



Educator Preparation Program

ASEP Technical Manual

2017-2018 Reporting

Introduction

The Educator Preparation Program (EPP) Accountability System for Educator Preparation (ASEP) Technical Manual includes information to help you complete the academic year (AY) 2017-2018 reporting¹. The Texas Education Agency (TEA) will try to keep you informed as we develop the ASEP standards for accountability and adapt the technical systems to accommodate reporting. Please be patient as we refine our data collection methods and interpretations. This manual is a service and a resource only. Nothing in this manual overrules statute, code or other more authoritative sources.

We appreciate all you do to prepare outstanding teachers for our children and our future.

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¹ I retained screen shots from the 2016-2017 manual rather than recreate them just to change a date. I apologize.

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What's New for 2017-2018 Reporting?

GPA Spreadsheet

The GPA Spreadsheet has been revised for 2017-2018. We have revised the data dictionary with consistent explanations of how the data should be reported.

Formal Admission

Texas Administrative Code (TAC) §227.17 implemented formal admission procedures for EPPs. The formal admission date is the effective date that you specified in the written (paper or electronic) offer of formal admission. EPPs must notify TEA within seven calendar days of a candidate's formal admission by uploading the candidate in the Test Approval window. The admission date should be the same for all tests approved. NOTE: Because two different sets of rules were in place during AY 2016-2017, there were understandable discrepancies between how programs admitted and reported candidates in the past and the procedures required after December 27, 2017. Multiple or inaccurate admission dates should not be a problem during AY 2017-2018.

Field Supervisors

To help TEA report the ratio of candidates to field supervisors as required by Texas Education Code (TEC) §21.045(4) and TEC §21.0452(b)(6), programs must now maintain a list of field supervisors and their TEA ID numbers. ASEP includes functions to allow EPPs to monitor the candidate/field supervisor ratio by semester and year. All your candidates and field supervisors should have TEA ID numbers.

Observations

All programs must record observations for their candidates. TAC §228.35(g) has detailed requirements for different levels of support for different kinds of candidates. The ASEP system is not set up to capture or analyze these many differences.

Although you will not be able to report using these categories in 2017-2018, you should begin aligning your data systems and gathering the necessary data to support this kind of reporting.

Review TAC §228.35(g) very carefully and understand how these new rules affect your program.

Finally, this year's manual has been extensively revised². The SBEC rules that the manual supports have changed significantly. Later versions of this and complementary manuals will support the revised rules. Please identify then forgive any errors in this manual. Later editions will incorporate your improvements. Send comments regarding this manual to Tim Miller at tim.miller@tea.texas.gov.

² Some embedded screenshots have not been changed from last year if the change would only change a date.

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Data Collection Calendar

Date Frame	Event	Event	Event	Event	Event
September 1 – August 31st	Other Enrolled and Finishers identified by EPP	Programs conduct observations	Exit Surveys Collected as candidates apply for standard certification.	New Teacher Survey closes (planned)	Collect GPA Spreadsheet data on admitted candidates
September 15th	Candidate Status (Other Enrolled and Finisher) Lists final submission to TEA – Standard I	Observation Data final submission to TEA – Standard IV	Annual Performance Report Data due to TEA		Consumer Information (GPA Spreadsheet) due to TEA
September 21- October 15	Resolution period for candidate status data	Resolution period of observation data	ETS Title II site opens		Resolution period for Annual Performance Report and GPA spreadsheet
October	Pass Rates Calculated for Standard I	Observation Data Calculated for Standard IV	LBB Report on IHE teacher productivity	TEA reviews certification field pass rates	Standard IV calculated
November		New observation reporting with supervisor TEA ID#	ETS Title II site closes – candidates listed for Title II pass rate calculation		New GPA spreadsheet posted
February	Program status notification sent				
March	Accreditation Statuses taken to SBEC for approval		ETS Title II data review		Title II IPRC opens
April	All Accreditation Status Letters and impact data sent	Principal Survey opens	ETS uploads IPRC pass rates	New Teacher Survey opens (planned)	Title II IPRC data due
June	Action Plans due from programs	Principal Surveys due June 15, 2016			
July				Title II data review	

The Big Picture

Imagine a candidate going through your program. She will show up on your reporting at different points in her training. Consider a candidate who earns her certificate in about a year.

Training/ Report	APR	GPA Spreadsheet	Test Approval	Finisher List	Observations	Title II - IPRC	Title II - ETS
Apply	Counted as <i>Applied</i> in all, gender and ethnic group						
Admit	Counted as <i>Admitted</i> in all, gender and ethnic group	Listed with relevant GPA information	Uploaded within 7 days of admittance date	Listed as “Other Enrolled” with certification goal		Counted as enrolled with gender/ethnicity in IPRC.	Listed as enrolled with cert goal in ETS/TLCS.
Pre-internship	Counted as <i>Retained</i> in all, gender and ethnic group.		Test approval granted when ready	Listed as Other Enrolled with certification goal			
Internship	Counted as <i>Retained</i> in all, gender and ethnic group.		Test approval granted when ready	Listed as Other Enrolled with certification goal	Observations recorded		
Finisher	Counted as <i>Finisher</i> in all, gender and ethnic group.			Listed as Finisher with certification goal. Included in pass rate calculations	Number, duration and timing of observations meets SBEC requirements	Counted as finishing with gender/ethnicity in IPRC.	Listed as completed with cert goal in ETS/TLCS.

After the candidate finishes your program, her³ data should show up still in the numbers of certified persons/certificates awarded lists, Exit Survey, Principal Survey, New Teacher Survey (when administered), employment and retention reports.

Let’s follow one candidate, Ivana Teach⁴, through her education and training to demonstrate how you will record her progress in the ASEP system. Certainly, the details will vary according to your program’s procedures, but the major reporting requirements are substantially the same across programs.

³ Since approximately three out of four teachers are female, this document generally uses the female pronoun. This is to avoid the awkwardness of constructions like s/he and his/her. No sexism is intended or implied.

⁴ Ivana Teach is fictional. Her SSN is a random set of numbers, and all other demographic information is made up. Any similarities to a real 118-year-old teacher candidate are purely coincidental.

Before You Begin

Choose Your Browser

TEAL, ECOS and ASEP work best with Internet Explorer or Firefox. They are less reliable with Google Chrome.

Before you begin you must be able to get into the ASEP system through your TEAL (TEA Login) account. TEA has provided extensive guidance on how to get access to ASEP through the ECOS for Entities link on the [TEA Secure Applications](#) page. There you can find TEAL Access Instructions for ECOS Entity Users and you can [Request Access Online](#). The TEA Secure Applications link is featured prominently in the blue “Popular Applications” ribbon on the [TEA Home Page](#). If you are unable to get into TEAL and ASEP, speak first to your legal authority or the person at your institution responsible for providing ASEP access permission. If necessary, you can also get help from your program specialist.

Applied and Admitted

Ivana arrived at your program in December 2017 wanting to be an elementary school teacher. She completed an application, submitted her transcripts and other required paperwork, and paid an application fee. Ivana is an applicant⁵.

A less qualified applicant applied the same day, Don Gottit. You decided to admit Ivana but not admit Don. Ivana is admitted⁶ as a candidate⁷. Don is only an applicant.

Now that you’ve accepted Ivana into your program, you will record her enrollment in six places.

1. Test approval window
2. GPA spreadsheet
3. Other Enrolled list
4. ETS Title II website
5. IPRC Title II website
6. APR table

Recording for ASEP

In applying, Ivana brings her application, her enthusiasm, her records, and a responsibility to report in ASEP⁸. Because you don’t know all the candidates who will apply, not all of those who

⁵ See TAC §227.5(3), an individual seeking admission to an educator preparation program for any class of certificate.

⁶ See TAC §227.5(11), Admission to an educator preparation program when an applicant meets all admission requirements specified in 227.10 of this title (relating to Admission Criteria).

⁷ See TAC §227.5(4), an individual who has been formally or contingently admitted to an educator preparation program; also, referred to as an enrollee or participant.

⁸ TEC §21.045(b) Each educator preparation program shall submit data elements as required by the board for an annual performance report to ensure access and equity. At a minimum, the annual report must contain:

will be admitted to, retained in or will complete your program, you should develop a table to keep track so you will be ready to report. If we pretend Ivana and Don are the first candidates of the 2017-2018 reporting year, your table should look something like this.

1: Annual Performance Report - Beginning

Group	Applied	Admitted	Retained	Completed
All	2	1	1	
Female	1	1	1	
Male	1			
African-American				
Hispanic				
Other	2	1	1	
White				

Both Don and Ivana are in the Applied column, but only Ivana is in the admitted column. Ivana is also listed in the Retained column, because as soon as she is admitted she is retained⁹. This is the only year Ivana will be in the Admitted column, but she will remain in the Retained column until she completes your program. Notice that the sum of male and female equals All, and the sum of the ethnic groups equals all.

Admission Notification

Having decided to admit Ivana to your program, you must notify her of the offer of formal admission in writing by mail, personal delivery, facsimile, email or an electronic notification,¹⁰ including the effective date of formal admission. The applicant must accept your offer to be formally admitted to your program. Finally, **you must also notify the TEA within seven calendar days of a candidate's formal admission.** Because of the short deadline, you should give the candidate a deadline for accepting or refusing admission. You “notify” TEA that you have admitted Ivana by uploading her through the Test Approval function in ASEP.

You can upload test approval for Ivana as an individual or as part of a bulk upload.

(3) the following information, disaggregated by race, sex, and ethnicity:

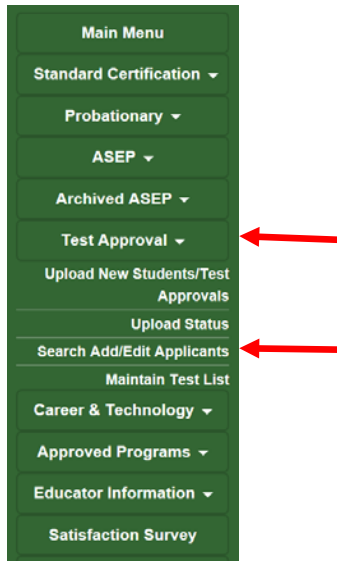
- (A) the number of candidates who apply;
- (B) the number of candidates admitted;
- (C) the number of candidates retained;
- (D) the number of candidates completing the program;

⁹ Think of the Applied, Retained, and Finisher/Completer lists as movies. Anyone who comes through your program at any point during the year will be captured on the movie, and should be counted accordingly. On the other hand, think of the Retained/Other Enrolled list as a snapshot taken on August 31, 2018. Only persons in your program on August 31 would be in the picture, in the Other Enrolled list or in the Retained count.

¹⁰ TAC §227.17

Individual Upload

1. Enter the ECOS “Green Screen” for your program.
2. Select “Test Approval” menu.
3. Select “Search Add/Edit Applicants.”
4. If Ivana already has a TEA ID, enter her TEA ID, SSN or name in Search Add/Edit Applicants and click “Search.”



5. If Ivana does not have a TEA ID number and has never been in ECOS, enter her social security number (SSN) and click the “Create with Given SSN” box.

Student Search

The applicant/educator's name must appear exactly as it appears on their valid state ID

You may search for the Student by entering the SSN number, Last Name or by TEA ID

Social Security Number:

-- or --

First Name:

Last Name:

-- or --

TEA ID:

If a new profile is to be created, enter an SSN and click this checkbox.

Create with Given SSN ☒

If an SSN is not available, a "P" number can be generated for this student by clicking on this checkbox and clicking on the Search button.

Generate P Number ☐

Search

6. Click “Search.”

7. Add the relevant information for Ivana. **DOUBLE-CHECK** the information you entered to be sure it's right¹¹.
8. Click "Save."
9. Click OK to continue.

Add New Educator Information

The applicant/educator's name must appear exactly as it appears on their valid state ID

Basic Educator Information	
SSN	741-85-2963
**First Name	Ivana
Middle Name	
**Last Name	Teach
Maiden Name	
**Birth Date (mm/dd/yyyy)	01/01/1900
**Email Address	ivana.teach@gmail.com
<p>** - Denotes Required Field</p> <p>Entity's Affidavit: I, Michael Vriesenga, an authorized representative of Abilene Christian University, do hereby affirm that I have entered on-line, truthfully and correctly, the information for this student. By pressing the Save Button below, I affirm that all of the information I have provided above is true.</p>	
<div>Save</div> <div>Cancel</div>	

10. Click "Add Test Approval."

Maintain Test Approval Information

Basic Educator Information			
SSN/TEA ID	First Name	Middle Name	Last Name
741-85-2963 / 2080762	Ivana		Teach
Gender	DOB	Ethnicity	
	1/1/1900	Not Specified	

Educator Test Information				
Test Code/Description	Route	Active Date	Approved?	Updated By

Return

Add Test Approval

11. Put the effective date of formal admission in the "Date of Admittance" window. This is the date you specified in your admission correspondence to the applicant/candidate.

¹¹ Accurate names and social security numbers are critical. Be sure the name you enter is exactly the name that appears on the candidate's driver's license or passport. The candidate may be turned away from testing if the names differ. The candidate can change the name by going through the name change process, but she should not have to do this because of a clerical error.

- a. Each candidate should have only one admission date. Even if you approve the candidate for more than one test, each test must have the same date of admittance.
 - b. This date must be between 9/1/2017 and 8/31/21018 for 2017-2018 candidates.
12. Select the route appropriate for Ivana and your institution.
 13. Select the appropriate test or Not Assigned.
 14. Select the appropriate approval level (Eligible or Approved for One Attempt) ¹².
 15. Click Save.

Add/Edit Test Approvals

Educator Information			
SSN/TEA ID	First Name	Middle Name	Last Name
741-85-2963 / 2080762	Ivana		Teach
Gender	DOB	Ethnicity	
	1/1/1900	Not Specified	

Test Information	
Date of Admittance	01/25/2017
Route	University Initial with Prep (31)
Test	Not Assigned(0)
Approval	Eligible (0)

Save Cancel

Check your work when you're finished.

1. Click the "Maintain Test List" menu option.
2. Select the relevant filter (All).
3. Select the relevant Academic Year.
4. Click the "Refresh List" button.
5. Ensure you put the right information in for Ivana.

¹² Use good judgment when providing test approval. TEC §21.048 limits a candidate to an initial attempt at a test and four retakes. TAC §229.4 holds programs accountable for candidate success on certification exams. Consequently, you should be sure your candidates are well prepared to pass the test before you change them from Eligible (0) to Approved for 1 Attempt (1).

ASEP Technical Manual for 2017-2018 Reporting

Main Menu

- Standard Certification ▾
- Probationary ▾
- ASEP ▾
- Archived ASEP ▾
- Test Approval ▾
- Upload New Students/Test Approvals
- Upload Status
- Search Add/Edit Applicants
- Maintain Test List

Current Filter for Applicant(s): Eligible ▾ Academic Year: 2016-2017 ▾

Refresh List

Items per page: [25] [50] [75] [100] ["All"] Page 1 of 1 [1]

Last Name, First Name	SSN/TEA ID	Test History	Tests	Status
Teach, Ivana	741-85-2963 / 2080762	Tests	291-Core Subjects EC-6	Choose New Status ▾

Continue

Bulk Upload

Uploading individual candidates one at a time can be burdensome for larger programs. If you create an Excel CSV file with the relevant candidate data, you can upload as many as 200 candidates at one time.

1. Click on “Upload New Students/Test Approvals.” The file layout is shown below with an example.

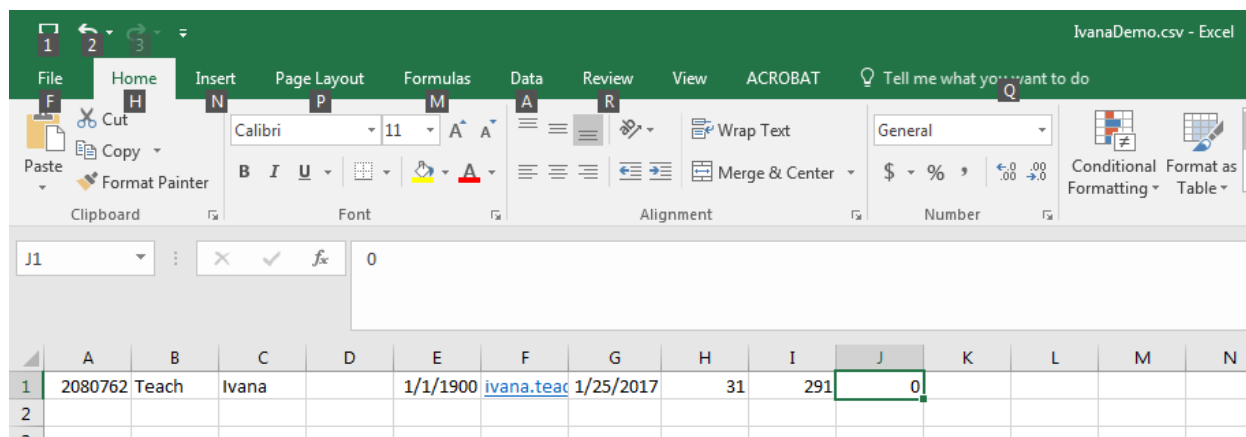
2. Create your CSV file. Do not use headers. There should be 10 columns (A-J) when you're done.
 - A. SSN or PNumber¹³
 - B. Last Name
 - C. First Name
 - D. Middle Name (Optional)
 - E. Date of Birth (mm/dd/yyyy)
 - F. Email address
 - G. Admittance Date (mm/dd/yyyy)(between 9/1/2017 and 8/31/2018 for the 2017/2018 cohort.
 - H. Route
 - I. Test Code¹⁴

¹³ Accurate names and social security numbers are critical. Be sure the name you enter is exactly the name that appears on the candidate's driver's license or passport. The candidate may be turned away from testing if the names differ. The candidate can change the name by going through the name change process, but she should not have to do that because of a clerical error.

