



ASEP Reporting 2024-2025

Tuesday, August 5, 2025

- **Accountability System for Educator Preparation Programs**
 - PURPOSE [[19 TAC §229.1\(b\)](#)]
 - To assure that each EPP is held accountable for the readiness for certification of candidates completing the programs

Criteria, Formulas, Calculations, and Performance Standards are in the ASEP Manual

[Figure: 19 TAC §229.1\(c\)](#)

EPP data for all candidates to be submitted by the EPP.

[Figure: 19 TAC §229.3\(f\)\(1\)](#)

How is Your Data Used?

- To Evaluate EPP performance and inform SBEC approved Accreditation
- To Assess Annual Technology Fee Assessment
- To Support ASEP Public and I2I Dashboards

Complete and Accurate Data is Essential!

EPP – Educator Preparation Program

CDN – County District Number

ECOS – Educator Certification Online System

TEA ID– Identification number used for certification and exam registration process

Clinical Experience – clinical teaching, internship, residency, or practicum

Data Reporter (ASEP Update) – Adds/edits data in ECOS

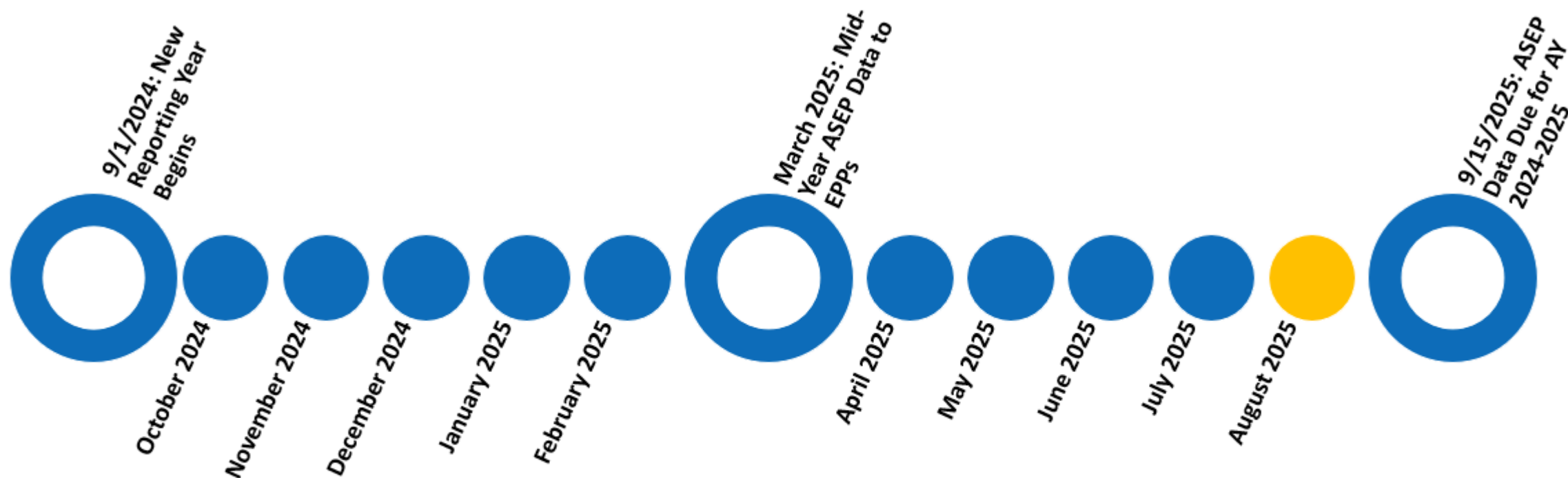
Legal Authority – Person ultimately responsible for the EPP

Back up Legal Authority – Supports Legal Authority

Certification Officer – Recommends certificates

- Guidance regarding data reporting responsibilities
- Identify resources
- Notifications & reminders of updates
- Collect questions for FAQ

Timeline



Data Due September 15, 2025

Program Provider Resources



Texas Education Agency

Educator Preparation Program Data Reporting Manual

- **ASEP Reporting 2025 Forms:**

- **Data Fix Request For Corrections Documents:**

- [Request to Correct the Finisher Record List Process \(PDF, 267KB\)](#)
- [Request for Correction Form 2024 \(PDF, 1,142KB\)](#)

Texas Educator Preparation Program Weekly Newsletters

Help Desk

tea.texas.gov



Educator Testing and Preparation Programs



Have questions about educator
testing or preparation
programs?

