



2016-2017 GPA Spreadsheet
Data Dictionary
Texas Education Agency
December 2016

2016-2017 GPA Spreadsheet Data Dictionary

TEA has created a data dictionary to supplement the guidance, webinars, blank and sample spreadsheets we have provided in the past. Please populate your GPA spreadsheets according to the following tables. Your GPA spreadsheet will be due to TEA on or before Friday, September 15, 2017. The GPA spreadsheet is used for reporting data only on candidates admitted during the specified reporting year (September 1, 2016-August 31, 2017). It can also be a useful tool for monitoring your candidate enrollment and compliance with law and rule. We encourage you to fill it out through the year as you admit new candidates to your program.

What's new about the GPA spreadsheet for the 2016-2017 reporting year?

- Streamlined Teacher Certification Tab
- New secure procedures for sending the GPA data to TEA
- Spreadsheet checklist to help improve reporting accuracy

Use the following hyperlinks to get information relevant to different GPA spreadsheet tabs.

[GPA Spreadsheet Checklist](#)

[Teacher Certification Tab](#)

[Principal Certification Tab](#)

[Counselor Certification Tab](#)

[Superintendent Certification Tab](#)

[Librarian Certification Tab](#)

[Educational Diagnostician Certification Tab](#)

[Reading Specialist Certification Tab](#)

[Master Teacher Certification Tab](#)

[Frequently Asked Questions](#)

[Sending Completed Files to TEA](#)

[Preferred File Names for GPA Spreadsheets](#)

If you have questions about how to populate your GPA spreadsheet, please contact your program specialist or Michael Vriesenga. When you are ready to submit your GPA spreadsheet, send it to the Educator Standards mailbox at edstandards@tea.texas.gov using the secure methods described in the "Sending Completed Files to TEA" section. If you have suggestions about how to improve the GPA spreadsheet, please contact Michael Vriesenga at Michael.vriesenga@tea.texas.gov.

2016-2017 GPA Spreadsheet Checklist

Use this checklist to ensure your GPA Spreadsheet is correct before you submit it.

1. Does the GPA spreadsheet only include candidates who were admitted from 9/1/2016-8/31/2017?
2. Does the number of persons submitted on the GPA spreadsheet equal the number "All" "Admitted" on the Annual Performance Report?
3. Are the candidates listed on the GPA spreadsheet also listed on either:
 "Other enrolled" & "Retained"- if the candidate is still in the program but has not completed the program as of 8/31/2017; OR
 "Finisher" & "Completed"- if the candidate has completed all program requirements in same reporting year they were admitted?
4. Sort your spreadsheet by column C, Date Admitted to EPP. Are all the dates between 9/1/2016 and 8/31/2017?
5. Are the GPAs on spreadsheet the GPAs at the time of admission?
6. Is there an overall and an admission GPA for all candidates (except career and technical education candidates)?
6. Does the admission GPA equal either the overall GPA or the last 60 hours GPA?
8. Are the certification fields identified by the corresponding test name?
 For example, use "Core Subjects EC-6" rather than "elementary education."
9. Is each candidate associated with only one certification field?
 Candidates should be admitted for one certification field only.
 SPED EC-12 and supplemental certificates are exceptions Include these certificates, if appropriate, on the same line with the certification field. (Example: Core Subjects EC-6/SPED EC-12, ELAR 7-12/ESL).
10. For each candidate, are all content hours and content GPAs included?
 All completed coursework hours relevant to the certification field that are on the transcript at admission are included, not just the 12 or 15 used for admission.
11. Does each teacher candidate (row) have an "M" or "E" in column J, Basic Skills Determination?
12. Does each teacher candidate (row) have a "Y" or "N" in column K, PACT or Content Test Passed at Admission?
13. Does each teacher candidate (row) have either a "Y" in column AE, GRE/SAT/ACT Not Required, or scores in the GRE, SAT or ACT columns (columns Q-AD)?
14. Does each teacher candidate (row) have either a "Y" or "N" in column AF, Probationary Certificate?

15. Are the service record columns complete for administrative/student services tabs?
Submit an exception letter if you have not been able to collect candidates' service records.

16. Do administrative/student services candidate rows include information about the teaching certificates held by each candidate?
Teaching certificate information is available through "[Certificate Look Up](#)" on the [TEA website](#).

17. Do administrative/student services candidates have either GRE Scores or a "Y" in the No GRE Required column?

18. Do administrative/student services candidates with admission GPAs below 2.5 have GRE scores?

19. Is the file you are about to send to TEA properly named according to the [list](#)?

20. Did you follow the procedures for [securely sending your GPA spreadsheet](#) to TEA before Friday, September 15, 2017?

GPA Spreadsheet Format Requirements – Teacher Tab

Column	Title	Content	Required Field	Example	Notes
A	EPP County/ District Code	The reporting institution's six-digit CDN	Yes	123456	Format as text. Do not include dashes or spaces
B	Candidate TEA ID Number	The candidate's TEA ID number	Yes	1967890	Format as text. <u>Do not use social security numbers.</u>
C	Date Admitted to EPP	Date EPP formally admitted the candidate	Yes	10/22/2015	Format as date.
D	Candidate Certification Field	The primary certification the candidate is pursuing	Yes	Core Subjects 4-8	Include the certification field where the candidate will teach 60% of the time in an internship. Special education may be added if a candidate is pursuing both. You may add the name of a supplemental certificate if appropriate. Format as text.
E	GPA - Overall GPA	The grade point average on all college or university coursework the candidate took before entering the preparation program.	Yes	3.52	Format GPAs as numbers with two decimal points between 0.00 and 4.00 ¹ .
F	GPA - GPA for Last 60 Hrs.	The grade point average on the most recent 60 hours of college or university coursework the candidate took before entering the preparation program.	No	3.52	Only include this if the candidate was admitted based on the last 60-hours rather than the overall GPA ¹ . Format as a number with two decimal points between 0.00 and 4.00.
G	GPA - Admission GPA	The grade point average the program used to determine admission to the program.	Yes	3.52	Column G should equal either column E or F, i.e. either the overall GPA or the last 60-hour GPA. Format GPAs as numbers with two decimal points between 0.00 and 4.00.

¹ See TEC 21.0441(a)(1)(A) & TAC 227.10(a)(3)(i) - ... a person, other than a person seeking career and technology education certification, is not eligible for admission to an educator preparation program, including an alternative educator preparation program, unless the person:

(1) except as provided by Subsection (b), satisfies the following minimum grade point average requirements:

- (A) an overall grade point average of at least 2.50 on a four-point scale or the equivalent on any course work previously attempted at a public or private institution of higher education; or
- (B) a grade point average of at least 2.50 on a four-point scale or the equivalent for the last 60 semester credit hours attempted at a public or private institution of higher education;

Column	Title	Content	Required Field	Example	Notes
H	Content GPA - Certification Subject Area Courses: Total Hours	The number of college or university content hours the candidate has in her certification subject area. ²	Yes	18.0	Required for all candidates except CTE. Format as number with one decimal point. ³ For CTE candidates leave the cell blank ⁴ .
I	Content GPA - Certification Subject Area Courses: GPA	The GPA the candidate earned on content in the certification field.	Yes	3.52	Required for all candidates except CTE. Format GPAs as numbers with two decimal points between 0.00 and 4.00. For CTE candidates leave the cell blank.
J	Basic Skills Determination	How the candidate met the basic skills requirements for admission to your program	Yes	E	Record "E" for candidates who were TSI exempt for whatever reason ⁵ . Record "M" for candidates who met basic skills requirements through testing.
K	PACT or Content Test at Admission (Y or N)	Record if the candidate passed a Pre-Admission Content Test (PACT) or a Content test in the Certification field identified in column D prior to admission.	Yes	Y	Y or N are the only responses. Y says the candidate passed a PACT or a Content test in the certification field identified in Column D before admission. Format as text.

² Sec. 21.0441. ADMISSION REQUIREMENTS FOR EDUCATOR PREPARATION PROGRAMS. (a)(2)(A) has successfully completed at least:

- (i) 15 semester credit hours in the subject-specific content area in which the person is seeking certification, if the person is seeking certification to teach mathematics or science at or above grade level seven; or
- (ii) 12 semester credit hours in the subject-specific content area in which the person is seeking certification, if the person is not seeking certification to teach mathematics or science at or above grade level seven; or

³ As a general rule, coursework selected as appropriate to a candidate's certification field should align with the TEKS (Commissioner's Rules 19 TAC Chapters 110-128) coursework for that subject.

1. For single subject candidates, record the hours and average GPA for all relevant courses at admission. For example, record all English courses and average GPA for an ELAR candidate.
2. For dual (Math/Science) or composite (Social Studies, Science) subject candidates record the hours and average GPA at admission for all relevant courses. For example, record history, economics, geography, anthropology, government, political science, social studies, sociology and psychology courses for a Social Studies candidate.
3. For Generalists (Core Subjects), record the overall GPA excluding education courses at admission.