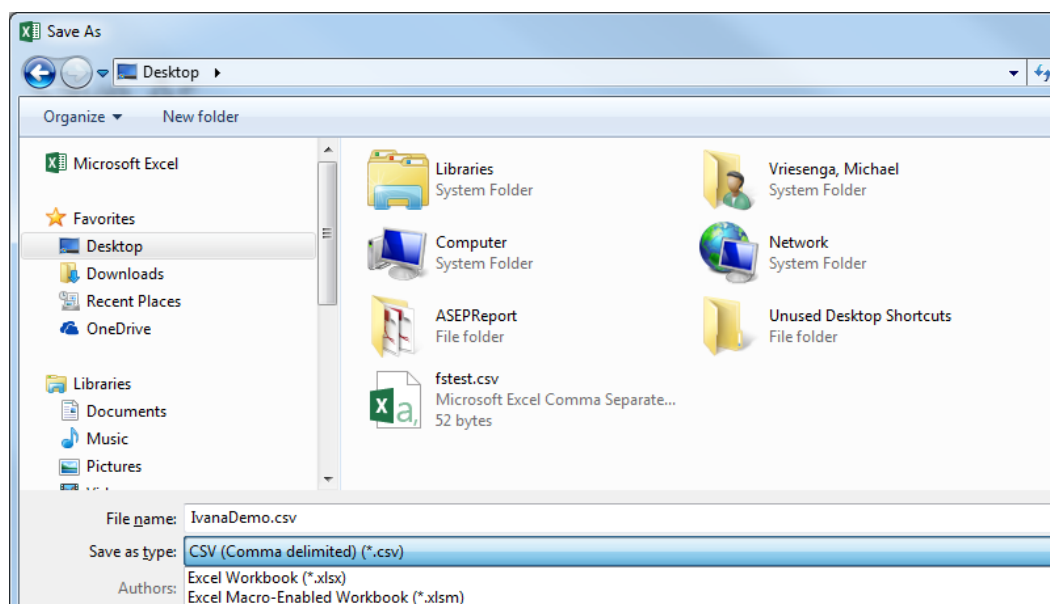
¹⁴ You can omit a test code if you are not ready to provide test approval.

J. Test Approval

Your completed file will look something like this.



3. Save your file as CSV someplace convenient.



4. Click "Yes" et cetera to keep the file in csv format despite Microsoft's repeated objections.
5. Close the file and do what you must to keep the file in csv format despite Microsoft's repeated objections.
6. Browse to find the csv file you saved.
7. Click "Upload."

Upload Profile/Tests

If all went well you should get a message confirming the upload.

Uploaded file successfully. Records processed: 1.

[Click here to view Upload Status Report.](#)

Beware: Bulk Hazards

1. Disable pop-ups.
2. Spam blockers will block TEA notification.
3. No stray number5, commas, additional lines, spaces or columns.
4. Check for extra lines by opening the spreadsheet in “note pad” or “word pad.”
5. If you get a message that the upload failed – the upload failed – really.

Check you work when you’re finished.

1. Click “Upload Status” in the Test Approval menu.
2. Click the “Test Approvals” link in the Upload Type column to see a text version of what you uploaded. It will look like:
“741852963, TEACH, IVANA,,1/01/1900,ivana.teach@gmail.com,1/25/2017,31,,0”
3. Click the appropriate date/time stamp in the Upload Results column to see any errors that occurred when you uploaded.
4. If necessary, fix the errors and upload again.

Upload Status for:
County District:

End Date: 1/26/2017 Submit

Upload Date/Time	Userid	Upload Type (click to view)	Upload Results (click to view)
1/20/2017 3:42:12 PM	michael.vriesenga	Test Approvals	1/20/2017 3:42:12 PM
1/20/2017 3:36:47 PM	michael.vriesenga	Test Approvals	1/20/2017 3:36:47 PM
1/19/2017 11:08:41 AM	lynette.estes	Field Supervisors	1/19/2017 11:08:50 AM
1/17/2017 9:17:52 AM	lynette.estes	Field Supervisors	1/17/2017 9:17:52 AM
1/17/2017 9:12:17 AM	lynette.estes	Field Supervisors	1/17/2017 9:12:19 AM
1/17/2017 8:57:21 AM	michael.vriesenga	Field Supervisors	1/17/2017 8:57:24 AM
1/17/2017 8:50:46 AM	michael.vriesenga	Field Supervisors	1/17/2017 8:50:54 AM
1/12/2017 3:48:04 PM	michael.vriesenga	Field Supervisors	1/12/2017 3:48:04 PM
1/12/2017 3:45:59 PM	michael.vriesenga	Field Supervisors	1/12/2017 3:45:59 PM
1/9/2017 3:47:18 PM	lynette.estes	Observations	1/9/2017 3:49:32 PM

NOTE: Don’t rely on the computer to identify errors. ASEP will identify some errors, but other errors are classic cases of garbage in-garbage out. Ask a colleague to cross-check your work.

Congratulations, you have successfully recorded Ivana Teach, and lots of her peers, as a candidate in your program in an APR table and in the test approval system. Before you put down your computer and pick up a refreshing beverage, there are at least four other places you should record that Ivana is now a proud part of your program.

GPA Spreadsheet

In determining whether you would enroll Ivana in your program you reviewed her transcripts. You must include data from newly admitted candidates in the GPA spreadsheet each year. TEA will check to ensure that the number of persons you report as admitted matches the number of persons listed on your GPA spreadsheet. TEA posts the most recent GPA spreadsheet on the [Program Provider Resources page](#), along with a GPA Spreadsheet Data Dictionary. These are your best sources for information about how to complete the GPA spreadsheet. As a practical matter, you should update a working version of the GPA spreadsheet whenever you admit a new candidate. This will allow you to keep up with your new candidates and monitor how your program is doing in relation to minimum GPA requirements. Here is how a portion of the spreadsheet will look for Ivana.

EPP County/District Code	Candidate TEA ID Number	Date Admitted to EPP (MM/DD/YYYY)	Candidate Certification Field	Overall GPA	GPA for Last 60 Hrs. (report only if used for admission)	Admission GPA	Certification Subject Area Courses - Total Hours	Certification Subject Area Courses - GPA	Basic Skills Determination	PACT or Content Test Passed at Admission (Y or N)
Totals	1			3.54	#DIV/0!	3.54	3.70	66.00		0
123456	2080762	1/25/2018	Core Subjects EC-6	3.54		3.54	3.7	66.00	E	N

The GPA spreadsheet should only include candidates admitted between September 1, 2017 and August 31, 2018. A candidate will only be on the GPA spreadsheet once¹⁵. Even if Ivana remains with your program through 2018-2019, she will not be on the 2018-2019 GPA spreadsheet.

What about Drop Outs?

Sometimes a candidate will apply to your program, be admitted to your program, and then change her mind about pursuing certification through your program. Here is how you should report a candidate who applies and is admitted, then withdraws.

¹⁵ There are possible exceptions. If a candidate is dis-enrolled from your program, then re-applies and is re-admitted to the program, then the candidate could be on a GPA spreadsheet more than one year.

1. APR Applied - +1
2. APR Admitted - +1
3. APR Retained – 0¹⁶
4. APR Finisher – 0
5. GPA Spreadsheet – Listed with all relevant information
6. Test Approved list – Listed, even though approval should be “removed.”
7. Other Enrolled – ideally listed then removed, but if never listed there is no harm done.
8. Title II – A candidate who is admitted then resigns before the end of the academic year will not appear on either the ETS or the Westat Title II reports.

Finisher List

Within the ASEP system the term “Finisher List” refers to two different lists¹⁷.

1. Other Enrolled – Other Enrolled candidates are candidates who were admitted in the current reporting year or in any earlier reporting year who were still in the process of completing the program requirements as of August 31 of the reporting year. Other Enrolled candidates are also called “Retained.”
2. Finisher – Finishers are candidates who have finished all educator preparation program requirements of coursework, training, and practicum, clinical teaching, or internship by August 31 of the reporting year. Finishers are also called “Completers.”

Since Ivana is now part of your program but has a lot of work to do before she finishes your program, her name must be on your Other Enrolled list. You can add Ivana to the Other Enrolled list individually or as part of a bulk upload.

Adding an Other Enrolled Candidate Individually

1. Select “Student Search” in the ASEP menu.
2. Enter the candidate’s Social Security Number or TEA ID number.

¹⁶ Returning to the movie/snapshot analogy, this candidate had cameo appearances in the movie when she applied, and when she was admitted, but when the snapshot of Other Enrolled/Retained candidates was taken on August 31 for the promotional poster, she was not in the picture.

¹⁷ There is also an “All but Clinical” category in ASEP. Do not put any candidates in “All but Clinical.”

3. Select "Search."

4. Select the appropriate Certification Code from the dropdown list.
5. Select the Reporting Year (2017-2018).
6. Select "Other Enrolled."
7. Click "Save."

TEA ID	SSN	First Name	Middle Name	Last Name	Gender	Ethnicity
2080762	2963	Ivana		Teach	N/S	Not Specified

Certification Code	Supervisor Log Data	Reporting Year	Status
To add a record on the 4 lines provided below, you must select a Certification Code!			
1772-Core Subjects (EC-6) - Trad	Sup Log Screen	2016-17	Other Enrolled
	Sup Log Screen	-select-	All But Clinical
	Sup Log Screen	-select-	All But Clinical
	Sup Log Screen	-select-	All But Clinical

Save Cancel

Check to ensure Ivana Teach is on your Other Enrolled list.

1. Click "Maint(ain) Finishers."
2. Select the appropriate year group (2017-2018)¹⁸.
3. Select Other Enrolled.
4. Click "Continue."
5. Double-check that Ivana's information is correct.

¹⁸ The ASEP system migrates Other Enrolled candidates from one year to the next. You do not have to re-upload Other Enrolled candidates each year.

TEA Educator Certification Online System (ECOS)

Logged in as: Michael Vriesenga Help | Exit ECOS

Main Menu

- Standard Certification
- Probationary
- ASEP
- Upload Observations
- Observations Report
- Field Supervisors
- Get Educator Data
- Upload Finishers
- Master Finishers
- Student Search
- Test Search
- View Pass Rates
- Other Reports
- Supervisor Ratio
- Annual Performance Entry / Review
- Annual Performance Report
- Cert Licenses Info
- Archived ASEP
- Test Approval
- Career & Technology
- Approved Programs
- Educator Information
- Satisfaction Survey
- User Profile

Finisher Records List

Click Continue to Maintain the year

2016-17

Other Enrolled

Continue

Select the range of Last Names to display:

Aaa-Baa Bba-Bba Bba-Cba Cba-Cba Cba-Dba Dba-Eba Eba-Fba Fba-Gba Ger-Gre Gri-Har Hba-Ian Jan-Kno Kra-Mah Mai-Mer Mer-Nea Nei-Pey Pha-Raa Reb-Ser Sha-Sie Ste-Til Tis-Wan War-Zzz

Total 474 person(s) with 544 records in this status
25 person(s) with 26 records for the last names starting with the range of Ste-Til

Name	Gender/Ethnicity	Get	TEA ID	SSN	Certificate Description	Supervisor Log data	Survey Completed	Status
Charlotte	Female-White	Tests			902-Technology Applications (EC-12) (Trad)	Sup Log Screen	No	Other Enrolled
April	Female-White	Tests			1142-Theatre (EC-12) (Trad)	Sup Log Screen	No	Other Enrolled
Lillian	Female-White	Tests			1772-Core Subjects (EC-6) (Trad)	Sup Log Screen	No	Other Enrolled
Lynne	Female-White	Tests			886-Generalist (4-6) (Trad)	Sup Log Screen	No	Other Enrolled
Leslie	Female-White	Tests			894-Science (4-6) (Trad)	Sup Log Screen	No	Other Enrolled
Kimber	Female-White	Tests			1580-Speech (7-12) (Trad)	Sup Log Screen	No	Other Enrolled
Kia	Female-Black/African Amer	Tests			1473-English as a Second Language Generalist (EC-6) (Trad)	Sup Log Screen	No	Other Enrolled
Leah	Female-White	Tests			1710-Physical Science (6-12) (Trad)	Sup Log Screen	No	Other Enrolled
Courtney	Female-White	Tests			1716-Social Studies (7-12) (Trad)	Sup Log Screen	No	Other Enrolled
Ivana Teach	Unk-Not Specified	Tests	2080762	2963	1772-Core Subjects (EC-6) (Trad)	Sup Log Screen	No	Other Enrolled
Sarah	Female-White	Tests			1772-Core Subjects (EC-6) (Trad)	Sup Log Screen	No	Other Enrolled
Michelle	Female-White	Tests			1772-Core Subjects (EC-6) (Trad)	Sup Log Screen	No	Other Enrolled
Danna	Female-White	Tests			1113-Music (EC-12) (Trad)	Sup Log Screen	No	Other Enrolled
Laci	Female-White	Tests			1712-Life Science (7-12) (Trad)	Sup Log Screen	No	Other Enrolled
Jordan	Female-White	Tests			1772-Core Subjects (EC-6) (Trad)	Sup Log Screen	No	Other Enrolled
Frances	Female-White	Tests			891-English Language Arts and Reading (4-6) (Trad)	Sup Log Screen	No	Other Enrolled
Maria	Female-White	Tests			981-Technology Education (6-12) (Trad)	Sup Log Screen	No	Other Enrolled

- If needed, click on Ivana's name to reopen the Student Maintenance window. Note the current information is listed on top. You can modify or add to this as needed¹⁹.

Uploading Other Enrolled in Bulk

Just as you can upload new candidates through the test approval bulk upload, you can add up to 500 candidates at a time through the Upload Finishers function.

- In the ASEP menu click "Upload Finishers."
- Create your CSV file. Do not use headers. There should be 6 columns when you're done. See the Bulk Upload section on page 15 for details about creating a csv file.
 - TEA ID
 - Last Name
 - First Name
 - Cert License ID
 - Route (3 = Alternative, 4=Post-Baccalaureate, 5 = Traditional)
 - Finishing Status (4 = Finisher, 6 = Other Enrolled)²⁰

Your spreadsheet will look something like this.

A	B	C	D	E	F
2080762	Teach	Ivana	1772	5	4

- Select the Reporting year from the dropdown menu (2017-2018).

¹⁹ You can edit within limits. Only TEA can modify a candidate's SSN or name. That is another reason why it's very important to enter the candidate's name correctly when you first put her in the ASEP system.

²⁰ Use 4 or 6 only. Do not use 5 = All But Clinical.

