Educator Preparation Program
Data Reporting Manual
Effective 9/1/2018 – 8/31/2019

Updated 7/15/2019
Introduction

The Educator Preparation Program (EPP) Data Reporting Manual includes information to guide EPP data reporting during the 2018-2019 Academic Year (AY). This manual has been updated to reflect changes that became effective in the prior and current AY. The Texas Education Agency (TEA) will continue to update this manual as reporting systems are updated.

During AY 2018-2019, EPPs submit data about AY 2017-2018 and AY 2018-2019. Where applicable, we have worked to provide clarity on the reporting time frame.

This manual is subject to change over the course of the reporting year. Please refer the updated date on the bottom of the page to ensure you have the most up-to-date edition.

This manual is a service and a resource only. Nothing in this manual overrules statute, code, or other authoritative sources.

This manual can be used in conjunction with training webinars that are available on the TEA website.

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

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1 The title of this document has been changed from the “ASEP Technical Manual” to better reflect the contents.
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## Contact Information

### TEA

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vanessa Alba</td>
<td>Program Specialist</td>
<td><a href="mailto:Vanessa.Alba@tea.texas.gov">Vanessa.Alba@tea.texas.gov</a></td>
<td>(512) 463-6282</td>
</tr>
<tr>
<td>Lorrie Ayers</td>
<td>Program Specialist</td>
<td><a href="mailto:Lorrie.Ayers@tea.texas.gov">Lorrie.Ayers@tea.texas.gov</a></td>
<td>(512) 936-2166</td>
</tr>
<tr>
<td>Kerri Elzie</td>
<td>Program Specialist</td>
<td><a href="mailto:Kerri.Elzie@tea.texas.gov">Kerri.Elzie@tea.texas.gov</a></td>
<td>(512) 936-8264</td>
</tr>
<tr>
<td>Tam Jones</td>
<td>Director, Educator Preparation</td>
<td><a href="mailto:Tam.Jones@tea.texas.gov">Tam.Jones@tea.texas.gov</a></td>
<td>(512) 463-9636</td>
</tr>
<tr>
<td>Betty Flores</td>
<td>Systems Analyst</td>
<td><a href="mailto:Betty.Flores@tea.texas.gov">Betty.Flores@tea.texas.gov</a></td>
<td>(512) 936-0528</td>
</tr>
<tr>
<td>Mark Olofson</td>
<td>Director, Data and Program Accountability</td>
<td><a href="mailto:Mark.Olofson@tea.texas.gov">Mark.Olofson@tea.texas.gov</a></td>
<td>(512) 463-8911</td>
</tr>
<tr>
<td>Grace Wu</td>
<td>Director, Educator Standards, Testing, and Preparation</td>
<td><a href="mailto:Grace.Wu@tea.texas.gov">Grace.Wu@tea.texas.gov</a></td>
<td>(512) 463-9246</td>
</tr>
</tbody>
</table>

### Outside of TEA

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pearson</td>
<td>Testing Issues, General Inquiries</td>
<td><a href="mailto:texas.support@pearson.com">texas.support@pearson.com</a></td>
<td>(800) 877-4599</td>
</tr>
<tr>
<td>Pearson</td>
<td>Title II issues</td>
<td><a href="mailto:es-titleII@pearson.com">es-titleII@pearson.com</a></td>
<td>(800) 998-3787</td>
</tr>
<tr>
<td>Westat</td>
<td>Title II Reporting (IPRC)</td>
<td><a href="mailto:Title2@westat.com">Title2@westat.com</a></td>
<td>(877) 684-8532</td>
</tr>
</tbody>
</table>
What’s New for 2018-2019?

APR Reporting
TEA has eliminated the requirement for EPPs to separately report admitted, retained, and completed candidates in the Annual Performance Report. EPPs continue to be required to submit to TEA the total number of candidates who applied, disaggregated by gender and race/ethnicity. This data will be solicited directly from programs.

Test Approval Upload to Update
Beginning 8/17/2019, EPPs now have the capability to upload a .csv file to update their test approval list records. EPPs will have the ability to upload single or multiple test approvals for existing candidates using a single upload file.

Finisher Records Upload to Update
Beginning 8/17/2019, EPPs can now use the upload feature on the finisher records list to change statuses, add additional cert licenses, and remove finisher records. EPPs also have access to immediately view the results of their Finisher Records upload.

New Request for Exception (RFE) Forms
TEA will introduce several iterations of a request for exception in a convenient PDF file format. In most cases, this will eliminate the requirement for EPPs to prepare a formal letter of request. The following Request for Exception forms will be available to download on the TEA Program Provider Resources webpage: ASEP Indicator 4a. Field Supervision (Observation); Test Approval List Exceptions; ASEP Indicator 5. Satisfaction of New Teachers (Teacher Survey); ASEP Indicator 4b. Field Supervision (Principal Survey).

New Data Verification Affidavit (Fillable PDF format)
TEA has issued a new affidavit form. EPPs should use this affidavit at the end of the AY to attest to the accuracy of data submitted to TEA.

New Teacher and Principal Survey Request for Exception (RFE) Forms
EPPs will be provided with an opportunity to review their principal and teacher survey rosters. In summer 2019 EPPs will be provided with a roster of completed surveys and will have the opportunity to submit a request for exception form to effectively remove identified records from either the principal or teacher survey data sets. Additional information on Principal and Teacher accreditation methods, scoring, calculations, or other considerations can be found in the 2017-18 Texas Accountability System for Educator Preparation (ASEP) Guide. This guide is made available on our TEA Consumer Information about Educator Preparation Programs page.

Testing Company
As of 9/1/2018, NCS Pearson is the central vendor for teacher certification exams. This role had previously been occupied by ETS. Information about the transition is available online at http://www.tx.nesinc.com.
Title II Reporting
This shift in testing company greatly affects the procedures for Title II reporting. Pearson has developed a manual for Title II reporting along with online guidance. Due to this additional guidance, the Title II section of this manual has been changed.

GPA Spreadsheet
The GPA Spreadsheet used to report AY 2018-2019 data has been slightly changed from the prior year. We have revised the data dictionary with consistent explanations of how the data must be reported.

Formal Admission
Texas Administrative Code (TAC) §227.17, amended prior to 2018, implemented formal admission procedures for EPPs. The formal admission date is the effective date that is 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. During AY 2018-2019, EPPs do this by uploading or entering the candidate in the Test Approval window. The admission date should be the same for all tests approved.

Observations
All programs must record observations for their candidates in ECOS. TAC §228.35(g) has detailed requirements for different levels of support for different types of candidates. In August 2018, ECOS was updated to capture different assignment types and related observation types, along with assignment end dates.
Candidate Definitions

Throughout this manual, candidates are described by their status in relation to the EPP and their programs of study. These commonly used terms will appear as capitalized in the text when referring to candidates as a class. These definitions do not overrule anything written in statute or code.

**Applied**
An individual seeking admission to an educator preparation program for any class of certificate

**Admitted**
An individual who has been formally or contingently admitted to an educator preparation program

**Other Enrolled**
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 academic year

**Retained**
A designation on the Annual Performance Report that is the same as Other Enrolled

**Finisher**
Candidates who have finished all educator preparation program requirements of coursework, training, and practicum, clinical teaching, or internship by August 31 of the academic year

**Completer**
A designation on the Annual Performance Report that is the same as Finisher
### Overview of TEA and Federal Data Submission and Reporting for EPPs

