

Accountability and Reporting

June, 2012

Starting this summer, you can start at the following page:

www.tea.state.tx.us/eppinfo.aspx



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Educator Preparation Program (EPP) Staff Information

All educator preparation programs are governed by [Texas Administrative Code rules](#) and monitored for quality by Texas Education Agency Division of Educator Standards. Programs are responsible for implementing current rules, content and best practices as they prepare future teachers and administrators.

Important Pages

[Accountability System for Educator Preparation \(ASEP\)](#)

[Applications and Matrices](#)

[Educator Certification](#)

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Bulletin Board

Summer Webinar Schedule:

- **Fingerprinting Webinar: An Overview for Educator Preparation Programs**
This session is focusing on EPPs. There will be a webinar for school districts later this summer. (The second session is a repeat of the first - there is no need to attend both sessions).
 - Tuesday, June 5, 2 pm. [Register here \(outside source\)](#).
 - Thursday, June 7, 9 am. [Register here \(outside source\)](#).
- **Accountability and Reporting Webinar: ASEP**
This webinar will walk users through the Fall 2012 Reporting requirements for ASEP. (The second session is a repeat of the first - there is no need to attend both sessions).
 - Tuesday, June 12, 9 am. [Register here \(outside source\)](#).

Search [Advanced Search](#)

Educator Login
(Internet Explorer required)

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TEA Secure Applications

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Accountability System for Educator Preparation

Texas Administrative Code Chapter 229 requires Educator Preparation Programs (EPPs) to submit data each September 15. This page is designed to assist EPPs in that initiative.

Forms and Documents

The ASEP Manual contains the information and instructions for Fall reporting. This is a living document, and will be periodically updated and expanded.

- [ASEP Manual \(PDF, 2223 KB\)](#)
- "old" GPA/test template (on wiki)
- "new" GPA/test template (on wiki)
- Affidavit Form

Announcements

Accountability and Reporting Webinar: This webinar will walk users through the Fall 2012 Reporting requirements for ASEP.

Tuesday, June 12 from 9-11 am and Thursday, June 14, 2012, 2-4 pm. (Thursday is a repeat of Tuesday - there is no need to attend both). [Register here.](#)

Page last modified on 6/11/2012.

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TEA Secure Applications

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Three sections:

- Accountability Manual
- What's Due
- ECOS Online User's Guide

This is a “living” document, and will get updates and expansions. Anticipate an August 1, 2012 update with recommendation instructions and other sections completed.

Please feel free to contact us with suggestions.

Includes:

- Four standards from TAC 229
 - Pass rate primer
- Accreditation statuses from TAC 229
- Visual Representation

What's Due?

Same as last year:

- Finisher/All but Clinical/Other Enrolled list
 - *PLEASE NOTE: The contents of this list – specifically the candidates, the area in which they were educated, and the status – are used in calculating pass rates for both ASEP (Standard 1) and Title II. Mistakes here may cause incorrect pass rates.*
- Annual Performance Report
- Observations of beginning teachers
- GPA/Test score template
 - *PLEASE NOTE: The file name should be “county/district number_program name_title” such as
“227619_UniversityofTeachers_GPAandtestscores2012”*

What's Due?

NEW! NEW! NEW! NEW! NEW! NEW! NEW! NEW!

Correction Period: TEA is adding a period to correct any data that may have been mis-entered:

- **September 15**: data is due and ECOS is locked. (Since September 15, 2012 is a Saturday, the lock will happen at 5 pm Central time, Monday, September 17, 2012.)
- **September 15 – October 1**: ECOS remains locked, and EPPs can only access ASEP for analysis and identification of errors.
- **October 1 – October 15**: ECOS is unlocked for correction of errors and re-locked at 5 pm Central time on the 15th.

Affidavit Form: Each EPP will be required to submit an affidavit form, verifying they have submitted their data and take responsibility for its accuracy.

Please Note: The TEA and Educator Certification Online sites only support the use of Microsoft Internet Explorer. If you are using a browser other than Microsoft Internet Explorer 5.5 or greater, we cannot guarantee the pages will function properly.

