

Data Collection for Clinical Experience Records

The data collection for clinical experience is defined in 19 TAC [§228.35 Preparation Program Coursework and/or Training](#). These new screens will now collect data that was previously collected and kept at the local level. The only new data collection that will be requested is the TEA ID for the Cooperating Teacher, Mentor Teacher, and Site Supervisor. To accommodate for this change, the reporting of this TEA ID will be optional for the 2022-2023 reporting year. We encourage you to collect this information as it will be required for the 2023-2024 reporting year.

The new screens that will collect data on clinical experiences are expected to be implemented in ECOS in October 2022. There will be training provided prior to implementation. To plan for implementation, EPPs are encouraged to begin data collection now. It is recommended that EPPs collect the following data on a spreadsheet to upload as a CSV file in October. Create a separate spreadsheet for Clinical Teachers, Intern Teachers, and Non-teachers because each will be uploaded separately.

Note: To create these records, you will be able to upload the data, but the required fields and information below will also be needed for manual data entry. A template has been created for each set of records below. The templates can be downloaded from Sharefile by clicking on the name of the records to be created. You will need to remove the headers in the first row in preparation for upload.

[Clinical Teaching Records](#)

Records for **Teacher Candidates Completing Clinical Teaching** (To create a record for a candidate in a split assignment, create two records with different cooperating teacher names but the same assignment start and end dates). You'll need 11 columns on the spreadsheet.

- Clinical Candidate TEA ID Number & Name (**TEA ID, Last, First**)
- Cooperating Teacher TEA ID Number¹ & Name (**TEA ID, Last**)
 - ¹Cooperating Teacher TEA ID will be **optional** for 2022-2023 reporting year
- Candidate certificate (**Cert License ID**)
- Assignment Type (**CLIN or CLINEXC**)
- Clinical Experience Model (Required for Assignment Type CLIN)
 - **1**=14 weeks full-day
 - **2**=28 weeks half-day (or a full-day clinical teaching assignment that exceeds 14 weeks and extends beyond one semester)
 - **3**=Approved Ed. Aide
 - **4**=Approved Exemption (JROTC/Aide Exemption; no clinical teaching required)
- Assignment Begin & End Dates (**MM/DD/YYYY, MM/DD/YYYY**)
- Assignment Location (LEA/district/campus) (**CDN**)

[Intern Teaching Records](#)

Records for **Teacher Candidates Completing an Internship** while holding an Intern or Probationary certificate. Most of the information is auto populated from the candidate's certificate. The EPP will need to identify the candidate, the mentor teacher, and the certificate that the record is linked to. You'll need 6 columns on the spreadsheet. (Assignment Types: INT = Intern; PRO = Probationary; PROX = Second Probationary)

- Intern Candidate TEA ID Number & Name (**TEA ID, Last, First**)
- Mentor Teacher TEA ID Number¹ & Name (**TEA ID, Last**)
 - ¹Mentor Teacher TEA ID will be **optional** for 2022-2023 Reporting Year
- Assignment Type (**INT, PRO, PROX**)

[Non-Teacher Practicum Records](#)

Records for **Non-teacher Candidates Completing a Practicum** including those completing a practicum while holding an INT or PRO certificate. All non-teacher candidates are entered with assignment type NONTCH which will be auto populated, as will information about assignment start/end dates and assignment location for those candidates holding an INT or PRO. You'll need 10 columns on the spreadsheet. (Non-teachers are candidates pursuing certification in one of the following classes: Principal, Superintendent, School Counselor, Educational Diagnostician, School Librarian, Reading Specialist)

- Non-teacher Candidate TEA ID Number & Name (**TEA ID, Last, First**)
- Site Supervisor TEA ID Number¹ & Name (**TEA ID, Last**)
 - ¹Site Supervisor TEA ID **optional** for 2022-2023 Reporting Year
- Candidate Certificate (**Cert License ID**)
- Assignment Type (Pre-populated: NONTCH)
- Clinical Experience Model
 - **5**=Practicum (160 hours)
 - **6**=Internship (INT)
 - **7**=Internship (PRO)
- Assignment Begin & End Dates (**MM/DD/YYYY, MM/DD/YYYY**)
- Assignment Location (LEA/district/campus) (**CDN**)

[Additional Information about Clinical Experience Reporting:](#)

- Clinical Experience Records will be created for all candidates completing the clinical teaching, internship, or practicum requirement and must be created in the current reporting year and prior to uploading the observations for the candidate. EPPs are encouraged to create Clinical Experience Records early in the clinical experience. Clinical Experience Records cannot be created after the reporting year locks in ASEP.
- If a candidate has more than one Cooperating Teacher/Mentor Teacher/Site Supervisor, add both records. When using the upload, create two lines in the CSV. All data should be the same, except for the Cooperating Teacher/Mentor Teacher/Site Supervisor name and TEA ID.

[Changes to Observations Reporting](#)

As part of implementation of the Clinical Experience Records, some of the data that is required to be reported will be removed for Observations reporting and will instead be reported with Clinical Experience Records. The changes are noted and stricken, below. To assist you in your transition, [a template for new observations reporting](#) is also available for download.

- Field Supervisor Last Name
- Field Supervisor First Name
- ~~Beginning Date of Assignment²~~
- Candidate TEA ID#
- Candidate Last Name
- Candidate First Name
- Observation Date
- Observation Duration
- Field Supervisor Comments
- Field Supervisor TEA ID
- ~~Assignment Type²~~
- ~~End Date of Assignment²~~
- Observation Setting

²These fields will no longer be reported with observations. They will be reported with Clinical Experience record.