<table>
<thead>
<tr>
<th>Data Element</th>
<th>Suggested Reporting Timeline</th>
<th>Reporting Deadline</th>
<th>Where to Report</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Minimum Accountability Standards</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Frequency and duration of field observations</td>
<td>Ongoing</td>
<td>Sep 15</td>
<td>ECOS</td>
</tr>
<tr>
<td><strong>Annual Performance Report</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of applicants</td>
<td>Sep 1</td>
<td>Sep 15</td>
<td>Applied Spreadsheet</td>
</tr>
<tr>
<td>Number of candidates admitted</td>
<td>Sep 10 (review)</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Number of candidates retained</td>
<td>Sep 10 (review)</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Number of program completers</td>
<td>Sep 10 (review)</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td><strong>Consumer Information</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Candidate overall GPA</td>
<td>Sep 1</td>
<td>Sep 15</td>
<td>GPA Spreadsheet</td>
</tr>
<tr>
<td>Candidate credit hours in subject area</td>
<td>Sep 1</td>
<td>Sep 15</td>
<td>GPA Spreadsheet</td>
</tr>
<tr>
<td>Candidate SAT score</td>
<td>Sep 1</td>
<td>Sep 15</td>
<td>GPA Spreadsheet</td>
</tr>
<tr>
<td>Candidate ACT score</td>
<td>Sep 1</td>
<td>Sep 15</td>
<td>GPA Spreadsheet</td>
</tr>
<tr>
<td>Candidate GRE score</td>
<td>Sep 1</td>
<td>Sep 15</td>
<td>GPA Spreadsheet</td>
</tr>
<tr>
<td><strong>Candidate Information</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New candidate program information (Eligible in Test Approval Screen)</td>
<td>Upon Admission</td>
<td>Within 7 calendar days of admission</td>
<td>ECOS</td>
</tr>
<tr>
<td>Candidate Status (Other Enrolled, Finisher)</td>
<td>Ongoing</td>
<td>Sep 15</td>
<td>ECOS</td>
</tr>
<tr>
<td>Test Approval</td>
<td>Ongoing</td>
<td>Prior to Candidate Test Registration³</td>
<td>ECOS</td>
</tr>
<tr>
<td><strong>Title II</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Candidate Information</td>
<td>November 15</td>
<td>December 7</td>
<td>Pearson Portal</td>
</tr>
<tr>
<td>Program Information</td>
<td>April 20</td>
<td>April 30</td>
<td>Title II Portal</td>
</tr>
<tr>
<td>Enrollment demographics</td>
<td>April 20</td>
<td>April 30</td>
<td>Title II Portal</td>
</tr>
<tr>
<td>Candidate Academic Majors</td>
<td>April 20</td>
<td>April 30</td>
<td>Title II Portal</td>
</tr>
<tr>
<td>Total Completers</td>
<td>April 20</td>
<td>April 30</td>
<td>Title II Portal</td>
</tr>
<tr>
<td>Annual Goals</td>
<td>April 20</td>
<td>April 30</td>
<td>Title II Portal</td>
</tr>
<tr>
<td><strong>Legislative Budget Board</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Certification rates of teacher education graduates⁴</td>
<td>September 15</td>
<td>October 3</td>
<td>ABEST</td>
</tr>
</tbody>
</table>

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² Effective 2018-2019, the number of candidates admitted, retained and completed will be derived from ECOS. Although EPPs are not required to report this data to TEA, EPPs should review this data in ECOS and report discrepancies.

³ Some tests have limited administrations and related registration deadlines. Check the Pearson website for these tests.

⁴ Public colleges and universities only.
## Data Collection and Processing Calendar

<table>
<thead>
<tr>
<th>Date Frame</th>
<th>Event</th>
<th>Event</th>
<th>Event</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AY 2018-2019</strong></td>
<td>Upload and update Other Enrolled and Finisher Lists</td>
<td>Conduct and report observations</td>
<td>Gather GPA Spreadsheet data on admitted candidates</td>
<td>Admitted candidates reported into test approval screen</td>
</tr>
<tr>
<td></td>
<td><strong>September 15</strong>&lt;sup&gt;th&lt;/sup&gt;</td>
<td>**Finisher Records List (Other Enrolled and Finisher Lists) finalized in ECOS</td>
<td><strong>Observation Data final submission to TEA</strong></td>
<td><strong>GPA Spreadsheet final submission to TEA</strong></td>
</tr>
<tr>
<td><strong>September 15</strong>&lt;sup&gt;th&lt;/sup&gt;</td>
<td><strong>Resolution period for candidate status data</strong></td>
<td><strong>Resolution period for observation data</strong></td>
<td><strong>Submission period for GPA spreadsheet</strong></td>
<td><strong>Pearson Title II site opens</strong></td>
</tr>
<tr>
<td><strong>October 14-October 18</strong></td>
<td><strong>Pass Rates calculated for standards 1a and 1b</strong></td>
<td><strong>Observation results calculated for standards 4a and 4b</strong></td>
<td><strong>Submit LBB Report on IHE teacher productivity</strong></td>
<td><strong>Survey results calculated for Standards 2 and 5</strong></td>
</tr>
<tr>
<td><strong>December</strong></td>
<td><strong>Pearson Title II site closes – candidates listed for Title II pass rate</strong></td>
<td><strong>Program status notification sent</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>January</strong></td>
<td>Pearson Title II data review</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>February</strong></td>
<td>Accreditation Statuses taken to SBEC for approval</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>March</strong></td>
<td><strong>Mid-Term data sets sent to programs for informational purposes</strong></td>
<td><strong>Westat Title II reporting site (IPRC) opens</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>April</strong></td>
<td>All Accreditation Status Letters and impact data sent</td>
<td><strong>Principal Survey opens</strong></td>
<td><strong>New Teacher Survey opens</strong></td>
<td><strong>Westat Title II IPRC data due April 30</strong></td>
</tr>
<tr>
<td><strong>June</strong></td>
<td><strong>Principal Surveys complete</strong></td>
<td><strong>Teacher Surveys complete</strong></td>
<td><strong>Title II data review</strong></td>
<td></td>
</tr>
<tr>
<td><strong>July</strong></td>
<td>Survey rosters sent to EPPs for review</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>August</strong></td>
<td>Survey roster request for exception forms due</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ASEP Reporting

The following sections will describe how to report data related to the Accountability System for Educator Preparation (ASEP). This data is reported in the Educator Certification Online System (ECOS) and via the GPA Spreadsheet. This section starts with the admission of a candidate and walks the reporter through the reporting that must take place at different stages of the teacher’s candidacy. We will follow one candidate, Ivana Teach\(^5\), through her education and training to demonstrate how to report candidate data for ASEP. The details will vary due to differing EPP internal procedures, but the major reporting requirements are the same across programs.

The Big Picture

Imagine a candidate going through a program. Different data points will be reported at different points in her training. Consider a candidate who earns her certificate in about a year.

<table>
<thead>
<tr>
<th>Training/Report</th>
<th>APR</th>
<th>GPA Spreadsheet</th>
<th>Test Approval</th>
<th>Finisher Records List</th>
<th>Observations</th>
<th>Title II - Westat</th>
<th>Title II - Pearson</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apply</td>
<td>Counted as Applied</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Admit</td>
<td>Counted as Admitted</td>
<td>Listed with relevant GPA information</td>
<td>Uploaded within 7 days of admission date</td>
<td>Listed as Other Enrolled with certification area(s)</td>
<td>Counted as enrolled</td>
<td>Listed as enrolled with cert area with Pearson.</td>
<td></td>
</tr>
<tr>
<td>Pre-internship/Clinical Teaching</td>
<td>Counted as Retained</td>
<td>Test approval granted (determined by EPP)</td>
<td>Listed as Other Enrolled with certification area(s)</td>
<td>Counted as enrolled</td>
<td>Listed as enrolled with cert area with Pearson.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Internship/Clinical Teaching</td>
<td>Counted as Retained</td>
<td>Test approval granted (determined by EPP)</td>
<td>Listed as Other Enrolled with certification area(s)</td>
<td>Observations recorded in ECOS.</td>
<td>Counted as enrolled</td>
<td>Listed as enrolled with cert area with Pearson.</td>
<td></td>
</tr>
<tr>
<td>Finisher</td>
<td>Counted as Completer</td>
<td>Listed as Finisher with certification area(s)</td>
<td>Field observations meets SBEC requirements(^6)</td>
<td>Counted as finishing</td>
<td>Listed as completed with cert area with Pearson.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

After the candidate finishes your program, if she completes all required tests and obtains a standard certificate, her data will show up in the numbers of certified persons/certificates awarded lists. She will also be included in the EPP data for the Principal Survey, Exit Survey, Teacher Survey, and retention.

\(^5\) 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 teacher candidate are purely coincidental.

\(^6\) Observations must be reported for all teacher candidates completing internships or clinical teaching, even if they complete additional internships or clinical teaching experiences
Getting ECOS Access

TEA online applications work best with Internet Explorer or Firefox. They are less reliable with Google Chrome or Safari.

