

Reporting Data for 2020-2021  
Frequently Asked Questions

Processing Candidates

**Q. If someone is admitted under one certificate, say Core Subjects EC-6, and later wants to take coursework to add a supplemental certificate or even add an EC-12 certificate, I am assuming that we just keep the documentation of the additional test to be taken and provide test approval when coursework and Readiness to Test has been completed?**

A. When the EPP approves the candidate's written request to add a certificate, the EPP should create an additional enrollment record with a status of 'Other Enrolled' on the Finisher Records List and should add the new test approval with a status of 'Eligible'. The written request must be retained in the candidate's record.

Please note that a new admission record would not be created when accepting a candidate's written request to change certificate categories.

**Q. Is the EPP charged another \$35 fee if the candidate changes certifications?**

A. No. If a candidate continues to be enrolled but changes the certification that he/she is pursuing, there is not another admission fee required. If the candidate exits the program and later comes back and is re-admitted, another fee would be required. The fee is related to the admission into the EPP.

**Q. If an intern takes the TX PACT and has a GPA lower than 2.5 is the SAT still required?**

A. The GPA requirement is separate from the SAT score. Per 19 TAC §227.10(a)(3)(B)(ii), a teacher candidate with a GPA below 2.5 may be admitted into an educator preparation program (EPP) with a passing score on a Pre-admission Content Test (PACT), or TX PACT. The EPP may admit up to 10% of an incoming class under this rule. Separately, 19 TAC §229.3 requires that if an entity collects SAT scores from students/candidates, the EPP must report those scores as admission data during annual reporting.

**Q: Is the EPP required to report a candidate's admission 7 calendar days from the formal admission date or the candidate's acceptance?**

**Q. Are the 7 days...Calendar or Business days?**

A. Per 19 TAC §227.17(e) the EPP must notify the TEA within 7 calendar days of a candidate's formal admission. The candidate's "formal admission" is the admission date that is embedded in the written offer of admission.

**Q. Can you please clarify the comment related to "remove" if a candidate has not been active for one year?**

A. Candidates that are no longer pursuing certification from the EPP should have their status changed to "Removed" on the Finisher Records List and for any tests listed in Test Approval. Instead of the typical Other Enrolled status for a candidate's first year of enrollment, the candidate's status will be a removed status. These candidates must also have their Intern (INT) or Probationary (PRO) certificates deactivated as required in 19 TAC §228.35(e)(2)(B)(vi) & (vii). Per the requirement in 19 TAC §228.20(h) the EPP must have an exit policy regarding dismissal of candidates that should identify the length of time a candidate may be "inactive" in the EPP prior to dismissal. For university-based programs, the EPP policy for dismissal of inactive candidates cannot be longer than the university policy regarding dismissal of inactive students.

**Q. For observation reporting purposes, what is the definition of "assignment" and "concurrent." For example: "...clinical teaching with two assignments (not concurrent)." What are the parameters of concurrent?**

**Q. What is the meaning of "concurrent" when there are two assignments?**

A. These questions are referencing the field supervisor observation requirements in 19 TAC §228.35(g)(1-8). The term "assignment" is referring to the classroom placement of a candidate during clinical teaching or internship. The assignment matches the subject area and grade level of the certificate sought by the candidate. If a candidate is seeking two certificate categories that can be observed by a field supervisor concurrently in the same assignment, that means the candidate is implementing standards for two certificate areas within one classroom (e.g., a second-grade classroom with bilingual students would require a candidate to hold Core Subjects w/STR EC-6 and Bilingual supplemental certificates). Conversely, if a candidate is pursuing certification in more than one certification category such as ELAR 7-12 and Social Studies 7-12, that cannot be taught concurrently during the same period of the school day, that would mean the candidate has two assignments, for example 3 classes of English and 3 classes of Social Studies, and the field supervisor would be required to observe the candidate teach in both classes, English and Social Studies.

#### Exception Requests

**Q. Will we need to submit exception letters for the WPRO candidates? (And are they excluded from pass rates on exams?)**

A. Exception letters are not required for WPRO candidates. We have removed them from the test pass rate for ASEP and from the observation roles.

**Q. If a candidate left a teaching assignment and we deactivated the certificate, is an exception letter still necessary?**

A. Applicable candidates on the deactivation list are removed from the observation calculations as part of TEA's analyses. However, we encourage you to review the data sets that will be sent to you between September 1-3 to ensure that any candidates with deactivated certificates have been removed.

**Q. I don't see the RFE form on the website**

**Q. Please provide a link to the RFE for Observations form.**

A. The Observation RFE form is posted under the subheading "ASEP Reporting 2020-2021 Forms" in the Forms and Documents section of the [Program Provider Resources](#) page on the TEA website. Note that the Principal Survey and Teacher Survey RFE forms have been removed from the website since the deadline for submitting those requests, 8/1/2021, has passed.

#### Reporting Data

**Q. Will the reporting open up a second time in October for us to make any necessary corrections?**

A. No. Per 19 TAC §229.3(e), all data must be submitted by September 15. As was the process last year, there will not be a second submission or correction period. Ensure that all data are correct and complete by 9/15/2021.

**Q. Will we receive an observations summary from TEA before September 15th?**

A. Yes. As mentioned, TEA will send the up-to-date observation data in the first few days of September, as in prior years.

**Q. For Trade & Industrial Education candidates without a college GPA, will that average into our GPA calculation as a zero or will it be excluded from GPA averages?**

A. Although you will enter "0.00" into the GPA field to create an admission record, the GPA will be excluded from the GPA averages.

**Q. How is the 95% for Observations counted? By total candidates, or by total observations?**

A. Please review the ASEP manual for details about this calculation. In general, we divide the number of individuals who completed an internship or clinical teaching assignment in the reporting year who had the minimum number of required observations by the number of individuals who completed an internship or clinical teaching assignment in the reporting year. Full information, including exclusions, is included in the ASEP manual.

## General Questions

**Q. Can we get phone numbers for the program specialists?**

A. Please see the Reporting Manual for contact information for the Education Specialists. Also, remember that we recommend submitting a HD ticket when you identify an issue.

**Q. Can you provide more clarification on virtual observation requirements under that new Senate bill for 2021-2022? (maybe in a future webinar, but we are getting ready to train field supervisors for the upcoming school year)**

A. There will be guidance forthcoming about virtual observations.