Educator Testing

Preparation Programs

Data Reporting

Insight to Impact Dashboards



MID-YEAR DATA

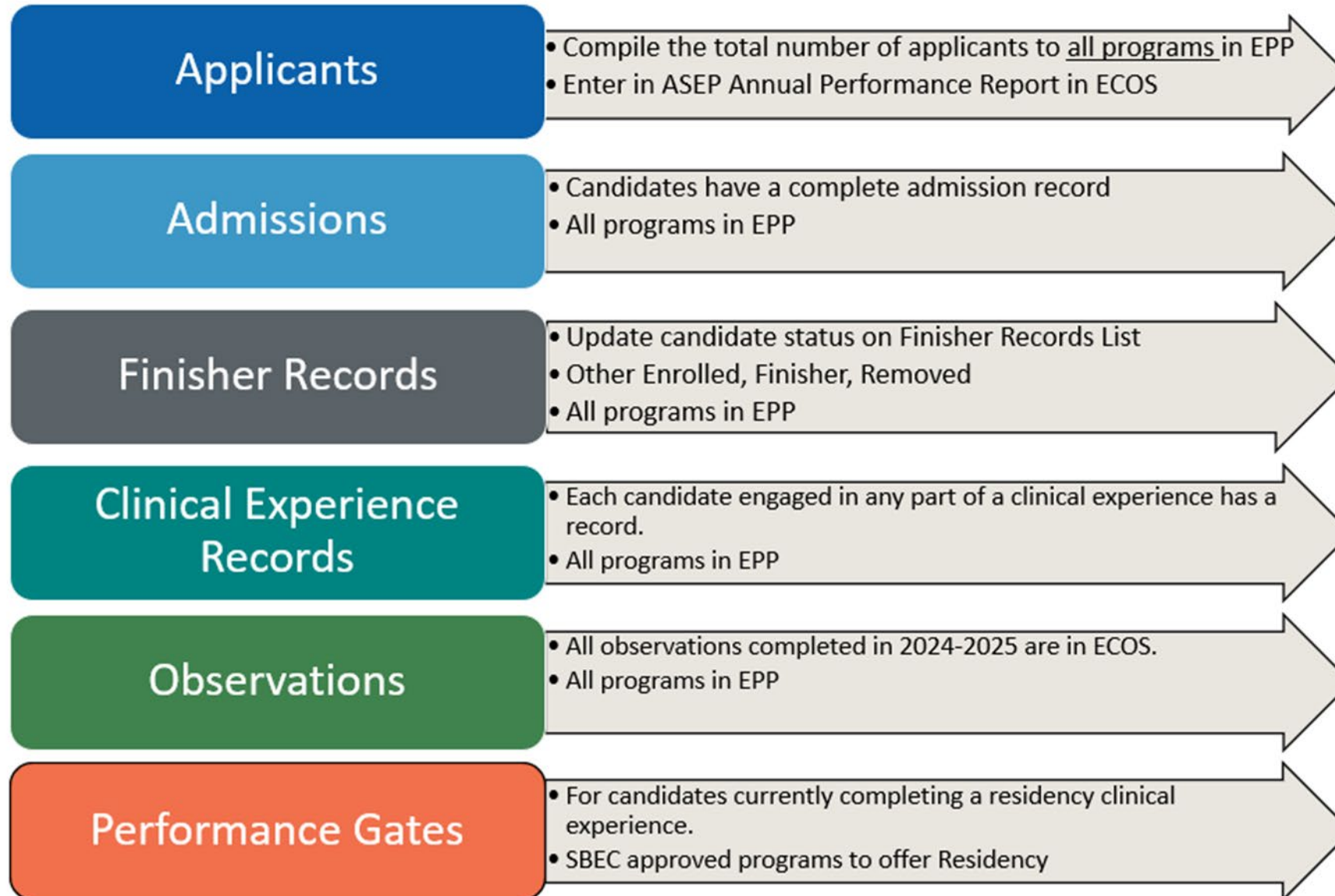


SURVEY ROSTERS



END-YEAR DATA

EPP 'To Do' List: 2024-2025 State Reporting Activity





Applied Data

Reporting Applicants

ASEP ▾

Upload Clinical Experience

Clinical Experience Records

Upload Observations

Observations

Observations Report

Field Supervisors

Get Educator Data

Upload Admissions

Admissions Search

Maint Admissions

Upload Finishers

Maint Finishers

Student Search

Upload Status

Test Search

View Pass Rates

Other Reports

Supervisor Ratio

Annual Performance Report

Cert License IDs

ASEP Annual Performance Report

Applied Data Instructions

1. Enter the number of individuals who applied to your EPP for the current reporting year then click 'Save'.
2. Applied Data is editable until the Reporting Year is locked.
3. Values entered should include applicants for all certification roles: Teacher, Principal, Counselor, etc.
4. A numeric value is required for each field. Only whole numbers are accepted.
5. The total of the female and male fields should be less than or equal to the number of individuals reported in 'All'.
6. The total of the ethnicity/race fields should be less than or equal to the number of individuals reported in 'All'.

Reporting Year:

2024-25 ▾

Q Search

Category ▴ ▾	Applied ▴ ▾	Admitted ▴ ▾	Retained ▴ ▾	Completed ▴ ▾
All	1			
Female	1			
Male	0			
African American	0			
Hispanic	0			
Other	1			
White	0			

Showing 1 to 7 of 7 entries

Save

Cancel

Quality Checks on Applicant Data

- Make sure all programs within the EPP have provided their Applied numbers.