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

Application and Admission

The first point of contact with teacher candidates is likely at the application stage. In our example, Ivana arrived at your program in October 2018 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 Applicant.

A different person applied the same day, Don Elvin. You decided to admit Ivana but not admit Don. Ivana is Admitted. Don is only an Applicant.

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

1. Test approval window
2. GPA spreadsheet
3. Finisher Records List
4. Pearson Title II website
5. Westat Title II website

Application and Admission Record Keeping

In applying, Ivana brings her application, her enthusiasm, and her records. Her application for admission initiates the EPPs requirement to report information for ASEP. Previously, EPPs provided TEA information on the number of candidates who apply, are admitted, retained, and complete the program. These numbers are now automatically populated from elsewhere in ECOS. Programs still report the number of individuals who apply to the program, disaggregated by race, gender, and ethnicity. TEA recommends that programs still independently track these numbers using a table like the one below. This table is for

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7 This has also been called the “Finisher List” and the “Other Enrolled List.” The Finisher Records List contains both Finishers and Other Enrolled. ECOS users can apply filters to view only Finishers (yielding the “Finisher List”) or only Other Enrolled (yielding the “Other Enrolled List”).

8 New for AY 2018-2019
informational purposes only, it is not a reporting requirement. If Ivana and Don were the first candidates of AY 2018-2019, your table would look something like this.

<table>
<thead>
<tr>
<th>Group</th>
<th>Applied</th>
<th>Admitted</th>
<th>Retained</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Female</td>
<td>1</td>
<td>1</td>
<td>1</td>
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<tr>
<td>Male</td>
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<tr>
<td>African-American</td>
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<tr>
<td>Hispanic</td>
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<tr>
<td>Other</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>White</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 considered retained. The AY when Ivana is admitted is the only year she will be in the Admitted column, but she will remain in the Retained column until she completes or exits the program. Notice that the sum of male and female equals All, and the sum of the race/ethnicity 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, including the effective date of formal admission. The applicant must accept your offer to be formally admitted to your program. Finally, you must notify the TEA within seven calendar days of a candidate’s formal admission. Because of the short deadline, TEA recommends that EPPs give candidates a deadline for accepting or refusing admission. Please see Appendix 1 for a sample formal admission letter. You must notify TEA that you have admitted Ivana by adding her information through the Test Approval screen in ECOS.

**Test Approval**

The test approval screen in ECOS is where EPPs approve candidates to take certification exams and where EPPs communicate candidate admission to their program. This reporting can be done for candidates through individual data entry or as part of a bulk upload.

**Adding Test Approval Individually**

1. Log on to ECOS for Entities for your program (this is the “Green Screen”)
2. Select Test Approval menu
3. Select Search Add/Edit Applicants
4. If Ivana already has a TEA ID, enter her TEA ID and click Search
5. If Ivana does not have a TEA ID and has never been in ECOS, enter her social security number (SSN), click the Create with Given SSN checkbox, and click Search

---

9 TAC §227.17
10 The 2018-2019 AY is the final AY that test approval will be used to report admission.
6. Add the relevant information for the applicant. Enter the name exactly as it appears on the candidate’s driver’s license or passport. **DOUBLE-CHECK** the information you entered to be sure it is correct.\(^{11}\)

7. Click **Save**

8. Click **OK** to continue.

9. Click **Add Test Approval**

\(^{11}\) 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 will be turned away from testing if the names differ.
10. 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.
   a. Each candidate should have only one admission date
   b. This date must be between 9/1/2018 and 8/31/2019 for AY 2018-2019 candidates
11. Select the route for Ivana’s program and your institution.
12. Select the test for the certification the candidate is pursuing
13. Select the appropriate approval level (“Eligible” or “Approved for One Attempt”) 12
14. Click Save

Check your work when you’re finished.

12 TEC §21.048 limits a candidate to an initial attempt at a test and four retakes.
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. Check that you put the right information in for Ivana

Adding Test Approvals in Bulk
EPPs having a large number of candidates to input into test approval can create a .csv file using Excel with the relevant candidate data and upload as many as 1,000\(^{13}\) records at one time. Please follow the instructions for submitting a .csv file for test approval bulk upload, below.

**To Upload New Students/Test Approvals** follow these steps:

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

---
\(^{13}\) Prior to 8/17/2019, this limit is still 200 records at a time
2. Create your .csv file taking guidance from the Upload screen. Do not use headers. There should be 10 columns (a-j) when you’re done. These are the same values provided in the individual data entry screen.

   A. SSN or P number\textsuperscript{14}
   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)
   H. Route
   I. Test Code
   J. Test Approval Status (0-Eligible, 1-Approved for One Attempt, 3- Removed)

Your completed file will look something like this:

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
<th>J</th>
</tr>
</thead>
<tbody>
<tr>
<td>2080762</td>
<td>Teach</td>
<td>Ivana</td>
<td>01/01/1900</td>
<td><a href="mailto:iteach@epp.edu">iteach@epp.edu</a></td>
<td>10/01/2018</td>
<td>31</td>
<td>291</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

3. Save your file as .csv to a location where you will be able to locate it

\textsuperscript{14} 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 will be turned away from testing if the names differ.
4. Click **Yes** as necessary through multiple dialogue windows to save as .csv
5. Close the file, ensuring it remains in .csv format
6. On the **Upload** screen, click **Browse**...
7. Browse to find the .csv file you saved
8. Click **Upload**

If your file was created correctly, you will get a message confirming the upload.

**Update Test Approval Records in Bulk:**

1. Click on **Upload New Students/Test Approvals**. The file layout is shown below with an example.
2. Create your .csv file. There should be 7 columns (A-E) when you’re done.
   A. TEA ID
   B. Last Name
   C. First Name
   D. Admittance Date (mm/dd/yyyy)
   E. Route
   F. Test Code
   G. Test Approval Status (0-Eligible, 1-Approved for One Attempt, 3-Removed)
3. Your completed file will look something like this:

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
</tr>
</thead>
<tbody>
<tr>
<td>2080762</td>
<td>Teach</td>
<td>Ivana</td>
<td>10/01/2018</td>
<td>31</td>
<td>291</td>
<td>0</td>
</tr>
</tbody>
</table>

4. Save your file as .csv to a location where you will be able to locate it
5. Click **Yes** as necessary through multiple dialogue windows to save as .csv
6. Close the file, ensuring it remains in .csv format
7. On the **Upload** screen, click **Browse**...
8. Browse to find the .csv file you saved
9. Click **Upload**
At the time of test approval upload, you should see an “Entities Affidavit” to affirm your submission. If your file was uploaded/accepted, you will get a message confirming the upload was successful.

Test Approval Upload Tips

- Disable pop-up blockers
- Spam blockers may block TEA notifications
- No stray numbers, commas, additional lines, spaces, or columns
- Check for extra lines by opening the spreadsheet in Notepad or Wordpad
- If you get a message that the upload failed, you will need to identify error, clean CSV file and attempt to upload the file again

Confirm Test Approvals

1. Click the Test Approval menu
2. Select Upload Status
3. 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,A,01/01/1900,iva.teach@gmail.com,10/01/2018,31,291,0

4. Click the appropriate date/time stamp in the “Upload Results” column to see any errors that occurred when you uploaded.
5. If necessary, correct any errors and upload again.
6. Review your data. ECOS will identify type errors, but it will not identify data content errors.
NOTE: EPPs should note that when entering an additional test approval record for a candidate, the system may show an error message, “Combination of Route/Test/Admittance Date already exists.” This message will not prevent the user from entering a new test approval record for the candidate.

Congratulations, you have successfully recorded Ivana Teach as a candidate in your program in an internal table that can be used to update the test approval system. The next step is to record her on the GPA spreadsheet.

GPA Spreadsheet
EPPs provide information for all candidates admitted in the academic year reported using the GPA spreadsheet. In determining whether you would enroll Ivana in your program, you reviewed her transcripts; much of this transcript information must be listed on the GPA spreadsheet. It is the responsibility of the EPP to ensure that the individuals reported as admitted using the Test Approval screen are identical to the persons listed on your GPA spreadsheet.