⁴ TAC 227.10(a)(3)(C) – An applicant who is seeking a career and technical education (CTE) certificate that does not require a degree from an accredited IHE is exempt from the minimum GPA requirement.

⁵ In accordance with Texas Higher Education Coordinating Board (THECB) Title 19, Part 1, Chapter 4, Subchapter C, [Rule §4.54](#), Exemptions, Exceptions, and Waivers.

Column	Title	Content	Required Field	Example	Notes
L	TOEFL – Speaking Score	Record the candidate’s TOEFL Speaking score	Maybe	26	Required for candidates who earned their degree in an institution where English was not the primary language of instruction and must demonstrate English language proficiency (TAC §230.11(b)(5)). Record as a two-digit number without decimal points.
M	TOEFL – Listening Score	Record the candidate’s TOEFL Hearing score	Maybe	24	Required for candidates who earned their degree in an institution where English was not the primary language of instruction and must demonstrate English language proficiency ⁶ . Record as a two-digit number without decimal points.
N	TOEFL – Writing Score	Record the candidate’s TOEFL Writing score	Maybe	24	Required for candidates who earned their degree in an institution where English was not the primary language of instruction and must demonstrate English language proficiency ⁷ . Record as a two-digit number without decimal points.
O	TOEFL - Reading Score	Record the candidate’s TOEFL Reading score	Maybe	24	Required for candidates who earned their degree in an institution where English was not the primary language of instruction and must demonstrate English language proficiency ⁷ . Record as a two-digit number without decimal points.

⁶ TAC §230.11(b)(5)(C) verification of satisfactory scores on an English language proficiency examination(s) approved by the State Board for Educator Certification (SBEC).

Column	Title	Content	Required Field	Example	Notes
P	ULT – University-Specific Language Test	Indicates that the candidate proved English language proficiency through a university specific language test.	Maybe	Y	If the candidate demonstrated English language proficiency through a university-specific language test, then record “Y.” Otherwise leave blank.
Q	GRE Scores - Overall	Sum of Verbal and Quantitative GRE scores	No	321	Report only if the GRE is an admission requirement for your institution ⁷ . Format as number with no decimals.
R	GRE Scores – Verbal Reasoning Score	Record the candidate’s Verbal Reasoning GRE score on the 130-170 or 200-800 scale	No	155	Report only if the GRE is an admission requirement for your institution. Format as number with no decimals.
S	GRE Scores – Quantitative Reasoning Score	Record the candidate’s Quantitative Reasoning GRE score on the 130-170 or 200-800 scale	No	145	Report only if the GRE is an admission requirement for your institution. Format as number with no decimals.
T	GRE Scores – Analytical Writing Score	Record the candidate’s Analytical Writing GRE score on the 0-6 scale	No	3.5	Report only if the GRE is an admission requirement for your institution. Format as number with one decimal point.
U	GRE Scores – GRE Date	Date the candidate took the GRE	No	10/22/2015	Because GRE scores changed scales in 2011, the date may link the test to the proper scale. Report only if the GRE is an admission requirement for your program.
V	SAT Score - Overall Score	Sum of Critical Reading and Mathematics scores	Maybe	1250	Record the SAT or ACT scores for traditional students ⁸ .
W	SAT Score – Critical Reading Score	Record the candidate’s SAT Critical Reading score on the 200-800 scale	Maybe	450	Record the SAT or ACT scores for traditional students.
X	SAT Score - Mathematics Score	Record the candidate’s SAT Mathematics score on the 200-800 scale	Maybe	450	Record the SAT or ACT scores for traditional students.
Y	SAT Score - Writing Score	Record the candidate’s SAT Essay score on the 2-12 scale	Maybe	9	Record the SAT or ACT scores for traditional students.

⁷ If test scores are required for entry into your institution, but not necessarily for your program, include those scores. For example, if a candidate must have SAT scores to enter your university, but SAT scores are not required for the school of education, record those scores.

Column	Title	Content	Required Field	Example	Notes
Z	ACT Score - Composite Score	Record the candidate's ACT Composite score on the 1-36 scale	Maybe	21	Record the SAT or ACT scores for traditional students.
AA	ACT Score - English Score	Record the candidate's ACT English score on the 1-36 scale	Maybe	24	Record the SAT or ACT scores for traditional students.
AB	ACT Score - Mathematics Score	Record the candidate's ACT Mathematics score on the 1-36 scale	Maybe	19	Record the SAT or ACT scores for traditional students.
AC	ACT Score - Reading Score	Record the candidate's ACT Reading score on the 1-36 scale	Maybe	23	Record the SAT or ACT scores for traditional students.
AD	ACT Score - Science Score	Record the candidate's ACT Science score on the 1-36 scale	Maybe	18	Record the SAT or ACT scores for traditional students.
AE	GRE/SAT/ACT Not Required	Record a Y if the candidate did not have to submit GRE, SAT or ACT test scores to enter the institution.	Maybe	Y	Y means the candidate did not have to submit GRE, SAT or ACT scores to enter the institution. Otherwise leave blank. If candidates had to submit ACT, SAT, or GRE scores to enter your institution, but not necessarily your program, record those scores.
AF	Probationary Certificate 9/1/16-8/31/17?	Record if the candidate was issued a probationary certificate during the academic year.	Yes	Y	Y or N are the only responses. Y says the candidate got a probationary certificate between 9/1/16 and 8/31/17. Format as text.
AG	ME - Military Experience	Indicate if the candidate's military experience was credited towards program requirements ⁸ .	Maybe	A	Leave blank for non-military candidates. Y – the candidate's military service, training or education was credited toward program requirements. N – the candidate's military service, training or education was not credited toward program requirements.

⁸ See [TAC §234.5\(d\) and \(e\)](#). A military service member or a military veteran shall be entitled to credit verified military service, training, or education toward the training, education, work experience, or related requirements (other than certification examinations) for educator certification. TEA staff and educator preparation programs (EPPs) shall use information from the U.S. Department of Veterans Affairs or other reliable sources to assist in crediting applicable military service, training, or education to certification requirements.

GPA Spreadsheet Format Requirements – Principal Tab

Column	Title	Content	Required Field	Example	Notes
A	EPP County/ District Code	The reporting institution's six-digit CDN	Yes	123456	Format as text. Do not include dashes or spaces
B	Candidate TEA ID Number	The candidate's TEA ID number	Yes	1967890	Format as text.
C	Date Admitted to EPP	Date EPP formally admitted the candidate	Yes	10/22/2015	Format as date.
D	GPA - Overall	The grade point average on all college or university coursework the candidate took before entering the preparation program.	Yes	3.52	Format GPAs as numbers with two decimal points between 0.00 and 4.00 ⁹ .
E	GPA - Last 60 Hrs.	The grade point average on the most recent 60 hours of college or university coursework the candidate took before entering the preparation program.	No	3.52	Only include this if the candidate was admitted based on the last 60-hour rather than the overall GPA. Format as a number with two decimal points between 0.00 and 4.00.
F	GPA - Admission GPA	The grade point average the program used to determine admission to the program.	Yes	3.52	Column F should equal either column D or E, i.e. Admission GPA should equal either Overall GPA or GPA – Last 60 hours. Format GPAs as numbers with two decimal points between 0.00 and 4.00.
G	Credentials – Years in Classroom at Date of Admission	Record the number of years of classroom experience the candidate had at the date of admission in half-year increments.	Yes	10.5	Record the years of teaching experience at the date of admission from the candidate's service record. Format as number.
H	Credentials – Valid Teaching Certificate - Issuing State	Record the 2-letter identifier for the state that issued the candidate's valid teaching certificate.	Yes	TX	Use Post Office identifiers for states, e.g. TX, OK, LA, NM, CA, etc. Record only one state. Format as text.
I	Credentials – Valid Teaching Certificate – Expiration Year	Record the year the candidate's valid teaching certificate expires	Yes	2020 LIFE	Record years as 4-digits only. Format as number. Record "LIFE" for candidates with lifetime or other certificates without expirations dates.
J	Credentials - Degree at Date of Admission	Record the degree the candidate held when admitted to the program	Yes	BA	Use initials without punctuation marks, e.g. BA, MS. Format as text.

⁹ See TEC 21.0441(a)(1)(A) & TAC 227.10(a)(3)(i).