4. Use the Browse button to select your csv file for uploading.
5. Click Upload.

Main Menu

Standard Certification ▾

Probationary ▾

ASEP ▾

Upload Observations

Observations

Observations Report

Field Supervisors

Get Educator Data

Upload Finishers

Maint Finishers

Student Search

Test Search

View Pass Rates

Other Reports

Supervisor Ratio

Annual Performance Entry / Review

Upload Finishers

Upload File Type and Reporting Year	Click Browse to Select File to Upload
<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px 5px;">Finishers ▾</div> <div style="border: 1px solid black; padding: 2px 5px;">2016-17 ▾</div> </div>	<div style="border: 1px solid black; padding: 2px 5px;">Browse...</div>

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
```

6. Click OK

Main Menu

Standard Certification ▾

Uploaded file successfully. Records processed: 1.

Click here to view Upload Status Report.

7. Click on “Test Approval” in the Main Menu.
8. Click “Upload Status.”
9. Just as you did with the test approval bulk upload, check the upload in the Upload Type column and look for errors Upload Results column.

Standard Certification ▾

Probationary ▾

ASEP ▾

Archived ASEP ▾

Test Approval ▾

Upload New Students/Test Approvals

Upload Status

End Date 2/1/2017		Submit	
Upload Date/Time	UserId	Upload Type (click to view)	Upload Results (click to view)
2/1/2017 7:19:46 AM	michael.vriesenga	Finishers	2/1/2017 7:19:46 AM
1/20/2017 3:42:12 PM	michael.vriesenga	Test Approvals	1/20/2017 3:42:12 PM
1/20/2017 3:36:47 PM	michael.vriesenga	Test Approvals	1/20/2017 3:36:47 PM
1/19/2017 11:08:41 AM	lynette.estes	Field Supervisors	1/19/2017 11:08:50 AM
1/17/2017 9:17:52 AM	lynette.estes	Field Supervisors	1/17/2017 9:17:52 AM
1/17/2017 9:12:17 AM	lynette.estes	Field Supervisors	1/17/2017 9:12:19 AM
1/17/2017 8:57:21 AM	michael.vriesenga	Field Supervisors	1/17/2017 8:57:24 AM
1/17/2017 8:50:46 AM	michael.vriesenga	Field Supervisors	1/17/2017 8:50:54 AM

NOTE: The Other Enrolled list will roll over when the new academic year is activated and the past year is closed. You do not have to add your other enrolled/retained candidates back into the ASEP system each year.

Title II Reporting

In addition to recording Ivana's participation in your program for the state in the ASEP system, you must also report her to the U.S. Department of Education (ED). Later sections of this manual describe processes for uploading candidates to the [ETS Title II](#) website and [Institutional and Program Report Card System \(IPRC\)](#) website run for ED by Westat.

Annual Performance Report

Let's update the table you began on page 10. Remember that a retained candidate is a candidate who has been admitted to the program but has not completed the program, withdrawn from the program, or been removed from the program. This definition includes candidates you admitted this year, and it also includes candidates admitted in prior years who are still in your program. Retained candidates are listed by name and certification field on the Other Enrolled list²¹.

Remember that Retained on the APR is a snapshot of all the candidates in your program on August 31. Applied, Admitted and Finishers are movies that include anyone who moved in or out of those categories during the whole year.

For illustration, let's pretend your program admitted 100 of 120 applicants by March 31, 2018, filling the cohort²². Let's also pretend that you retained 75 candidates from 2016-2017 and earlier. Here is what your table looks like as of March 31, 2018,

Group	Applied	Admitted	Retained	Completed
All	120	100	175	
Female	80	75	125	
Male	40	25	50	
African-American	12	10	15	
Hispanic	28	25	45	
Other	10	5	10	
White	70	60	105	

Please note.

- The number of males and females equals "All" in each column.
- The total of the ethnic groups equals "All" in each column²³.

²¹ The ASEP system migrates Other Enrolled candidates from one year to the next. You do not have to re-upload retained candidates from previous years.

²² See TAC §227.5(12), Incoming class – Individuals contingently or formally admitted between September 1 and August 31 of each year by an educator preparation program.

²³ If a candidate does not provide gender or ethnicity, please attribute gender and/or ethnicity to that candidate using your best judgment. The candidate's ECOS demographic data may include this information if it was not reported to you elsewhere.

- Both the 100 newly admitted candidates and the 75 candidates from last year are included in the retained column.
- The number listed as All Retained on this table is equal to the number of Other Enrolled in ASEP.

Regarding Ethnicity Groups

The ethnicity categories available for the APR do not match the federal ethnicity categories. Use the following table to match the federal category to the APR category.

APR Category	Federal/ECOS Category
African-American	African American, Black/African Amer
Hispanic	Hispanic, Hispanic/Latino
Other	Asian, Am Indian/Alaska Nat, Hawaiian/Pac Isl, Two or more races
White	White

Now fast forward to September 1, 2018. 65 of the 75 candidates from last year completed the program²⁴. Ivana Teacher also completed the program. Here is what your table looks like as of September 1, 2018. Please note the 65 of the 75 candidates who were not admitted this year plus Ivana are listed in the “Completed” column. Gender and ethnic groups total to All in each column. Also, the 2017-2018 Other Enrolled list shows 109 persons and the Finisher list shows 66 persons.

Group	Applied	Admitted	Retained	Completed
All	120	100	109	66
Female	80	75	79	46
Male	40	25	30	20
African-American	12	10	10	5
Hispanic	28	25	30	15
Other	10	5	4	6
White	70	60	65	40

²⁴ See §TAC 229.2(10), Completer – A person who has met all the requirements of an approved educator preparation program...also referred to as finisher.

Completing the Annual Performance Report

With your accurate table listing the number of applied, admitted, retained and completed by gender and ethnic group, you are prepared to enter these data into the Annual Performance Report in ASEP.

1. Select “Annual Performance Entry/Review” in the ASEP menu.
2. Select the year group by the last part of the academic year (2018 = 2017-2018)²⁵.
3. Select the demographic group.
4. Click “Continue.”


The screenshot shows the ASEP Annual Performance Entry / Review form. On the left is a green sidebar with a 'Main Menu' containing several options. The 'Annual Performance Entry / Review' option is highlighted. The main form area has a title 'ASEP Annual Performance Entry / Review'. Below the title are two dropdown menus: 'Year' (set to 2017) and 'Demog Group' (set to All). Below these is a green 'Continue' button. Red arrows point to the 'Annual Performance Entry / Review' menu item, the 'Year' dropdown, the 'Demog Group' dropdown, and the 'Continue' button.


5. Click “Add Record”
6. **Reselect the year** (This is very important, otherwise you will not be recording the data where you think, and you must re-enter the information again later.)
7. Select the Demographic Group.
8. Enter number Applied, Admitted, Retained, and Completed from your table.
9. Click “Save.”
10. ASEP reports “Record Added.”
11. Repeat the same process for each demographic group – All, Female, Male, African-American, Hispanic, Other and White.


Very Important: Before you enter any demographic data in the cells, be sure the correct reporting year (2018) is showing in the “Year” window.


²⁵ I retained screen shots from the 2016-2017 manual rather than recreate them just to change a date. I apologize.


ASEP Annual Performance Entry / Review


Year: 

Demog Group: 

Applied : 

Admitted : 

Retained : 

Completed : 

Check you work when you're finished.

1. Click "Annual Performance Report" in the ASEP menu.
2. Select the reporting year (2018 for 2017-2018).
3. Click "Continue."
4. Check the data on the ASEP Annual Performance Report against the table you created. Ensure all the data is entered correctly²⁶. Remember that "All" in Retained should equal the number of persons on your Other Enrolled list and "All" in Completed should equal the number of persons on your Finisher list.
5. If the data is not correct, go back to the Annual Performance Entry/Review menu and enter the correct data.

Main Menu

- Standard Certification ▾
- Probationary ▾
- ASEP ▾
 - Upload Observations
 - Observations
 - Field Supervisors
 - Get Educator Data
 - Upload Finishers
 - Maint Finishers
 - Student Search
 - Test Search
 - View Pass Rates
 - Other Reports
 - Supervisor Ratio
 - Annual Performance Entry / Review
 - Annual Performance Report

ASEP Annual Performance Report

Year:

ASEP Annual Performance Report for the year of 2017

Demog Group	Applied	Admitted	Retained	Completed
All	120	100	109	66
Female	80	75	79	46
Male	40	25	30	20
African American	12	10	10	5
African American	12	10	10	5
Other	10	5	4	6
White	70	60	65	40
White	70	60	65	40

²⁶ The duplicated ethnic group rows are a flaw in the ASEP system that does not reflect the accuracy of the data. Pay no attention to the duplicate rows or the man behind the curtain.

Observations

Ivana is making great progress in her training, and now she is out in the field. Your program is supporting her by observing her teaching and providing feedback and advice. Reporting for the 2017-2018 academic year has changed significantly from past years. In addition to recording clinical as well as intern/probationary teacher observations, the revised system requires explicit identification of field supervisors by TEA ID.

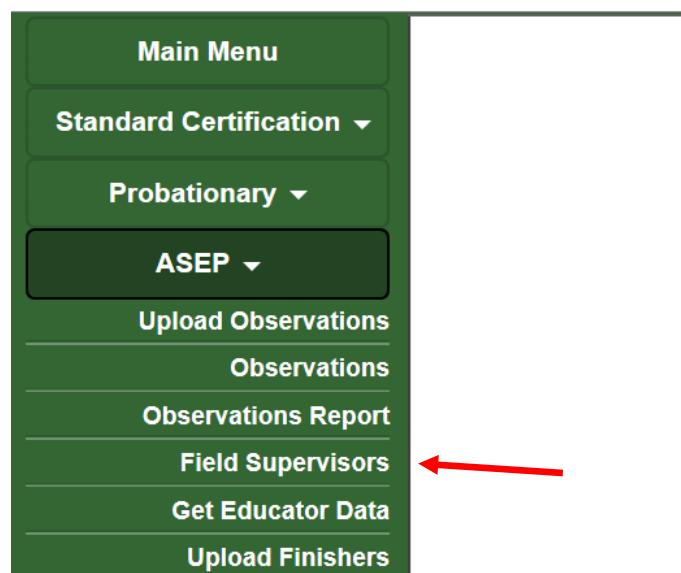
Although the system requires more from programs, it also provides more information to programs, including lists of field supervisors, candidate: supervisor ratios broken down by semester and year, and lists of observations for your program. These changes were necessary because HB 2205²⁷ required reporting the field supervisor to candidate ratio by year and semester. Identifying field supervisors by TEA ID allows us to accurately measure the ratio.

The following pages will cover

- Field Supervisor Set Up
- Entering Observations
- Supervisor Ratio

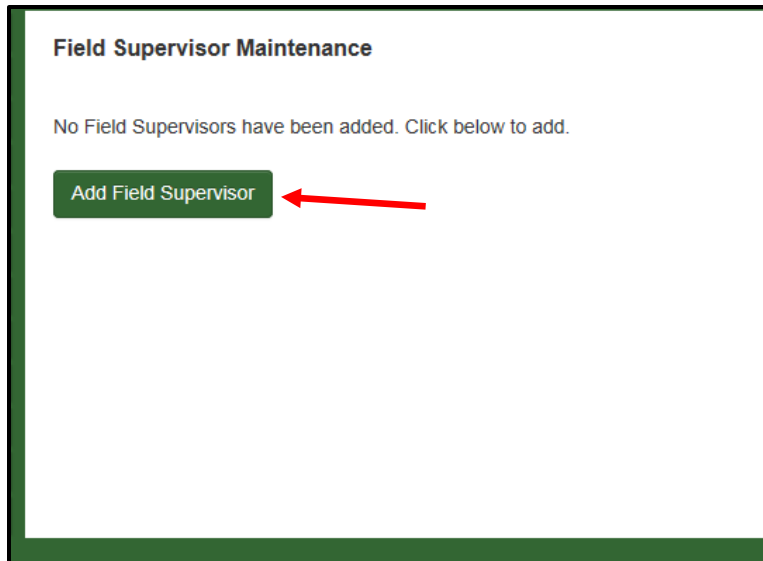
Adding Field Supervisors Manually

1. From the ASEP menu select Field Supervisors



- a. When you first select Field Supervisors you will get a blank page with an “Add Field Supervisors” button.
2. Click the “Add Field Supervisors” button.

²⁷ Texas HB 2205 (Crownover), Section 6, 84th Legislature, Regular Session (2015).



3. Enter the supervisor's TEA ID²⁸. The supervisor name will populate from their ECOS account.
4. Select the state from which the supervisor holds a certificate.
 - a. If the candidate holds a Texas certificate as well as certificates from other states, select Texas.
 - b. If the supervisor holds certificates from multiple states, select the most recent state.
 - c. If the supervisor does not have a certificate, select "Yukon"²⁹.
5. Click Save.

²⁸ Field supervisors must have TEA ID numbers.

²⁹ Currently the IT system does not have a "No Certificate" option even though the rule allows this. The rule changed after the IT system was established. Selecting "Yukon" allows us to identify uncertified field supervisors until the IT system can catch up with the rules. TEA offers its humblest apologies to those field supervisors with Yukon certificates who are misclassified as not being certified.

Add Field Supervisor

Supervisor TEA ID

Supervisor First Name

Supervisor Last Name

In or Out of State Certificate

The field supervisor's data will appear in the Field Supervisor Maintenance screen.

<div> <div>Main Menu</div> <div>Standard Certification</div> <div>Probationary</div> <div>ASEP</div> </div>	Field Supervisor Maintenance			Add Field Supervisor
	First Name	Last Name	TEA ID	
	Albus	Dumbledore	123456	
				State
				TX
				TX

You can add another field supervisor by clicking the “Add Field Supervisor” button. You can delete a field supervisor or change her certification state by clicking on her last name³⁰.

Add Field Supervisor

Supervisor TEA ID

Supervisor First Name

Supervisor Last Name

In or Out of State Certificate

Uploading Field Supervisors in Bulk

If your program has a lot of field supervisors, you can upload them as a group rather than individually.

³⁰ Once a field supervisor has been linked to a candidate through an observation, you cannot delete the field supervisor unless you first delete the observation(s) the supervisor is credited with conducting.

1. In the ASEP menu click “Upload Observations.”
2. Create your CSV file. Do not use headers. There should be 4 columns when you’re done. See the Bulk Upload section on page 15 for details about creating a csv file.
 - A. Supervisor Last Name (25 max)
 - B. Supervisor First Name (20 max)
 - C. Supervisor TEA ID (9 max)
 - D. In or Out of State Certificate (2-letter Postal Code State Abbreviation)

Your spreadsheet will look something like this.

2: Sample Field Supervisor Upload Spreadsheet

A	B	C	D
Dumbledore	Albus	123456	Yukon

3. Select Field Supervisor from the Upload File Type
4. Use the Browse button to select your csv file for uploading.
5. Click Upload.
6. Click on “Test Approval” in the Main Menu.
7. Click “Upload Status.”
8. Just as you did with the test approval bulk upload, check the upload in the Upload Type column and look for errors Upload Results column.
9. Review the list of field supervisors in the Field Supervisor Maintenance window.

Entering Observations

Once you have identified your field supervisors in ASEP, you are ready to record observations. You can record and modify observations individually, or you can upload observations in bulk. Upload all the observations your field supervisors conduct, including those beyond the required minimum and those for candidates who withdrew or were removed from the program.

Adding Observations Individually

The screenshot shows the ASEP Observations interface. On the left is a sidebar menu with options: Standard Certification, Probationary, ASEP, Upload Observations, Observations, Observations Report, and Field Supervisors. The main area is titled 'Asep Observations' and contains a form with a header 'Enter TEA ID to Search for Observations or Add Observation Record'. Below this is a text input field for 'TEA ID' containing '2080762' and a clear button 'X'. At the bottom are two buttons: 'Search' and 'Add Record'.

1. In the ASEP menu select “Observations.”
2. Enter the candidate’s TEA ID number.
3. Click “Add Record.”
4. Select the Supervisor TEA ID from the dropdown menu. NOTE: The supervisor’s first and last names will populate automatically.
5. Enter a comment.
6. Select the observation date from the popup calendar.
7. Enter the observation duration using the arrows.
8. Select the Assignment Begin Date from the popup calendar. NOTE: There should be just one assignment begin date for all the observations in a single academic year.
9. Click “Save.”
10. View the new record.

The screenshot shows the 'Add Record' form in the ASEP Observations interface. The form is titled 'Add Record' and contains the following fields: 'Candidate First Name' (Ivana), 'Candidate Last Name' (Teach), 'TEA ID' (2080762), 'Supervisor TEA ID' (a dropdown menu labeled 'Select Supervisor'), 'Supervisor First Name' (a text input field), 'Supervisor Last Name' (a text input field), 'Comment' (a text area with a 'See File' button), 'Observation Date' (a date picker showing '02-01-2017'), 'Observation Duration' (a time picker showing '0 hrs 00 mins'), and 'Assignment Begin Date' (a date picker showing '09-05-2016'). At the bottom are two buttons: 'Save' and 'Cancel'.

Modifying Observation Records

1. Click “Observations.”
2. Enter the candidate’s TEA ID number.

3. Click "Search."
4. Click the hyperlinked Observation Date.

Asep Observations

Record Added

Name: Ivana , Teach | TEA ID: 2080762

Assignment Date	Observation Date	Duration	Comments	Remove
9/5/2016	2/1/2017	1:00	See File	

Remove

Add Record

Back

5. Modify the record as needed.
6. Click "Update."

Removing a Record

1. Click "Observations."
2. Enter the candidate's TEA ID number.
3. Click "Search."

Asep Observations

Name: Ivana , Teach | TEA ID: 2080762

Assignment Date	Observation Date	Duration	Comments	Remove
9/5/2016	2/1/2017	1:00	See File	

Remove

Add Record

Back

4. Click the box in the appropriate row in the "Remove" column.
5. Click "Remove."

ASEP will confirm the observation has been removed.

Asep Observations

1 Record/s Deleted

Name: Ivana , Teach | TEA ID: 2080762

No Observation records found for this TEA ID

Add Record

Back

Uploading Observations in Bulk