TEA posts a blank [GPA spreadsheet](https://example.com/gpa) on the Program Provider Resources page, along with [a GPA Spreadsheet Data Dictionary](https://example.com/dictionary). This spreadsheet is updated annually so programs must be sure to get the new template every year. 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 for cohorts. Here is how a portion of the spreadsheet will look for Ivana.
The GPA spreadsheet for the AY should only include candidates admitted between September 1 and August 31 of that academic year. A candidate will likely only appear on your GPA spreadsheet one year. For example, if Ivana was admitted in AY 2018-2019 and remains with your program through AY 2019-2020, she will not be on the 2019-2020 GPA spreadsheet.

Once you have completed the GPA spreadsheet for the AY, you will use the secure email application available at sendfiles.tea.state.tx.us to email it to your EPPs assigned program specialist at edstandards@tea.texas.gov. The GPA spreadsheet is due on or before September 15, following the end of the academic year on August 31. Since a GPA spreadsheet must contain all candidates admitted through August 31, GPA spreadsheets are generally submitted in the 15-day period between September 1 and September 15. If a program has updated the GPA spreadsheet throughout the year, final preparation for submission should only require double-checking information for quality assurance. Failure to supply an accurate and timely GPA spreadsheet can result in negative consequences for your EPP.

**Finisher Records List**

All candidates, including newly admitted candidates, must be entered on the Finisher Records List. Within ECOS, the Finisher Records List contains two types of candidates:  

1. Other Enrolled – Candidates who were admitted in the current reporting year or in any earlier reporting year who are still in the process of completing the program requirements as of August 31 of the reporting year  
2. Finisher – 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

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15 There are possible exceptions. If a candidate exits your program without finishing, then re-applies and is re-admitted to the program, then the candidate could be on a GPA spreadsheet more than one year.  
16 TAC §229.3(e) specifies September 15 as the reporting deadline.  
17 There is also an “All but Clinical” category in ECOS. This is an archival designation and is no longer used. Do not put any candidates in “All but Clinical.”
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 listed as Other Enrolled on the Finisher Records List. You can add Ivana as Other Enrolled individually or as part of a bulk upload.

Note: ECOS migrates Other Enrolled candidates from one year to the next following the close of the reporting year in ECOS. Be sure to remove any candidates who have exited the program prior to the end of the reporting year.

Adding an Other Enrolled Candidate Record Individually

1. Select **Student Search** in the ASEP menu
2. Enter the candidate’s Social Security Number or TEA ID number
3. Select **Search**
4. If the SSN or TEA ID number you entered is not found, the Student Profile Setup screen will open. Please enter each required field and proceed to the Student Maintenance screen
5. Select the appropriate code in the “Certification Code” column
6. Select the appropriate AY in the “Reporting Year” column
7. Select proper “Status” (Other Enrolled)
8. Click **Save**
Check to ensure Ivana Teach is on your Other Enrolled list.

1. Click **Maint Finishers**
2. Select the appropriate year group
3. Select Other Enrolled
4. Click **Continue**
5. Double-check that Ivana’s information is correct

6. If needed, click on Ivana’s name to reopen the **Student Maintenance** window. Note the current information is listed on top. If necessary, you can edit data fields for accuracy.  

---

18 **EPP users cannot modify a candidate’s SSN or name.**
Uploading Finisher Records in Bulk

You can add records to the finisher records list using a .csv file. Additionally, you have the option to view results immediately from the processing of the uploaded file attempt. The Upload Finishers file can process up to 1000 records max. per upload.

1. In the ASEP menu click **Upload Finishers**
2. Create your .csv file. Do not use headers. Use the guidance on the *Upload Finishers* screen when creating your .csv file. There should be 6 columns.
   A. TEA ID
   B. Last Name
   C. First Name
   D. Cert License ID
   E. Route (3 = Alternative, 4 = Post-Baccalaureate, 5 = Traditional)
   F. Finishing Status (1 = Removed, 4 = Finisher, 6 = Other Enrolled)

Your spreadsheet will look something like this.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>2080762</td>
<td>Teach</td>
<td>Ivana</td>
<td>177</td>
<td>5</td>
<td>6</td>
</tr>
</tbody>
</table>

3. Save your spreadsheet as a .csv file
4. On the *Upload Finishers* screen, select the Reporting Year from the dropdown menu
5. Click the **Browse** button and select your .csv file for uploading
6. Click **Upload**

The Upload Finishers Screen display will contain:

---

19 See the Bulk Upload section above for details about creating a .csv file.
20 Use 1, 4 or 6 only. Do not use 5 = All But Clinical.
6. Click OK

7. Click **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.

![Main Menu](image1)

### Uploaded file successfully. Records processed: 1.

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

<table>
<thead>
<tr>
<th>End Date</th>
<th>Userid</th>
<th>Upload Type</th>
<th>Upload Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/1/2017</td>
<td>michael.vriesenga</td>
<td>Test Finishers 2/1/2017 7:19:46 AM</td>
<td>2/1/2017 7:19:46 AM</td>
</tr>
<tr>
<td>1/20/2017</td>
<td>michael.vriesenga</td>
<td>Test Approvals 1/20/2017 3:42:12 PM</td>
<td>1/20/2017 3:42:12 PM</td>
</tr>
<tr>
<td>1/19/2017</td>
<td>michael.vriesenga</td>
<td>Test Approvals 1/19/2017 3:36:47 PM</td>
<td>1/19/2017 3:36:47 PM</td>
</tr>
<tr>
<td>1/17/2017</td>
<td>lynette.estes</td>
<td>Field Supervisors 1/17/2017 5:17:52 AM</td>
<td>1/17/2017 5:17:52 AM</td>
</tr>
<tr>
<td>1/17/2017</td>
<td>lynette.estes</td>
<td>Field Supervisors 1/17/2017 9:12:17 AM</td>
<td>1/17/2017 9:12:17 AM</td>
</tr>
<tr>
<td>1/17/2017</td>
<td>lynette.estes</td>
<td>Field Supervisors 1/17/2017 8:57:21 AM</td>
<td>1/17/2017 8:57:21 AM</td>
</tr>
<tr>
<td>1/17/2017</td>
<td>michael.vriesenga</td>
<td>Field Supervisors 1/17/2017 8:50:46 AM</td>
<td>1/17/2017 8:50:46 AM</td>
</tr>
</tbody>
</table>

Note: The list of candidates who are Other Enrolled will roll over when the new academic year is activated, and the past year is closed. You do not have to add Other Enrolled candidates back into the ASEP system each year. **You should view your EPPs Other Enrolled list periodically to ensure and certify its accuracy.**

### Annual Performance Report

The Annual Performance Report (APR) data is consolidated from information submitted by EPPs and ECOS data managed by EPPs. APR data includes the number of candidates who applied, were admitted, retained, and completed the program, disaggregated by gender and ethnicity. **Beginning in 2018-2019, EPPs are only required to report the number of candidates who applied, disaggregated by gender and ethnicity, using a form provided by TEA.** EPPs must submit their completed APR Applied Form along with their GPA spreadsheet by September 15th.

#### Reporting Applied Total Counts

1. From the TEA [Program Provider Resources](#) page, locate and save the 2018-19 APR Applied Spreadsheet.

2. Complete the form using the instructions found on the INSTRUCTIONS tab

3. Save your file to a local folder using the recommended naming convention: APR_APPLIED_(CDN).XLSX

4. Send a secure email using the application available at [sendfiles.tea.state.tx.us](http://sendfiles.tea.state.tx.us) to email it to the program specialist. Or, if available, open a TEA Help Desk ticket and attach your saved file.
Viewing the Annual Performance Report

To view your EPPs APR information in ECOS:

1. Select **Annual Performance Report** from the ASEP menu
2. Select the year by the last part of the academic year (e.g., AY 2018-2019 → 2019)
3. Review and consider the following:
   - Retained is the number of Other Enrolled on your Finisher Records List
   - Completed is the number of persons listed as Finisher on your Finisher Records List
   - Retained is a snapshot of all the candidates in your program on August 31. Applied, Admitted and Completed are continuously collected data that include anyone who moved in or out of those categories during the academic year.