Column	Title	Content	Required Field	Example	Notes
K	GRE Scores - Overall Score	Sum of Verbal and Quantitative GRE scores	No	321	Report if the GRE is a program admission requirement ¹⁰ . Format as number with no decimals.
L	GRE Scores – Verbal Reasoning Score	Record the candidate’s Verbal Reasoning GRE score on the 130-170 or 200-800 scale	No	155	Report if the GRE is a program admission requirement. Format as number with no decimals.
M	GRE Scores – Quantitative Reasoning Score	Record the candidate’s Quantitative Reasoning GRE score on the 130-170 or 200-800 scale	No	145	Report if GRE is a program admission requirement. Format as number with one decimal point.
N	GRE Scores – Analytical Writing Score	Record the candidate’s Analytical Writing GRE score on the 0-6 scale	No	3.5	Report if the GRE is a program admission requirement. Format as number with no decimals.
O	GRE Scores – GRE Date	Date the candidate took the GRE	No	10/22/2015	Because GRE scores changed scales in August 2011, the date will link the test to the proper scale.
P	No Test Required	Record a Y if the candidate did not have to submit GRE test scores to enter the institution.	Maybe	Y	If candidates submitted GRE scores to enter your institution, but not necessarily your program, record those scores. ¹¹
Q	Military Experience	Indicate if the candidate’s military experience was credited towards program requirements ¹² .	No	Y	Leave blank for non-military candidates. Y – the candidate’s military service, training or education was credited toward program requirements. N – the candidate’s military service, training or education was not credited toward program requirements.

¹⁰ GRE information is required for candidates with low GRE scores. TAC §227.10(a)(3)(D) An applicant who does not meet the minimum GPA requirement and is seeking certification in a class other than classroom teacher must perform at or above a score equivalent to a 2.5 GPA on the Verbal Reasoning, Quantitative Reasoning, and Analytic Writing sections of the GRE® (Graduate Record Examinations) revised General Test. The State Board for Educator Certification will use equivalency scores established by the Educational Testing Service, and the Texas Education Agency (TEA) will publish those equivalency scores annually on the TEA website.

¹¹ If test scores are required for entry into your institution, but not necessarily for your program, include those scores. For example, if a candidate must have GRE scores to enter your university, but GRE scores are not required for the school of education, record those scores.

¹² See [TAC §234.5\(d\) and \(e\)](#). A military service member or a military veteran shall be entitled to credit verified military service, training, or education toward the training, education, work experience, or related requirements (other than certification examinations) for educator certification. TEA staff and educator preparation programs

GPA Spreadsheet Format Requirements – Counselor Tab

Column	Title	Content	Required Field	Example	Notes
A	EPP County/ District Code	The reporting institution's six-digit CDN	Yes	123456	Format as text. Do not include dashes or spaces
B	Candidate TEA ID Number	The candidate's TEA ID number	Yes	1967890	Format as text.
C	Date Admitted to EPP	Date EPP formally admitted the candidate	Yes	10/22/2015	Format as date.
D	GPA - Overall	The grade point average on all college or university coursework the candidate took before entering the preparation program.	Yes	3.52	Format GPAs as numbers with two decimal points between 0.00 and 4.00 ¹³ .
E	GPA - Last 60 Hrs.	The grade point average on the most recent 60 hours of college or university coursework the candidate took before entering the preparation program.	No	3.52	Only include this if the candidate was admitted based on the last 60-hour rather than the overall GPA. Format as a number with two decimal points between 0.00 and 4.00.
F	GPA - Admission GPA	The grade point average the program used to determine admission to the program.	Yes	3.52	Column F should equal either column D or E, i.e. Admission GPA should equal either Overall GPA or GPA – Last 60-hours. Format GPAs as numbers with two decimal points between 0.00 and 4.00.
G	Credentials – Years in Classroom at Date of Admission	Record the number of years of classroom experience the candidate had at the date of admission in half-year increments.	Yes	10.5	Record the years of teaching experience at the date of admission from the candidate's service record. Format as number.
H	Credentials – Valid Teaching Certificate - Issuing State	Record the 2-letter identifier for the state that issued the candidate's valid teaching certificate.	Yes	TX	Use Post Office identifiers for states, e.g. TX, OK, LA, NM, CA, etc. Record only one state. Format as text.
I	Credentials – Valid Teaching Certificate – Expiration Year	Record the year the candidate's valid teaching certificate expires	Yes	2020 LIFE	Record years as 4-digits only. Format as number. Record "LIFE" for candidates with lifetime or other certificates without expirations dates.

(EPPs) shall use information from the U.S. Department of Veterans Affairs or other reliable sources to assist in crediting applicable military service, training, or education to certification requirements.

¹³ See TEC 21.0441(a)(1)(A) & TAC 227.10(a)(3)(i).

Column	Title	Content	Required Field	Example	Notes
J	Credentials - Degree at Date of Admission	Record the degree the candidate held when admitted to the program	Yes	BA	Use initials without punctuation marks, e.g. BA, MS. Format as text.
K	GRE Scores - Overall	Sum of Verbal and Quantitative GRE scores	No	321	Report if the GRE is a program admission requirement ¹⁴ . Format as number with no decimals.
L	GRE Scores – Verbal Reasoning Score	Record the candidate’s Verbal Reasoning GRE score on the 130-170 or 200-800 scale	No	155	Report if the GRE is a program admission requirement. Format as number with no decimals.
M	GRE Scores – Quantitative Reasoning Score	Record the candidate’s Quantitative Reasoning GRE score on the 130-170 or 200-800 scale	No	145	Report if the GRE is a program admission requirement. Format as number with no decimals.
N	GRE Scores – Analytical Writing Score	Record the candidate’s Analytical Writing GRE score on the 0-6 scale	No	3.5	Report if the GRE is a program admission requirement. Format as number with no decimals.
O	GRE Scores – GRE Date	Date the candidate took the GRE	No	10/22/2015	Because GRE scores changed scales in August 2011, the date will link the test to the proper scale.
P	No Test Required	Record a Y if the candidate did not have to submit GRE test scores to enter the institution.	Maybe	Y	If candidates submitted GRE scores to enter your institution, but not necessarily your program, record those scores. ¹⁵
Q	Military Experience	Indicate if the candidate’s military experience was credited towards program requirements ¹⁶ .	No	Y	Leave blank for non-military candidates. Y – the candidate’s military service, training or education was credited toward program requirements. N – the candidate’s military service, training or education was not credited toward program requirements.

¹⁴ GRE information is required for candidates with low GRE scores. TAC §227.10(a)(3)(D) An applicant who does not meet the minimum GPA requirement and is seeking certification in a class other than classroom teacher must perform at or above a score equivalent to a 2.5 GPA on the Verbal Reasoning, Quantitative Reasoning, and Analytic Writing sections of the GRE® (Graduate Record Examinations) revised General Test. The State Board for Educator Certification will use equivalency scores established by the Educational Testing Service, and the Texas Education Agency (TEA) will publish those equivalency scores annually on the TEA website.

¹⁵ If test scores are required for entry into your institution, but not necessarily for your program, include those scores. For example, if a candidate must have GRE scores to enter your university, but GRE scores are not required for the school of education, record those scores.

¹⁶ See [TAC §234.5\(d\) and \(e\)](#). A military service member or a military veteran shall be entitled to credit verified military service, training, or education toward the training, education, work experience, or related requirements (other than certification examinations) for educator certification. TEA staff and educator preparation programs

GPA Spreadsheet Format Requirements – Superintendent Tab

Column	Title	Content	Required Field	Example	Notes
A	EPP County/ District Code	The reporting institution's six-digit CDN	Yes	123456	Format as text. Do not include dashes or spaces
B	Candidate TEA ID Number	The candidate's TEA ID number	Yes	1967890	Format as text.
C	Date Admitted to EPP	Date EPP formally admitted the candidate	Yes	10/22/2015	Format as date.
D	GPA - Overall	The grade point average on all college or university coursework the candidate took before entering the preparation program.	Yes	3.52	Format GPAs as numbers with two decimal points between 0.00 and 4.00 ¹⁷ .
E	GPA - Last 60 Hrs.	The grade point average on the most recent 60 hours of college or university coursework the candidate took before entering the preparation program.	No	3.52	Only include this if the candidate was admitted based on the last 60-hour rather than the overall GPA. Format as a number with two decimal points between 0.00 and 4.00.
F	GPA - Admission GPA	The grade point average the program used to determine admission to the program. Format GPAs as numbers with two decimal points between 0.00 and 4.00.	Yes	3.52	Column F should equal either column D or E, i.e. Admission GPA should equal either Overall GPA or GPA – Last 60-hours. Format GPAs as numbers with two decimal points between 0.00 and 4.00.
G	Credentials - Degree at Date of Admission	Record the degree the candidate held when admitted to the program	Yes	BA	Use initials without punctuation marks, e.g. BA, MS. Format as text.
H	GRE Scores - Overall Score	Sum of Verbal and Quantitative GRE scores	No	321	Report if the GRE is a program admission requirement ¹⁸ . Format as number with no decimals.
I	GRE Scores – Verbal Reasoning Score	Record the candidate's Verbal Reasoning GRE score on the 130-170 or 200-800 scale	No	155	Report if the GRE is a program admission requirement. Format as number with no decimals.

