



Affidavit for Accountability System for Educator Preparation Programs (ASEP)
Data Verification
2024 - 2025 ASEP Reporting Year

General Instructions

The due date for submission is 09/15 (5pm CDT).

How to complete this form:

- 1) Complete all the REQUIRED fields in the EPP Contact Information section. As per 19 TAC 228.23(e), "An EPP shall annually report to the SBEC all names that the EPP has done business as during the preceding year". Please confirm if your EPP holds a Doing Business as (DBA) name. If you answer 'Yes', please type in your EPP's DBA name in the EPP DBA Name field box. If you answer 'No', then you can keep the EPP DBA Name field box empty.
- 2) Read and click each of the check boxes in the EPP Attestation section.
- 3) Electronically sign and save your form to a local folder. Please use your CDN in your file name. The recommended naming convention for form is: 2024 - 25 Affidavit_##### (CDN number).

How to submit your form:

- 1) On the TEA website, go to the [TEA Help Desk for Data Reporting](#).
- 2) Enter all the required contact information and proceed to the topics drop-down menu, select Submit ASEP Data.
- 3) Click the **Affidavit** check-box.
- 4) Locate the **Attachments** section, found at bottom of request form. Add or drop your file for submission.

The TEA Help Desk system will then confirm that your request was received by TEA and route your request to the appropriate section/ person.

EPP Contact Information

Date:

EPP CDN (#) and Approved Name:

Does the above EPP have a DBA name?EPP Doing Business As (DBA) Name:

EPP Legal Authority Name: Last, First:

EPP Legal Authority Title/Position:

EPP Attestation

By checking the boxes below and providing a signature, I hereby state and verify that:

I am authorized by the Educator Preparation Program (EPP), identified above, approved by the State Board for Educator Certification, to submit to the Texas Education Agency (TEA) that program's data used for the Accountability System for Educator Preparation program (ASEP) as required by [19 TAC §229.3](#);

The required EPP data provided to TEA for this academic/program year is accurate, final, and meets the requirement of submission to the best of my knowledge and belief; and

I understand that this data will be used for the calculation of my EPP's accreditation status as described in [19 TAC §229.1\(c\)](#) and [19 TAC §229.4](#).

Signature of EPP Legal Authority: