candidates appear to be missing from the downloaded spreadsheet, can we manually add them?

- Yes. You can add them to the spreadsheets, just be sure all fields are included. Candidates who were not originally added into Pre-Completion in ELIS will not appear on the downloaded spreadsheets.

Some candidates in Pre-Completion appear to be missing from the spreadsheet. Why would that be?

- The New Candidate spreadsheet is based on candidates who were entered into PC status in ELIS with enrollment dates between 9/1 and 8/31 of the reporting year. If enrollment dates were entered incorrectly, candidates may be missing and must be manually added.

Candidate Status

What status should be used for deceased candidates?

- WU – Withdrawn Unknown.

What status should be used for a candidate who graduated but could not pass content test?

- If candidate still plans to pursue licensure, they can remain Active.
- If candidate is no longer planning to pursue licensure, they can be listed as Inactive – Testing.

Candidate Status

What should the Program Status Date be?

- This depends on the candidate status:
 - New Candidates = Enrollment date.
 - Active Candidates = This date should not be changed.
 - Withdrawn/Inactive Candidates = Date they moved into that status.
- All dates should be within 9/1 - 8/31 of reporting year.

Candidate Status

How does ISBE define "enrollment date"?

- ISBE defines "enrollment" as a declaration by a student who has accumulated at least 60 hours (or equivalent) of undergraduate credit of an intent to graduate with undergraduate major or minor leading to licensure, OR a graduate or post-baccalaureate student who has registered as a candidate in a licensure program.

Is it possible for a candidate to be new and complete program in same year?

- Yes. It is possible a candidate may complete the program within the same year they were first enrolled. If they complete the program, they should be reported as Completer instead of New.

Final Questions?

Thank you