(EPPs) shall use information from the U.S. Department of Veterans Affairs or other reliable sources to assist in crediting applicable military service, training, or education to certification requirements.

¹⁷ See TEC 21.0441(a)(1)(A) & TAC 227.10(a)(3)(i).

¹⁸ GRE information is required for candidates with low GRE scores. TAC §227.10(a)(3)(D) An applicant who does not meet the minimum GPA requirement and is seeking certification in a class other than classroom teacher must perform at or above a score equivalent to a 2.5 GPA on the Verbal Reasoning, Quantitative Reasoning, and Analytic Writing sections of the GRE® (Graduate Record Examinations) revised General Test. The State Board for Educator Certification will use equivalency scores established by the Educational Testing Service, and the Texas Education Agency (TEA) will publish those equivalency scores annually on the TEA website.

Column	Title	Content	Required Field	Example	Notes
J	GRE Scores – Quantitative Reasoning Score	Record the candidate's Quantitative Reasoning GRE score on the 130-170 or 200-800 scale	No	145	Report if the GRE is a program admission requirement. Format as number with no decimals.
K	GRE Scores – Analytical Writing Score	Record the candidate's Analytical Writing GRE score on the 0-6 scale	No	3.5	Report if the GRE is a program admission requirement. Format as number with no decimals.
L	GRE Scores – GRE Date	Date the candidate took the GRE	No	10/22/2015	Because GRE scores changed scales in August 2011, the date will link the test to the proper scale.
M	No Test Required	Record a Y if the candidate did not have to submit GRE test scores to enter the institution.	Maybe	Y	If candidates submitted GRE scores to enter your institution, but not necessarily your program, record those scores. ¹⁹
N	Military Experience	Indicate if the candidate's military experience was credited towards program requirements ²⁰ .	No	Y	Leave blank for non-military candidates. Y – the candidate's military service, training or education was credited toward program requirements. N – the candidate's military service, training or education was not credited toward program requirements.

¹⁹ If test scores are required for entry into your institution, but not necessarily for your program, include those scores. For example, if a candidate must have GRE scores to enter your university, but GRE scores are not required for the school of education, record those scores.

²⁰ See [TAC §234.5\(d\) and \(e\)](#). A military service member or a military veteran shall be entitled to credit verified military service, training, or education toward the training, education, work experience, or related requirements (other than certification examinations) for educator certification. TEA staff and educator preparation programs (EPPs) shall use information from the U.S. Department of Veterans Affairs or other reliable sources to assist in crediting applicable military service, training, or education to certification requirements.

GPA Spreadsheet Format Requirements – Librarian Tab

Column	Title	Content	Required Field	Example	Notes
A	EPP County/ District Code	The reporting institution's six-digit CDN	Yes	123456	Format as text. Do not include dashes or spaces
B	Candidate TEA ID Number	The candidate's TEA ID number	Yes	1967890	Format as text.
C	Date Admitted to EPP	Date EPP formally admitted the candidate	Yes	10/22/2015	Format as date.
D	GPA - Overall	The grade point average on all college or university coursework the candidate took before entering the preparation program.	Yes	3.52	Format GPAs as numbers with two decimal points between 0.00 and 4.00 ²¹ .
E	GPA - Last 60 Hrs.	The grade point average on the most recent 60 hours of college or university coursework the candidate took before entering the preparation program.	No	3.52	Only include this if the candidate was admitted based on the last 60-hour rather than the overall GPA. Format as a number with two decimal points between 0.00 and 4.00.
F	GPA - Admission GPA	The grade point average the program used to determine admission to the program.	Yes	3.52	Column F should equal either column D or E, i.e. Admission GPA should equal either Overall GPA or GPA – Last 60-hours. Format GPAs as numbers with two decimal points between 0.00 and 4.00.
G	Credentials - Degree at Date of Admission	Record the degree the candidate held when admitted to the program	Yes	BA	Use initials without punctuation marks, e.g. BA, MS. Format as text.
H	GRE Scores - Overall Score	Sum of Verbal and Quantitative GRE scores	No	321	Report if the GRE is a program admission requirement ²² . Format as number with no decimals.
I	GRE Scores – Verbal Reasoning Score	Record the candidate's Verbal Reasoning GRE score on the 130-170 or 200-800 scale	No	155	Report if the GRE is a program admission requirement. Format as number with no decimals.

²¹ See TEC 21.0441(a)(1)(A) & TAC 227.10(a)(3)(i).

²² GRE information is required for candidates with low GRE scores. TAC §227.10(a)(3)(D) An applicant who does not meet the minimum GPA requirement and is seeking certification in a class other than classroom teacher must perform at or above a score equivalent to a 2.5 GPA on the Verbal Reasoning, Quantitative Reasoning, and Analytic Writing sections of the GRE® (Graduate Record Examinations) revised General Test. The State Board for Educator Certification will use equivalency scores established by the Educational Testing Service, and the Texas Education Agency (TEA) will publish those equivalency scores annually on the TEA website.

Column	Title	Content	Required Field	Example	Notes
J	GRE Scores – Quantitative Reasoning Score	Record the candidate's Quantitative Reasoning GRE score on the 130-170 or 200-800 scale	No	145	Report if the GRE is a program admission requirement. Format as number with no decimals.
K	GRE Scores – Analytical Writing Score	Record the candidate's Analytical Writing GRE score on the 0-6 scale	No	3.5	Report if the GRE is a program admission requirement. Format as number with no decimals.
L	GRE Scores – GRE Date	Date the candidate took the GRE	No	10/22/2015	Because GRE scores changed scales in August 2011, the date will link the test to the proper scale.
M	No Test Required	Record a Y if the candidate did not have to submit GRE test scores to enter the institution.	Maybe	Y	If candidates submitted GRE scores to enter your institution, but not necessarily your program, record those scores. ²³
N	Military Experience	Indicate if the candidate's military experience was credited towards program requirements ²⁴ .	No	Y	Leave blank for non-military candidates. Y – the candidate's military service, training or education was credited toward program requirements. N – the candidate's military service, training or education was not credited toward program requirements.

²³ If test scores are required for entry into your institution, but not necessarily for your program, include those scores. For example, if a candidate must have GRE scores to enter your university, but GRE scores are not required for the school of education, record those scores.

²⁴ See [TAC §234.5\(d\) and \(e\)](#). A military service member or a military veteran shall be entitled to credit verified military service, training, or education toward the training, education, work experience, or related requirements (other than certification examinations) for educator certification. TEA staff and educator preparation programs (EPPs) shall use information from the U.S. Department of Veterans Affairs or other reliable sources to assist in crediting applicable military service, training, or education to certification requirements.

GPA Spreadsheet Format Requirements – Educational Diagnostician Tab

Column	Title	Content	Required Field	Example	Notes
A	EPP County/ District Code	The reporting institution's six-digit CDN	Yes	123456	Format as text. Do not include dashes or spaces
B	Candidate TEA ID Number	The candidate's TEA ID number	Yes	1967890	Format as text.
C	Date Admitted to EPP	Date EPP formally admitted the candidate	Yes	10/22/2015	Format as date.
D	GPA - Overall	The grade point average on all college or university coursework the candidate took before entering the preparation program.	Yes	3.52	Format GPAs as numbers with two decimal points between 0.00 and 4.00 ²⁵ .
E	GPA - Last 60 Hrs.	The grade point average on the most recent 60 hours of college or university coursework the candidate took before entering the preparation program.	No	3.52	Only include this if the candidate was admitted based on the last 60-hour rather than the overall GPA. Format as a number with two decimal points between 0.00 and 4.00.
F	GPA - Admission GPA	The grade point average the program used to determine admission to the program.	Yes	3.52	Column F should equal either column D or E, i.e. Admission GPA should equal either Overall GPA or GPA – Last 60-hours. Format GPAs as numbers with two decimal points between 0.00 and 4.00.
G	Credentials – Years in Classroom at Date of Admission	Record the number of years of classroom experience the candidate had at the date of admission in half-year increments.	Yes	10.5	Record the years of teaching experience at the date of admission from the candidate's service record. Format as number.
H	Credentials – Valid Teaching Certificate - Issuing State	Record the 2-letter identifier for the state that issued the candidate's valid teaching certificate.	Yes	TX	Use Post Office identifiers for states, e.g. TX, OK, LA, NM, CA, etc. Record only one state. Format as text.
I	Credentials – Valid Teaching Certificate – Expiration Year	Record the year the candidate's valid teaching certificate expires	Yes	2020 LIFE	Record years as 4-digits only. Format as number. Record "LIFE" for candidates with lifetime or other certificates without expirations dates.
J	Credentials - Degree at Date of Admission	Record the degree the candidate held when admitted to the program	Yes	BA	Use initials without punctuation marks, e.g. BA, MS. Format as text.