If your program performs a lot of observations and you have staff who enter them for the field observations, you can upload observations in bulk rather than individually.

1. In the ASEP menu click “Upload Observations.”
2. Create your CSV file. Do not use headers. There should be 10 columns when you’re done. See the Bulk Upload section on page 15 for details about creating a csv file.
 - A. Supervisor Last Name (maximum 25 characters)
 - B. Supervisor First Name (maximum 20 characters)
 - C. Beginning Date of Assignment (should not be a future date) (mm/dd/yyyy)
 - D. Candidate’s TEA ID Number (should be existing TEA ID) (maximum 9 characters)
 - E. Candidate’s last name
 - F. Candidate’s first name
 - G. Observation Date (should be unlocked year) (should be on or after Beginning Date of Assignment) (should not be a future date) (mm/dd/yyyy)
 - H. Observation Duration (hh:mm) (00:01 to 12:59)
 - I. Supervisor Comments (Length range 1 to 250 characters)
 - J. Supervisor TEA ID (maximum 9 characters)³¹

Your spreadsheet will look something like this.

3: Sample Observations Upload Spreadsheet

A	B	C	D	E	F	G	H	I	J
Unknown	Educator	09/05/2016	2080762	Teach	Ivana	02/05/2017	1:05	See File	999998

Standard Certification ▾

Probationary ▾

ASEP ▾

Upload Observations

Observations

Observations Report

Field Supervisors

Get Educator Data

Upload Finishers

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Student Search

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Annual Performance Report

Cert License IDs

Archived ASEP ▾

Test Approval ▾

Upload Observations

Upload File Type

Observation Log ▾

Click Browse to Select File to Upload

Upload Format

NOTE: All uploads MUST be in CSV (Comma separated value) format.
Upload files saved as CSV (Macintosh) file types cannot be processed. Please save your upload files as CSV (Windows) files.

Observation Log

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)
10. Supervisor TEA ID (9 max)

Example File

Brown,Jim,09/01/2009,12345678,cand_lname,cand_fname,09/22/2009,8:30,Candidate has performed above average, 12345678

³¹ If the field supervisor is certified outside Texas, use the field supervisor’s TEA ID. Do not use any out-of-state certification data since it is not compatible with ECOS.

3. Select Observation Log from the Upload File Type
4. Use the Browse button to select your csv file for uploading.
5. Click Upload.
6. Click on “Test Approval” in the Main Menu.
7. Click “Upload Status.”
8. Just as you did with the test approval bulk upload, check the upload in the Upload Type column and look for errors Upload Results column.
9. Review the observation logs for a sample of candidates to ensure the upload was complete and accurate.

The EPP is responsible for ensuring that all data is entered and correct. Do not depend on the “your file was uploaded successfully” message because it will not detect some errors. Use the Upload Status function to view the data you entered. You can avoid many problems by verifying uploads.

Common Observation Uploading Problems

- Candidate is not in the Other Enrolled or Finisher list
- Date of the observation is a future date
- Date of the observation is before the beginning date of the assignment
- Observation date is outside the reporting year
- Time is formatted incorrectly. Time must be formatted 00:00
- Comment column contains commas, semicolons, or other punctuation which confuses the csv format. Keep it simple – use “see folder.”
- Cells are blank where they shouldn’t be, or have stray marks where they should be blank.
- There should be no blank rows between candidate records.
- “Error Line: 1: Missing Delimiter ‘,’ should be 9 in each row uploaded” means there should be 10 columns and there are either too many or too few columns. Copy the spreadsheet into Notepad to identify missing spaces or other anomalies.
- TEA ID numbers are missing – for the candidate or the field supervisor
- Nickname used instead of TEA official name
- Column headers – the upload cannot distinguish between column headers and data, so if you try to upload a file with column headers you will get an error.

An uncommon observation uploading problem involves candidates observed during July and August. ASEP attempts to attribute these candidates to the succeeding academic year, but it will not be able to do this until the succeeding year’s Other Enrolled Lists are populated by the annual data rollover. If possible, refrain from uploading these observations until after the rollover. If needed, include these candidates on an observations exceptions letter.

Observations Report

It is in your best interest to check all the observations reported for your program to ensure you haven’t missed any observations and that your program is meeting SBEC observation

requirements. In the recent past, an observation report for your program was only available through a TEA staff member. You can see the observations for your candidates for an academic year now in ECOS.

ASEP Observations Report

ASEP allows you to list the observations you conducted during an academic year. Remember, this is a list of what you have done, but it is not necessarily a list of what you should have done. If a candidate should have been observed, and was not observed, she will not show up in the report, and you may not realize she is missing. Any candidate on the Other Enrolled list with an intern or probationary certificate should have been observed, and any candidate on the Finisher list should have been observed.

The screenshot shows the ASEP Observations Report interface. On the left is a green sidebar menu with the following options: Main Menu, Standard Certification, Probationary, ASEP, Upload Observations, Observations, Observations Report, Field Supervisors, and Get Educator Data. The 'Observations Report' option is highlighted. The main content area is titled 'Observations Report' and contains three dropdown menus: 'Year' (set to 2016-17), 'Observation Type' (set to All), and 'Semester/Year' (set to Academic Year (9/1 - 8/31)). Below these is a green 'Search' button.

1. In the ASEP menu click “Observations Report.”
2. Select the year (2017-2018)
3. Select the Observation Type (All)
4. Select the Semester/Year (Academic Year 9/1 – 8/31)
5. Click “Search”

ASEP Technical Manual for 2017-2018 Reporting

Observations Report

Year: 2016-17
 Observation Type: All
 Semester/Year: Academic Year (9/1 - 8/31)

Search

Assignment Begin Date	Assignment Type	Candidate TEA ID	Candidate Name	Visit Date	Duration Hours	Supervisor TEA ID	Supervisor Name	Comments
01/04/2016	1st Year Clinical Teacher			12/25/2016	1.00			Test
01/04/2016	1st Year Clinical Teacher			12/26/2016	1.00			Test 2
01/04/2016	1st Year Clinical Teacher			12/27/2016	1.00			Test 3
11/08/2016	1st Year Clinical Teacher			01/27/2017	1.00			This is testing the wrapping of th...
09/01/2015	1st Year Clinical Teacher			11/24/2016	0.45			see student file
09/01/2015	1st Year Clinical Teacher			11/11/2016	0.45			see student file
09/01/2015	1st Year Clinical Teacher			10/10/2016	0.45			see student file
09/01/2015	1st Year Clinical Teacher			12/11/2016	0.45			see student file
09/01/2015	1st Year Clinical Teacher			09/30/2016	0.45			see student file
09/01/2015	1st Year Clinical Teacher			01/05/2017	0.45			see student file
09/01/2015	1st Year Clinical Teacher			11/03/2016	0.45			see student file
09/01/2015	1st Year Clinical Teacher			12/09/2016	0.45			see student file

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next page

[Click Here](#) to download the data in comma delimited form.
[Click Here](#) to download the data in text form.

The resulting page will show you the observation data you entered into ASEP. You can “Click Here” to download the data in comma delimited form which will allow you to manipulate the data more efficiently. The resulting spreadsheet will look something like this.

Int_Beg_Dt	Assignment Type	TEA_Id	Cand_Name	Visit_Dt	Visit_Hrs	Sup_Name	Comments
9/5/2017	1 st Year Teaching Intern	2080762	Teach, Ivana	12/15/2017	1:05	Dumbledore, Albus	See File
9/5/2017	1 st Year Teaching Intern	2080762	Teach, Ivana	2/15/2018	0:55	Dumbledore, Albus	See File

The All and Academic Year options provide data for the whole year. The other options provide data in ways you might not be expecting. For example, the 1st Semester option lists observations that occurred between 7/1 – 12/31. These may be interesting to you, but they are not aligned to accountability standards. Also, the Observation Types may not align with your intentions or current definitions, and the resulting observations rates are not valid. Use these options with caution.

Here are some things to consider as you review observation data for your program³².

1. Are all the observations that your field supervisors have conducted been listed? Be sure to record all observations, not just those required to meet the minimum standards for your candidates.
2. Does each candidate have the same Int_Beg_Dt (“Beginning Date of Assignment” from the upload or “Assignment Date” from the window)? No individual candidate should have different beginning dates for her internship.
3. Did the first observation occur on time?

³² See TAC §228.35(g) for specific field supervision requirements.

4. Are the visits of sufficient duration (at least 45 minutes)?
5. Did each candidate get at least the minimum number of observations?
6. Did the observations occur at the right intervals?
7. Are all the candidates who should have gotten observations included on the list. This would include anyone from your program who had an active intern/probationary certificate and any clinical teacher on your Finisher list.

To calculate the ASEP standard for compliance, count the number of candidates for whom you have provided the SBEC required support (number of timely observations of the minimum interval), divide by the total number of candidates for whom you should have provided observations, and multiply by 100.

NOTE: Monitor your program's compliance with the minimum SBEC standards for duration and frequency throughout the school year. The new requirements of TAC §228.35(g) are complicated, so be sure you and your field supervisors are familiar with these requirements. Except for conducting the first observation within six weeks of the internship start date, there were no requirements for the timing of observations in the past. Now there are extensive timing requirements, depending on the kind of intern/clinical teaching experience. Missing the timing on a single observation will make the candidate's support non-compliant, so be sure to monitor for frequency, duration and timing of observations for your candidates. Encourage your field supervisors to develop schedules for observing each of their candidates that meet the regulatory requirements, with room for error, and monitor these schedules closely while the field supervisors are learning the new regulations.

Field Supervisor Ratio

ASEP will calculate and report your field supervisor ratio for you³³. ASEP counts the number of unique candidate TEA IDs and the number of unique field supervisor TEA IDs, then reduces it to a ratio that shows the number of candidates per field supervisor, for example, 12.5:1³⁴.

1. Click "Supervisor Ratio" in the ASEP menu.
2. Select the year from the School Year dropdown menu.
3. Click "View School Year."

³³ TEC §21.045(b)(4) and TEC §21.0452(b)(6) added by House Bill 2205, effective September 1, 2015.

³⁴ SBEC has not set a standard for the candidate to supervisor ratio. The annual and semester numbers will be reported on pages 2 (Annual Performance Report Indicators) and 3 (Consumer Information) of the annual ASEP report.

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EPP Candidate to Field Supervisor Ratio Report

School Year:

EPP	1st Semester 7/1 - 12/31	2nd Semester 1/1 - 6/30	Academic Year 9/1 - 8/31
select school year			

ASEP will take a moment to load the data, then report the annual, first semester and second semester candidate to field supervisor ratios for your program, as well as statewide data for comparison.

EPP Candidate to Field Supervisor Ratio Report

School Year:

EPP	1st Semester 7/1 - 12/31	2nd Semester 1/1 - 6/30	Academic Year 9/1 - 8/31
*** Statewide ***	3.0:1	1.0:1	3.1:1
Your Name Here (123456)	1.0:1	1.0:1	1.0:1

Observations in the Future

IT staff at TEA are working now to modify ECOS to identify the type of observation, internship beginning and internship end dates. These data points will allow TEA staff to determine which of your candidates got the required observations. Here is the proposed list of candidate types.

Code	Name	Description
INT1	INT, alternative EPP and Post bac	First-year internship under intern certificate with one assignment
PRO1U	PRO, alternative EPP	Second-year internship under probationary certificate with one assignment and unsuccessful internship first year
PROX1U	PROX, alternative EPP	Third-year internship under probationary certificate with one assignment and unsuccessful internship second year
PRO1	PRO, alternative EPP	First-year internship under probationary certificate with one assignment
PRO1S	PRO, alternative EP	Second-year internship under probationary certificate with one assignment and successful internship first year

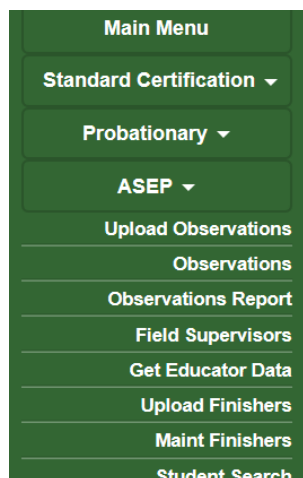
Code	Name	Description
PROX1S	PROX, alternative EPP	Third-year internship under probationary certificate with one assignment and successful internship second year
INT2	INT, alternative EPP and post bac	First-year internship under intern certificate with two assignments
PRO2U	PRO, alternative EPP	Second-year internship under probationary certificate with two assignments and unsuccessful internship first year
PROX2U	PROX, alternative EPP	Third-year internship under probationary certificate with two assignments and unsuccessful internship second year
PRO2	PRO, alternative EPP	First-year internship under probationary certificate with two assignments
PRO2S	PRO, alternative EPP	Second-year internship under probationary certificate with two assignments and successful internship first year
PROX2S	PROX, alternative EPP	Third-year internship under probationary certificate with two assignments and successful internship second year
CLIN141	No Cert, traditional assignment	14-week clinical teaching with one assignment
CLIN142	No Cert, traditional assignment	14-week clinical teaching with two assignments
CLIN281	No Cert, traditional assignment	28-week clinical teaching with one assignment
CLINEXC	No Cert, traditional assignment	Clinical teaching exception approved by the SBEC

Maintain Finishers

Ivana has been a model candidate. She has done everything you asked her to do, and she has done it well. She has completed your program, and you believe she is ready for a standard certificate. Now that she has completed your program, you must move her to the “Finisher” list.

1. Click “Maintain Finishers” in the ASEP menu.
2. Select the relevant year from the dropdown menu.
3. Select “Other Enrolled” from the dropdown menu³⁵.
4. Click “Continue.”

³⁵ You may find it faster to select “All” in the dropdown menu and avoid switching from list to list.



Finisher Records List

Click **Continue** to Maintain the Year.

2016-17

Finisher

Continue

5. Find Ivana on the list.

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Click Continue to Maintain the year

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Other Enrolled

Continue

Select the range of Last Names to display:

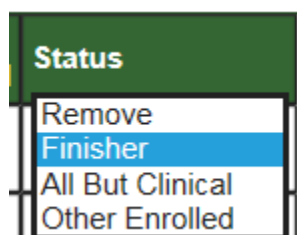
Aaa-Baa Bba-Bba Bba-Cba Cba-Cba Del-El Eil-Gem Ger-Gre Gri-Har Hba-Iam Jan-Kno Kba-Mab Ma-Mer Mer-Nea Nel-Pey Pha-Rea Reb-Ser Sha-She Ste-Til Tis-Wan Wer-Zzz

Total 474 person(s) with 511 records in this status

25 person(s) with 26 records for the last names starting with the range of Ste-Til

Name	Gender Ethnicity	Get	TEA ID	SSN	Certificate Description	Supervisor Log data	Survey Completed	Status
Charlotte	Female-White	Tests			902-Technology Applications (EC-12) (Trad)	Sup Log Screen	No	Other Enrolled
April	Female-White	Tests			1142-Theatre (EC-12) (Trad)	Sup Log Screen	No	Other Enrolled
Lillian	Female-White	Tests			1772-Core Subjects (EC-6) (Trad)	Sup Log Screen	No	Other Enrolled
Lynne	Female-White	Tests			886-Generalist (4-8) (Trad)	Sup Log Screen	No	Other Enrolled
Leslie	Female-White	Tests			894-Science (4-8) (Trad)	Sup Log Screen	No	Other Enrolled
Kimber	Female-White	Tests			1580-Speech (7-12) (Trad)	Sup Log Screen	No	Other Enrolled
Kira	Female-Black/African Amer	Tests			1473-English as a Second Language Generalist (EC-6) (Trad)	Sup Log Screen	No	Other Enrolled
Leah	Female-White	Tests			1710-Physical Science (6-12) (Trad)	Sup Log Screen	No	Other Enrolled