- On the Annual Performance Report screen, verify
 - the total of gender groups does not exceed the All number
 - the total of race/ethnicity groups does not exceed the All number

- Use the Maintain Admissions report to compare the total admitted number with the Applied 'All' number to verify the applied 'All' number is greater than, or equal to, your admitted number in Maintain Admissions.



Admission Data

Admission Records

ASEP ▾

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Annual Performance Report

Cert License IDs

Admitted Candidates List

Reporting Year: ▾

Program Admission Date Range

From:  To: 

TEA ID:

Last Name:

Total 3 person(s) with 3 records

TEA ID	Candidate	DOB	Email	Program Admission Date	Route	Certificate	Certificate Role	Overall GPA	Admission GPA	Subject Area HRS	Subject Area GPA	SAT Score	GRE Score	ACT Score
2254905	Educator, Ima	07/05/1980	SKYE.HENIZE@TEA.TEXAS.GOV	01/02/2025	ACP with Prep	1991-Core Subjects with STR (EC-6)	Classroom Teacher	4.00	4.00	12	3	1600	730	30
2270143	Educator, Merry	02/17/1972	SKYE.HENIZE@TEA.TEXAS.GOV	09/16/2024	Residency	2145-Core Subjects with STR (EC-6)	Classroom Teacher	4.00	4.00					

Click [Here](#) to download the data in comma delimited format (Excel sheet).
Click [Here](#) to download the data in text format (txt file).

- If the error message says the candidate is already on the Finisher Records List in the same certificate area – contact the identified EPP to verify.
- If the bulk upload status says the file is invalid in any way - check the formatting. CSV files are sensitive to stray marks, misaligned columns, and missing data.
- The information entered must align across: Route - Cert License ID - Role

Reporting Year	Admission Date	Route	Cert License	Role	Overall GPA	Admission GPA	Subject Area HRS	Subject Area GPA	SAT Score	GRE Score	ACT Score	Edit
2019-2020	05/28/2020	ACP with Prep (37)	1262-Languages Other Than English - Spanish (EC-12)	Classroom Teacher (029)	4.00	4.00	32	4.00	1600			Edit

CSV Files-Helpful Hints

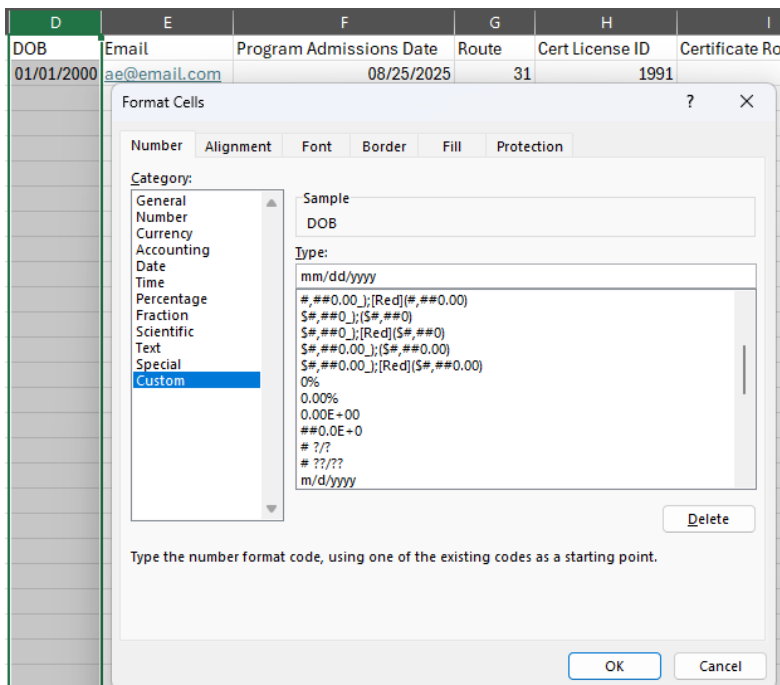
- Pay attention to formatting!
 - Name/TEA ID must match
 - GPA must have two decimal places
 - No spaces after data
 - Correct number of delimiters
 - No headers
- To make sure the correct number of delimiters are present, columns N, O and P should have a Number Format

The screenshot shows the Microsoft Excel interface. The ribbon at the top includes tabs for Clipboard, Font, Alignment, Styles, Cells, Editing, Sensitivity, Add-ins, and Adobe Acrobat. The 'Number' dropdown menu is open, showing options: General (No specific format), Number (selected), Currency, and Accounting. The spreadsheet below has columns A through P. Row 1 contains headers: TEA ID, Last Name, First Name, DOB, Email, Program Admissions Date, Route, Code, Overall GPA, Admission GPA, Subject Area HRS Optional, Subject Area GPA Optional, SAT Score Optional, GRE score Optional, and ACT score Optional. Row 2 contains data: 999999, Educator, Awesome, 01/01/2000, ae@email.com, 08/25/2025, 31, 29, 3.70, 3.90, 12, 3.90, and empty cells for SAT, GRE, and ACT scores.