²⁵ See TEC 21.0441(a)(1)(A) & TAC 227.10(a)(3)(i).

Column	Title	Content	Required Field	Example	Notes
K	GRE Scores - Overall Score	Sum of Verbal and Quantitative GRE scores	No	321	Report if the GRE is a program admission requirement ²⁶ . Format as number with no decimals.
L	GRE Scores – Verbal Reasoning Score	Record the candidate’s Verbal Reasoning GRE score on the 130-170 or 200-800 scale	No	155	Report if the GRE is a program admission requirement. Format as number with no decimals.
M	GRE Scores – Quantitative Reasoning Score	Record the candidate’s Quantitative Reasoning GRE score on the 130-170 or 200-800 scale	No	145	Report if the GRE is a program admission requirement. Format as number with no decimals.
N	GRE Scores – Analytical Writing Score	Record the candidate’s Analytical Writing GRE score on the 0-6 scale	No	3.5	Report if the GRE is a program admission requirement. Format as number with no decimals.
O	GRE Scores – GRE Date	Date the candidate took the GRE	No	10/22/2015	Because GRE scores changed scales in August 2011, the date will link the test to the proper scale.
P	No Test Required	Record a Y if the candidate did not have to submit GRE test scores to enter the institution.	Maybe	Y	If candidates submitted GRE scores to enter your institution, but not necessarily your program, record those scores. ²⁷
Q	Military Experience	Indicate if the candidate’s military experience was credited towards program requirements ²⁸ .	No	Y	Leave blank for non-military candidates. Y – the candidate’s military service, training or education was credited toward program requirements. N – the candidate’s military service, training or education was not credited toward program requirements.

²⁶ GRE information is required for candidates with low GRE scores. TAC §227.10(a)(3)(D) An applicant who does not meet the minimum GPA requirement and is seeking certification in a class other than classroom teacher must perform at or above a score equivalent to a 2.5 GPA on the Verbal Reasoning, Quantitative Reasoning, and Analytic Writing sections of the GRE® (Graduate Record Examinations) revised General Test. The State Board for Educator Certification will use equivalency scores established by the Educational Testing Service, and the Texas Education Agency (TEA) will publish those equivalency scores annually on the TEA website.

²⁷ If test scores are required for entry into your institution, but not necessarily for your program, include those scores. For example, if a candidate must have GRE scores to enter your university, but GRE scores are not required for the school of education, record those scores.

²⁸ See [TAC §234.5\(d\) and \(e\)](#). A military service member or a military veteran shall be entitled to credit verified military service, training, or education toward the training, education, work experience, or related requirements (other than certification examinations) for educator certification. TEA staff and educator preparation programs

GPA Spreadsheet Format Requirements – Reading Specialist Tab

Column	Title	Content	Required Field	Example	Notes
A	EPP County/ District Code	The reporting institution's six-digit CDN	Yes	123456	Format as text. Do not include dashes or spaces
B	Candidate TEA ID Number	The candidate's TEA ID number	Yes	1967890	Format as text.
C	Date Admitted to EPP	Date EPP formally admitted the candidate	Yes	10/22/2015	Format as date.
D	GPA - Overall	The grade point average on all college or university coursework the candidate took before entering the preparation program.	Yes	3.52	Format GPAs as numbers with two decimal points between 0.00 and 4.00 ²⁹ .
E	GPA - Last 60 Hrs.	The grade point average on the most recent 60 hours of college or university coursework the candidate took before entering the preparation program.	No	3.52	Only include this if the candidate was admitted based on the last 60-hour rather than the overall GPA. Format as a number with two decimal points between 0.00 and 4.00.
F	GPA - Admission GPA	The grade point average the program used to determine admission to the program.	Yes	3.52	Column F should equal either column D or E, i.e. Admission GPA should equal either Overall GPA or GPA – Last 60-hours. Format GPAs as numbers with two decimal points between 0.00 and 4.00.
G	Credentials – Years in Classroom at Date of Admission	Record the number of years of classroom experience the candidate had at the date of admission in half-year increments.	Yes	10.5	Record the years of teaching experience at the date of admission from the candidate's service record. Format as number.
H	Credentials – Valid Teaching Certificate - Issuing State	Record the 2-letter identifier for the state that issued the candidate's valid teaching certificate.	Yes	TX	Use Post Office identifiers for states, e.g. TX, OK, LA, NM, CA, etc. Record only one state. Format as text.
I	Credentials – Valid Teaching Certificate – Expiration Year	Record the year the candidate's valid teaching certificate expires	Yes	2020 LIFE	Record years as 4-digits only. Format as number. Record "LIFE" for candidates with lifetime or other certificates without expirations dates.

(EPPs) shall use information from the U.S. Department of Veterans Affairs or other reliable sources to assist in crediting applicable military service, training, or education to certification requirements.

²⁹ See TEC 21.0441(a)(1)(A) & TAC 227.10(a)(3)(i).

Column	Title	Content	Required Field	Example	Notes
J	Credentials - Degree at Date of Admission	Record the degree the candidate held when admitted to the program	Yes	BA	Use initials without punctuation marks, e.g. BA, MS. Format as text.
K	GRE Scores - Overall Score	Sum of Verbal and Quantitative GRE scores	No	321	Report if the GRE is a program admission requirement ³⁰ . Format as number with no decimals.
L	GRE Scores – Verbal Reasoning Score	Record the candidate’s Verbal Reasoning GRE score on the 130-170 or 200-800 scale	No	155	Report if the GRE is a program admission requirement. Format as number with no decimals.
M	GRE Scores – Quantitative Reasoning Score	Record the candidate’s Quantitative Reasoning GRE score on the 130-170 or 200-800 scale	No	145	Report if the GRE is a program admission requirement. Format as number with no decimals.
N	GRE Scores – Analytical Writing Score	Record the candidate’s Analytical Writing GRE score on the 0-6 scale	No	3.5	Report if the GRE is a program admission requirement. Format as number with no decimals.
O	GRE Scores – GRE Date	Date the candidate took the GRE	No	10/22/2015	Because GRE scores changed scales in August 2011, the date will link the test to the proper scale.
P	No Test Required	Record a Y if the candidate did not have to submit GRE test scores to enter the institution.	Maybe	Y	If candidates submitted GRE scores to enter your institution, but not necessarily your program, record those scores. ³¹
Q	Military Experience	Indicate if the candidate’s military experience was credited towards program requirements ³² .	No	Y	Leave blank for non-military candidates. Y – the candidate’s military service, training or education was credited toward program requirements. N – the candidate’s military service, training or education was not credited toward program requirements.

³⁰ GRE information is required for candidates with low GRE scores. TAC §227.10(a)(3)(D) An applicant who does not meet the minimum GPA requirement and is seeking certification in a class other than classroom teacher must perform at or above a score equivalent to a 2.5 GPA on the Verbal Reasoning, Quantitative Reasoning, and Analytic Writing sections of the GRE® (Graduate Record Examinations) revised General Test. The State Board for Educator Certification will use equivalency scores established by the Educational Testing Service, and the Texas Education Agency (TEA) will publish those equivalency scores annually on the TEA website.

³¹ If test scores are required for entry into your institution, but not necessarily for your program, include those scores. For example, if a candidate must have GRE scores to enter your university, but GRE scores are not required for the school of education, record those scores.

³² See [TAC §234.5\(d\) and \(e\)](#). A military service member or a military veteran shall be entitled to credit verified military service, training, or education toward the training, education, work experience, or related requirements (other than certification examinations) for educator certification. TEA staff and educator preparation programs

GPA Spreadsheet Format Requirements – Master Teacher Tab

Column	Title	Content	Required Field	Example	Notes
A	EPP County/ District Code	The reporting institution's six-digit CDN	Yes	123456	Format as text. Do not include dashes or spaces
B	Candidate TEA ID Number	The candidate's TEA ID number	Yes	1967890	Format as text.
C	Date Admitted to EPP	Date EPP formally admitted the candidate	Yes	10/22/2015	Format as date.
D	Master Teacher Content Area	Identify the subject area the candidate in which the candidate is specializing	Yes	Reading	Record one of four options: Reading, Math, Science or Technology. Format as text.
E	GPA - Overall	The grade point average on all college or university coursework the candidate took before entering the preparation program.	Yes	3.52	Format GPAs as numbers with two decimal points between 0.00 and 4.00 ³³ .
F	GPA - Last 60 Hrs.	The grade point average on the most recent 60 hours of college or university coursework the candidate took before entering the preparation program.	No	3.52	Only include this if the candidate was admitted based on the last 60-hour rather than the overall GPA. Format as a number with two decimal points between 0.00 and 4.00.
G	GPA - Admission GPA	The grade point average the program used to determine admission to the program.	Yes	3.52	Column F should equal either column D or E, i.e. Admission GPA should equal either Overall GPA or GPA – Last 60-hours. Format GPAs as numbers with two decimal points between 0.00 and 4.00.
H	Credentials – Years in Classroom at Date of Admission	Record the number of years of classroom experience the candidate had at the date of admission in half-year increments.	Yes	10.5	Record the years of teaching experience at the date of admission from the candidate's service record. Format as number.
I	Credentials – Valid Teaching Certificate - Issuing State	Record the 2-letter identifier for the state that issued the candidate's valid teaching certificate.	Yes	TX	Use Post Office identifiers for states, e.g. TX, OK, LA, NM, CA, etc. Record only one state. Format as text.