April release:

- Observation errors when candidate has apostrophe in name should no longer occur.
- Finishers/ all but clinical /other enrolled candidates can be entered for 2011-2012
- Duration of observation required instead of start/end time.

For June release (proposed):

- Resolve issues with “Maintain finishers” page: not saving changes, not showing www-zzz Candidates, and not displaying those without educator profiles.
- Resolve data issues between Maintain Finishers list and what seen when clicking on a candidate’s name (created by April release)
- Clearer error message on bad uploads to finisher/all but clinical/other enrolled list.
- Requirement to indicate traditional vs. post-bac vs. alternative for Finisher list—for use in Title II reporting.

ECOS



In early 2013, logging in – for educators, districts, EPP staff, and TEA staff – will be integrated into the new Texas Education Agency Login (TEAL) system.

Maintain Finishers

Information & Support
512-936-8400

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Finisher Records List

Click Continue to Maintain the year

- select -

All

Select the range of Last Names to display:
[Aaa-Zzz](#)

Total 3 person(s) with 4 records in this status
3 person(s) with 4 records for the last names starting with the range of Aaa-Zzz

Name	Gender-Ethnicity	Get	TEA ID	SSN	Certificate Description	Supervisor Log data	Survey Completed	Status
Michael Mansfield	Male-Hispanic/Latino	Tests	1763565	9999	1267-Languages Other Than English - French (EC-12) (ALT)	Sup Log Screen (0)	No	Other Enrolled
Davids Jacks Millers	Female-Two or more races	Tests	1183171	5555	1267-Languages Other Than English - French (EC-12) (ALT)	Sup Log Screen (0)	No	Other Enrolled
Davids Jacks Millers	Female-Two or more races	Tests	1183171	5555	1271-Languages Other Than English - German (EC-12) (ALT)	Sup Log Screen (0)	No	Other Enrolled
Federico Neuenschwander	Male-Two or more races	Tests	1192617	7777	1271-Languages Other Than English - German (EC-12) (ALT)	Sup Log Screen (0)	No	Finisher

Select the range of Last Names to display:
[Aaa-Zzz](#)

Maintain Finishers

- **PLEASE NOTE:** The list is pre-populated for any year with All But Clinical and Other Enrolled candidates from the previous year. EPPs will need to **MANUALLY** (not by upload) remove or change any candidate whose field(s) or status has changed.

Maintain Finishers

- **PLEASE NOTE: Beginning with 2011-2012, EPPs must identify each candidate as traditional, post-bac, or alternative.**

Certification Code	Supervisor Log Data	Reporting Year	Status
1463-Generalist (EC-6)	Sup Log Screen (0)	2009-10	Other Enrolled
1463-Generalist (EC-6) -	Sup Log Screen (0)	2010-11	Remove
1463-Generalist (EC-6) -	Sup Log Screen (0)	2011-12	Remove
To add a record on the 4 lines provided below, you must select a Certification Code!			
	Sup Log Screen	-select-	All But Clinical
	Sup Log Screen	-select-	All But Clinical
	Sup Log Screen	-select-	All But Clinical
	Sup Log Screen	-select-	All But Clinical

1239-Agricultural Science and Technology (6-12) - PB
 1239-Agricultural Science and Technology (6-12) - Trad
 1256-American Sign Language (EC-12) - Alt
986 - Art (EC-12) - PB
 986 - Art (EC-12) - Trad
 1376-Art (EC-12) - Alt
 943 - Bilingual Education Supplemental-Spanish (EC-4) - Alt
 954 - Bilingual Education Supplemental-Spanish (EC-4) - PB
 954 - Bilingual Education Supplemental-Spanish (EC-4) - Trad

Add Finishers

- **PLEASE NOTE:** the “Add Finisher” command is gone. It was always redundant of “Student Search” so start there.

Add Finishers

- **PLEASE NOTE:** Beginning with 2011-2012, EPPs must identify each candidate as traditional, post-bac, or alternative.