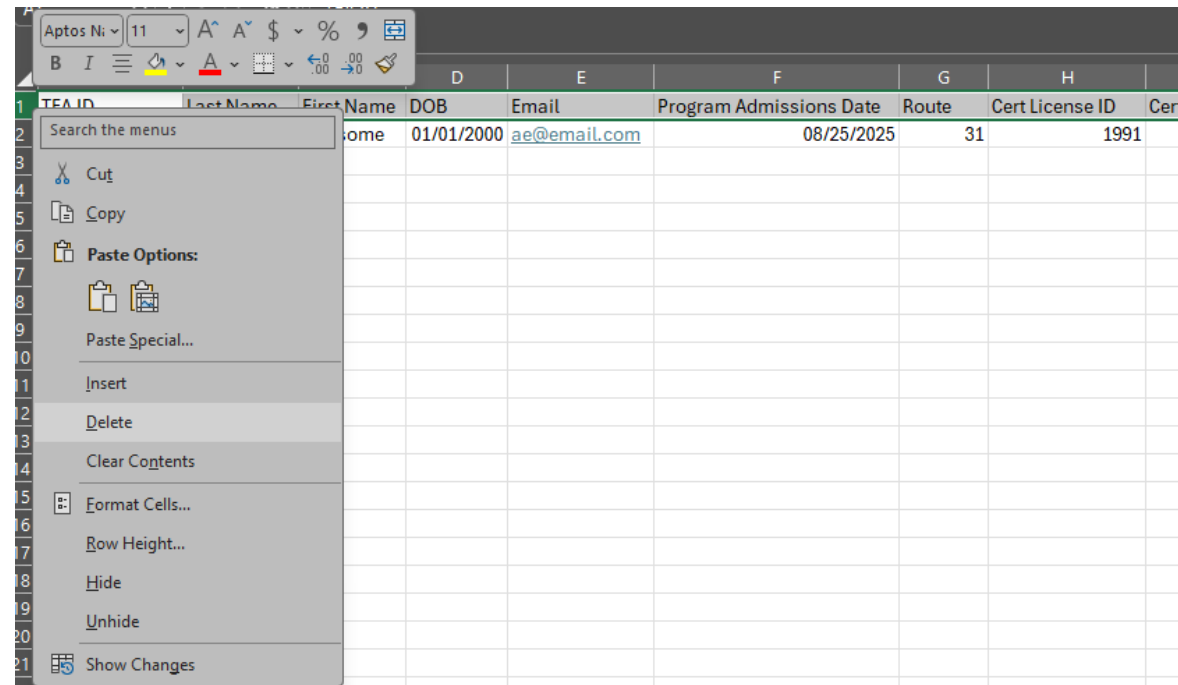
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	TEA ID	Last Name	First Name	DOB	Email	Program Admissions Date	Route	Cer	Code	Overall GPA	Admission GPA	Subject Area HRS Optional	Subject Area GPA Optional	SAT Score Optional	GRE score Optional	ACT score Optional
2	999999	Educator	Awesome	01/01/2000	ae@email.com	08/25/2025	31		29	3.70	3.90	12	3.90			

CSV Files- More Helpful Hints

- To format dates, right click on the column, choose format, then custom and change the type to mm/dd/yyyy



- Be sure to delete the header and save as a csv before uploading



CSV Files – View in Notepad

Name/TEA ID do not match
Last name should be Ayers

GPA formatted incorrectly
Should be 3.10

File Edit Format View Help

```
2270168,Educator,Awesome,7/23/1972,lorrie.ayers@tea.texas.gov,9/17/2022,37,1703,29,2.8,3.1,32,2.2,,,
2327162,Ayer,Jack,2/10/1983,lorrie.ayers@tea.texas.gov,3/20/2023,37,1747,29,2.97,3.39,32,2.59,
2270143,Educator ,Merry,2/9/1997,lorrie.ayers@tea.texas.gov,3/20/2023,37,1709,29,2.59,,21,2.57,,,
```

Extra space after last name
Remove space

Missing delimiters
Add commas if no data

Report the applicable score if...

- **the EPP requires the score for EPP admission.**
- **the university requires the score for university admission.**

Example: GRE is required for EPP admission for a non-teacher applicant with a GPA less than 2.5.

Example: Texas A&M University requires SAT scores for admission into the university so the EPP must report the SAT scores of their Teacher candidates admitted during 24-25.

Quality Checks on Admission Data

- Make sure all programs within the EPP have provided Admission data for all candidates admitted with admission dates from 9/1/2024-8/31/2025.
- Verify data is complete using the Admissions report under the ASEP drop down menu in ECOS.
- Cross check the total admitted number with the Applied 'All' number in the Annual Performance Report screen to verify the total admitted is equal to or less than the total Applied.



Finisher Records

Finisher Records – Updating Records

ASEP ▾

Upload Clinical Experience

Clinical Experience Records

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Finisher Records List

Reporting Year

2024-25 ▾

Status

Other Enrolled ▾

Search

Total 25 person(s) with 54 records

Name ▴	Gender	Ethnicity	Tests	TEA ID	Certificate Description	Observations	Status
Another Candidate		Not Specified	Tests	2271239	878-School Librarian (EC-12) (Alt)	Observations	Other Enrolled ▾ ▴

Click [Here](#) to download the data in comma delimited format (Excel sheet).
Click [Here](#) to download the data in text format (txt file).