Courtney	Female-White	Tests			1716-Social Studies (7-12) (Trad)	Sup Log Screen	No	Other Enrolled
Ivana Treach	Unk-Not Specified	Tests	2090762	2963	1772-Core Subjects (EC-6) (Trad)	Sup Log Screen	No	Other Enrolled
Sarah	Female-White	Tests			1772-Core Subjects (EC-6) (Trad)	Sup Log Screen	No	Other Enrolled
Michelle	Female-White	Tests			1772-Core Subjects (EC-6) (Trad)	Sup Log Screen	No	Other Enrolled
Corina	Female-White	Tests			1113-Music (EC-12) (Trad)	Sup Log Screen	No	Other Enrolled
Laci	Female-White	Tests			1712-Life Science (7-12) (Trad)	Sup Log Screen	No	Other Enrolled
Jordan	Female-White	Tests			1772-Core Subjects (EC-6) (Trad)	Sup Log Screen	No	Other Enrolled
Frances	Female-White	Tests			891-English Language Arts and Reading (4-8) (Trad)	Sup Log Screen	No	Other Enrolled
Marie	Female-White	Tests			981-Technology Education (6-12) (Trad)	Sup Log Screen	No	Other Enrolled

6. Select “Finisher” from the dropdown menu in the Status column.



- Click “Save” at the bottom of the screen.
- ASEP will confirm “1 updates and 0 removes were performed successfully” in red text at the top of the page.
- Select “Finisher” from the dropdown at the top of the screen.
- Confirm that Ivana is now on the Finisher list.

Changing Certification Fields

Suppose Ivana came to you in the middle of her training and confessed that her passion and skills were better suited to older students³⁶. Consequently, she wanted to pursue certification in Core Subjects 4-8 rather than Core Subjects EC-6. You are willing, and you are able, to support her goals because your program is approved to offer the certification field, but you must update ASEP to reflect this change. You need to go back to the Student Maintenance screen to make this change. There are two easy ways to reach the Student Maintenance screen.

1. Select “Student Search” from the ASEP menu, enter Ivana’s TEA ID number, click “Search” (see page 15).

or

2. Click on Ivana’s name that is hyperlinked on the “Other Enrolled” list.
3. Now you want to remove the old certification field and add the new certification field. To remove the old certification field, select “Remove” from the dropdown menu in the Status column at the top of the page.

Student Maintenance

TEA ID 2080762	SSN 2963	First Name Ivana	Middle Name	Last Name Teach	Gender N/S	Ethnicity Not Specified
--------------------------	--------------------	----------------------------	--------------------	---------------------------	----------------------	-----------------------------------

Certification Code	Supervisor Log Data	Reporting Year	
1772-Core Subjects - Trad	Sup Log Screen (0)	2016-17	<div>All But Clinical Finisher</div> <div>Other Enrolled</div> <div>Remove</div>
To add a record on the 4 lines provided below, you must select a Certification Code!			
<input type="text"/>	Sup Log Screen	-select-	All But Clinical
<input type="text"/>	Sup Log Screen	-select-	All But Clinical
<input type="text"/>	Sup Log Screen	-select-	All But Clinical
<input type="text"/>	Sup Log Screen	-select-	All But Clinical

4. Now add the new certification field.

Student Maintenance

TEA ID 2080762	SSN 2963	First Name Ivana	Middle Name	Last Name Teach	Gender N/S	Ethnicity Not Specified
--------------------------	--------------------	----------------------------	--------------------	---------------------------	----------------------	-----------------------------------

Certification Code	Supervisor Log Data	Reporting Year	Status
1772-Core Subjects - Trad	Sup Log Screen (0)	2016-17	Remove
To add a record on the 4 lines provided below, you must select a Certification Code!			
1778-Core Subjects (4-8) - Trad	Sup Log Screen	2016-17	Other Enrolled
<input type="text"/>	Sup Log Screen	-select-	All But Clinical
<input type="text"/>	Sup Log Screen	-select-	All But Clinical
<input type="text"/>	Sup Log Screen	-select-	All But Clinical

³⁶ See the Sample Change of Certification Documentation in the [Other Program Resources](#) section.

5. Select “Core Subjects (4-8)” from the Certification Code dropdown menu below the cell which says “To add a record on the 4 lines provided below, you must select a Certification Code!”
6. Select 2016-2017 from the Reporting Year dropdown menu.
7. Select “Other Enrolled” in the Status column.
8. Click “Save” at the bottom of the screen.

Adding or Modifying Test Approval

For Ivana to get that Core Subjects 4-8 certification, she must pass the Core Subjects 4-8 TExES™ exam. If she had not already passed the Core Subjects EC-6 exam, then you would want to remove permission for that test so you are not held accountable for it.

Modifying Test Approval

The screenshot shows the ECOS system interface. On the left is a sidebar menu with options: Standard Certification, Probationary, ASEP, Archived ASEP, Test Approval, Upload New Students/Test Approvals, Upload Status, Search Add/Edit Applicants, Maintain Test List, and Career & Technology. The 'Test Approval' menu is selected. The main area shows a 'Current Filter for Applicant(s): Eligible' and 'Academic Year: 2016-2017'. Below this is a 'Refresh List' button and a table with columns: Last Name, First Name, SSN/TEA ID, Test History, Tests, and Status. The table contains one row for 'Teach, Ivana' with SSN/TEA ID '741-85-2963 / 2080762', Test History 'Tests', Tests '291-Core Subjects EC-6', and Status 'Choose New Status'. A 'Continue' button is at the bottom.

1. Open the Test Approval menu in ECOS.
2. Click on “Maintain Test List.”
3. Set the Current Filter for Applicant(s) and Academic Year as needed.
4. The Academic Year should be set to the year Ivana was initially admitted/approved.
5. Click on Refresh List.
6. Click on “All” from under the Refresh List button to display all records.
7. Scroll down, find the candidate and confirm that the correct test is displayed.
8. Click on the arrow for “Choose a New Status” and select “Removed” or another option.
9. Scroll down to the bottom of the screen and click on “Continue.”
10. Confirm selection by clicking on “OK.”

Adding New Test Approval

From the Maintain Test List

The screenshot shows the 'Maintain Test Approval Information' form. It has two main sections: 'Basic Educator Information' and 'Educator Test Information'. The 'Basic Educator Information' section includes fields for SSN/TEA ID (741-85-2963 / 2080762), First Name (Ivana), Middle Name, Last Name, Gender, DOB (1/1/1900), and Ethnicity (Not Specified). The 'Educator Test Information' section includes fields for Test Code/Description (291-Core Subjects EC-6), Route (University Initial with Prep), Active Date (1/25/2017), Approved? (Eligible), and Updated By (michael). At the bottom are 'Return' and 'Add Test Approval' buttons.

1. Click on the candidate's name in blue.
2. Click "Add Test Approval."
3. Enter the candidate's date of admittance.
 - a. This should be the same date for every test.
4. Select the Route.
5. Select the Test.
6. Select the correct approval level.
7. Click Save.

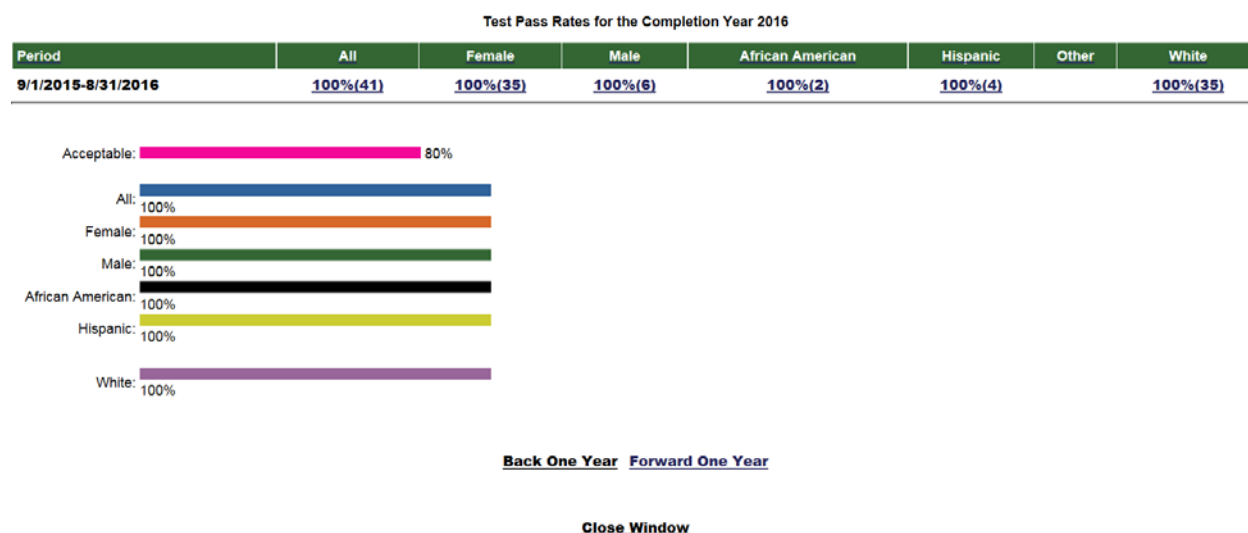
These procedures are identical to those shown above on pages 11-13.

Other ASEP Data Features

View Pass Rates

ASEP allows you to view the pass rates for candidates in your program. TEA must manually update this feature periodically. We do this weekly in August and September, but less frequently throughout the year. When a candidate takes a test ETS must score the results and report the results to TEA. TEA systems must then be updated. If a candidate takes a test on a Saturday, do not expect the results to be posted on Monday.

1. Click “View Pass Rates” in the ASEP menu
2. Select the year from the dropdown menu
3. Click “Continue.” You will get an overview page with pass rate data for your program.



The overview page provides valuable information by itself, as well as easy navigation backwards or forwards one year at a time.

By clicking on the hyperlinked percentages in the All and demographic columns you can get more information on candidate performance. Clicking on the All percentage will list all the certification tests attributed to your program for the academic year as well as the number of tests taken, number of tests passed, and pass rate. Clicking on the demographic group percentage will list the test results for only the candidates in that category.

ASEP Technical Manual for 2017-2018 Reporting

Alls' Tests for the Completion Year 2016
Combined Reports Requested

Certification Description	Tests taken	Tests Passed	Pass Rate
Core Subjects EC-6	14	14	100%
Total Core Subjects EC-6	14	14	100%
English Language Arts and Reading 7-12	4	4	100%
Total English Language Arts and Reading 7-12	4	4	100%
English as a Second Language (ESL) Supplemental	20	20	100%
Total English as a Second Language Supplemental NA	20	20	100%
Generalist EC-6	5	5	100%
Total Generalist EC-6	5	5	100%

Clicking the hyperlinked numbers in the tests taken or tests passed columns will bring up a list of the candidates and their results. You can click on the hyperlinked candidate's name to view her test history.

All Groups that have Taken the test: 115-Mathematics 4-8
for the Completion Year 2016
Combined Reports Requested

Name	SSN	Admin Date	Ethnicity	Gender	Result
Teach, Ivana	XXX-XX-XXXX	07/24/2015	Other	F	P

[Close Window](#)

NOTE: The test pass rate requirements for accreditation are changing beginning in 2017-2018³⁷. While you can see testing data through the ASEP system, at this writing the ASEP system is not set up to differentiate between PPR and content tests, or to generate a pass rate for candidates admitted after 12/27/2017 on their first two attempts at a test.

³⁷ See TAC §229.4(a)(1)(B)(i)(II) and (ii)(II).

ASEP – Other Data Features

Get Educator Data

Use the Get Educator Data feature to upload a one-column csv file and get back data: either all certificates, tests or fingerprint status associated with the uploaded social security numbers. Please note that the certificate and test result data will not be restricted to those earned through your EPP.

1. Create a csv file with the social security numbers about which you need information in column A and save it to a convenient location.
2. Click “Get Educator Data” in the ASEP menu
3. Click the radio button for the information you need.
4. Click “Browse” to find your csv file
5. Click “Upload”

Transfer Data File to SBEC

(Press help for file formats)

Select an option below or select one of the options from the menu at the left.

☐ Load Graduate Files

Select a year to maintain: 2016-17 ▼

☒ Delete current file

☐ Keep current file

☐ Retrieve Certifications for uploaded SSN file.

☒ Retrieve Test scores for uploaded SSN file.

☐ Retrieve Fingerprint Status for uploaded SSN file.

☐ Retrieve TEA IDs for uploaded SSN file.

Press the browse button to find the file on your computer!

Browse...

After you have selected a file, press the upload button

Upload

The results may appear confusing, but the “Text to Columns” feature on the Data tab of Excel can make the data easy to use.

Submitting Legislative Budget Board Report for Public Colleges and Universities

Each fall EPPs at public colleges and universities are required to report certification rates of teacher education graduates to the Legislative Budget Board (LBB). Private universities and alternative certification programs do NOT report to the LBB. TEA will contact institutions required to submit LBB reports by email in September. The report is due to TEA based on when TEA must report to the LBB

To facilitate the reporting process and ensure the consistency and accuracy of data, the LBB, State Auditor's Office, and educator preparation entities asked TEA to collect graduate information from the entities and, using centralized records in the TEA database, calculate the LBB certification rate.

The LBB certification rate is based on the percentage of an institution's undergraduate teacher education program graduates who become certified to teach no later than the end of the fiscal year following the year of graduation from the program. This measure indicates how well an undergraduate teacher education program's production of certified educators.

IMPORTANT: You must still report the performance measure to the LBB using ABEST. TEA is simply calculating the rate for you. It is your responsibility to enter the rate in ABEST.

The FY 2018 LBB performance measure will reflect the certification rate of your 2016-2017 graduates. The rate is the percentage of graduates who became certified as of August 31, 2018.

1. Create your CSV file listing the teacher candidates who graduated between September 1, 2016 and August 31, 2017. Do not use headers. There should be 4 columns when you're done. See the Bulk Upload section on page 12 for details about creating a csv file.
 - A. EPP County/District Number (CDN) (6 characters)
 - B. Graduate's social security numbers (9 characters)
 - C. Graduate's last name (maximum 25 characters)
 - D. Graduate's first name (maximum 20 characters)

Your spreadsheet will look something like this.

A	B	C	D
123456	741852963	Teach	Ivana

2. Click "Get Educator Data" in the ASEP menu
3. Select the "Load Graduate Files" radio button
4. Select 2016-2017 to report on graduates from 2016-2017. NOTE: This is the year the new teachers graduated from your college or university.
5. Use the Browse function to find the csv file you created
6. Click Upload

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Transfer Data File to SBEC

(Press help for file formats)

Select an option below or select one of the options from the menu at the left.

☒ Load Graduate Files

Select a year to maintain: 2016-17 ▾

☒ Delete current file
☐ Keep current file

☐ Retrieve Certifications for uploaded SSN file.
☐ Retrieve Test scores for uploaded SSN file.
☐ Retrieve Fingerprint Status for uploaded SSN file.
☐ Retrieve TEA IDs for uploaded SSN file.

Press the browse button to find the file on your computer!

After you have selected a file, press the upload button

Viewing Legislative Budget Board Report for Public Colleges and Universities

After you submit your list of graduates to the ASEP system, TEA will ask you to verify the certification rates ASEP calculates via email. Follow these steps to view your results.

1. Click Other Reports in the ASEP menu
2. Select the “Annual LBB Performance Measure Report” radio button
3. Select the reporting year (2017-2018). NOTE: This is the year AFTER your new teachers graduated from your college or university.
4. Click “Continue”

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☐ EPP Candidate Exit Survey

LBB Reporting Year (Reporting Year is 1 year after graduation year) 2017-18 ▾

ASEP Reporting Year ▾

☐ All Survey Questions
☐ Select Specific Questions: 1 2 3 4 ▾

☐ Academic Year: ▾ Select ▾
☐ Survey Submission Date Range: From: ▾ To: ▾

The report for your program will look something like this.

FY 2016 Annual LBB Performance Measure Report Certification Rates of Public Colleges and Universities								
Select Reporting Year: 2015-16 ▾	<input type="button" value="Continue"/>							
Organization	Total Teacher Education Graduated	Total Graduates Certified	Certification Rate	Not Certified but Recommended	Not Certified but Recommended Percent	Not Recommended but Tested	Not Recommended but Tested Percent	Not Recommended or Tested Percent
Angelo State University(SAN ANGELO)	135	113	83.7	0	0.0	17	12.6	3.7
<div> <div>20 ▾</div> <div> <input type="button" value="Previous"/> <input type="button" value="Next"/> </div> <div>Page 1 of 1</div> <div> <input type="button" value="Refresh"/> </div> <div>Displaying 1 to 1 of 1 items</div> </div>								

At LBB request, TEA will report the certification rate and disaggregated data for graduates who were not certified by August 31, 2018 into three categories.

1. **Percent Recommended, but Not Certified** – The percent of 2016-2017 graduates who were recommended for certification, but were not issued a standard teacher certificate by TEA by August 31, 2018.
2. **Percent Not Recommended, but Tested** – The percent of 2016-2017 graduates who were not recommended for certification, but who took at least one certification examination before August 31, 2018.
3. **Percent Not Recommended or Tested** – The percent of 2016-2017 graduates who were never recommended for certification and never took an examination for teacher certification before August 31, 2018.

TEA will report the information listed above to the LBB with the certification rates. You are not required to enter this information into ABEST.

Test Search