Certification Code	Supervisor Log Data	Reporting Year	Status
1463-Generalist (EC-6)	Sup Log Screen (0)	2009-10	Other Enrolled
1463-Generalist (EC-6) -	Sup Log Screen (0)	2010-11	Remove
1463-Generalist (EC-6) -	Sup Log Screen (0)	2011-12	Remove
To add a record on the 4 lines provided below, you must select a Certification Code!			
	Sup Log Screen	-select-	All But Clinical
	Sup Log Screen	-select-	All But Clinical
	Sup Log Screen	-select-	All But Clinical
	Sup Log Screen	-select-	All But Clinical

1239-Agricultural Science and Technology (6-12) - PB
 1239-Agricultural Science and Technology (6-12) - Trad
 1256-American Sign Language (EC-12) - Alt
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 986 - Art (EC-12) - Trad
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Upload Finishers

Information & Support

512-936-8400

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(Pre 2010)

View Pass Rates

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Upload Finishers

Upload File Type and Reporting Year

Finishers - select -

Click Browse to Select File to Upload

Browse...

Upload

Upload Formats

All uploads MUST be in CSV(Comma separated value) format* See Example

Upload Finishers

*Upload files saved as CSV (Macintosh) file types cannot be processed. Please save your upload files as CSV (Windows) files.

1. TEA ID
2. Last Name (25 max)
3. First Name (20 max)
4. **Cert License ID (click link to see listing)**
5. Route (3=Alternative, 4=Post-Bacc, 5=Traditional)
6. Finishing Status (4=Finisher, 5=All But Clinical, 6=Other Enrolled)

Example File

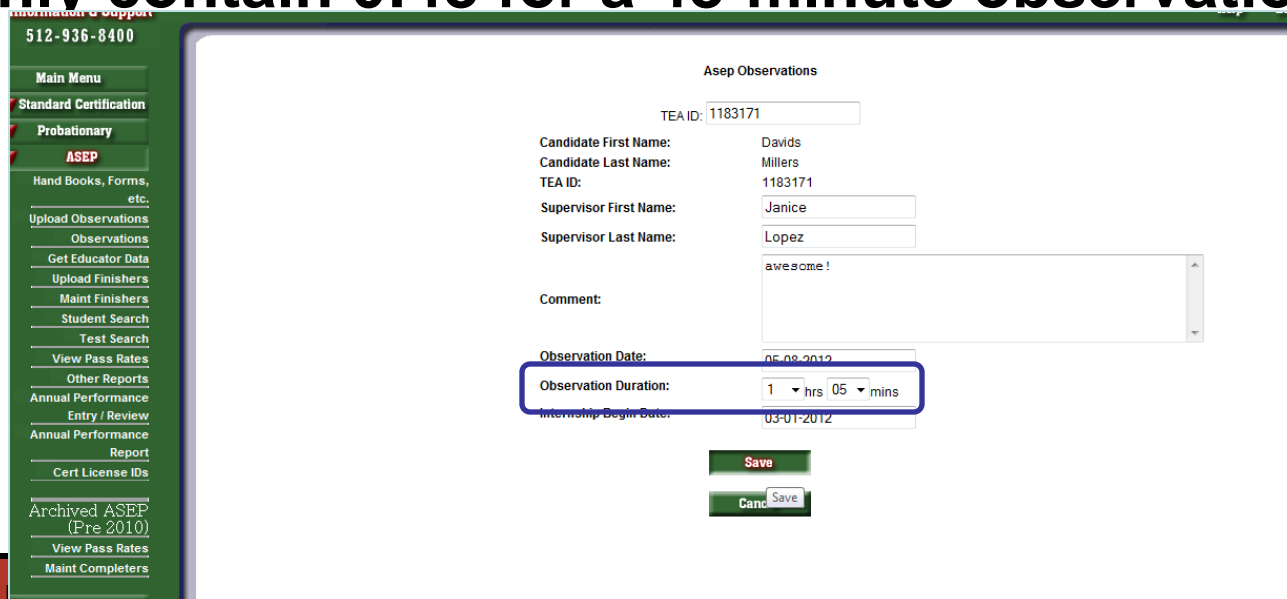
12345678,Brown,Jim,177,3,4
23456789,Gomez, Lucy,128,4,4
13456789,Reid,Harry,121,5,5

