

## ASEP Reporting Webinar 8/3/2022 Frequently Asked Questions

### Reporting 2021-2022 Data

#### APR Applied

**Q1: Can you repeat where to find the APR Applied spreadsheet?**

A: The [APR Applied spreadsheet](#) is posted on the Program Provider Resources page on the TEA website.

#### Admissions

**Q2: At our EPP, we also accept TSI and TSIA-2 scores as an alternative option to SAT and ACT. We keep copies of those scores in their files but there's no place to input those TSI or TSIA2 scores in ECOS. Is there something else we should be doing to report those scores for admission?**

A: There is currently no requirement to report TSI scores. Please retain these documents in the records for the applicable candidates per the records retention requirement in 19 TAC §228.40(f).

**Q3: Do we have to put "0" for subject area hours and subject area GPA for non-teacher candidates or can we just leave those areas blank?**

A: The subject area hours and subject area GPA can be left blank for non-teacher candidates which includes candidates seeking certification in Principal, Superintendent, School Counselor, School Librarian, Educational Diagnostician, or Reading Specialist certificate areas. If using upload, remember to ensure the correct number of commas in each row even when leaving some areas blank so that blank spaces do not interfere with the upload.

**Q4: If I complete a TEA Candidate Transfer form for a 2019 finisher, do I "remove" their admission record?**

A: A finisher would not transfer to a new program (and thus would not require a transfer form) since the finisher would return to the program that reported the finisher status to complete remaining testing requirements and to be recommended for the Standard certificate. An admission record would not be removed for any candidate unless the record was originally created in error. Please contact the assigned Education Specialist at TEA with specific questions about processing program finishers.

**Q5: When creating an admission record, if the person does not have a prerequisite certificate when the notice comes up, it would be helpful to allow us to cancel our upload if we need to. Can this change be made?**

A: All admission requirements must be verified prior to offering the applicant formal admission so the presence, or not, of a prerequisite certificate should be known to the EPP prior to creating an admission

record. If, however, an admission record is created in error, the assigned Education Specialist at TEA can assist with removing the erroneous record.

### **Observations**

**Q6: When we receive the observation reports from TEA, will candidates whose certificates were deactivated already be excluded?**

A: Our programming that generates the observation reports that we send to EPPs removes individuals with deactivated certificates in the current year. However, since deactivation is a manual process, there may be a delay between when the deactivation request is made and when the individual would be excluded in our processing. We encourage EPPs to double check the observation report that is sent in early September to ensure that individuals with deactivated certificates have been properly excluded.

Please note this applies only to the observation report that TEA sends to EPPs and to the final ASEP calculations; the list of reported observations in ECOS does not exclude deactivated candidates.

**Q7: If a teacher observation is shorter than 45 min, should they still be reported?**

A: Teacher observations must be at least 45 minutes in duration. An observation that is not at least 45 minutes would not be counted in the required number of observations so would not need to be reported.

**Q8: Can we complete observations in August?**

A: Yes. Remember to enter those observations into ECOS before September 15.

**Q9: Are non-teachers the same as clinical teachers?**

A: No. Clinical teachers are candidates seeking Teacher certification and who are completing clinical teaching to meet the requirement for a supervised clinical experience. “Non-teacher” is a term used to identify candidates pursuing certification in certificate classes other than the Teacher class (Principal, Superintendent, School Counselor, School Librarian, Educational Diagnostician, and Reading Specialist).

**Q10: Are principal candidates non-teacher candidates who have 3 observations of a total of 135 minutes?**

A: Yes, Principal candidates are considered “non-teacher candidates” as are Superintendent, School Counselor, Educational Diagnostician, School Librarian, and Reading Specialist candidates. Candidates pursuing certification in these “non-teacher” programs must complete a practicum and must receive field supervision. The requirements for field supervision for non-teacher practicums are in [19 TAC §228.35\(h\)](#) and identify that at least three (3) observations that total 135 minutes or more are required.

**Q11: Will observations for Principal candidates completing a practicum be reported?**

A: Yes, report all formal observations conducted for Teacher and non-teacher candidates completing clinical teaching, internship, or a practicum.

**Q12: Do we use the NONTCH code for observations for Principal candidates?**

A: Yes, observations reported for all non-teacher candidates will be coded NONTCH, including non-teacher candidates who are completing the practicum while holding an Intern or Probationary certificate.

Note NONTCH will also be used to create the Clinical Experience Records for non-teacher candidates that will be required in October 2022.

**General Reporting Questions**

**Q13: I have having trouble accessing the view pass rate and other reports in ASEP. Can you please check it out?**

A: The view pass rate screen is updated weekly in ECOS. Please reach out with a [help desk](#) ticket if your access remains an issue.

**Expiring Tests/Virtual Observations/ Clinical Experience Record/Other**

**Q14: If there is a candidate who has passed the Pedagogy & Professional Responsibilities EC-12 (160), ELAR 4-8 (117) and Science of Teaching Reading (293) exams, can they be placed on a Probationary Certificate as long as it's before October 31, 2022?**

A: Yes, the ELAR w/STR 4-8 certificate (INT, PRO, or STD) will issue with a passing score on test 117 (with 293) if the certificate is recommended by the EPP on or before October 30, 2022. The candidate that has not been Standard (STD) certified by October 30, 2022, will be required to pass the ELAR 4-8 test 217 before a STD certificate can be issued.

**Q15: Virtual observations are not allowed for teachers during the 22-23 school year...correct?**

A: A recent update to 19 TAC Chapter 228 allows for up to two (2) Teacher candidate observations to be conducted virtually starting September 1, 2022. Teacher candidate observations conducted before September 1, 2022, must be in person. Please carefully review the updated observation rules in 19 TAC §228.35(g) to see all of the requirements around virtual observations of Teacher candidates. Prior to September 1, the updated observation rules in 19 TAC §228.35(g) may be viewed in "[Adopted Rules-Not Yet Effective](#)". The updated chapter of 228 should be posted in "[Texas Administrative Code-Currently in Effect](#)" on or after September 1.

**Q16: For an intern certified teacher candidate, would 4 in-person observations and 1 virtual observation be permitted?**

A: A field supervisor may conduct up to 2 observations virtually but is not required to conduct observations virtually. Please review the requirements in 19 TAC §228.35(g) to verify the number of observations required to be in-person if the EPP chooses to allow virtual observations. The EPP can require no more than two (2) observations to be virtual. Note prior to September 1, the updated observation rules in 19 TAC §228.35(g) may be viewed in "[Adopted Rules-Not Yet Effective](#)". The updated chapter of 228 should be posted in "[Texas Administrative Code-Currently in Effect](#)" on or after September 1.