**CAEP Standard [x.x] [Title such as Professional Dispositions, etc.] [Insert tags to standard components (CAEP x.x, x.x, x.x; Cross Cutting Theme: xxx)]**(Template adapted from CAEP Consolidated Handbook, 2020, Building a case that a standard is met, p. 15-16)

1. **Case for Meeting Standard Component**

* State the PURPOSE of the documentation
* State what the documentation purports to measure
* Document how the documentation provides required, sufficient, and/or appropriate evidence for the specified CAEP Standard Component
* Summarize what the EPP has achieved with respect to the standard component or required evidence for the component as supported by information conveyed through the Data Analysis and Findings sections

2. **Data Sources & Methods**

* Describe the source of information and when or how it was developed (e.g., minutes from partnership meetings or policies developed and approved, etc.)

2.a. **Evidence of Data Credibility**

* Provide information regarding how documentation such as:
	+ Date(s) of meeting(s) or process for developing documentation
	+ Individuals in attendance at meeting(s) or who supported development of the documentation
	+ Procedures completed to validate information presented in document in accurate
	+ Approval processes

3. **Findings,** **Implications & Use of Data**

* Document findings/conclusions supported by documentation
* Document how findings/conclusions directly relate to the various aspects of the Standard Component
* If the findings/conclusions, point to an area(s) for improvement, describe any actions taken to date AND/OR describe actions planned including action steps, who will be responsible for implementation, and timeline

4. **Documentation**

* Label documentation so it is clear if applies to all EPP initial and/or advanced programs, or are specific to an individual program
* Extract and highlight items from the documentation that provide evidence for specific aspects of CAEP Standard Component (e.g., InTASC Categories, InTASC Standards, Professional Standards of Practice, Ethics, Relevant Laws and Policies, etc.)
	+ If it strengthens the EPP’s case, also provide a complete copy of the documentation, but extracting and highlight keys items in the evidence file narrative supports evidencing the EPP’s case.