The Test Search function in ASEP provides another source of data. Enter the parameters that are relevant to your research question and ASEP will produce a report with test results for candidates from your program regardless of finisher status. You may find this function is a useful supplement to the test data available through the ETS data manager.

Student Test Search

Enter search criteria below. PACT searches are limited to a month date range. Non-PACT searches are limited to a year date range. Results will display in a new window.

Social Security Number:

TEA ID:

Last Name:

Gender:

Ethnicity:

PACT? ☐

Test:

First Test Admin Date:

Last Test Admin Date:

Exception Letters

Our goal is accurate data. To the extent that you can submit accurate data during the resolution period, we want you to do that. There are some instances where you can't "fix" data that has been submitted. Generally, that's what discrepancy letters are for. You may submit exceptions for test approval lists and observations.

On the test approval list, for example, if a candidate was given test approval with the wrong admittance date, or was given permission for two tests with two admittance dates, you can't fix that. We need an exception letter to be able to identify that discrepancy and document manual changes to summary data that would not otherwise be supported by the lists. Similarly, if you should have given a candidate test approval to acknowledge admittance, and did not, you will include that on the exception letter so that we can fix our spreadsheet, and you will also upload the test approval in ASEP.

Common Test Approval Exceptions

1. Entered the wrong admittance date
2. Candidate was not admitted to the program
3. Candidates TEA ID or name in error

If a candidate dropped out of your program, or if she failed to show up on the first day of class, that is not an exception. These candidates should be included on the test approval and GPA

spreadsheets, even though they will not appear on the Other Enrolled list. They will also be counted as having applied and been admitted, although they will not be counted as retained.

For the observations lists, there may be special circumstances that explain why a candidate didn't get the required observations. For example, a probationary candidate on the Other Enrolled list who became sick in the middle of the school year. By identifying those candidates on an exception letter, TEA can change the denominator and give you the correct percentage of candidates for whom you provided adequate field support.

Common Observation Exceptions

1. Candidate abandoned her contract (the candidate should appear on the TEA Inactive list because the program reported the abandonment)
2. Candidate resigned from the program
3. Candidate was removed from the program
4. Candidate assigned to a different program
5. Candidate could not complete the year because of pregnancy/illness
6. Candidate began in the second semester, so more observations will occur in the fall

Sample Observations Exception Letter

USE INSTITUTIONAL LETTERHEAD

October XX, 2018

FROM: Legal authority/EPP

SUBJECT: Exceptions to the 2017-2018 Observations

TO: Texas Education Agency/Educator Preparation and Program Accountability

We have reviewed the list of candidates that we observed or could have observed from September 1, 2017 through August 31, 2018. Below is a list of candidates who are exceptions for observation purposes, as well as the reasons for the exception.

TEA ID	Candidate Name	Reason for Exception
808080	Ivana Teach	Candidate withdrew from the program xx/xx/2017
123456	Don Wannanomo	Candidate resigned from the district on xx/xx/2017
234567	P.E. Teacher	Candidate was observed as a clinical teacher before September 1, 2016 when reporting observations for clinical teachers was not required.
3456789	I.M. Contagious	Candidate had a medical issue which prevented her from completing her internship/clinical teaching.

If you have any questions, please contact Dr. Certification Officer at (512) 123-4567 or certification.officer@myepp.eduorg. Thank you in advance for your assistance in this matter.

Sincerely,

Legal Authority

Legal Authority
My Educator Preparation Program
(512) 789-4561

Sample Test Approval Exception Letter

USE INSTITUTIONAL LETTERHEAD

October XX, 2018

FROM: Your legal authority/EPP

SUBJECT: Exceptions to the 2017-2018 Test Approval List

TO: Texas Education Agency/Educator Preparation and Program Accountability

We have reviewed the list of candidates to whom we granted test approval from September 1, 2016 through August 31, 2017. Below is a list of candidates who are exceptions for test approval and admittance purposes, as well as the reasons for the exception.

TEA ID	Candidate Name	Reason for Exception
808080	Ivana Teach	Admit date on test approval list is inaccurate. Candidate admitted 8/21/2015
123456	Tee Chercandidate	Candidate given test approval but not admitted into the program.
234567	P.E. Teacher	Candidate was admitted but not granted test approval within 7 days of admittance. Approval granted on September 27, 2017 with admittance date August 15, 2017.

If you have any questions, please contact Dr. Certification Officer at (512) 123-4567 or certification.officer@myepp.eduorg. Thank you in advance for your assistance in this matter.

Sincerely,

Legal Authority

Legal Authority
My Educator Preparation Program
(512) 789-4561

Data Verification Affidavit

The last thing you must do each ASEP reporting cycle is submit an affidavit affirming that the information you submitted is correct and final. Here is what you should expect each fall.

1. Saturday, September 15, 2018 - The EPP submits the required data into ASEP or other format required by TEA staff on or before September 15, 2018.
2. After September 15, 2018 – TEA staff review submitted data and send out deficiency letters identifying needed changes. TEA staff will specify the date by which changes must be made.
3. Programs submit required changes and the data verification affidavit on EPP letterhead.

Submit the affidavit only when you are sure that all information has been checked, double checked and triple checked. If the affidavit is submitted prior to the checking period and TEA discovers information is incorrect, the signer has violated the Texas Educators Code of Ethics and TAC §229.

Affidavit Checklist

1. The affidavit is on EPP letterhead
2. The legal authority signed the affidavit (electronic signatures are not acceptable)
3. The affidavit has the correct name, e.g. UniversityofTeachers_123456_affidavit2018.
See the list below.
4. The affidavit was sent as an email attachment to edstandards@tea.texas.gov.

CDN	Program Name	Affidavit Name
057708	21ST CENTURY LEADERSHIP	21stCenturyLdr_057708_AFFIDAVIT2018
178701	A CAREER IN EDUCATION-ACP	ACareerInEd_178701_AFFIDAVIT2018
108708	A CAREER IN TEACHING-EPP (MCALLEN)	ACareerInTchMcAllen_108708_AFFIDAVIT2018
108703	A CAREER IN TEACHING-EPP (CORPUS CHRISTI)	ACareerInTchCC_108703_AFFIDAVIT2018
101714	A+ TEXAS TEACHERS	APlus_101714_AFFIDAVIT2018
221502	ABILENE CHRISTIAN UNIVERSITY	ACU_221502_AFFIDAVIT2018
101712	ACT-HOUSTON	ACTHouston_101712_AFFIDAVIT2018
101723	ACT-HOUSTON AT DALLAS	ACTHoustonDallas_101723_AFFIDAVIT2018
108701	ACT-RIO GRANDE VALLEY	ACTRGV_108701_AFFIDAVIT2018
015702	ACT-SAN ANTONIO	ACTSA_015702_AFFIDAVIT2018
015709	ALAMO COLLEGES	AlamoColleges_015709_AFFIDAVIT2018
031701	ALTERNATIVE-SOUTH TEXAS EDUCATOR PROGRAM	ASTEP_031701_AFFIDAVIT2018
057508	AMBERTON UNIVERSITY	Amberton_057508_AFFIDAVIT2018
057715	AMERICAN COLLEGE OF EDUCATION	AmericanCOE_057715_AFFIDAVIT2018
226501	ANGELO STATE UNIVERSITY	ASU_226501_AFFIDAVIT2018
220703	ARLINGTON BAPTIST COLLEGE	ABC_220703_AFFIDAVIT2018
101716	ATC-EAST HOUSTON	ATCEastHouston_101716_AFFIDAVIT2018
091502	AUSTIN COLLEGE	AustinCollege_091502_AFFIDAVIT2018
227502	AUSTIN COMMUNITY COLLEGE	AustinCC_227502_AFFIDAVIT2018
161503	BAYLOR UNIVERSITY	Baylor_161503_AFFIDAVIT2018
227505	CONCORDIA UNIVERSITY	Concordia_227505_AFFIDAVIT2018
057702	CRISWELL COLLEGE	Criswell_057702_AFFIDAVIT2018
057504	DALLAS BAPTIST UNIVERSITY	DallasBaptist_057504_AFFIDAVIT2018
057703	DALLAS CHRISTIAN COLLEGE	DCC_057703_AFFIDAVIT2018
057905	DALLAS ISD	DallasISD_057905_AFFIDAVIT2018
102501	EAST TEXAS BAPTIST UNIVERSITY	EastTxBaptist_102501_AFFIDAVIT2018
220701	EDUCATION CAREER ALTERNATIVES PROGRAM	ECAP_220701_AFFIDAVIT2018
227703	EDUCATORS OF EXCELLENCE ACP	EDeX_227703_AFFIDAVIT2018
108709	EIT: EXCELLENCE IN TEACHING	EIT_108709_AFFIDAVIT2018
221501	HARDIN-SIMMONS UNIVERSITY	HardinSimmons_221501_AFFIDAVIT2018
101000	HARRIS COUNTY DEPARTMENT OF ED	HarrisCounty_101000_AFFIDAVIT2018
101510	HOUSTON BAPTIST UNIVERSITY	HoustonBaptist_101510_AFFIDAVIT2018
101506	HOUSTON COMMUNITY COLLEGE SYSTEM	HoustonCC_101506_AFFIDAVIT2018
101912	HOUSTON ISD	HoustonISD_101912_AFFIDAVIT2018
025501	HOWARD PAYNE UNIVERSITY	HowardPayne_025501_AFFIDAVIT2018
227503	HUSTON-TILLOTSON UNIVERSITY	Htu_227503_AFFIDAVIT2018
101717	INTERN TEACHER ACP	InternTeacher_101717_AFFIDAVIT2018
057709	ITEACHTEXAS	ITeachTx_057709_AFFIDAVIT2018
250501	JARVIS CHRISTIAN COLLEGE	JarvisChristian_250501_AFFIDAVIT2018
123501	LAMAR UNIVERSITY	Lamar_123501_AFFIDAVIT2018
092502	LETOURNEAU UNIVERSITY	LeTourneau_092502_AFFIDAVIT2018
101702	LONE STAR COLLEGES	LoneStar_101702_AFFIDAVIT2018
152502	LUBBOCK CHRISTIAN UNIVERSITY	LCU_152502_AFFIDAVIT2018
161502	MCLENNAN COMMUNITY COLLEGE	McLennanCC_161502_AFFIDAVIT2018
221503	MCMURRY UNIVERSITY	McMurray_221503_AFFIDAVIT2018
243501	MIDWESTERN STATE UNIVERSITY	MSU_243501_AFFIDAVIT2018
057710	MOUNTAIN VIEW COLLEGE	MountainView_057710_AFFIDAVIT2018
101725	NORTH AMERICAN UNIVERSITY	NorthAmerican_101725_AFFIDAVIT2018

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CDN	Program Name	Affidavit Name
015502	OUR LADY OF THE LAKE UNIVERSITY	OLLU_015502_AFFIDAVIT2018
101917	PASADENA ISD	PasadenaISD_101917_AFFIDAVIT2018
161504	PAUL QUINN COLLEGE	PaulQuinn_161504_AFFIDAVIT2018
237501	PRAIRIE VIEW A&M UNIVERSITY	PVAMU_237501_AFFIDAVIT2018
057712	QUALITY ACT: ALTERNATIVE CERTIFIED TCHRS	QualityACT_057712_AFFIDAVIT2018
108950	REG 01 EDUCATION SERVICE CENTER	RESC01_108950_AFFIDAVIT2018
178950	REG 02 EDUCATION SERVICE CENTER	RESC02_178950_AFFIDAVIT2018
235950	REG 03 EDUCATION SERVICE CENTER	RESC03_235950_AFFIDAVIT2018
101950	REG 04 EDUCATION SERVICE CENTER	RESC04_101950_AFFIDAVIT2018
181950	REG 05 EDUCATION SERVICE CENTER	RESC05_181950_AFFIDAVIT2018
236950	REG 06 EDUCATION SERVICE CENTER	RESC06_236950_AFFIDAVIT2018
092950	REG 07 EDUCATION SERVICE CENTER	RESC07_092950_AFFIDAVIT2018
225950	REG 08 EDUCATION SERVICE CENTER	RESC08_225950_AFFIDAVIT2018
057950	REG 10 EDUCATION SERVICE CENTER	RESC10_057950_AFFIDAVIT2018
220950	REG 11 EDUCATION SERVICE CENTER	RESC11_220950_AFFIDAVIT2018
161950	REG 12 EDUCATION SERVICE CENTER	RESC12_161950_AFFIDAVIT2018
227950	REG 13 EDUCATION SERVICE CENTER	RESC13_227950_AFFIDAVIT2018
221950	REG 14 EDUCATION SERVICE CENTER	RESC14_221950_AFFIDAVIT2018
165950	REG 18 EDUCATION SERVICE CENTER	RESC18_165950_AFFIDAVIT2018
071950	REG 19 EDUCATION SERVICE CENTER	RESC19_071950_AFFIDAVIT2018
015950	REG 20 EDUCATION SERVICE CENTER	RESC20_015950_AFFIDAVIT2018
101726	RELAY GSE	Relay_101726_AFFIDAVIT2018
101718	RICE EDUCATION ENTREPRENEURSHIP PROGRAM	RiceEEP_101718_AFFIDAVIT2018
101513	RICE UNIVERSITY	Rice_101513_AFFIDAVIT2018
236501	SAM HOUSTON STATE UNIVERSITY	SHSU_236501_AFFIDAVIT2018
133501	SCHREINER UNIVERSITY	Schreiner_133501_AFFIDAVIT2018
108707	SOUTH TEXAS COLLEGE	SouthTxCollege_108707_AFFIDAVIT2018
108706	SOUTH TEXAS TRANSITION TO TEACHING ACP	SouthTxTTT_108706_AFFIDAVIT2018
057502	SOUTHERN METHODIST UNIVERSITY	SMU_057502_AFFIDAVIT2018
126501	SOUTHWESTERN ADVENTIST UNIVERSITY	SAU_126501_AFFIDAVIT2018
070501	SOUTHWESTERN ASSEMBLIES OF GOD UNIV	SAGU_070501_AFFIDAVIT2018
246501	SOUTHWESTERN UNIVERSITY	Southwestern_246501_AFFIDAVIT2018
227504	ST EDWARD'S UNIVERSITY	StEdwards_227504_AFFIDAVIT2018
015506	ST MARY'S UNIVERSITY	StMarys_015506_AFFIDAVIT2018
174501	STEPHEN F AUSTIN STATE UNIVERSITY	SFASU_174501_AFFIDAVIT2018
022501	SUL ROSS STATE UNIVERSITY - ALPINE	SulRossAlpine_022501_AFFIDAVIT2018
232502	SUL ROSS STATE UNIVERSITY - RIO GRANDE	SulRossRGV_232502_AFFIDAVIT2018
072501	TARLETON STATE UNIVERSITY	Tarleton_072501_AFFIDAVIT2018
108704	TEACHERBUILDER.COM	TeacherBuilder_108704_AFFIDAVIT2018
071701	TEACHERS FOR THE 21ST CENTURY	Tchrs21Century_071701_AFFIDAVIT2018
240502	TEXAS A&M INTERNATIONAL UNIVERSITY	TAMIU_240502_AFFIDAVIT2018
021501	TEXAS A&M UNIVERSITY	TAMU_021501_AFFIDAVIT2018
014702	TEXAS A&M UNIVERSITY - CENTRAL TEXAS	TAMUCentralTx_014702_AFFIDAVIT2018
116501	TEXAS A&M UNIVERSITY - COMMERCE	TAMUCommerce_116501_AFFIDAVIT2018
178504	TEXAS A&M UNIVERSITY - CORPUS CHRISTI	TAMUCC_178504_AFFIDAVIT2018
137501	TEXAS A&M UNIVERSITY - KINGSVILLE	TAMUKingsville_137501_AFFIDAVIT2018
015712	TEXAS A&M UNIVERSITY - SAN ANTONIO	TAMUSA_015712_AFFIDAVIT2018
019502	TEXAS A&M UNIVERSITY - TEXARKANA	TAMUTexarkana_019502_AFFIDAVIT2018
227708	TEXAS ALTERNATIVE CERT PGM @ AUSTIN	TACPAustin_227708_AFFIDAVIT2018
031702	TEXAS ALTERNATIVE CERT PGM @ BROWNSVILLE	TACPBrownsville_031702_AFFIDAVIT2018
101724	TEXAS ALTERNATIVE CERT PGM @ HOUSTON	TACPHouston_101724_AFFIDAVIT2018
015708	TEXAS ALTERNATIVE CERT PGM @ SAN ANTONIO	TACPSA_015708_AFFIDAVIT2018
071702	TEXAS ALTERNATIVE CERTIFICATION PROGRAM	TACP_071702_AFFIDAVIT2018
220501	TEXAS CHRISTIAN UNIVERSITY	TCU_220501_AFFIDAVIT2018
212502	TEXAS COLLEGE	TxCollege_212502_AFFIDAVIT2018
094501	TEXAS LUTHERAN UNIVERSITY	TLU_094501_AFFIDAVIT2018
101503	TEXAS SOUTHERN UNIVERSITY	TxSouthern_101503_AFFIDAVIT2018
105501	TEXAS STATE UNIVERSITY	TSU_105501_AFFIDAVIT2018

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CDN	Program Name	Affidavit Name
152501	TEXAS TECH UNIVERSITY	TTU_152501_AFFIDAVIT2018
220504	TEXAS WESLEYAN UNIVERSITY	TWU_220504_AFFIDAVIT2018
061502	TEXAS WOMAN'S UNIVERSITY	TxWomans_061502_AFFIDAVIT2018
061701	THE TX INSTITUTE FOR TEACHER EDUCATION	TTITE_061701_AFFIDAVIT2018
220707	TNTP ACADEMY - FORT WORTH	TNTP_220707_AFFIDAVIT2018
227701	TRAINING VIA E-LEARNING: AN ALT CRT HYBR	TEACH_227701_AFFIDAVIT2018
015504	TRINITY UNIVERSITY	Trinity_015504_AFFIDAVIT2018
057507	UNIVERSITY OF DALLAS	UDallas_057507_AFFIDAVIT2018
101502	UNIVERSITY OF HOUSTON	UHouston_101502_AFFIDAVIT2018
101509	UNIVERSITY OF HOUSTON-CLEAR LAKE	UHCL_101509_AFFIDAVIT2018
101512	UNIVERSITY OF HOUSTON-DOWNTOWN	UHD_101512_AFFIDAVIT2018
235502	UNIVERSITY OF HOUSTON-VICTORIA	UHV_235502_AFFIDAVIT2018
014503	UNIVERSITY OF MARY HARDIN-BAYLOR	UMHB_014503_AFFIDAVIT2018
061501	UNIVERSITY OF NORTH TEXAS	UNT_061501_AFFIDAVIT2018
161701	UNIVERSITY OF NORTH TEXAS - DALLAS	UNTDallas_161701_AFFIDAVIT2018
015705	UNIVERSITY OF PHOENIX	UPhoenix_015705_AFFIDAVIT2018
101508	UNIVERSITY OF ST THOMAS	UST_101508_AFFIDAVIT2018
220503	UNIVERSITY OF TEXAS - ARLINGTON	UTArlington_220503_AFFIDAVIT2018
227501	UNIVERSITY OF TEXAS - AUSTIN	UTAustin_227501_AFFIDAVIT2018
057506	UNIVERSITY OF TEXAS - DALLAS	UTDallas_057506_AFFIDAVIT2018
071501	UNIVERSITY OF TEXAS - EL PASO	UTEP_071501_AFFIDAVIT2018
068502	UNIVERSITY OF TEXAS - PERMIAN BASIN	UTPB_068502_AFFIDAVIT2018
108501	UNIVERSITY OF TEXAS - RIO GRANDE VALLEY	UTRGV_108501_AFFIDAVIT2018
015505	UNIVERSITY OF TEXAS - SAN ANTONIO	UTSA_015505_AFFIDAVIT2018
212503	UNIVERSITY OF TEXAS - TYLER	UTTyler_202503_AFFIDAVIT2018
015503	UNIVERSITY OF THE INCARNATE WORD	UIC_015503_AFFIDAVIT2018
057722	URBAN TEACHERS	URBAN_057722_AFFIDAVIT2018
095501	WAYLAND BAPTIST UNIVERSITY	WBU_095501_AFFIDAVIT2018
184501	WEATHERFORD COLLEGE	Weatherford_184501_AFFIDAVIT2018
101715	WEB-CENTRIC ALTERNATIVE CERT PROGRAM	WebCentric_101715_AFFIDAVIT2018
191501	WEST TEXAS A&M UNIVERSITY	WTAMU_191501_AFFIDAVIT2018
101708	WESTERN GOVERNORS UNIVERSITY	WGU_101708_AFFIDAVIT2018
102502	WILEY COLLEGE	Wiley_102502_AFFIDAVIT2018
101845	YES PREP PUBLIC SCHOOLS INC	YesPrep_101845_AFFIDAVIT2018

Title II Reporting

The US Department of Education (ED) requires reports on initial teacher certification candidates. Two companies support programs with this reporting – Education Testing Service (ETS) and Westat. ETS, as the testing vendor for TEA, generates pass rate data for the Title II reports. Westat puts the pass rate data and significant amounts of other data into the report that the Secretary of Education submits each year to Congress.

Primary User: Your program should have a primary user who is responsible for federal reporting. You should also have a backup person who knows the data and the systems. If these persons change, contact Tim Miller at tim.miller@tea.texas.gov to coordinate new user accounts with ETS and Westat.

Title II reporting follows a predictable annual schedule. Each year programs report the previous year's data, so you will report 2016-2017 data in 2018 (16-17, 18).

- August 31, 2018 – The reporting year closes
- September – November, 2018 – Upload data to the ETS TLCS system.
