



Affidavit for Accountability System for Educator Preparation Programs (ASEP) Data Verification 2020 - 2021 ASEP Reporting Year

General Instructions

How to complete this form:

- 1.) Complete all the REQUIRED fields in the EPP Contact Information section.
- 2.) Read and click each of the check boxes in the EPP Attestation section.
- 3.) Electronically sign and save your form to a local folder. Please use your CDN in your file name. The recommended naming convention for form is: 2020 - 21 Affidavit_##### (CDN number).

How to submit your form:

- 1.) Access the TEA Help Desk system at: <https://helpdesk.tea.texas.gov/hc/en-us>.
 - 2.) Click on the **Educator Testing and Preparation Programs** tile to open the group page.
 - 3.) Locate the **Data Reporting** menu and click the **Submit a Request** button to open a request form.
 - 4.) Enter all the required contact information and proceed to the topics drop-down menu, select **Submit ASEP Data**.
 - 5.) Click the **Affidavit** check-box.
 - 6.) Locate the **Attachments** section, found at bottom of request form. Add or drop your file for submission.
- The TEA Help Desk system will then confirm that your request was received by TEA and route your request to the appropriate section/person.

EPP Contact Information

Date:	<input type="text"/>			
EPP CDN (#) and Name:	<input type="text"/>			
EPP Legal Authority Name: Last:	<input type="text"/>	,	First:	<input type="text"/>
EPP Legal Authority Title/Position:	<input type="text"/>			

EPP Attestation

By checking the boxes below and providing a signature, I hereby state and verify that:

- I am authorized by the Educator Preparation Program (EPP), identified above, approved by the State Board for Educator Certification, to submit to the Texas Education Agency (TEA) that program's accountability system for educator preparation program (ASEP) data as required by 19 TAC §229.3;
- The required EPP data provided to TEA for this academic/program year is accurate, final, and meets the requirement of submission to the best of my knowledge and belief; and
- I understand and acknowledge that by submitting this affidavit, TEA cannot accept any additional ASEP submissions or data for this academic/program year.

Signature of EPP Legal
Authority:
