

**Annual Program Reporting**  
**February 2023 Webinar**  
***Frequently Asked Questions***

**What are the parameters for determining institution size?**

ISBE does not have specific parameters for institution size; rather, this should be consistent with previous reporting for your institution in the Annual Program Report (APR) or what was listed in the Institutional Recognition Report.

**Should the Cumulative GPA be updated for all candidates on the spreadsheet?**

The Cumulative GPA (last column on the spreadsheet) should only be updated when someone has changed to Completed Program. Cumulative GPA does not need to be updated if the candidate is still active in the program.

**Who should be listed on the spreadsheet as a New Candidate?**

The spreadsheet will auto-populate anyone who was put into Pre-Completion for that reporting year. If a program has a New Candidate who did not auto-populate on the spreadsheet, they should be added to the spreadsheet and also entered into Pre-Completion in ELIS with the correct enrollment date.

**How does ISBE define “enrollment” for the purposes of adding a student into Pre-Completion?**

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 an undergraduate major or minor leading to educator licensure; OR a graduate or post-baccalaureate registration as a candidate in a licensure program.

**Should a student who is new to the institution be listed as a New Candidate?**

For ISBE reporting purposes, candidates should only be listed as a New Candidate if they are new to the program during that reporting year. It is possible they could be both new to the institution and newly enrolled in the program, but this is not always the case.

**Is it possible for a candidate to be new to the program but also complete the program in the same reporting year?**

Yes, it is possible a candidate may complete the program within the same year they were first enrolled. If they completed the program, they should be reported as Completed Program instead of a New Candidate.

**If a student withdrew from the program in the past, but has since re-enrolled in the program, how should they be reported?**

If a candidate was previously reported as withdrawn from the program, but has since re-enrolled, they should be reported as a New Candidate for that reporting year.

**Do Principal candidates get added into Pre-Completion?**

Yes, all candidates should be entered into Pre-Completion once they have enrolled in the program. Every candidate enrolled during the reporting year should be reported for all programs.