- February – Westat Title II reporting opens
- February-March – ETS resolution period
- April 30 – Westat Title II reporting closes
- July – Title II reported data available for review
- October – Review/collection period closes
- November – Title II report completed

Recording Data for ETS Title II

In addition to documenting data regarding Ivana Teach in the ASEP system, you must also document data for her with the ETS for Title II reporting purposes. Your goal is to provide ETS with information linking the candidate to your program so that ETS can then link to the candidate's testing data. ETS uses test results from the TExES™ tests for initial teacher certification candidates to calculate and report pass rates for ED purposes.

Available Training and Resources: ETS hosts a webinar each August to prepare programs for the reporting season. Extensive directions on how to use the ETS data reporting system are available in the ETS Title II Reporting Services *Website User's Guide* at the ETS reporting website at <https://tlcs.ets.org/>. More Title II reporting guidance is available in the Educator Preparation Programs and Title II links through the ETS TExES™ testing page at <http://cms.texas-ets.org/epp/title-ii-information/>.

You must upload student data to the ETS system between September and November each year. This feels weird but is quite convenient. In the fall of 2018 you are uploading data for the 2019 ASEP report. ETS needs time to analyze the data to calculate a pass rate for your program.

- Any initial teacher candidate you reported as Other Enrolled in ASEP for 2017-2018 should be counted as Other Enrolled

- Any initial teacher candidate you reported as a Finisher in ASEP for 2017-2018 should be counted as Completed
 - **CROSSCHECK YOUR WORK:** Download your 2017-2018 Other Enrolled and Finisher lists into Excel. Filter out any non-teacher candidates. Remove candidates not pursuing initial teacher certification.
 - Export 2017-2018 Student Category “Completed” from the ETS Title II Reporting Services website. It should match the filtered 2017-2018 Finisher list person for person.
 - Export the 2017-2018 Student Category “Other Enrolled” from the ETS Title II Reporting Services website. It should match the filtered 2017-2018 Finisher list person for person.

ETS will open a resolution period in February/March; however, by then it is too late to change the data. Generally, be sure all your candidates are accurately uploaded into the ETS Title II Reporting System before Halloween (or it will haunt you).

Adding Candidates Individually

You can add candidates individually to the ETS Title II website. Although much of what you will upload is like ASEP data, there are some important differences. (NOTE: This screen is slightly different from a program’s screen since the “program” is the State Board for Educator Certification.

1. Enter the Student Category. This should be the same as in ASEP – Other Enrolled or Completed/Finisher.
2. Enter the program type.
 - a. Alternative Route Organizations (ARO), generally programs not associated with a bachelor’s degree-granting college or university, should select ARO. This includes community colleges, regional service centers, ISDs and private teacher preparation programs.
 - b. Traditional – colleges and universities should classify most of their students as traditional.
 - c. Alternate – if SBEC has approved your college or university to provide certification through an alternate route, and you have candidates pursuing alternate certification (post graduate candidates serving as the teacher of record for the year), classify them as Alternate.

NOTE: If you are unsure which route is appropriate for your institution, consult the list of approved EPPs available at the Choosing an EPP link through the Texas Educators menu.

- If your program is listed “U” or “PB” then you should only classify your students as traditional.
- If your program is a bachelor’s degree-granting college or university and you have an “A,” then Alternate may be appropriate depending on the student.

- If your program is a private EPP, regional service center or community college, the ARO is probably right for your students.
- 3. Enter the candidate's first name. Be precise with spelling since ETS will match on this variable.
- 4. Enter the candidate's last name. Be precise with spelling since ETS will match on this variable.
- 5. Enter Alternate last names if appropriate. ETS will look to other last names in cases where the last name is not unique.
- 6. Enter the candidate's date of birth. Use the proper mm/dd/yyyy format. Be very careful since this is a matching variable.

NOTE: Do NOT enter the candidate's social security number (SSN). ETS does not use SSNs.

- 7. Enter the candidate's TEA ID number in the ETS Testing ID cell. This is a matching variable, so be very careful. ETS relies on an 8-digit number, so you may have to add one or two leading zeros to the TEA ID to get a useful ETS Testing ID.
- 8. Select the candidate's Certificate/Licensure/Program(s). This should generally be the same as ASEP. ETS uses this variable to match the candidate to the appropriate test. NOTE: Core Subjects candidates are classified as "Generalist" to align their results with similarly qualified candidates in other states.
- 9. Click Save.

* Student Category:	Other Enrolled	▼	Current year: 2015-2016
* Program Type:	Traditional	▼	
* Institution Name/Code:	WEST TEXAS A & M UNIVERSITY(191501)	▼	
* First or Given Name:	<input type="text"/>		
Middle Initial:	<input type="text"/>		
* Last or Family Name:	<input type="text"/>		
Alternate Last Names:	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
* Enter either or both: Date of Birth: <input type="text"/> SSN: <input type="text"/>		A better match will result if both are entered. Example: mm/dd/yyyy Example: 123456789	
Address Line 1:	<input type="text"/>		
City:	<input type="text"/>		
* Home State/Province:	Texas	▼	
ETS Testing ID:	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
Undeclared	<input type="checkbox"/>		
* Certificate/Licensure/Program(s):	Generalist 4-8	▼	
(Select at least one)	Select	▼	
	Select	▼	
	Select	▼	

Upload Candidates in Bulk

You can upload many candidates at one time in the ETS Title II Reporting System. That spreadsheet is more complicated than the examples shown in this manual thus far. Refer to the ETS documentation for directions about uploading candidates in bulk.

Reviewing the Candidate List

NOTE: ETS synchronizes its systems three days each week. After uploading your candidates, you should ensure they are correct. ETS provides a variety of filters that allow you to select out candidates of interest. Here are some ways to examine the data in TLCS.

Student List — TEXAS STATE BD FOR ED CERTIFICATION (8325) — Reporting Year 2015-2016

Student Category: All
Reporting Year: 2015-2016
Last Name:
Program Type: All

License Name: All
Test Name: All
Institution Name/Code: ABILENE CHRISTIAN UNIVERSITY(221502)
Match Status: All

[Reset](#)
[Search](#)

179 records retrieved. Last Match Run 01/16/2017
[View Tests and Pass Status](#) | [Hide Tests and Pass Status](#)
[Delete](#)
[Mark as Completed](#)
[Mark as All but Clinical](#)
[Mark as Other Enrolled](#)
[Add Student](#)
[Load Spreadsheet](#)
[Export](#)

1. Are any candidates “Not Found?” Examine the identifying information for these students until the ETS system can find them.
2. Is the number of Completed candidates in TLCS equal to or less than the number of Completers/Finishers in ASEP? Generally, the candidates you listed as Completed in the ETS system should be the same candidates you listed as Finishers in ASEP. The difference between the two lists should be Finishers pursuing administrative or student services certificates.
3. Is the number of Other Enrolled candidates in TLCS equal to or less than the number of Other Enrolled in ASEP? The difference between the two lists should be Other Enrolled pursuing administrative or student services certificates. Do not use the Enrolled All But Clinical category. Texas does not recognize Other Enrolled All But Clinical.
4. Are the candidates assigned to the correct certification field/license. This should be the same field listed in the finisher lists.
5. Are candidates appropriately matched to their scores? There are a variety of reasons for a candidate to be not properly matched. Consult the Match Resolution Chart (figure 22) in Section 6 of the IHE User’s Guide.

Completing the Title II Institutional and Program Report Card (IPRC) Report

In April 2018, you will be reporting on your 2016-2017 cohort. The data you entered in the GPA spreadsheet and ASEP system in September 2017 will help you complete the Westat IPRC report. The IPRC includes only initial teacher candidates from your institution, not administrative, student services or additional certificate candidates. Extensive guidance regarding how to report Title II data for Westat is available at the Title II website at <https://title2.ed.gov/Public/TA.aspx>.

Starting

Here are some good ways to learn about Title II reporting.

1. Log into ASEP and export your 2016-2017 Finisher and Other Enrolled lists to Excel. Strip out anyone not pursuing an initial teaching certificate. These are the folks you're reporting on.
2. Recorded webinars are available at <https://title2.ed.gov/Public/Webinars.aspx#iprc>. The IPRC Overview and Training is a good place to start.
3. Open the blank Institutional and Program Report Card available with the technical assistance materials here: <https://title2.ed.gov/Public/TA.aspx>. This is a simple way to understand what you're reporting
4. There are a lot of technical assistance materials available through the public Title II website.
 - a. The IPRC guide is helpful if you have specific questions. If you call TEA, chances are we will open the IPRC guide before we answer your question.
 - b. There are also smaller, subject specific guides if you have questions about individual sections of the report.
5. Download the 2017 Texas State Report Data File and look for your program's data. This is what you will be updating for this year. Remember, in April 2018 you are reporting on 2016-2017 data. https://title2.ed.gov/Public/Report/DataFiles/DataFiles.aspx?p=5_01
 - a. Don't be overwhelmed by the tabs and columns. Much of this is prepopulated for you.
 - b. Data documentation is available at the same page.

The following pages look only at reporting data on enrolled and completer candidates for your program. Remember, Title II is only concerned with initial teacher certification candidates. Do not report on candidates at your program who are pursuing administrative certification, student services certification or a second certification.

Section 1.b & c. Admissions

Your report should reflect at least the statutory and regulatory minimum requirements. You should be able to report "Yes" the following are required for entry.

- Transcript
- Minimum number of courses/credits/semester hours completed (TEC §21.0441(a)(2) and TAC §227.10(a)(4))
- Minimum GPA (TEC §21.0441(a)(1) and TAC §227.10(a)(3))
- Minimum basic skills test score (TAC §227.10(a)(5))
- Interview or Other Proficiency (TAC §227.10(a)(7))

Note: If you can admit candidates to a route, but did not admit candidates to that route so that you have no median GPA for admission or completion, enter "-6" to indicate "not applicable."

Section Enrollment

While you recorded Ivana Teach by name in the ASEP Finisher list and in the ETS TLCS list, you only need to record her by number in the Westat Title II report. In a sense the Title II enrollment reporting is like the Annual Performance Report (APR) in ASEP. Use the ASEP and GPA data you submitted in September to help you complete the Title II report. Perhaps the best way to complete this section is to download an Excel version of your ASEP report. NOTE: If your program supports both traditional and alternative routes to certification, you must further separate out your counts.

1. Open the ASEP menu.
2. Click Maint Finishers.
3. Select 2016-2017.
4. Select Other Enrolled.
5. Click Continue.
6. Click “Here” to download the data in comma delimited format (Excel sheet) at the bottom of the page.
7. Open the Excel spreadsheet
8. Highlight the data columns (row 5 and below)
9. Sort by column G, Cert_Description
10. Delete any candidates not pursuing an initial teacher certificate (principal, superintendent, etc.).
11. Sort by column A, TEA_ed_cert_id
12. Remove any duplicates (candidates listed two or more times because they are pursuing multiple certificates or certification and a supplemental).
 - a. The conditional formatting function is very helpful for this.
13. Sort by Gender
14. Count the number of males and females.
 - a. If a candidate is listed as “Unk” then attribute a gender to them using your best judgment
15. Sort by column J, Ethnicity_Desc.
16. Count the number of each ethnic group.
 - a. The countif function is helpful with this.

Reporting Other Enrolled

1. Select Enrollment from the Program Data Collection menu.

Section I.c Enrollment

AY 2015-16

Site Management

Programs

Data Collection Status Report

User Login Report

Export Users

Program Data Collection

State Guidance

Choose Report Card

Welcome

Instructions

Institution Information

Section I.a Program Information

Section I.b Admissions

Section I.b Undergraduate Requirements

Section I.b Postgraduate Requirements

Section I.c Enrollment

Section I.d Supervised Clinical Experience

Section I.e Teachers Prepared by Subject Area

Section I.e Teachers Prepared by Academic Major

Section I.f Program Completers

Section II Annual Goals - Mathematics

Section II Annual Goals - Science

Section II Annual Goals - Special Education

Section II Annual Goals - Instruction of Limited

Provide the number of students in the teacher preparation program in the following categories. Note that you must report on the number of students by ethnicity and race separately. Individuals who are non-Hispanic/Latino will be reported in one of the race categories. Also note that individuals can belong to one or more racial groups, so the sum of the members of each racial category may not necessarily add up to the total number of students enrolled.

For the purpose of Title II reporting, an enrolled student is defined as a student who has been admitted to a teacher preparation program, but who has not completed the program during the academic year being reported. An individual who completed the program during the academic year being reported is counted as a program completer and *not* an enrolled student.

Additional guidance on reporting race and ethnicity data.

Total number of students enrolled in 2015-16:	
Unduplicated number of males enrolled in 2015-16:	
Unduplicated number of females enrolled in 2015-16:	

2015-16	Number enrolled
<i>Ethnicity</i>	
Hispanic/Latino of any race:	
<i>Race</i>	
American Indian or Alaska Native:	
Asian:	
Black or African American:	
Native Hawaiian or Other Pacific Islander:	
White:	
Two or more races:	

- Enter the total number of students enrolled in 2016-2017. This numbers should equal the total number of candidates on your Other Enrolled list and the number listed as Retained in your APR, minus any administrative or student services candidates.
- Enter the number of males enrolled in 2016-2017. This number should equal the total number of males on your APR, minus any administrative or student services candidates.
- Enter the number of females enrolled in 2016-2017. This number should equal the total number of females on your APR, minus any administrative or student services candidates. Ivana will be counted among the females for your program.
- Total the males and females. It should equal the total number of students enrolled.
- Enter the total number of candidates enrolled by ethnicity. You can either use the categories defined in your APR or the categories in the Title II report. Westat does not expect the ethnic categories to sum to the total. TEA staff will not check that either.
- Click Save.

Other Program Resources

Sample Admission Letter

Use Letterhead of EPP³⁸

Date

Name

Address

City, State, Zip Code

Dear _____:

This letter is an invitation of formal admission³⁹ into _____ (Name of Educator Preparation Program) _____ to assist you in securing certification in _____ (Name of Certification) _____.

Your official admission date is (Month Day, Year)⁴⁰. (Provide any other entry information that you might need to communicate.)