*** Limit of only 1000 records per upload ***

	A	B	C	D	E	F	G	H
1	1183171	Millers	David	1267	4	4		
2	1183171	Millers	David	1271	5	4		
3	1192617	Neuersch	Federico	1271	5	4		
4	1747415	Apple	Annie	1262	4	6		
5	1767600	Boop	Betty	1262	3	6		
6								

Observations

- **PLEASE NOTE:** Beginning 2012, TEA is only collecting the duration of the observation. While, last year, an entry would contain 1:30 for a start time and 2:18 for a stop time, this year it would only contain 0:48 for a 48-minute observation.



The screenshot shows the 'Asep Observations' form in the ECOS system. The form includes a sidebar menu on the left with options like 'Main Menu', 'Standard Certification', 'Probationary', 'ASEP', and 'Hand Books, Forms, etc.'. The main form area contains the following fields:

- TEA ID: 1183171
- Candidate First Name: Davids
- Candidate Last Name: Millers
- TEA ID: 1183171
- Supervisor First Name: Janice
- Supervisor Last Name: Lopez
- Comment: awesome!
- Observation Date: 05-08-2012
- Observation Duration: 1 hrs 05 mins (highlighted with a blue box)
- Membership Begin Date: 03-01-2012

At the bottom of the form, there are 'Save' and 'Cancel Save' buttons.

Observations

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Upload Observations

Upload File Type Click Browse to Select File to Upload

Observation Log Browse...

Upload

Upload Formats

All uploads MUST be in CSV(Comma separated value) format* See Example

Upload Observations

*Upload files saved as CSV (Macintosh) file types cannot be processed. Please save your upload files as CSV (Windows) files.

1. Supervisor Last Name (25 max)
2. Supervisor First Name (20 max)
3. Beginning Date of Assignment (should not be a future date) (mm/dd/yyyy)
4. Candidates TEA ID# (should be existing TEA ID) (9 max)
5. Candidates Last Name (25 max)
6. Candidates First Name (20 max)
7. Observation Date (should be unlocked year)(should be on or after Beginning Date of Assignment) (should not be a future date)(mm/dd/yyyy)
8. Observation Duration (hh:mm) (00:01 to 12:59)
9. Supervisor Comments (Length range 1 to 250)

Example File
Brown,Jim,09/01/2009,12345678,cand_lname,cand_fname,09/22/2009,8:30,Candidate has performed above average
Gomez, Lucy,09/01/2009,23456789,cand_lname,cand_fname,09/22/2009,1:25,Candidate has performed above average

	A	B	C	D	E	F	G	H	I	J	K	L
1	Leader	John	3/1/2012	1763565	Mansfield	Michael	4/1/2012	0:45	see folder			
2	Leader	John	4/15/2011	1763589	Zavalla	Zahava	4/20/2011	0:30	see folder			
3	Leader	John	4/15/2011	1763589	Zavalla	Zahava	9/15/2011	1:15	needs impr			
4	Leader	John	4/15/2011	1763589	Zavalla	Zahava	10/6/2011	0:48	see folder			
5	Watchme	Mary	3/1/2012	1763565	Mansfield	Michael	4/10/2012	1:30	see folder			
6	Watchme	Mary	3/1/2012	1763565	Mansfield	Michael	5/14/2012	0:45	This guy was really awesome. I wan			
7	Watchme	Mary	4/15/2011	1763589	Zavalla	Zahava	1/26/2012	1:20	getting better			
8	Watchme	Mary	4/15/2011	1763589	Zavalla	Zahava	3/31/2012	0:45	ok			

Observations

Most common errors in uploading observations:

- Date of observation is either a future date or before the internship began.
- Time is formatted incorrectly.
- Comment column contains commas, semicolons, or other punctuation which confuses the csv format.
- Cells are blank where they shouldn't be, or have stray marks where they should be blank.

A note on comments: At this time TEA is not evaluating the text of the comment field. A placeholder such as “see folder” is perfectly acceptable, providing there is documentation in that folder.