Note: Due to a glitch in ECOS, the ASEP Annual Performance Report may show duplicate lines for the race/ethnicity categories. You may disregard the duplicate line. This duplicate line does not affect the accuracy of the data.

Regarding Ethnicity Group Designations

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

<table>
<thead>
<tr>
<th>APR Category</th>
<th>Federal/ECOS Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>African-American</td>
<td>African American, Black/African Amer</td>
</tr>
<tr>
<td>Hispanic</td>
<td>Hispanic, Hispanic/Latino</td>
</tr>
<tr>
<td>Other</td>
<td>Asian, Am Indian/Alaska Nat, Hawaiian/Pac Isl, Two or more races</td>
</tr>
<tr>
<td>White</td>
<td>White, Caucasian not Hispanic</td>
</tr>
</tbody>
</table>

Candidate Withdrawals

Sometimes a candidate will apply to your program, be admitted to your program, and then change their mind about pursuing certification through your program. Here is how you should report a candidate who applies, is admitted and then chooses to withdraw, across the various reporting locations.

1. APR Applied: +1
2. Test Approval: Listed initially, approval can be updated to “removed.”
3. GPA Spreadsheet: Listed with all relevant information
4. Finisher Records List – Listed upon admission as Other Enrolled and then removed.
5. Title II – Contact Pearson Title II support and Westat for guidance.

Ongoing Reporting on ECOS

Throughout the reporting year there are several things that must be reported in the ECOS system. These include information on field observations, updating a candidate’s status, reporting changes in certification field, and providing test approval.
Observations

Ivana is making great progress in her training, and now she is now conducting her internship or clinical teaching experience. Your program is supporting her by observing her teaching and providing feedback and advice.

Programs must report all clinical and intern/probationary teacher observations, with a field supervisor (identified by TEA ID) for each observation. This information allows programs to understand and track the efficacy of their observation systems. All observations must be reported in ECOS in the reporting year in which they occurred.

Accurate reporting of observations is vital. The number and duration of observations for each candidate is a performance standard and affects EPP accreditation. The ratio of field supervisors to candidates is reported publicly along with other consumer information.

Although the system requires continued reporting, it also provides more information to programs, including lists of field supervisors, candidate-to-supervisor ratios broken down by semester and year, and lists of observations for your program.

Adding Field Supervisors Individually

1. From the ASEP menu select Field Supervisors

2. Click the Add Field Supervisors button.

21 See TAC §229.4(a)(4)(A) and TAC 229.4(d), (e), and (f) for additional information.
3. Enter the supervisor’s TEA ID. The supervisor name will populate from their ECOS account.

4. Select the state from which the supervisor holds a certificate.
   - If the candidate holds a Texas certificate as well as certificates from other states, select “Texas”
   - If the supervisor holds certificates from multiple states, select the most recent state
   - If the supervisor does not have a certificate, select “Yukon”

5. Click Save

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

---

22 Field supervisors must be reported by their TEA ID numbers.
23 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.
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 name.24

### Uploading Field Supervisors in Bulk

You can upload field supervisors as a group rather than individually. This requires creating a .csv file and uploading it through the **Upload Observations** screen.

1. In the ASEP menu click **Upload Observations**
2. Create your .csv file. Do not use headers. Use the guidance on the **Upload Observations** screen to create your .csv file. Your spreadsheet should be 4 columns when you’re done.

   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.

24 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.
3. On the *Upload Observations* screen, select “Field Supervisor” from the “Upload File Type” dropdown menu
4. Use the **Choose File** button to browse to and 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 in the “Upload Results” column.
9. Review the list of field supervisors in the *Field Supervisor Maintenance* screen.

**Entering Observations**

Once you have entered your field supervisors in ECOS, you are ready to record observations. You can record and modify observations individually, or you can upload observations in bulk. Record all observations your program conducts, including those beyond the required minimum and those for candidates who withdrew or were removed from the program. **All observations must be reported in ECOS in the reporting year in which they occur.**

TEA is continuously working to improve processes and functionality of the ECOS system to better streamline data entry for our end users. One such example, is to simplify the Valid Upload Assignment Type table, which will eventually resemble the following. Please use this information to help determine the correct assignment types.
Adding Observations Individually

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 or enter the Assignment Begin Date from the popup calendar
   • NOTE: This is the beginning date for the candidate’s field experience assignment. There should be just one assignment begin date for all observations for a candidate in an internship or clinical teaching assignment. A candidate may have
an internship that spans across two reporting periods, such as: 01/05/2018 – 01/04/2019. If the internship begins on 01/05/2018, then this candidate’s begin date will be 01/05/2018 for all observations reported for this internship.

9. Select or enter the Assignment End Date from the popup calendar.
   • NOTE: This is the end date for the candidate’s field experience assignment. There should be just one assignment end date for all the observations for a candidate in a single internship or clinical teaching assignment. A candidate may have an internship that spans across two reporting periods, such as: 01/05/2018 – 01/04/2019. If the internship ends on 01/04/2019, the end date will be 01/04/2019 for all observations reported for this internship.

10. Select the Assignment Type from the dropdown list. A legend for the assignment types is provided at the bottom of the screen.
   a. NOTE: If a candidate has more than two assignments during their internship or clinical teaching, please select an assignment code that indicates they completed two assignments (assignment code will include a value of 2, ex. PRO2S, INT2).

11. Click Save

12. View the new record

As a reminder, all observations must be reported in ECOS in the reporting year in which they occur, regardless of the internship end date.

Uploading Observations in Bulk
If your program has many observations to enter at one time, you can upload observations in bulk rather than individually.

1. In the ASEP menu click Upload Observations
2. Create your .csv file. Use guidance from the Upload Observation screen to create your file. Do not use headers. There should be 12 columns when you’re done.

   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)
   K. Assignment Type (maximum 9 characters)
   L. End date of Assignment (mm/dd/yyyy)
Your spreadsheet will look something like this:

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
<th>J</th>
<th>K</th>
<th>L</th>
</tr>
</thead>
<tbody>
<tr>
<td>Perez</td>
<td>Donna</td>
<td>09/05/2018</td>
<td>2080762</td>
<td>Teach</td>
<td>Ivana</td>
<td>09/10/2018</td>
<td>1:05</td>
<td>See File</td>
<td>999998</td>
<td>INT1</td>
<td>05/17/2019</td>
</tr>
</tbody>
</table>

3. Select “Observation Log” from the “Upload File Type” dropdown menu
4. Use the Choose File button to browse to and 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 most errors. Use the Upload Status function to view the data you entered. You can avoid many problems by verifying uploads.

**Common Observation Upload Issues**

There are a few common issues that cause ECOS to error out then entering individual observations or uploading bulk observations. Here are issues we have identified:

- Candidate is not in the Finisher Records List as Other Enrolled or Finisher
- 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 that confuses the .csv format. Keep it simple – for example “See student log”
• Cells are blank where they shouldn’t be or have stray marks where they should be blank
• Blank rows between candidate records
• “Error Line: 1: Missing Delimiter ‘,’ should be 11 in each row uploaded” means there should be 12 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 or do not match ECOS – for the candidate or the field supervisor
• Nickname used instead of name listed in ECOS
• Column headers present – 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

Modifying Observation Records
1. Click Observations on the ASEP menu
2. Enter the candidate’s TEA ID number.
3. Click Search
4. Click the hyperlinked observation date.
5. Modify the record as needed.
6. Click Update

Removing a Record
1. Click Observations on the ASEP menu
2. Enter the candidate’s TEA ID number
3. Click Search
4. Select the Remove box in the row you want to remove
5. Click Delete Record
ECOS will confirm the observation has been removed.

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 mark her as a Finisher on the Finisher Records List.

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

5. Find Ivana on the list.
6. Select “Finisher” from the dropdown menu in the “Status” column.

7. Click Save at the bottom of the screen.
8. ECOS will confirm “1 updates and 0 removes were performed successfully” at the top of the page.
9. Select “Finisher” from the dropdown at the top of the screen.
10. Confirm that Ivana is now listed as a Finisher on the Finisher Records List.

Changing Certification Fields
Suppose Ivana decides that she would prefer to teach older students and wants to pursue certification in Core Subjects 4-8 rather than Core Subjects EC-6. If your program is approved to offer the certification field, your program can approve this change. You must update Ivana’s record in ECOS to reflect this change. You need to go to the Student Maintenance screen to make this change. There are two ways to reach the Student Maintenance screen.