You have until (Month Day, Year) to respond to our invitation of admission into our program. If we do not receive written communication of acceptance within that time frame, we will consider that you have declined our invitation⁴¹.

Sincerely,

Name and Title of Person Extending the Invitation

I accept your invitation of admission _____ I decline your invitation of admission _____

Signature:

Date:

This letter should be retained in the candidate's record for audit purposes.

³⁸ See 19 TAC §227.17(b), "the EPP must notify the applicant of the offer of formal admission in writing by mail, personal delivery, facsimile, email, or an electronic notification."

³⁹ See 19 TAC §227.5(11)

⁴⁰ See 19 TAC §227.17(d), "The effective date of formal admission shall be included in the offer of formal admission."

⁴¹ See 19 TAC §227.17(e).

Sample Change of Certification Documentation

As in life, often candidates find that the path they selected is not ideal for them. A candidate in an educator preparation program may change certification field with proper documentation. The important thing is that there is documentation of the change in the candidate's record.

Date:

_____(Name of Candidate)____ TEA ID # _____ requests a change of certification field from ____ (Certification Field and Grade Level) _____ to ____ (Certification Field and Grade Level) _____ .

Printed Name of Candidate

Signature of Candidate

Printed Name of EPP Program Approver

Signature of EPP Program Approver _____ SiS

Sample Test Approval Exception Letter

Use this letter during reporting season to identify persons to whom you granted test approval in error. A candidate dropping out of your program is not an acceptable reason for removing them from the test approval list for technology fee billing purposes.

USE INSTITUTIONAL LETTERHEAD

October XX, 2018

FROM: Your legal authority/EPP

SUBJECT: Exceptions to the 2016-2017 Test Approval List

TO: Texas Education Agency/Educator Preparation and Program Accountability

We have reviewed the list of candidates to whom we granted test approval from September 1, 2016 through August 31, 2017. Below is a list of candidates who are exceptions for test approval and admittance purposes, as well as the reasons for the exception.

TEA ID	Candidate Name	Reason for Exception
808080	Ivana Teach	Admit date on test approval list is inaccurate. Candidate admitted 8/21/2015
123456	Tee Chercandidate	Candidate given test approval but not admitted into the program.
234567	P.E. Teacher	Candidate was admitted but not granted test approval within 7 days of admittance. Approval granted on September 27, 2017 with admittance date August 15, 2017.

If you have any questions, please contact Dr. Certification Officer at (512) 123-4567 or certification.officer@myepp.eduorg. Thank you in advance for your assistance in this matter.

Sincerely,

Legal Authority

Legal Authority
My Educator Preparation Program
(512) 789-4561

Sample Observations Exception Letter

Use this during the reporting season to identify candidates who should be excluded from the observations calculations and the reasons why they should be excluded.

USE INSTITUTIONAL LETTERHEAD

October XX, 2018

FROM: Legal authority/EPP

SUBJECT: Exceptions to the 2016-2017 Observations

TO: Texas Education Agency/Educator Preparation and Program Accountability

We have reviewed the list of candidates that we observed or could have observed from September 1, 2016 through August 31, 2017. Below is a list of candidates who are exceptions for observation purposes, as well as the reasons for the exception.

TEA ID	Candidate Name	Reason for Exception
808080	Ivana Teach	Candidate withdrew from the program xx/xx/2017
123456	Don Wannanomo	Candidate resigned from the district on xx/xx/2017
234567	P.E. Teacher	Candidate was observed as a clinical teacher before September 1, 2016 when reporting observations for clinical teachers was not required.
3456789	I.M. Sick	Candidate had a medical issue which prevented her from completing her internship/clinical teaching.

If you have any questions, please contact Dr. Certification Officer at (512) 123-4567 or certification.officer@myepp.eduorg. Thank you in advance for your assistance in this matter.

Sincerely,

Legal Authority

Legal Authority
My Educator Preparation Program
(512) 789-4561

Principal Survey Results

TEA posts the principal survey results on the [Program Provider Resources](#) page for your review. The following briefly explains how to read and interpret these data. This is a reference to help you understand the data. It is not meant to be an alternative to analysis conducted for accreditation purposes in meeting TAC §229.4 (a)(2) requirements. The table below relies on the 2016-2017 results. Other years vary slightly. You may need to use the “Unhide” function in Excel to reveal all the columns.

2016-2017 Accountability Calculations

TEA relies on questions 4-39 for accountability purposes. Questions 17 and 25 contain skip logic, and so are excluded from the analysis. Teachers fall into one of four categories: those with SPED and ELL students, those without SPED students, those without ELL students, and those with neither SPED nor ELL students. In determining whether a candidate was “sufficiently prepared,” TEA totals the results for each survey question then uses one of four different denominators. The number of “sufficiently prepared” teachers from your program divided by the total number of candidates from your program yields the percentage sufficiently prepared for accountability purposes.

Column(s)	Explanation
A	Education Service Center Region
B	The “lbjid” is a scrambled identifier for each first-year teacher
C-D	Teacher information. These are useful for disaggregating results by gender and ethnicity.
E	The unique identifier for the survey
F	A geographic description of the district
G-AP	Survey question answers, generally on a 1-4 scale, where 1 is “Not at all prepared” and 4 is Well prepared. See the principal survey itself on the Principal Survey page on the TEA website. Questions 1-3 allow the principal to affirm she is appraising the right candidate from the expected EPP. Questions 17 (omitted column) and 25 (omitted column) enable skip logic for first year teachers who do not have special education or ELL students.
AQ	Question 40 – Overall evaluation of the teacher’s effectiveness on a 10-point scale (column AQ)
AR-BF	Teacher certification area information
BG-BJ	Educator preparation program information
BK-BY	Information on the teacher’s certification subject area and certification grade level
BZ-DL	These columns transform the survey data from a 1-4 to a 0-3 scale, where 0 is “Not at all prepared” and 3 is “Well prepared.” Q17 (BZ) and q25(CA) are the skip logic questions for teachers with SPED and ELL students. Question 40 (DL) does not translate successfully here.

Column(s)	Explanation
DM	Sum of questions 4-8 regarding the classroom environment. 10 is the minimum score for sufficiently prepared.
DN	Sum of questions 9-16 regarding instruction. 16 is the minimum score for sufficiently prepared.
DO	Sum of questions 18-24 regarding students with disabilities. 14 is the minimum score for sufficiently prepared, but not all teachers are graded here.
DP	Sum of questions 26-30 regarding English Language Learners. 10 is the minimum score for sufficiently prepared.
DQ	Sum of questions 31-34 regarding technology integration in curriculum and instruction. 8 is the minimum score for sufficiently prepared.
DR	Sum of questions 35-38 regarding using technology with data. 8 is the minimum score for sufficiently prepared.
DS	Result on all questions on the 0-3 scale. Although the spreadsheet provides information on performance in areas like Instruction, the program is only held accountable for the overall performance number. The minimum varies by teacher type. <ul style="list-style-type: none"> • All student types - 64. • No SWD – 50 • No ELL – 54 • No ELL or SWD - 40
DT – DV	Survey totals by teacher type
DW – EB	Yes (1)/No (0) indication if the teacher was above standard in classroom environment, instruction, SWD, ELL and technology integration.
EC	Yes (1)/No (0) indication if the teacher was above standard overall. This is used for accountability.
ED	Yes /No indication if the teacher was above standard overall.

Bottom Line

Use either the filter function or sort function to separate the candidates from your program (column BH). Copy these data into a separate spreadsheet for analysis.

Row EC indicates whether each candidate met standards, i.e., averaged 2 or higher (on a 0-3 scale), where 2 is the equivalent of “sufficiently prepared.” To calculate your percentage, count the number of ones and divide that by the total number of ones and zeros. For example, if there were 100 principal surveys conducted on candidates from your program and 86 had ones in column EC and 14 had zeros, then your percentage would be 86% $((86/100) * 100)$.

Most candidates need a score of 64 or higher out of 96 possible points in column DG to meet standards. The exceptions are those without ELL or SPED students (rows 9 and 12), which have a different denominator.

Looking Deeper

Average the results in columns CB through DK. Most of the results should be between 2 and 3. Are any of the results out of line? For example, if the average of question 4 (column CD), “effectively implement discipline management procedures,” is noticeably lower than the other questions, then perhaps first year teachers from your program are struggling with student discipline.

Look at the survey totals in column DS. Better yet, divide the results in column DS by the appropriate denominator to get an average score for your candidates on the same scale. How do the results look? Do you have high performing and low performing candidates with few in between? Do the low performing candidates come from a particular certification field, ethnicity or gender? On which questions do your low performing candidates score as well as your high performing candidates? On which questions are the low performing candidates getting the worst scores?

Moving Forward

How does your analysis of the principal survey results align with what you know about your program and candidates? What do you need to investigate considering the survey results? What improvements do you need to make to your program to help first year teachers from your program excel?

2015-16 Principal Survey Data Description

Column(s)	Explanation
A	Education Service Center Region
B	The “lbjid” is a scrambled identifier for each first-year teacher
C-D	Teacher information
E	The unique identifier for the survey
F	Geographic description of the district
G-AR	Survey question answers, generally on a 1-4 scale, where 1 is “Not at all prepared” and 4 is Well prepared. See the principal survey itself on the Principal Survey page on the TEA website. Questions 1-3 allow the principal to affirm she is appraising the right candidate from the expected EPP. Questions 17 (column AP) and 25 (column AX) enable skip logic for first year teachers who do not have special education or ELL students.
AS	Question 40 – Overall evaluation of the teacher’s effectiveness on a 10-point scale
AT-BH	Teacher certification area information
BI-BL	Educator preparation program information
BM-BZ	Information on the teacher’s certification subject area and certification grade level

Column(s)	Explanation
CB-DN	These columns transform the survey data from a 1-4 to a 0-3 scale, where 0 is “Not at all prepared” and 3 is “Well prepared.” Q17 and q25 are the skip logic questions for teachers with SPED and ELL students.
DO	Sum of questions 4-8 regarding the classroom environment. 10 is the minimum score for sufficiently prepared.
DP	Sum of questions 9-16 regarding instruction. 16 is the minimum score for sufficiently prepared.
DQ	Sum of questions 18-24 regarding students with disabilities. 14 is the minimum score for sufficiently prepared, but not all teachers are graded here.
DR	Sum of questions 26-30 regarding English Language Learners. 10 is the minimum score for sufficiently prepared.
DS	Sum of questions 31-34 regarding technology integration in curriculum and instruction. 8 is the minimum score for sufficiently prepared.
DT	Sum of questions 35-38 regarding using technology with data. 8 is the minimum score for sufficiently prepared.
DU	Result on all questions on the 0-3 scale. Although the spreadsheet provides information on performance in areas like Instruction, the program is only held accountable for the overall performance number. The minimum varies by teacher type. <ul style="list-style-type: none"> • All student types - 64. • No SWD – 50 • No ELL – 54 • No ELL or SWD - 40
DV-DX	Subtotals for candidates without students with disabilities, English Language Learners, or both.
DY-ED	Indicates yes/no (1/0) if the candidate met standard (averaged 2 or higher) in CE, INS, SWD, ELL, TI and TU
EE	Indicates yes/no (1/0) if the candidate met standard overall, that is averaged 2 or “Sufficiently Prepared” on the relevant questions

Exit Survey Results

TEA posts the exit survey results on the [Program Provider Resources](#) page for your review. These data are also available to you through the Reports option in the ASEP menu. The following briefly explains how to read and interpret these data. This is a reference to help you understand the data. It is not meant to be an alternative to analysis conducted for accreditation purposes in meeting TAC §229.4 (a)(4)(B) requirements. The table below relies on the 2016-2017 results. Other years may vary slightly.

Column(s)	Explanation
A-C	Program identifying information
D	Person-Survey ID
E-BD	Survey question answers, generally on a 1-4 scale, where 1 is “Well prepared” and 4 is “Not at all Prepared.” See the exit survey itself on the Program Provider Resources page on the TEA website. Questions 1-3 allow the candidate to identify her circumstances. Questions 17 (column U) and 25 (column AC) enable skip logic for first year teachers who do not have special education or ELL students. Question 46 is removed from the Quality Analysis spreadsheet to simplify calculation.
H-L	Questions 4-8 regarding the classroom environment
M-T	Questions 9-16 regarding instruction
V-AB	Questions 18-24 regarding students with disabilities
AD-AH	Questions 26-30 regarding English Language Learners
AI-AL	Questions 31-34 regarding technology integration
AM-AP	Questions 35-38 regarding using technology with data
AQ-BA	Questions 39-50 regarding the quality of field supervision. Question 46 is removed from the Quality Analysis spreadsheet to simplify calculation.
BB-BC	Questions 51 and 52 regarding the length and frequency of field observations. Answers other than 1 here indicate a candidate reporting she was not sufficiently observed.
BD	Question 53 regarding the candidate’s overall evaluation of the level of preparation for the first year of teaching.
BE	This column sums the results of questions 39-50 and compares them to a passing average of 2, “Frequently.” The cell logic is =IF(SUM(AQ2:BA2)<=22, 1,0). If the sum is 22 or less, it identifies the candidate as frequently getting good field support or “1.” If the sum is 23 or more it identifies the candidate as not getting good field support, “0.”
BF-BG	Sum the results by program and calculate a percent getting good field support.

Bottom Line

Row BE indicates if each candidate met standards, i.e., averaged 2 or less (on a 0-4 scale), where 2 is the equivalent of “frequently” receiving field support. To calculate your percentage, count the number of ones and divide that by the total number of ones and zeros. For example,

if there were 100 exit surveys completed by candidates from your program and 86 had ones in column BE and 14 had zeros, then your percentage would be 86% $((86/100) * 100)$.

Looking Deeper

Average the results in columns AQ through BA. Most of the results should be between 1 and 2. Are any of the results out of line? Which is highest (worst performing)? Also, count the numbers of 3s and 4s your candidates reported for your program. Did a disproportionate number of 3s and 4s come from certain candidates or in response to certain questions?

Because Exit Survey data is rendered anonymous virtually as soon as it is submitted, it is impossible to provide candidate data that would facilitate disaggregation by gender, ethnicity and certification area.

Moving Forward

Each year share the exit survey results with your field supervisors and engage them in a meaningful conversation about the survey questions and the candidates' responses. What do they remember about providing field supervision in the last year that could be attributed to the survey results? Overall candidates rate their programs very highly. How can you do better?