Annual Program Report Webinar

February 11, 2026

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Purpose

- Review expectations of the Annual Program Report (APR) process.

- Provide overview of the APR system.

- Provide overview of changes in the APR system.

- Demonstrate how users will upload candidate data in the 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. Adm. Code 25.127(a) for all state-reauthorized educator preparation providers.

- **When:** APR system opens Feb. 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.

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APR Date Ranges

Annual Program Reporting Date Terminology Chart

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

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Helpful Resources

- You can find helpful resources on ISBE's [Annual Program Reporting webpage](#):
  - User Guide
  - Terminology Quick Reference Sheet
  - How to Read Reports
  - How to Edit IEPP About Section
  - Understanding APR Changes and Uploading Principal Prep Candidates Document *(new)*

What is New this Year?

- Principal Preparation Program Data Collection Pilot
  - Institutions that have principal preparation programs will report on those programs this year.
  - A step-by-step guide of what has changed and how to upload that data will be given in this presentation.

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APR Checklist: Task List

✓ Review task list.

✓ Ensure all tasks are marked "Completed" before reporting is done.

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APR Checklist: Contacts

✓ Verify existing contacts. Add/remove as needed to reflect current staff.

✓ Ensure names, titles, and emails are all correct.

✓ Users can be listed in more than one role.
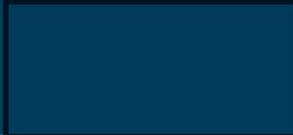
APR Checklist: Programs

✓ 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.

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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

*Institutions with principal preparation programs will be asked to provide the total number of applicants to their program on this page

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.

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Downloading Candidate Spreadsheets

- There are two categories for candidate spreadsheets this year.

- General Enrollment includes all candidates who are **not** a part of the principal preparation program.

  GENERAL ENROLLMENTS
  - Active Candidates
  - New Candidates
  - All Candidates

- Principal Enrollment includes all candidates who **are** a part of the principal preparation program.

  PRINCIPAL ENROLLMENTS
  - Active Candidates
  - New Candidates
  - All Candidates

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APR Checklist: Candidates – Institutions Without Principal Preparation Programs

Will need to complete all steps twice – once for New and once for Active candidates ONLY in the General Enrollments Category:

- ✓ Download candidate spreadsheets under "General Enrollments."
- ✓ 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.

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APR Checklist: Candidates – Institutions With Principal Preparation Programs

Will need to complete all steps twice – once for New and once for Active candidates in BOTH the General Enrollments category and the Principal Enrollments category:

- ✓ Download candidate spreadsheets under "General Enrollments."
- ✓ 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.
- ✓ Repeat this process for Principal Preparation Candidates using the spreadsheets under "Principal Enrollments."

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Active and New Candidate info from <u>previous</u> report year should populate automatically.

Candidates

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	✎ 🗑

Items per page 10

1-10 of 176 Results < >

Filters ✕

Report Year
2023

Program
--

Level
--

Enrollment Status
--

Record Status
--

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Pay attention to report year.

Candidates

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	✎ 🗑

Items per page 10

1-10 of 176 Results < >

Filters ✕

Report Year
2023

Program
--

Level
--

Enrollment Status
--

Record Status
--

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Use the Download button to download the desired spreadsheet.

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.

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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 Name	Middle Na	Gender		Race/Ethn	First Gene	Reporting	Candidate	Program S	Pell Grant	Date of Birth	Preparatic	Preparatic	Preparatic	Graduate/	ACT Score
2										2023	N	2/9/2023		2/26/2001	ELA				
3										2023	N	2/9/2023		11/16/2002	ELA				
4										2023	N	2/9/2023		9/9/2002	GESC				
5										2023	N	2/9/2023		2/25/2003	GESC				
6										2023	N	2/9/2023		9/19/2002	GESC				
7										2023	N	6/5/2023		5/13/2003	GESC				
8										2023	N	2/9/2023		2/26/2001	LA				
9										2023	N	2/9/2023		11/16/2002	LA				
10										2023	N	2/9/2023		3/19/2003	MATH				
11										2023	N	6/5/2023		2/11/2003	MATH				
12										2023	N	2/9/2023		3/19/2003	MMATH				
13										2023	N	6/5/2023		2/11/2003	MMATH				
14										2023	N	6/5/2023		2/28/2001	MMATH				
15										2023	N	2/9/2023		8/12/2003	SCGE				
16										2023	N	2/9/2023		7/9/2003	SCGE				
17										2023	N	2/9/2023		6/18/2003	SCGE				
18										2023	N	2/9/2023		1/28/2003	SCGE				
19										2023	N	2/9/2023		7/23/2002	SCGE				
20										2023	N	2/9/2023		6/15/2002	SCGE				
21										2023	N	2/9/2023		11/15/2001	SCGE				
22										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.