Status

Other Enrolled ▾

Finisher

Other Enrolled

Remove

Status

Other Enrolled ▾

Finisher

Other Enrolled

Remove

Other Enrolled Will Roll Over to 2025-2026!

- When candidates finish your program: update their status to Finisher on the Finisher Records list.
- If a candidate changes the certificate sought, including content area or route: update the Finisher Records list to reflect the new certificate and then remove the previous certificate.
- If a candidate adds another certificate area: add another row to the candidate's record with the additional certificate.
- If candidates leave your program: remove them from your Finisher Records list.
(Inactive candidates will continue to roll over on the Finisher Records List each year if you do not remove them which clutters the Other Enrolled list with inaccurate data.)



Clinical Experience Records

Clinical Experience Records - Reporting

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Report for all clinical experiences in 2024-2025

- Clinical Teaching (Teacher)
- Internship (Teacher)
- Practicum (Non-teacher)
- Residency (Teacher)

Clinical Experience Records

Educator Information: TEA Test ID: 2270168 | First Name: Awesome | Last Name: Educator

Instructions

Please select one of the filters below to begin your search. The filters are described below.
Academic Year: Displays all Clinical Experience Records for the academic year selected. An academic year is defined as 9/1 to 8/31 of the next year.
Assignment Begin Date: Displays all Clinical Experience Records with an assignment begin date that falls inclusively in the date range defined. Maximum number of years for date range search is 1 year.
TEA ID: Displays all Clinical Experience Records associated to a TEA ID. This provides the ability to add a new Clinical Experience Record and to edit or delete a record for the unlocked year.

Search

Filters

TEA ID

2270168

Record Type

All

Search

Reset

Add Record

Clinical Teaching

Show 10 entries

Search: Filter results...

Export to CSV

Candidate TEA ID	Candidate Name	Cooperating/Host Teacher TEA ID	Cooperating/Host Teacher Last Name	Candidate Certificate	Assignment Type	Clinical Experience Model	Assignment Begin Date	Assignment End Date	Local Education Agency (LEA)/ District	Observations	Action
2270168	Educator, Awesome	2273651	Individual	1991 - Core Subjects with STR (EC-6) (ALT)	CLIN	490 hours	01/10/2025	01/10/2026	ABBOTT ISD (109901)		

Clinical Experience Records – Helpful Hints

- An Admission record and a Finisher Record (Other Enrolled or Finisher) are required to create a Clinical Experience record.
- Clinical Experience records pull data from other locations such as candidate certificates when possible.
- Validations link the Clinical Experience record to the Observation records (observations that are reported by the EPP during the candidate's clinical experience).
- The Clinical Experience Report and the Observation Report share data.
- A Clinical Experience record is required to enter an Observation record.
- Some Observation data will be collected in the Clinical Experience record.
- A Clinical Experience record cannot be deleted after it is linked to an observation.
- **Create Clinical Experience records ongoing throughout the year.**



Observations

Formal Observation Records

TEA strongly encourages EPPs to input observations as they occur throughout the year.

ASEP ▾

- Upload Clinical Experience
- Clinical Experience Records
- Upload Observations**
- Observations
- Observations Report
- Field Supervisors
- Get Educator Data
- Upload Admissions
- Admissions Search
- Maint Admissions
- Upload Finishers
- Maint Finishers
- Student Search
- Upload Status
- Test Search
- View Pass Rates
- Other Reports
- Supervisor Ratio
- Annual Performance Report
- Cert License IDs

Observations Report

Instructions

Please select one of the filters below to begin your search. The filters are described below.
Academic Year: Displays observation data for the academic year selected. An academic year is defined as 9/1 to 8/31 of the next year.
Assignment Begin Date: Displays observation data with an assignment begin date that falls inclusively in the date range defined. Maximum number of years for date range search is 1 year.
Visit Date: Displays observation data with a visit date that falls inclusively in the date range defined. Maximum number of years for date range search is 1 year.
A maximum of 5000 observations can be displayed on this page. If your observations exceed 5000, please download the observations report to view them all.

Filters **Parameters**

Academic Year ▾ 2024-25 ▾ **Q Search**

Show 10 ▾ entries Filter results... **Export to CSV**

Field Supervisor Name	Assignment Begin Date	Candidate TEA ID	Candidate Name	Visit Date	Duration Hours	Comments	Field Supervisor TEA ID	Assignment Type	Experience Model	Assignment End Date	Observation Setting
Filter...	Filter...	Filter...	Filter...	3	Filter...	Filter...	Filter...	Filter...	Filter...	Filter...	Filter...
Individual, Test	01/10/2025	2270168	Educator, Awesome	03/17/2025	00:56	Candidate's Performance above average	2273651	CLIN	490 hours	01/10/2026	In Person

Showing 1 to 1 of 1 entries (filtered from 2 total entries)