(EPPs) shall use information from the U.S. Department of Veterans Affairs or other reliable sources to assist in crediting applicable military service, training, or education to certification requirements.

³³ See TEC 21.0441(a)(1)(A) & TAC 227.10(a)(3)(i).

Column	Title	Content	Required Field	Example	Notes
J	Credentials – Valid Teaching Certificate – Expiration Year	Record the year the candidate’s valid teaching certificate expires	Yes	2020 LIFE	Record years as 4-digits only. Format as number. Record “LIFE” for candidates with lifetime or other certificates without expirations dates.
K	Credentials - Degree at Date of Admission	Record the degree the candidate held when admitted to the program	Yes	BA	Use initials without punctuation marks, e.g. BA, MS. Format as text.
L	Reading Specialist (RS), Technology Applications (TA), or Technology Education (TE) Certificate held at Date of Admission?	If the candidate has one of these certifications at the time of admission, indicate which certificate with the appropriate initials.	No	RS	Record as one of three options: RS, TA or TE. Use initials only. If the candidate does not have one of these qualifications, leave blank. Format as text.
M	GRE Scores - Overall Score	Sum of Verbal and Quantitative GRE scores	No	321	Report if the GRE is a program admission requirement ³⁴ . Format as number with no decimals.
N	GRE Scores – Verbal Reasoning Score	Record the candidate’s Verbal Reasoning GRE score on the 130-170 or 200-800 scale	No	155	Report if the GRE is a program admission requirement. Format as number with no decimals.
O	GRE Scores – Quantitative Reasoning Score	Record the candidate’s Quantitative Reasoning GRE score on the 130-170 or 200-800 scale	No	145	Report if the GRE is a program admission requirement. Format as number with no decimals.
P	GRE Scores – Analytical Writing Score	Record the candidate’s Analytical Writing GRE score on the 0-6 scale	No	3.5	Report if the GRE is a program admission requirement. Format as number with no decimals.
Q	GRE Scores – GRE Date	Date the candidate took the GRE	No	10/22/2015	Because GRE scores changed scales in August 2011, the date will link the test to the proper scale.

³⁴ GRE information is required for candidates with low GRE scores. TAC §227.10(a)(3)(D) An applicant who does not meet the minimum GPA requirement and is seeking certification in a class other than classroom teacher must perform at or above a score equivalent to a 2.5 GPA on the Verbal Reasoning, Quantitative Reasoning, and Analytic Writing sections of the GRE® (Graduate Record Examinations) revised General Test. The State Board for Educator Certification will use equivalency scores established by the Educational Testing Service, and the Texas Education Agency (TEA) will publish those equivalency scores annually on the TEA website.

Column	Title	Content	Required Field	Example	Notes
R	No Test Required	Record a Y if the candidate did not have to submit GRE test scores to enter the institution.	Maybe	Y	If candidates submitted GRE scores to enter your institution, but not necessarily your program, record those scores. ³⁵
S	Military Experience	Indicate if the candidate's military experience was credited towards program requirements ³⁶ .	No	Y	Leave blank for non-military candidates. Y – the candidate's military service, training or education was credited toward program requirements. N – the candidate's military service, training or education was not credited toward program requirements.

³⁵ If test scores are required for entry into your institution, but not necessarily for your program, include those scores. For example, if a candidate must have GRE scores to enter your university, but GRE scores are not required for the school of education, record those scores.

³⁶ See [TAC §234.5\(d\) and \(e\)](#). A military service member or a military veteran shall be entitled to credit verified military service, training, or education toward the training, education, work experience, or related requirements (other than certification examinations) for educator certification. TEA staff and educator preparation programs (EPPs) shall use information from the U.S. Department of Veterans Affairs or other reliable sources to assist in crediting applicable military service, training, or education to certification requirements.

Frequently Asked Questions

Q: How do I record the GPA for a candidate who comes from an institution that doesn't award letter grades?

A: There are several considerations for a candidate from an institution with "unconventional" grading practices.

1. Confirm the candidate's institution is accredited [TAC §227.10(a)(2)].
2. This candidate will be part of your 10% exception to the GPA minimum since you can't really verify that they crossed the GPA threshold [TEC §21.0441(b)].
3. Record N/A (Not Available) for the candidate's Overall and Subject Areas GPA.
4. Confirm and record that the candidate passed a content test verifying her subject knowledge (column L) [TEC §21.0441(b)(2)].
5. Send an exception letter to your program specialist along with the GPA spreadsheet explaining this candidate's unique circumstances.

Q: How do I count a grade for a course for which the candidate received credit/no credit, pass/fail or some variation?

A: Generally, the graded courses in the subject area count toward GPA calculations. The pass/fail courses do not count toward the GPA calculations.

Q: If a candidate has multiple certificates, which certificate and expiration date do we report?

A: Generally, choose the most relevant, most recent certificate. If an EC-6 Generalist is trying to become a Reading Specialist, and she also has ESL and Special Education certificates, the most relevant certificate would be the EC-6 certificate. If she was trying to become a counselor, you might rate the Special Education certificate as most relevant. If she's trying to be a principal arguably none of the certificates is more important than the other, so you could record the most recent certificate. There is ample room for judgment on this variable.

Q: We have Master's degree candidates in our program who are not pursuing certification. We have Counselor candidates who do not want school certification, only an LPC. Should they be included on the GPA spreadsheet?

A: Texas Education Code §21.0452 focuses on candidates in the educator preparation program, so if a student pursuing a Master's degree will not and cannot ever obtain teacher certification through the classes they are attending, they do not have to be included on the GPA spreadsheet. The student should not be able to change her mind at some point after matriculation and begin pursuing certification. She should only be able to pursue certification after reapplying and being admitted. On readmission she would be included in the GPA spreadsheet.

Q: The highlighting or embedded calculations on my spreadsheet don't work as I expected.

A: TEA included conditional highlighting and calculations to help you with processing your data. You can easily remove conditional highlighting from the document or modify it to suit your needs. Similarly, you

can copy and paste formulas where you need them, or embed other formulas that help you. The most important thing for TEA is to get accurate and complete data on the candidates in your program. The conditional highlighting and embedded formulas are a courtesy to help you meet that goal.

Q: We are an alternative program that accepts only applicants with a Bachelor's degree or higher. Some of our applicants' transcripts indicate that they met TSI testing standards as undergraduates. Do we report them as "E" for exempt or "M" since they met the standard through testing?

A: Since your applicants already have a degree report them "E" for exempt. They did not have to pass the TSI exam to enter your institution.

Q: Our program does not require PACT, but we have accepted candidates who took the PACT or have tested with other programs. How do we report them?

A: If a candidate took a content test or PACT before entering your program in the field they are seeking certification, please indicate with a "Y." If that candidate did not otherwise have enough content hours, that would allow us to immediately see the candidate was qualified by examination.

Q: Do I include Master Reading/Math/Science/Technology teachers on the GPA spreadsheet and in ASEP?

A: Yes, if they were admitted to your program they belong on the GPA spreadsheet and in ASEP. Master Teachers are not reported for Title II.

Q: How do I attribute content hours for a candidate pursuing an ELAR/Social Studies or Math/Science combination certificate?

A: Calculate the total number of hours the candidate has in both types of courses, and the GPA for those courses, and include the results in the Content Hours: Total Hours and Content Hours: GPA columns.

