

January 31, 2019 Data Refresher Webinar

Questions and Answers

A number of questions were posed during the January 31 Data Reporting Webinar. Please see the following pages for TEA responses. In some cases, more information would be necessary to provide a full response; these questions have been noted.

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Question Asked	Answer Given
<p>Please clarify EC6 assignments.</p> <p>To clarify: an "assignment" refers to certification areas being pursued, and not cooperating teacher assignments?</p>	<p>A candidates' assignment is associated with the certification class sought by a candidate seeking initial certification. EC-6 stipulates the level of the certificate. In this case, EC-6 would cover assignments Early Childhood through 6th grade.</p>
<p>define "two assignments"</p> <p>What about one cert area but two or three assignments to accommodate elementary, middle school or high school? Art, PE for example Would that be Clinical with 2 assignments?</p> <p>what about EC6 who has two placements for clinical teaching (diff grade levels or schools)?</p> <p>So Student Teaching 7 weeks in 2nd grade, 7 weeks in 6th grade. ONE OR TWO PLACEMENTS</p> <p>This person being an EC-6 CORE.</p>	
<p>does "two assignments" include supplementals?</p> <p>If a stduent tecaher has a gen ed elementray placement and a SPED placement is that 1 assignment?</p> <p>If a candidate is pursuing a primary and supplemental certificate (like Core EC-6 plus Bilingual Supplemental), is that 1 assignment or 2 assignments for the sake of observation reporting?</p> <p>If a candidate with a supplemental GT certificate and they spend one semester in a regular ed classroom and the other semester in a GT classroom is this considered 2 assignments or just one?</p>	<p>Two assignments involves certification in more than one certification category that cannot be taught concurrently during the same period of the shool day. An example given during the webinar involved a candidate seeking an ELA and Reading 7-12 and Social Studies 7-12.</p> <p>For an all-level clinical teaching assignment in more than one location, a minimum of two formal observations must be provided during the first half of the assignment and a minimum of one formal observation must be provided during the second half of the assignment.</p> <p>Supplemental certificates attach to the base certificate, therefore, they should not be treated as a second assignment for the purpose of observations.</p>
<p>Observations are reported for initial certification students, correct?</p> <p>Observations for teachers only correct ?</p>	<p>All candidates seeking initial certification in any class of certificate must be observed during clinical teaching, internship, or practicum, as applicable; however, observations are only uploaded into ASEP for teacher candidates. This includes teacher candidates completing clinical teaching, and first-year internships and those completing second or third year internships.</p>
<p>What's the difference between PRO1S and PROX1S for a second-year certificate?</p>	<p>The PRO1S is a second year internship under a probationary certificate with one assignment and successful internship first year. The PROX1S is a second or third year internship under a probationary EXTENSION with one assignment and successful internship in a previous year. Basically, use the PRO1XS if the candidates is on a second probationary, or "probationary extension". If the candidate is in the second year, but this is their first probationary, use PRO1S.</p>
<p>I have a couple of interns who started last year in January. when I attempt to enter their fall 18 observations, I receive a message that states, "Assignment Type does not match either the candidate's certificate type or certification route." I entered them as INT1 as this was still their first year. Thoughts?</p>	<p>The INT codes can only be use when they hold an INTERN certificate. It would be best to contact Betty Flores to determine the cause of the error message.</p>
<p>If we have a candidate that is moved during Clinical Teaching since the placement is not working out would they be CLIN 142?</p>	<p>More information is required. Please contact TEA.</p>
<p>Is there any chance of the observation report not requiring observations for candidates seeking the Visually Impaired certificate? We are required to add them to the exception letter every year since they are not required to complete clinical teaching or an internship.</p>	<p>More information is required. Please contact TEA.</p>
<p>There were a few issues with reporting some August observations this year. Will we just need to add these as 9/1 for this year like we have done in the past?</p>	<p>We are continuing to update the system around this issue. Please plan on entering observations in the reporting year in which they occur.</p>
<p>I was under the impresion when a candidate required observations across reporting years they would default to being an exception due to reporting across years. Is this not the case? Please advise.</p>	<p>The requirement of an EPP to provide observations are tied to either the internship spanning consequtive years or the certificate validity spanning consequtive years. LA: Each candidate must receive the required number of observations regardless of whether the internship occurs in one reporting year or spans two reporting years. Observations must be entered in the reportion year in which they occur. TEA can then see observations for candidates that span reporting years.</p>
<p>if a candidate is released from their internship but had maybe 2 observations; we upload but they are removed from the finisher list</p> <p>If a teacher withdrawls after an observation occurs, but we have not uploaded the observation, should we still upload the observation?</p>	<p>Observations should be entered into ECOS for all teacher candidates as they occur throughout the academic year/reporting period. Deactivating a candidate before entering the observation will likely cause the system to error. If this occurs, add the candidate to your programs' finishers list, enter the observation/s, and immediately after, remove the candidate from the finishers list.</p>
<p>Is a principal's signature still required on the intern's observation form?</p>	<p>19 TAC §228.35(g) requires the field supervisor to "provide a copy of the written feedback to the candidate's supervising campus administrator". One way to capture evidence that this was done is to collect the signature of receipt on the observation form.</p>