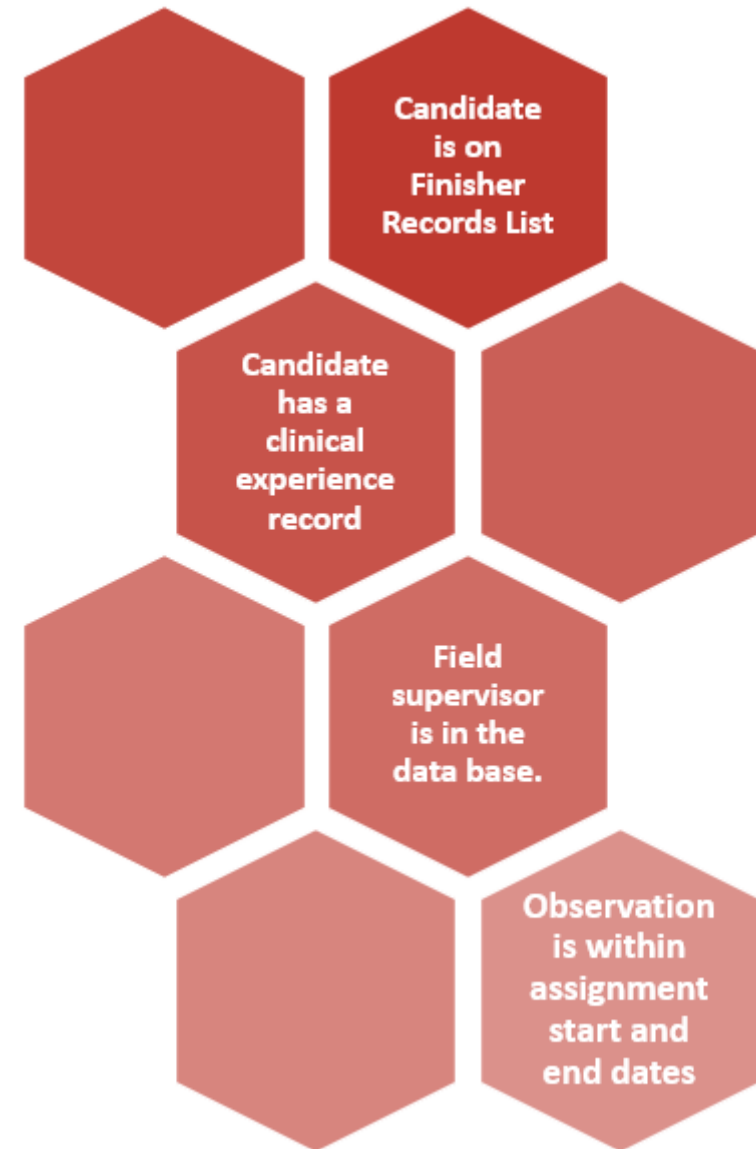
Previous **1** Next

Minimum Formal Observations-In Person/Virtual

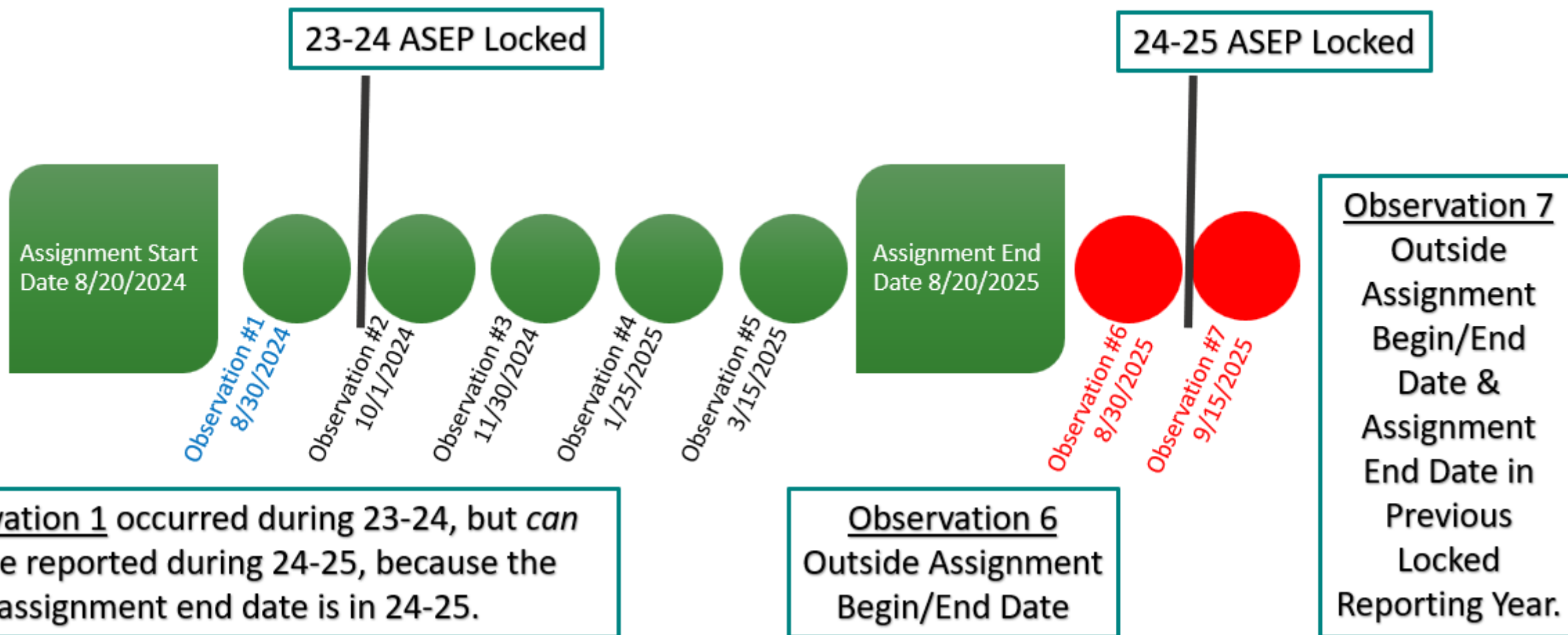
Clinical Experience	If Conducting In-Person Observation Only	If Conducting In-Person and Virtual Observations
Teacher Intern (INT)	5	4(P) + 1(V) 3(P) + 2(V)
Teacher Intern (PRO/PROX)	5	4(P) + 1(V) 3(P) + 2(V)
Clinical Teacher (490 hrs)	4	3(P) + 2(V) 2(P) + 2(V)
Clinical Teacher (750 hrs)	4	N/A
Non-Teacher Practicum	3	2(P) + 1(V) 1(P) + 2(V) 0(P) + 3(V)