1. Select Student Search from the ASEP menu, enter Ivana’s TEA ID number, click Search or
2. Select Maint Finishers from the ASEP menu.
3. Select the relevant year from the dropdown menu.
4. Select “Other Enrolled” from the dropdown menu.

25 See the Sample Change of Certification Documentation in the Other Program Resources section.
5. Click **Continue**
6. Select Ivana’s name that is hyperlinked on the Finisher Records List.

Now that you are on Ivana’s record in the *Student Maintenance* screen. You want to remove the old certification field and add the new certification field.

7. Select “Remove” from the dropdown menu in the Status column for the certification you wish to remove.

8. Select the new certification from the Certification Code dropdown menu below the cell that says, “To add a record on the 4 lines provided below, you must select a Certification Code!”

9. Select the appropriate AY from the Reporting Year dropdown menu.

10. Select “Other Enrolled” in the Status column.

11. Click **Save** at the bottom of the screen.

### Updating Finisher Records in Bulk

Beginning with the 2018-2019 reporting year, EPPs will be able to add, update finisher status, remove, and add an additional cert license ID with finisher status to the Finisher Records list using a bulk upload. The Upload Finishers file can process up to 1000 records max. per upload.

To use this feature, follow the instructions in the “Uploading Finisher Records in Bulk” section of this manual. To add a new certification field, the TEA ID, Name, and Route will have to match an existing finisher record exactly. ECOS will reject the upload for a record if the upload status
is not “Other Enrolled” or “Finisher”. To update the finisher status, the TEA ID, Name, Cert License ID, and Route will have to match an finisher existing record exactly.

Adding or Modifying Test Approval
For Ivana to get her Core Subjects 4-8 certification, she must pass the Core Subjects 4-8 TExES™ exam, so this test must be added. If she had not already passed the Core Subjects EC-6 exam, then you would want to remove permission for that test.

Adding New Test Approval
From the Maintain Test List screen

1. Click on the candidate’s hyperlinked name
2. Click Add Test Approval
3. Enter the candidate’s date of admittance
4. Select the Route
5. Select the Test
6. Select the correct approval level
7. Click Save

Removing Test Approval

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 based on the eligibility status and initial approval date
4. Click on Refresh List
   • If necessary, click on “All” from under the Refresh List button to display all records.
5. Find the candidate and confirm that the correct test is displayed
6. Click on the dropdown menu in the Status column and select “Removed”
7. Scroll down to the bottom of the screen and click **Continue**
8. Confirm selection by clicking **OK**

**Modifying Test Approval in Bulk**

Beginning with the 2018-2019 reporting year, EPPs have the ability to update and remove test approvals using a bulk upload. To use this feature, follow the instructions in the “Adding Test Approvals in Bulk” section. To update an existing test approval, all information must match the existing test approval record exactly, with the only difference being the new Test Approval Status.
Data Verification

EPPs are required to report accurate and timely data for accountability purposes. Failure to report accurate and timely data can result in negative consequences for EPPs, up to and including negatively impacting their accreditation status.

Exceptions and Errors

EPPs are required to report accurate data. Accurate data must be submitted in the reporting period. We recognize that there are rare instances where you cannot “fix” data that has been submitted due to system access. For this reason, 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, EPP users are unable to fix that. TEA requires an exception letter to be able to identify the discrepancy and document manual changes to summary data that would not otherwise be supported by the lists. Please note that these errors are necessarily rare, and that EPPs are required in code to submit timely and accurate data.

Common Test Approval Exceptions

1. Entered the wrong admittance date
2. Error in candidate TEA ID or name

If a candidate drops out of your program, or if the candidate failed to show up on the first day of class, that is not an exception. The candidate must be included on the test approval and GPA spreadsheets, even though they will not appear on the Finisher Records List as Other Enrolled. The candidate 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 extraordinary circumstances that resulted in a candidate not getting the required observations. For example, a candidate was issued a standard certificate during the reporting year. You may provide an exception letter to petition TEA to change the denominator and modify the percentage of candidates for whom you provided adequate field support. It is recommended that programs still enter all observations records for any candidates who do not complete their internship.

Common Observation Exceptions

1. Incomplete Internship due to deactivation of intern or probationary certificate
2. Incomplete Internship due to issue of standard certificate
3. Exempt because candidate qualified for educational aide exemption from THECB
4. Exempt because candidate was already initially certified
5. Exempt because candidate had previously been employed as an ROTC instructor
Common Principal Survey Exceptions

1. Candidate was not initially certified by their EPP
2. Candidate previously taught a complete year
3. Candidate in classroom for less than 5 months
4. Candidate left position before working for 5 months

Common Teacher Survey Exceptions

1. Candidate was not initially certified by their EPP
2. Candidate previously taught a complete year on a standard certificate

Data Verification Affidavit

Once all data for a reporting year has been submitted and verified, you must provide an affidavit testifying to the completion and accuracy of the EPP data. Here is what you should expect each fall:

1. On or Before September 15 - The EPP submits the GPA spreadsheet, all required data in ECOS, and any other data in the format required by TEA staff.
2. After September 15 – 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 which can be found on the TEA Program Provider Resources webpage.

Complete the affidavit only when you are sure that all your EPP data 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 and/or EPP may be found in violation of the Texas Educators Code of Ethics and TAC §229.

Affidavit Requirements

2. Ensure that your affidavit form contains the required electronic signature by your EPPs Legal Authority.
3. Once you have completed the form, open a TEA Help Desk ticket to attach and submit your form. Prior to sending, please insert your CDN and EPP name in the file name.

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26 TEA Help Desk for EPPs is under development. If you are unable to submit a Help Desk ticket, please submit your affidavit via email to your program specialist.
Other ECOS Data Features

View Pass Rates

ECOS allows you to view the pass rates for candidates in your program. TEA must manually update this feature. When a candidate takes a test, Pearson must score the results and report the results to TEA. TEA systems must then be updated. As a result, a candidate’s score will not be reflected in the test pass rates in real time, but are updated on a weekly basis.

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.
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.

View Observations

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. ECOS allows you to list the observations that have been reported. If a candidate should have been observed and was not observed, they will not show up in the report. All teacher candidates listed as Other Enrolled on the Finisher Records List completing clinical teaching or an internship – including second or third year extensions - must be observed.27 Similarly, any teacher candidate listed as a Finisher on the Finisher Records List must have recorded observations.

1. Select Observations Report from the ASEP menu
2. Select the year
3. Select the Observation Type = View All Observations
4. Select the Semester/Year (Academic Year 9/1 – 8/31)
5. Click Search

27 See TAC §229.4(a)(4)(A)(iii)
The resulting page will show you the observation data you entered in ECOS. You can Click Here at the bottom of the page to download the data as a .csv which will allow you to manipulate the data more efficiently. The resulting spreadsheet will look something like this.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
<th>J</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>State Board for Educator Certification</td>
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<tr>
<td></td>
<td>EPP Observations Report</td>
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<td></td>
<td>Records List for EPP (numnum), Year 2017</td>
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</tr>
<tr>
<td></td>
<td>Int_Beg_Dt</td>
<td>Assignment_Type</td>
<td>TEA_Id</td>
<td>Cand_Name</td>
<td>Visit_Dt</td>
<td>Visit_Hrs</td>
<td>Sup_TEA</td>
<td>Sup_Name</td>
<td>Comment</td>
</tr>
<tr>
<td>7</td>
<td>9/1/2018</td>
<td>CLIN141</td>
<td>2080762</td>
<td>Teach, Ivana</td>
<td>9/2/2018</td>
<td>3:00</td>
<td>10101</td>
<td>Dumbledore, Albus</td>
<td>6/1/2019</td>
</tr>
<tr>
<td>8</td>
<td>9/1/2018</td>
<td>CLIN141</td>
<td>2080762</td>
<td>Teach, Ivana</td>
<td>10/6/2018</td>
<td>6:00</td>
<td>10101</td>
<td>Dumbledore, Albus</td>
<td>6/1/2019</td>
</tr>
</tbody>
</table>

The “All” and “Academic Year” options provide data for the whole year. You may also select individual semesters from the “Semester/Year” dropdown. These semesters correspond with the candidate-to-supervisor ratio per semester reported in the consumer information.28

Here are some things to consider as you review observation data for your program29

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)? Individual candidates should not have multiple beginning dates for her internship or clinical teaching.
3. Are the visits of sufficient duration – at least 45 minutes?
4. Did each candidate get at least the minimum number of observations?
5. Are all the candidates who should have been observed included on the list? This would include anyone from your program who had an active intern or probationary certificate – including extensions – and any person completing clinical teaching.

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 specific, so be sure you and your field supervisors are familiar with these requirements. There are timing requirements, depending on the kind of intern/clinical teaching experience. Missing the timing on a single observation may make the candidate’s support non-compliant, so be sure to monitor for frequency, duration, and timing of observations for your candidates. We recommend requiring field supervisors to develop schedules that meet the regulatory requirements for observing each of their candidates and monitoring these schedules closely while the field supervisors are learning the new regulations.

28 Please note that as of this writing, technical issues within ECOS result in incorrect Observation reports when an Observation Type other than View All Observations is selected.
29 See TAC §228.35(g) for specific field supervision requirements.
View Field Supervisor Ratio

ECOS will calculate and report your field supervisor ratio. ECOS 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, 12.5:1.  

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

ECOS will report the annual, first semester and second semester candidate to field supervisor ratios for your program, as well as statewide data.

Get Educator Data

Use the **Get Educator Data** screen to upload a one-column .csv file and receive a file containing all certificates, all tests, fingerprint status, or TEA ID associated with the uploaded social security numbers. Please note that the certificate data will not be restricted to those earned through your EPP. The Retrieve Test scores option is in the process of being removed, as EPPs should use the Pearson Results Analyzer for test results of their candidates.

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30 The annual and semester numbers are reported in the Annual Performance Report Indicators and the Consumer Information indicators of the annual ASEP report.
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 Choose File to browse to your .csv file
5. Click 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.

Test Search
The Test Search screen 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 Pearson Results Analyzer.
Title II Reporting

The US Department of Education (ED) requires reports on initial teacher certification candidates. As of 9/1/2018 two companies support programs with this reporting - Pearson and Westat. Pearson, as the main 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 Mark Olofson at Mark.Olofson@tea.texas.gov to coordinate new user accounts with Pearson and Westat.

Title II reporting follows a predictable annual schedule. Each year programs report the previous year’s data, so you will report 2017-2018 data in 2018-2019.

- August 31, 2018 – The reporting year closes
- September – December 2018 – Upload data to the Pearson system.
- January – Pearson resolution period
- February – Westat Title II reporting opens
- 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 Pearson Title II

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

**Training and Resources**: Pearson has developed a manual to guide you through the necessary Title II reporting. See [www.educationreports.net](http://www.educationreports.net) for additional assistance, or email es-titleII@pearson.com.

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

In April 2019, you will be reporting on your 2017-2018 cohort. The data you entered in the GPA spreadsheet and APR in September 2018 will help you complete the Westat IPRC report. The IPRC includes only initial teacher candidates from your institution. It does not include 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](https://title2.ed.gov/Public/TA.aspx).
Orientation

Here are some ways to learn about Title II reporting:

1. Recorded webinars are available at https://title2.ed.gov/Public/Webinars.aspx#iprc. The IPRC Overview and Training is a good place to start.

2. Log into ECOS and export your 2017-2018 the candidates listed as Finisher on the Finisher Records List and the candidates listed as Other Enrolled on the Finisher Records List to Excel. Remove anyone not pursuing an initial teaching certificate. These are the folks you’re reporting on.

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 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. There are also smaller, subject specific guides if you have questions about individual sections of the report.

5. Download the 2018 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 2019 you are reporting on 2017-2018 data.
   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 minimum 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 as a Finisher on the Finisher Records list and in the Pearson list, you only need to record her by number in the Westat Title II report. Use the ASEP and GPA data you submitted in September to help you complete the Title II report. NOTE: If your program supports both traditional (degree-seeking) and alternative (non-degree seeking) routes to certification, you must report information on candidates in these routes separately.

1. Click **Maint Finishers** in the ASEP menu
2. Select 2017-2018
3. Select Other Enrolled
4. Click **Continue**
5. Select **Click Here** to download the data as a .csv at the bottom of the page
6. Open as an Excel spreadsheet
7. Highlight the data columns (row 5 and below)
8. Sort by column G, Cert_Description
9. Delete any candidates not pursuing an initial teacher certificate (principal, superintendent, etc.).
10. Sort by column A, TEA_ed_cert_id
11. Remove any duplicates (candidates listed two or more times because they are pursuing multiple certificates or certification and a supplemental).
   - The conditional formatting function is helpful for this.
12. Sort by Gender
13. Count the number of males and females.
   - If a candidate is listed as “Unk” then use the self-reported gender information for the candidate in ECOS.
15. Count the number of each ethnic group.
   - The countif function is helpful with this.

Reporting Other Enrolled

1. Select Enrollment from the Program Data Collection menu.
2. Enter the total number of students enrolled in 2017-2018. This numbers should equal the total number of candidates listed as Other Enrolled on the Finisher Records List and the number listed as Retained in your APR, minus any non-teacher candidates.
3. Enter the number of males enrolled in 2017-2018. This number should equal the total number of males on your APR, minus any non-teacher candidates.
4. Enter the number of females enrolled in 2017-2018. This number should equal the total number of females on your APR, minus any non-teacher candidates.
5. Sum the males and females. It should equal the total number of students enrolled.
6. Enter the total number of candidates enrolled by ethnicity. Use the APR categories
7. Click **Save**
Legislative Budget Board Reporting for Public Colleges and Universities

Each fall EPPs that are 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 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 2019 LBB performance measure will reflect the certification rate of your 2017-2018 graduates. The rate is the percentage of graduates who became certified as of August 31, 2019.

1. Create a .csv file listing the teacher candidates who graduated between September 1, 2017 and August 31, 2018. 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 – no dashes)
   C. Graduate’s last name (maximum 25 characters)
   D. Graduate’s first name (maximum 20 characters)

Your spreadsheet will look something like this.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>123456</td>
<td>741852963</td>
<td>Teach</td>
<td>Ivana</td>
</tr>
</tbody>
</table>

2. Click Get Educator Data in the ASEP menu
3. Select the “Load Graduate Files” radio button
   
   • NOTE: This is the year the new teachers graduated
5. Click Choose File to browse to the .csv file you created
6. Click Upload
After you submit your list of graduates to the ECOS system, you will need to retrieve and verify the results. TEA will ask you to verify the certification rates ECOS 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 (2018-2019). NOTE: This is the year AFTER your new teachers graduated from your college or university
4. Click **Continue**

The report for your program will look something like this:
Appendix 1: Sample Letters and Forms

Sample Admission Letter

Use Letterhead of EPP

Date

Name
Address
City, State, Zip Code

Dear (Candidate Name):

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

Your official admission date is (Month Day, Year). (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 invitation.

Sincerely,

(Name and Title of Person Extending the Invitation)

I accept the invitation of admission

I decline the invitation of admission

Signature:

Date:

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

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31 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.”
32 See 19 TAC §227.5(11)
33 See 19 TAC §227.17(d), “The effective date of formal admission shall be included in the offer of formal admission.”
34 See 19 TAC §227.17(e).
Sample Change of Certification Documentation

Use Letterhead of EPP

Date

Name
Address
City, State, Zip Code

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

__________________________
Printed Name of Candidate

__________________________
Signature of Candidate

__________________________
Printed Name of EPP Program Approver

__________________________
Signature of EPP Program Approver
Observations Request for Exception Form

To obtain a copy of this form, please go to the TEA Program Provider Resources webpage. Scroll to the bottom section titled, Forms and Documents.

Section A: EPP Contact Information

- **Today’s Date:** 06/17/2019
- **EPP Code:** 15555
- **EPP Name:** EXAMPLE EPP
- **Representative Name and Title:** John Smith, Certification Officer
- **Representative Email:** j.smith@example.com
- **Representative Ph. Num.:** 512-444-4444

Section B: EPP Representative Contact Info

Instructions for Completing Section C, Exception List (page 2):

1. **TEA ID:** Enter the candidate’s TEA ID. If you get a “TEA_ID validate failed” error, this indicates that the TEA ID # is not the required length.