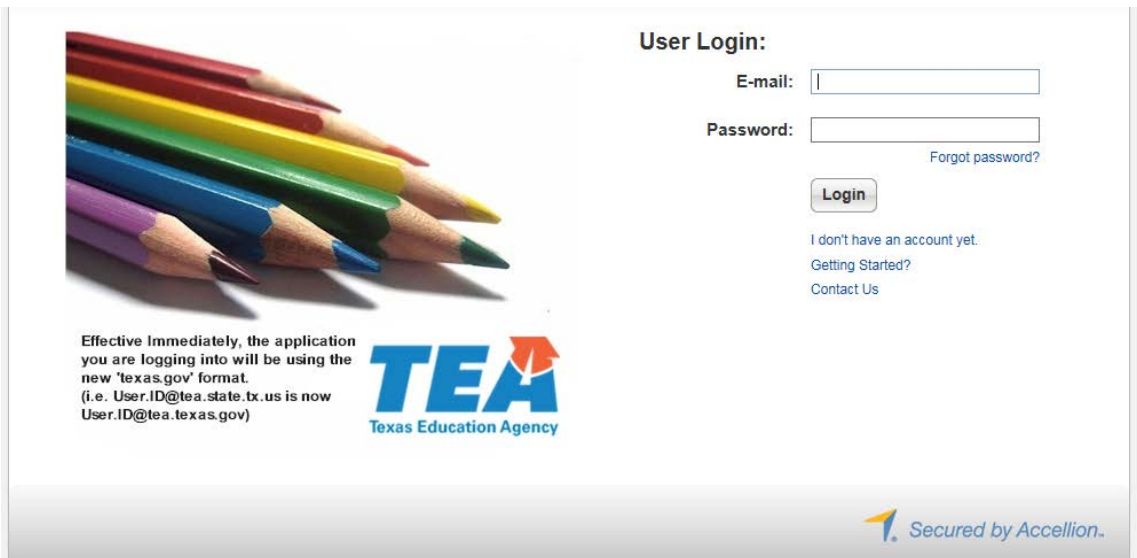
Sending Completed Files to TEA

Your GPA spreadsheet is due to TEA on or before Friday, September 15, 2017. Please send your completed GPA spreadsheet to us through TEA's Secure File Transfer service. If you have not registered for the service in the past, follow these procedures. These procedures are posted on the TEA website with the Contact information under the [Sending Files Securely](#) link.

1. Go to <https://sendfiles.tea.state.tx.us>.
2. Click on **I don't have an account yet**.
3. Enter your email address.
4. You should then receive a verification email at the email address you entered. Follow the link in that email to verify that address.
5. Create a password. Passwords must be at least eight characters long and must contain a minimum of one number and one uppercase letter.
6. Once the account is created, use the **Send File** tab to send a secure email with your file attached to edstandards@tea.texas.gov. Please use the following suggested file names when submitting your GPA spreadsheet. If you make corrections and resubmit your spreadsheet, use the same name with a "v2" or "v3" suffix (e.g. ACU_221502_GPA2017v2) for the second submission.

Step-by-Step Directions

1. Enter your email address and password.



Effective Immediately, the application you are logging into will be using the new 'texas.gov' format. (i.e. User.ID@tea.state.tx.us is now User.ID@tea.texas.gov)

TEA
Texas Education Agency

Secured by Accellion.

2. Click the "Send File" tab. Click Run or OK to remove popup notices.



3. To: Enter edstandards@tea.texas.gov in the “To” box.
4. Subject: Enter your institution’s name and GPA spreadsheet: University of Teachers 2017 GPA Spreadsheet
5. Choose File/Folder: Click the button and add the UniversityofTeachers_123456_GPA2017 spreadsheet to the message.
6. Add a note if desired.
7. Click Send

The screenshot shows the 'Send File' interface of the Texas Education Agency (TEA) system. The interface includes a sidebar with 'Inbox', 'Sent Items', and 'My Files' links, and a 'Compose New' button. The main area is titled 'Send File' and contains the following elements:

- Buttons: 'Send', 'Save Now', 'Discard', 'Invite User', and 'Request File'.
- 'To' field: Contains 'edstandards@tea.texas.gov'.
- 'Subject' field: Empty.
- 'Files' section: Includes buttons for 'Choose File/Folder', 'Use Regular Upload', 'Change Applet temp directory', and 'Choose from File Manager'.
- Message body: A large text area with the placeholder text 'Use Rich Text Formatting »'.
- 'Additional Options' section: Includes checkboxes for 'Send copy to myself' and 'Send notification on file delivery'.
- 'Send' button: Located at the bottom of the 'Additional Options' section.

Red circles are drawn around the 'To' field, the 'Subject' field, the 'Choose File/Folder' button, the message body text area, and the 'Send' button to indicate the steps in the process.

Preferred File Names for GPA Spreadsheets

Please use the file name below when you send your program's GPA spreadsheet to TEA.

CDN	Program Name	GPA Spreadsheet Name
057708	21ST CENTURY LEADERSHIP	21stCenturyLdr_057708_GPA2017
178701	A CAREER IN EDUCATION-ACP	ACareerInEd_178701_GPA2017
108708	A CAREER IN TEACHING-EPP (MCALLEN)	ACareerInTchMcAllen_108708_GPA2017
108703	A CAREER IN TEACHING-EPP (CORPUS CHRISTI)	ACareerInTchCC_108703_GPA2017
101714	A+ TEXAS TEACHERS	APlus_101714_GPA2017
221502	ABILENE CHRISTIAN UNIVERSITY	ACU_221502_GPA2017
101712	ACT-HOUSTON	ACTHouston_101712_GPA2017
101723	ACT-HOUSTON AT DALLAS	ACTHoustonDallas_101723_GPA2017
108701	ACT-RIO GRANDE VALLEY	ACTRGV_108701_GPA2017
015702	ACT-SAN ANTONIO	ACTSA_015702_GPA2017
015709	ALAMO COLLEGES	AlamoColleges_015709_GPA2017
031701	ALTERNATIVE-SOUTH TEXAS EDUCATOR PROGRAM	ASTEP_031701_GPA2017
057508	AMBERTON UNIVERSITY	Amberton_057508_GPA2017
057715	AMERICAN COLLEGE OF EDUCATION	AmericanCOE_057715_GPA2017
226501	ANGELO STATE UNIVERSITY	ASU_226501_GPA2017
220703	ARLINGTON BAPTIST COLLEGE	ABC_220703_GPA2017
101716	ATC-EAST HOUSTON	ATCEastHouston_101716_GPA2017
091502	AUSTIN COLLEGE	AustinCollege_091502_GPA2017
227502	AUSTIN COMMUNITY COLLEGE	AustinCC_227502_GPA2017
161503	BAYLOR UNIVERSITY	Baylor_161503_GPA2017
227505	CONCORDIA UNIVERSITY	Concordia_227505_GPA2017
057504	DALLAS BAPTIST UNIVERSITY	DallasBaptist_057504_GPA2017
057702	CRISWELL COLLEGE	Criswell_057702_GPA2017
057905	DALLAS ISD	DallasISD_057905_GPA2017
102501	EAST TEXAS BAPTIST UNIVERSITY	EastTxBaptist_102501_GPA2017
220701	EDUCATION CAREER ALTERNATIVES PROGRAM	ECAP_220701_GPA2017
227703	EDUCATORS OF EXCELLENCE ACP	EducExcellence_227703_GPA2017
108709	EIT: EXCELLENCE IN TEACHING	EIT_108709_GPA2017
221501	HARDIN-SIMMONS UNIVERSITY	HardinSimmons_221501_GPA2017
101000	HARRIS COUNTY DEPARTMENT OF ED	HarrisCounty_101000_GPA2017
101510	HOUSTON BAPTIST UNIVERSITY	HoustonBaptist_101510_GPA2017
101506	HOUSTON COMMUNITY COLLEGE SYSTEM	HoustonCC_101506_GPA2017
101912	HOUSTON ISD	HoustonISD_101912_GPA2017
025501	HOWARD PAYNE UNIVERSITY	HowardPayne_025501_GPA2017
227503	HUSTON-TILLOTSON UNIVERSITY	HustonTillotson_227503_GPA2017
101717	INTERN TEACHER ACP	InternTeacher_101717_GPA2017
057709	ITEACHTEXAS	ITeachTx_057709_GPA2017
250501	JARVIS CHRISTIAN COLLEGE	JarvisChristian_250501_GPA2017
123501	LAMAR UNIVERSITY	Lamar_123501_GPA2017
092502	LETOURNEAU UNIVERSITY	LeTourneau_092502_GPA2017
101702	LONE STAR COLLEGES	LoneStar_101702_GPA2017
152502	LUBBOCK CHRISTIAN UNIVERSITY	LCU_152502_GPA2017
161502	MCLENNAN COMMUNITY COLLEGE	McClennanCC_161502_GPA2017
221503	MCMURRY UNIVERSITY	McMurray_221503_GPA2017
243501	MIDWESTERN STATE UNIVERSITY	MSU_243501_GPA2017
057710	MOUNTAIN VIEW COLLEGE	MountainView_057710_GPA2017
101725	NORTH AMERICAN UNIVERSITY	NorthAmerican_101725_GPA2017

CDN	Program Name	GPA Spreadsheet Name
015502	OUR LADY OF THE LAKE UNIVERSITY	OLLU_015502_GPA2017
101917	PASADENA ISD	PasadenaISD_101917_GPA2017
161504	PAUL QUINN COLLEGE	PaulQuinn_161504_GPA2017
237501	PRAIRIE VIEW A&M UNIVERSITY	PVAMU_237501_GPA2017
057712	QUALITY ACT: ALTERNATIVE CERTIFIED TCHRS	QualityACT_057712_GPA2017
108950	REG 01 EDUCATION SERVICE CENTER	RESC01_108950_GPA2017
178950	REG 02 EDUCATION SERVICE CENTER	RESC02_178950_GPA2017
235950	REG 03 EDUCATION SERVICE CENTER	RESC03_235950_GPA2017
101950	REG 04 EDUCATION SERVICE CENTER	RESC04_101950_GPA2017
181950	REG 05 EDUCATION SERVICE CENTER	RESC05_181950_GPA2017
236950	REG 06 EDUCATION SERVICE CENTER	RESC06_236950_GPA2017
092950	REG 07 EDUCATION SERVICE CENTER	RESC07_092950_GPA2017
225950	REG 08 EDUCATION SERVICE CENTER	RESC08_225950_GPA2017
057950	REG 10 EDUCATION SERVICE CENTER	RESC10_057950_GPA2017
220950	REG 11 EDUCATION SERVICE CENTER	RESC11_220950_GPA2017
161950	REG 12 EDUCATION SERVICE CENTER	RESC12_161950_GPA2017
227950	REG 13 EDUCATION SERVICE CENTER	RESC13_227950_GPA2017
221950	REG 14 EDUCATION SERVICE CENTER	RESC14_221950_GPA2017
165950	REG 18 EDUCATION SERVICE CENTER	RESC18_165950_GPA2017
071950	REG 19 EDUCATION SERVICE CENTER	RESC19_071950_GPA2017
015950	REG 20 EDUCATION SERVICE CENTER	RESC20_015950_GPA2017
101718	RICE EDUCATION ENTREPRENEURSHIP PROGRAM	RiceEEP_101718_GPA2017
101513	RICE UNIVERSITY	Rice_101513_GPA2017
236501	SAM HOUSTON STATE UNIVERSITY	SHSU_236501_GPA2017
133501	SCHREINER UNIVERSITY	Schreiner_133501_GPA2017
108707	SOUTH TEXAS COLLEGE	SouthTxCollege_108707_GPA2017
108706	SOUTH TEXAS TRANSITION TO TEACHING ACP	SouthTxTTT_108706_GPA2017
057502	SOUTHERN METHODIST UNIVERSITY	SMU_057502_GPA2017
126501	SOUTHWESTERN ADVENTIST UNIVERSITY	SAU_126501_GPA2017
070501	SOUTHWESTERN ASSEMBLIES OF GOD UNIV	SAGU_070501_GPA2017
246501	SOUTHWESTERN UNIVERSITY	Southwestern_246501_GPA2017
227504	ST EDWARD'S UNIVERSITY	StEdwards_227504_GPA2017
015506	ST MARY'S UNIVERSITY	StMarys_015506_GPA2017
174501	STEPHEN F AUSTIN STATE UNIVERSITY	SFASU_174501_GPA2017
022501	SUL ROSS STATE UNIVERSITY - ALPINE	SulRossAlpine_022501_GPA2017
232502	SUL ROSS STATE UNIVERSITY - RIO GRANDE	SulRossRGV_232502_GPA2017
072501	TARLETON STATE UNIVERSITY	Tarleton_072501_GPA2017
108704	TEACHERBUILDER.COM	TeacherBuilder_108704_GPA2017
071701	TEACHERS FOR THE 21ST CENTURY	Tchrs21Century_071701_GPA2017
240502	TEXAS A&M INTERNATIONAL UNIVERSITY	TAMIU_240502_GPA2017
021501	TEXAS A&M UNIVERSITY	TAMU_021501_GPA2017
014702	TEXAS A&M UNIVERSITY - CENTRAL TEXAS	TAMUCentralTx_014702_GPA2017
116501	TEXAS A&M UNIVERSITY - COMMERCE	TAMUCommerce_116501_GPA2017
178504	TEXAS A&M UNIVERSITY - CORPUS CHRISTI	TAMUCC_178504_GPA2017
137501	TEXAS A&M UNIVERSITY - KINGSVILLE	TAMUKingsville_137501_GPA2017
015712	TEXAS A&M UNIVERSITY - SAN ANTONIO	TAMUSA_015712_GPA2017
019502	TEXAS A&M UNIVERSITY - TEXARKANA	TAMUTexarkana_019502_GPA2017
227708	TEXAS ALTERNATIVE CERT PGM @ AUSTIN	TACP_Austin_227708_GPA2017
031702	TEXAS ALTERNATIVE CERT PGM @ BROWNSVILLE	TACPBrownsville_031702_GPA2017
101724	TEXAS ALTERNATIVE CERT PGM @ HOUSTON	TACPHouston_101724_GPA2017
015708	TEXAS ALTERNATIVE CERT PGM @ SAN ANTONIO	TACPSA_015708_GPA2017
071702	TEXAS ALTERNATIVE CERTIFICATION PROGRAM	TACP_071702_GPA2017

CDN	Program Name	GPA Spreadsheet Name
220501	TEXAS CHRISTIAN UNIVERSITY	TCU_220501_GPA2017
212502	TEXAS COLLEGE	TxCollege_212502_GPA2017
094501	TEXAS LUTHERAN UNIVERSITY	TLU_094501_GPA2017
101503	TEXAS SOUTHERN UNIVERSITY	TxSouthern_101503_GPA2017
105501	TEXAS STATE UNIVERSITY	TSU_105501_GPA2017
152501	TEXAS TECH UNIVERSITY	TTU_152501_GPA2017
220504	TEXAS WESLEYAN UNIVERSITY	TWU_220504_GPA2017
061502	TEXAS WOMAN'S UNIVERSITY	TxWomans_061502_GPA2017
061701	THE TX INSTITUTE FOR TEACHER EDUCATION	TTITE_061701_GPA2017
220707	TNTP ACADEMY - FORT WORTH	TNTP_220707_GPA2017
227701	TRAINING VIA E-LEARNING: AN ALT CRT HYBR	TEACH_227701_GPA2017
015504	TRINITY UNIVERSITY	Trinity_015504_GPA2017
057507	UNIVERSITY OF DALLAS	UDallas_057507_GPA2017
101502	UNIVERSITY OF HOUSTON	UHouston_101502_GPA2017
101509	UNIVERSITY OF HOUSTON-CLEAR LAKE	UHCL_101509_GPA2017
101512	UNIVERSITY OF HOUSTON-DOWNTOWN	UHD_101512_GPA2017
235502	UNIVERSITY OF HOUSTON-VICTORIA	UHV_235502_GPA2017
014503	UNIVERSITY OF MARY HARDIN-BAYLOR	UMHB_014503_GPA2017
061501	UNIVERSITY OF NORTH TEXAS	UNT_061501_GPA2017
161701	UNIVERSITY OF NORTH TEXAS - DALLAS	UNTDallas_161701_GPA2017
015705	UNIVERSITY OF PHOENIX	UPhoenix_015705_GPA2017
101508	UNIVERSITY OF ST THOMAS	UST_101508_GPA2017
220503	UNIVERSITY OF TEXAS - ARLINGTON	UTArlington_220503_GPA2017
227501	UNIVERSITY OF TEXAS - AUSTIN	UTAustin_227501_GPA2017
057506	UNIVERSITY OF TEXAS - DALLAS	UTDallas_057506_GPA2017
071501	UNIVERSITY OF TEXAS - EL PASO	UTEP_071501_GPA2017
068502	UNIVERSITY OF TEXAS - PERMIAN BASIN	UTPB_068502_GPA2017
108501	UNIVERSITY OF TEXAS - RIO GRANDE VALLEY	UTRGV_108501_GPA2017
015505	UNIVERSITY OF TEXAS - SAN ANTONIO	UTSA_015505_GPA2017
212503	UNIVERSITY OF TEXAS - TYLER	UTTyler_202503_GPA2017
015503	UNIVERSITY OF THE INCARNATE WORD	UIC_015503_GPA2017
057722	URBAN TEACHERS	URBAN_057722_GPA2017
095501	WAYLAND BAPTIST UNIVERSITY	WBU_095501_GPA2017
184501	WEATHERFORD COLLEGE	Weatherford_184501_GPA2017
101715	WEB-CENTRIC ALTERNATIVE CERT PROGRAM	WebCentric_101715_GPA2017
191501	WEST TEXAS A&M UNIVERSITY	WTAMU_191501_GPA2017
101708	WESTERN GOVERNORS UNIVERSITY	WGU_101708_GPA2017
102502	WILEY COLLEGE	Wiley_102502_GPA2017
101845	YES PREP PUBLIC SCHOOLS INC	YesPrep_101845_GPA2017