Formal Observation Records - System Validations

- Validates against assignment dates in clinical experience record
- May enter observations within assignment start and end dates if the assignment end date is in the current unlocked or future year.
- Cannot go back and add observations to an experience that ended in a previous locked year



Formal Observation Validation - Examples



- For observation data to be accurate:
 - All finisher records need to be final
 - All clinical experience records must be created, and the number of formal observations reported must match the number required for the type of clinical experience.
 - All formal observations must meet the requirements for virtual vs in person and for total time (duration) of the observation



Residency

Residency Clinical Experience Records

Certificate areas must align with the clinical experience model “750 hours”.

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Other Reports
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Cert License IDs

Clinical Experience Records

Educator Information: TEA Test ID: 2270168 | First Name: Awesome | Last Name: Educator

Instructions

Please select one of the filters below to begin your search. The filters are described below.

Academic Year: Displays all Clinical Experience Records for the academic year selected. An academic year is defined as 9/1 to 8/31 of the next year.

Assignment Begin Date: Displays all Clinical Experience Records with an assignment begin date that falls inclusively in the date range defined. Maximum number of years for date range search is 1 year.

TEA ID: Displays all Clinical Experience Records associated to a TEA ID. This provides the ability to add a new Clinical Experience Record and to edit or delete a record for the unlocked year.

Search

Filters	TEA ID	Record Type	
TEA ID ▾	2270168	All ▾	<input type="button" value="Search"/> <input type="button" value="Reset"/> <input type="button" value="Add Record"/>

Clinical Teaching

Show <div><div>10</div></div> entries										Search: <div><div>750</div></div>		<div><div></div>Export to CSV</div>
Candidate TEA ID	Candidate Name	Cooperating/Host Teacher TEA ID	Cooperating/Host Teacher Last Name	Candidate Certificate	Assignment Type	Clinical Experience Model	Assignment Begin Date	Assignment End Date	Local Education Agency (LEA)/ District	Observations	Action	
2270168	Educator, Awesome	2273651	Individual	2145 - Core Subjects with STR (EC-6) (RSD)	CLIN	750 hours	01/10/2025	01/10/2026	ALLEN ISD (043901)	<div></div>	<div></div>	
Showing 1 to 1 of 1 entries (filtered from 7 total entries)												
										<div>Previous</div>	<div>1</div>	<div>Next</div>

- Performance Gates should be entered as they occur.

ASEP ▾

Upload Clinical Experience

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Performance Gate Records

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Performance Gate Records

Successfully added the Performance Gate record.

Instructions

Please select one of the filters below to begin your search. The filters are described below.
Academic Year: Displays all Performance Gate Records for the academic year selected. An academic year is defined as 9/1 to 8/31 of the next year.
TEA ID: Displays all Performance Gate Records associated to a TEA ID. This provides the ability to add a new Performance Gate Record and to edit or delete a record for the unlocked year.

Search

Filters

Academic Year

Academic Year

2024 - 25

Search

Reset

Performance Gate Records

Show 10 entries

Search: Filter results...

Export to CSV

Candidate TEA ID	Candidate Name	Assignment Begin Date	Assignment End Date	Performance Gate 1 Proficiency Met	Performance Gate 2 Proficiency Met	Performance Gate 3 Proficiency Met	Performance Gate 4 Proficiency Met	Action
2270168	Educator, Awesome	01/10/2025	01/10/2026	02/15/2025	04/26/2025			Edit Delete

Showing 1 to 1 of 1 entries

Previous 1 Next

Validations present for Enhanced Standard Certificate Recommendation

- Must have a status of Finisher in the RSD route on the Finisher Records List
- Must have four Performance Gates recorded in sequential order within the clinical experience assignment beginning and end dates.
- Must have passed the Content Pedagogy Exam for the certificate area in which the Enhanced Standard Certificate is being sought.