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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.
- If the candidate changes programs, mark as withdrawn from the current program and add a new line for the new program.

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

Walkthrough of Batch Upload for Principal Preparation Program Collection

- Templates are available for general enrollments (any candidate that is not a principal candidate will go on the general enrollment spreadsheet) and principal enrollments (only principal candidates will go on this spreadsheet).
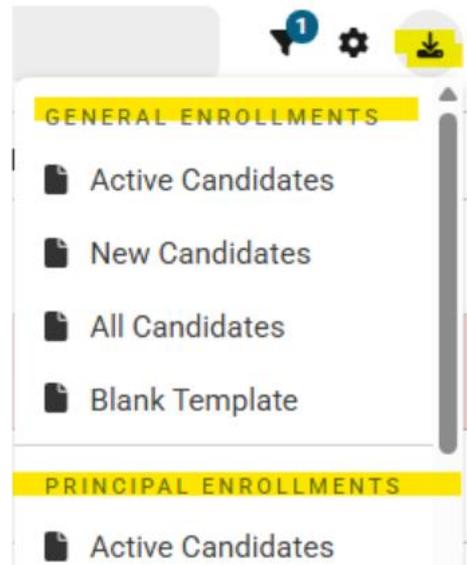
Walkthrough of Batch Upload for Principal Preparation Program Collection

- Select the upload candidates button and click "Upload Principal Candidates."
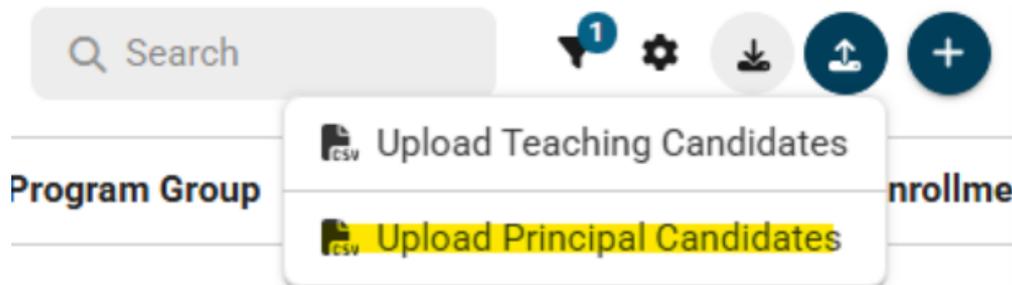
Walkthrough of Individual Candidate Upload for Principal Preparation Program Collection

- Click the plus sign (add candidate button).
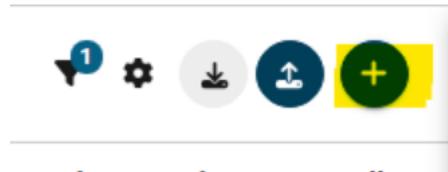
- Enter candidate information as you typically would and select "PRIN-Principal" under program (this will allow the additional principal program questions to pop up for this candidate).

Data Validation

- 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.

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"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

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

The total enrollment in a program increased or decreased by more than 25% from the previous year

How to resolve

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.

Institutions in error: 1
Suppressed errors: 0

>

Data Quality	0	∨

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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 ❶ ⬇
Speech and Language Pathologist	38	88	50	132%

Status

Change Status: Unresolved ▼

Unresolved
Acknowledged
Resolved

Notes

[Save]

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

Status

Change Status: Unresolved ⌄

- **Unresolved**
- Acknowledged
- Resolved

Notes

Save

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.

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

Status

Change Status Unresolved ⌄

Unresolved
Acknowledged
Resolved

Notes

Save

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

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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 and 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 the content test?

- If the candidate still plans to pursue licensure, they can remain Active.

- If the 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.

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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 the program in the 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.

APR Office Hours

- Optional APR Office Hours will be held **every other week** starting Feb. 25.

- APR Office Hours will be held **every week** starting April 1.

- Please stop in and ask any questions you might have about APR during this time.
  - The link will be sent via APR system notifications.
  - The link will also be available on the Licensure Officer Calendar.

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APR Office Hours Dates and Times

- Meetings will run from 11 a.m.-12 p.m. on the following Wednesdays:
  - Feb. 25
  - March 11
  - March 25
  - April 1
  - April 8
  - April 15
  - April 22
  - April 29

Final Questions?

thank you

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