Question Asked	Answer Given
If a candidate leaves the program and comes back as an extension on a probationary certificate, the teacher should be added on other enrolled and test approval, right?	If a candidate leaves the program, he/she must be removed from test approval, removed from the Finisher Records List, and any active intern or probationary certificate deactivated. If the individual seeks to return at a later date, he/she must re-apply and be readmitted with a new admission date. The candidate would be uploaded to Test Approval and to Finisher Records List again, with the new admission date.
Is there a hard and fast rule length of time that someone is gone before we MUST remove them from Other Enrolled? Example: they take Fall off... do we remove? Or gone for Fall and Spring, but back in Summer - do we need to remove? Q: Is there a hard and fast rule length of time that someone is gone before we MUST remove them from Other Enrolled? Q: Example: they take Fall off... do we remove? Q: Or gone for Fall and Spring, but back in Summer - do we need to remove? So taking 1 semester off = leaving!!?? can a student who takes a semester off be maintained as an other enrolled? What about students that were formally admitted and then choose to withdraw? We would have removed their testing permissions, correct? Wont they have to be accounted for ? Or an exception letter written for a candidate that has been added and removed within an ASEP year ? We need to remove from other enrolled - but we accepted them for the 18-19 year, we would have to write an exception letter correct?	<p>A candidate is withdrawn, or "removed", from your EPP when he/she meets the criteria in the EPP exit policy. For university-based programs, this may also depend on the university policy. A candidate that is withdrawn should be removed from the Finisher Records List and from Test Approval. If the candidate held an intern or probationary certificate, it must be deactivated. A candidate that is still enrolled should appear in Test Approval as either 'Eligible' or 'Approved for One Attempt' and should appear on the Finisher Records List as 'Other Enrolled'.</p> <p>Once the student is admitted they are counted as admitted for the year, even if they withdraw in the same year. Within 7 days of admission the candidate should be added to the test approval list. If they withdraw, they should be removed. The Other Enrolled list should reflect their staunts at the end of the academic year.</p> <p>Please contact TEA for further guidance about this particular case.</p>
To change certs do we just remove the test approval for one and add it for the other using the original adm date?	Yes, if an enrolled candidate submits a written request to change the certificate sought, remove the old test approval and upload the test approval for the new certificate with the same admission date.

