

**VSBPE**

**Date: Aug. 13, 2019**

**Item: Approved Preparation Programs Annual Reports**

**ITEM:** Notify the VSBPE of Annual Reports received from ROPA-approved programs

**AGENCY RECOMMENDED ACTION:**

**No action required.**

**BACKGROUND:** In reviewing the ROPA Handbook and Policies, the ROPA Coordinator noticed references to an Annual Report that would be due from all approved programs. This had not been occurring, and the VSBPE confirmed that it should be. In the summer of 2018, the AOE held a ROPA conference to present the information regarding the Annual Report to the programs. A template for the report was provided to the programs as well. The report serves three main purposes: to provide information on the completers, to ensure that programs are staying compliant with the Licensing Rule changes, and to be a progress report on programs' 7-Year Plans. It is also an opportunity to report any substantive changes that are planned.

**INFORMATION:** All 14 programs submitted their reports with, as would be expected, various degrees of thoroughness. The ROPA Coordinator is sending feedback on the reports to each program, as well as keeping notes of feedback on the process itself. We are also looking at how we can leverage data from the reports for a program snapshot.