

## Frequently Asked Questions – ASEP Mid-Year Update 2021

These questions were submitted during the ASEP Mid-Year Update webinar on March 24, 2021. This is not a comprehensive document. We encourage individuals who do reporting at EPPs to review the [2020-2021 Educator Preparation Program Data Reporting Manual](#). The answers below should be understood as being within the limited context of the webinar.

**Can I add an additional certification to an enrollment record at a later time, but it is still during the candidate's enrollment in the EPP?**

**If the candidate changed their mind of type of certification, can I go back and edit the admission record and enrollment record, as long as it is before 9/15/21?**

If a candidate seeks to change or add a certificate area after admission, the EPP would update the enrollment record to reflect the change but would not change the admission record. The enrollment record may be updated within the current unlocked year. Remember to retain the candidate's written request to add or change the certificate area.

**Can you provide more info on saving CSV doc in CSV status.**

One common way to create a CSV file is to populate an Excel document with the required information then Save as file type "CSV (Comma delimited)".

**If a candidate is a FINISHER and has elected to no longer continue with the program, our EPP shall remove the test approval from "eligible" to removed. Is there another step?**

A "FINISHER" would not be removed from the program. Once the candidate is a "finisher", the program would need to update the candidate's status to Finisher on the Finisher Records List and then provide test approval to that candidate and ultimately recommend the standard certificate for that candidate. If, however, the candidate was not a finisher and decided to leave the program, the program would remove test approval and would also change the status from Other Enrolled to Removed on the Finisher Records List. The Finisher Records List may be updated manually by either searching the candidate's TEA ID number using the Student Search feature in the ASEP menu or by selecting Maint Finishers from the ASEP menu and then locating the candidate on the resulting list. The Finisher Records List may also be updated via a CSV file using the Upload Finishers option in ASEP.

**How are enrollment records removed for finishers?**

The EPP does not remove enrollment records for finishers; instead, finishers are "removed" naturally. When the new ASEP year unlocks, candidates with a status of Other Enrolled "roll over" and populate in the new year but those with Finisher status do not.

**Clarification is needed for zero content hour and 0 GPA on admission upload record. What exactly needs to be entered in this case? My uploads are frequently rejected when using zeros.**

The content hour field accepts only numeric values, so if a candidate had no hours, that would be reported using a "0". The GPA fields also require numeric values and GPA must be reported to two decimal places so a candidate without a GPA would be identified as "0.00".

**Clarification is needed for observation uploads. I had observations done in August 2020 for Fall 20 clinical teachers and the system would not accept them until after September of 2020. Rule says they must be reported in the year they occur, so this is confusing.**

This quirk of observation reporting is due to a known technical issue in ECOS that TEA is currently working on fixing. Currently ECOS interprets observations that occur from 7/1 and after as occurring in the next reporting year. The "next reporting year" is locked until reporting is complete for the previous reporting year, which is what caused your upload problem. TEA is working on some enhancements that should alleviate this for the 2020-2021 reports. We will inform EPPs via the newsletter once this fix is in place.

**To be clear, we should be using NONTCH for all professional level observations and not using Assignment Type codes, correct?**

Correct, for non-teacher candidates, this is the option to choose. For non-teacher candidates completing a practicum or completing a practicum while holding an Intern or Probationary certificate in an internship, use the NONTCH assignment type when uploading their observations.

**You mentioned for advanced programs candidates have 3 observations which overall equal 135 minutes. Is it possible to meet the 135 minutes with more than 3 observations?**

The requirement in 19 TAC §228.35(h)(2) identifies "the three required formal observations must be at least 135 minutes in duration in total". This means that three formal observations must equal at least 135 minutes. The EPP may require more observations that would increase the number of minutes to more than 135.