

Frequently Asked Questions – Records Retention & Evidence Webinar
November 10, 2020

The Regional Service Centers collect transcript of all educator training therefore, some candidate training may be reflected on their ESC transcript that cannot be removed. Does this fact make their transcript training document invalid for program evidence purposes even though you can clearly identify which training are begun after admissions that are program training for the SBEC 300-hour requirement?

These transcripts are likely valid, but please reach out to your program specialist with an example for confirmation. Training transcripts, certificates of completion, and sign-in sheets are acceptable evidence of training completed if the candidate's name, the name of the training, and the date completed are clear.

Just a thought, perhaps TEA could provide exemplars of successful process documents.

Please contact the assigned Program Specialist at TEA for assistance with exemplars of process documents. EPPs sometimes allow TEA to share their documents with other EPPS. If TEA has them and have been cleared to share them with you, we can provide them to you.

Please verify, EPPs are required to keep records for five years, AFTER the candidate leaves.

Yes, 19 TAC §228.40(f) says the EPP must retain the records “for a period of five years after a candidate completes, withdraws from, or is discharged or released from the program”.

Can degree audits from the university system suffice as transcripts?

No, degree audits are not acceptable as a replacement for transcripts. One of the purposes of the transcript review is to confirm the conferral of a bachelor's degree, which cannot be confirmed using the degree audit. Official transcripts also provide evidence of compliance with other admission requirements such as GPA, subject-specific coursework completed, and a demonstration of basic skills and English language proficiency.