Question Asked	Answer Given
how do you get the GPA SS from ECOS? Is there a GPA spreadsheet posted to the Program Provider Resources for 18-19 yet? The one on the website looks like it is for 2017-2018.	The GPA Spreadsheet for the 2018-2019 reporting year is posted on the Program Provider Resources page on the TEA website.
Do you foresee any changes to the GPA spreadsheet template?	The 2018-2019 version is the same as the 2017-2018 version except the dates hve been change to reflect the different reporting year.
Will you send us this webinar power point as well?	The webinar will be posted on the Program Provider Resources page on the TEA website.
Will there be an updated 18-19 ASEP technical manual as well?	This updated manual is forthcoming; we want to be sure to incorporate changes to reflect the system updates we have completed.
Will you ever change the 7-day test approval upload to further out...our college allows add/drops up until 12 days.	The 7-day test approval refers to the formal date of admission. If a candidate is formally admitted and then has a change of mind and withdraws from the EPP, test approval should be uploaded and then removed.
With the last question, why are the fees not being used to fix these issues?	We are working to identify and address large-scale pain points. However, we can work to incorporate other issues in to our upcoming fixes. EPP staff should notify TEA of issues and send screen shots when applicable to aid in identification and repair of issues.
Our program did not admit any candidates for the 18-19 school year but is not officially closed. Is there anything that needs to be reported this reporting year?	If the program does not admit candidates during the 2018-2019 reporting year, the Legal Authority should send a letter stating that to TEA in lieu of the GPA spreadsheet.

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With the new 268 principal changing from 068 - do we need to go in and change that approval for all students who are eligible?	You will need to change the test approval from 068 to 268 for any candidate that will need to take the 268 for certification.
If you want to edit a birthdate if the birthdate was entered incorrectly? Thank you.	To request corrections to an account, the candidate should submit a Help Desk ticket that identifies the change to be made and includes an uploaded copy of his/her driver's license. For a correction to a Social Security number, a copy of the Social Security card must be uploaded with the copy of the driver's license.
For ACP students do you want the content exam as eligible even if they PACT or should we just enter the PPR?	Either is acceptable.
For international candidates who took and pass the PACT for admission how will you evaluate the GPA for Core EC-6 if courses (i.e. History, SS) since not US content?	Applicants submitting credentials from countries other than the US must have transcripts reviewed by one of the approved foreign credential evaluation services. GPA and coursework completed should be determined from the course equivalents identified on the transcript evaluation.
What preparation is the "with and without prep" referring to content? If we are a PACT program we would respond without prep for the content area?	The "with" and "without prep" designations are no longer used. Until this is resolved in ECOS, please select "with prep."
can we just add their test approval as eligible for notification purposes?	Yes, that is the required process for notifying TEA of a candidate's formal admission. The EPP can then update the status from "Eligible" to "Approved for One Attempt" when the candidate meets the EPP test readiness requirements.

Question Asked		Answer Given	
Can you change the system to allow more than 200 in our bulk upload?		We are hoping to include this fix in an upcoming batch of work, but can make no announcement at this time	
Will it ever change to let us move candidates from other enrolled to finisher in a bulk upload, instead of one by one?			
What happens when you have inputted information and you receive a confirmation but ends up not recording in the system?		We need more information to properly address the question. Please reach out to your program specialist	
When will the All But Clinical option be removed form the Finisher Records List?		This issue has not been prioritized, as we are working to identify and address large-scale pain points. However, we can work to incorporate this in to our upcoming fixes	

Question Asked	Answer Given
If a program preps a candidate for the 7-12 math exam and the candidates fails the exam twice. The program then preps the candidate for the 4-8 math exam. The candidate passes and completes an internship in a 7th grade math assignment. Does the 7-12 math failure count in the EPPs ASEP exam pass rate calculation?	There is not enough information provided in this question to give an accurate answer. Please contact TEA for an answer in this case.

Question Asked	Answer Given
If a candidate leaves and comes back for readmittance do we add them to the GPA spreadsheet again? We had one person tell us yes last year and another who said no.	if the person was formally admitted the second time, he or she should be included in the new GPA spreadsheet.