2. **CANDIDATE’S LAST NAME:** Enter candidate’s last name only.

3. **PROPOSED REASON FOR EXCEPTION:** Use the drop-down menu to select a reason for exception from the list of valid reasons. Selecting “OTHER REASON” requires that you enter additional supporting information into col. (4).

4. **ADDITIONAL DETAIL:** Enter detail to support the “OTHER REASON” exception, if applicable.

5. **INTERNAL USE ONLY – TEA Approved:** Do not enter any information in this field. For TEA use only. These fields may be completed by a TEA staff. The form may be returned to the requestor with these fields completed or entered, at a later time/date after review by a TEA staff.
Test Approval Request for Exception Form

To obtain a copy of this form, please go to the TEA Program Provider Resources webpage. Scroll to the bottom section titled, Forms and Documents.

TEXAS EDUCATION AGENCY
Request for Exception (RFE) - TEST APPROVAL LIST EXCEPTIONS
Reporting Year (RY): September 1, 2018 to August 31, 2019

General Instructions

The due date for submission should follow the guidelines for reporting found in the TEA Educator Preparation Program Data Reporting Manual, Effective 07/2018. For the ASEP reporting year 2018-2019, please submit this form by 9/15/2019 or a call communicated by your assigned program specialist.

To complete the form: 1) Please provide information in each field for Section A: EPP Contact Information, and Section B: EPP Representative Contact Information. 2) Complete Section C. Use the instructions provided below for Section C. Exception List. 3) Review the attestation statement below and sign your form using a PDF generated digital signature. For assistance in creating a signature, visit: https://helpdesk.texas.gov/resources/digital-ids/html/content_a_self_signed_digital_id. 4) Save your form. Instructions provided below. 5) Submit your form to TEA. Instructions provided below.

To save the form: When you electronically sign your form, below the PDF will automatically open a folder instance to save your file. Please include your county/ELD number (CED) in your file name. Also, it is a best practice to periodically Save/Save As to avoid losing data.

To submit the completed form: Use the TEA Help Desk system at https://helpdesk.texas.gov to initiate a work ticket which will 1) confirm, via email that your information was received by TEA, and, 2) route your form to the appropriate entity/person. From the TEA Help Desk ticket main menu, select Educator Testing and Preparation Program. Next, select ASEP Data and then... Follow the instructions to attach your saved file. For issues regarding the TEA Help Desk, email: TEAHELPDesk@tea.texas.gov.

Section A: EPP Contact Information

Today’s Date: Jun 17, 2019
EPP Code: 155554
EPP Name: Example EPP

Section B: EPP Representative Contact Info

Representative Name and Title: John Smith, Certification Officer
Representative Email: john.smith@exampleepp.org
Representative Ph. Num: (512) 444-1445

This request for exception was prepared for the EPP listed above, and certified by a legal authority or staff representative.

1. The undersigned, have reviewed our list of candidates who we propose as exceptions for test approval and admittance purposes, as well as the reason for the proposed exception.

2. The undersigned, are submitting for review and consideration the following list of candidates for exception.

3. The undersigned, acknowledge that at the time of signature, this request does not automatically validate that TEA received, reviewed, or approved the list of candidates submitted for exception.

Instructions for Completing Section C. Exception List (page 2):

1. TEA ID: Enter the candidate’s TEA ID. If you get a “TEA_ID validate failed” error, this indicates that the TEA ID # is not the required length.
2. CANDIDATE’S LAST NAME: Enter candidates’s last name only.
3. PROPOSED REASON FOR EXCEPTION: Use the drop-down menu to select a reason for exception from the list of valid reasons.
4. INTERNAL USE ONLY: Enter the TEA ID of the person who approved the exception.
5. Internal Use Only: Enter any information in this field. This field may only be completed by a TEA staff. The form may be returned to the requestor with these fields completed or entered, at a later time/date after review by a TEA staff.

| Section C Exception List for: 155554 Example EPP |
|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| [ ] (1) TEA ID | [ ] (2) Candidate’s Last Name | [ ] (3) Proposed Reason for Exception | [ ] (4) Internal Use Only TEA Approval | [ ] (5) Internal Use Only TEA Comment(s) |
| 123456 | Smith, John | Test Preparation Failure | | |

Page 1 of 2

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Updated August 29, 2019
Principal Survey Request for Exception Form

To obtain a copy of this form, please go to the TEA Program Provider Resources webpage. Scroll to the bottom section titled, Forms and Documents.

### TEXAS EDUCATION AGENCY
Request for Exception (RFE) – ASEP Indicator 4b, Principal Survey
Reporting Year [RY]: September 1, 2018 to August 31, 2019

#### General Instructions

The due date for submission should follow the guidelines for reporting found in the TEA Educator Preparation Program Data Reporting Manual.

To complete the form: 1) Please provide information in each field for Section A, EPP Contact Information, and Section B, EPP Representative Contact Information. 2) Complete Section C, use the instructions provided below for Section C, Exception List. 3) Review the attestation statement below and sign your form using a PDF generated digital signature. For assistance on creating a signature, visit https://teaps.edcinfo.com/convertusingdigitalid.html#create_a_self_signed_digital_id. 4) Save your form. Instructions provided below. 5) Submit your form for TEA. Instructions provided below.

To save the form: When you electronically sign your form, below the PDF will automatically open a folder instance to save your file. Please include your county/district number (CDN) in your file name. Also, it is a best practice to periodically Save As to avoid losing data.

To submit the completed form: Use the TEA Help Desk system at: https://helpdesk.tea.texas.gov/ to initiate a work ticket which will: 1) Confirm, via email, that your information was received by TEA, and 2) route your form to the appropriate section/program. From the TEA Help Desk ticket main menu, select Educator Testing and Preparation Program, Next, select ASEP Data and then... Follow the instructions to attach your saved file. For issues regarding the TEA Help Desk, email TEAhelpdesk@tea.texas.gov.

#### Section A: EPP Contact Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Today's Date</td>
<td></td>
</tr>
<tr>
<td>EPP CDI</td>
<td></td>
</tr>
<tr>
<td>EPP Name</td>
<td></td>
</tr>
</tbody>
</table>

#### Section B: EPP Representative Contact Info

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>EPP Representative Name and Title</td>
<td></td>
</tr>
<tr>
<td>EPP Representative Email</td>
<td></td>
</tr>
<tr>
<td>Representative Ph. Num.</td>
<td></td>
</tr>
</tbody>
</table>

#### Instructions for Completing Section C: Exception List (page 2):

1. TEA ID: Enter the candidates TEA ID. If you get a "TEA ID validate failed" error, this indicates that the TEA ID is not the required length.
2. CANDIDATE'S LAST NAME: Enter candidate's last name only.
3. PROPOSED REASON FOR EXCEPTION: Use the drop-down menu to select a reason for exception from the list of valid reasons. Selecting “Other Reason” requires that you enter additional supporting information in col. (4).
4. ADDITIONAL DETAIL: Enter detail to support the “OTHER REASON” exception, if applicable.
5. INTERNAL USE ONLY—TEA Approved?: Do not enter any information in this field. For TEA use only.
Teacher Survey Request for Exception Form
To obtain a copy of this form, please go to the TEA Program Provider Resources webpage. Scroll to the bottom section titled, Forms and Documents.
Appendix 2: Additional Accountability Data

Per TEC §21.045, TEA administers and collects surveys of principals, candidates exiting their teacher preparation program, and teachers who are completing their first year of teaching on a standard teaching certificate.

Up-to-date information about these surveys can be found in the following places:

Principal Survey Overview: Principal Survey Page
Principal Survey Calculations: See ASEP Guide on Consumer Information Page
Principal Survey Reports: Consumer Information Page
Principal Survey Data: Program Provider Resources Page

Exit Survey Calculations: See ASEP Guide on Consumer Information Page
Exit Survey Data: Program Provider Resources Page

Teacher Survey Overview: Teacher Survey Page
Teacher Survey Calculations: See ASEP Guide on Consumer Information Page