Additional Information

Request for Correction (RFC)

Request for Correction (RFC)

- Records in past locked years need to be corrected
- Enrollment (Finisher Records List) and Admissions
- Not applicable to observation data
- Submit anytime-for state reporting purposes, requests submitted after 8/25/2024 may not be complete before ASEP closes on 9/15/2024.
- Name the RFC form using this naming scheme: EPPCDN_EPPNAME_mm.dd.year

SECTION B: FRL Correction List for <input type="text"/>							
(1) TEA ID	(2) Candidate's Last Name	(3) Candidate's First Name	(4) Cert License ID	(5) Route	(6) Finisher Status	(7) Reporting Year	Add Row
2270168	Educator	Awesome	1991	3=ALT ▾	1=Removed ▾	2023-2024 ▾	Delete Row
2270168	Educator	Awesome	1991	3=ALT ▾	4=Finisher ▾	2022-2023 ▾	Delete Row

Request for Exception (RFE)

Request for Exception (RFE)

- Request that TEA removes a data point from accountability data
 - Observation
 - Principal & Teacher Survey
 - Admissions & Testing (limited use)
 - Student Growth
- Submit RFE up to 9/15/2025 at 5:00 pm
- **ASEP Reporting 2025 Forms:**
 - Request for Exception (RFE) Form for Observation, Principal Survey, Student Growth, and Teacher Survey

	H	I	J	K	L	M	N
1	Exception	TEA_ID	Last_Name	Proposed_Reason_for_Exception	Additional_Detail	Internal_TEA_Only_Approval	Internal_TEA_Only_Comments
2							

RFE Example: Indicator 2 and 3

- ASEP_Indicator_2_Principal_Survey

- 1:Candidate did not work at least 5 months as teacher of record in the academic year
- 2:Candidate was not in their first year as teacher of record
- 3:Other reason (please enter in 'Additional Detail' column)

- ASEP_Indicator_3_Improvement_in_Student_Achievement

- 1:List the reason for exception in the 'Additional_Detail' column.

Exception	TEA_ID	Last_Name	Proposed_Reason_for_Exception	Additional_Detail
ASEP_Indicator_2_Principal_Survey	111111	Educator	1:Candidate did not work at least 5 months as teacher of record in the academic year	
ASEP_Indicator_2_Principal_Survey	222222	Teacher	2:Candidate was not in their first year as teacher of record	
ASEP_Indicator_2_Principal_Survey	333333	Scholar	3:Other reason (please enter in 'Additional_Detail' column)	Details required
ASEP_Indicator_3_Improvement_in_Student_Achievement	444444	Instructor	1:List the reason for exception in the 'Additional_Detail' column.	Details required

RFE Example: Indicator 4a and 5

- ASEP_Indicator_4a_Field_Supervision

- 1:Deactivated INT/PRO/PROX cert
- 2:Issued STD cert before completion of additional internship
- 3:Candidate placed on Admin. Leave or extended FMLA
- 4:Other reason (please enter in 'Additional Detail' column)

- ASEP_Indicator_5_Satisfaction_of_New_Teachers

- 1:Candidate did not work at least 5 months as teacher of record in the academic year
- 2:Candidate was not in their first year as teacher of record
- 3:Other reason (please enter in 'Additional Detail' column)

Exception	TEA_ID	Last_Name	Proposed_Reason_for_Exception	Additional_Detail
ASEP_Indicator_4a_Field_Supervision	555555	Pedagogue	1:Deactivated INT/PRO/PROX cert	
ASEP_Indicator_4a_Field_Supervision	666666	Coach	2:Issued STD cert before completion of additional internship (if fewer than 180 calendar days from certificate effective date)	
ASEP_Indicator_4a_Field_Supervision	777777	Professor	3:Candidate placed on Admin. Leave or extended FMLA	
ASEP_Indicator_4a_Field_Supervision	888888	Trainer	4:Other reason (please enter in 'Additional_Detail' column)	Details required
ASEP_Indicator_5_Satisfaction_of_New_Teachers	999999	Mentor	1:Candidate did not work at least 5 months as teacher of record in the academic year	
ASEP_Indicator_5_Satisfaction_of_New_Teachers	1111112	Tutor	2:Candidate was not in their first year as teacher of record	
ASEP_Indicator_5_Satisfaction_of_New_Teachers	1111113	Lecturer	3:Other reason (please enter in 'Additional_Detail' column)	Details required

Affidavit = The document signed by the EPP Legal Authority verifying data submitted is accurate and complete.

Template published on the Program Provider Resources page on the TEA website

- For best results, download and save a copy to your computer, complete the required information, then sign and save.
- Submit a live copy. Do not scan.

Affidavit due to TEA by 5:00 pm on 9/15/2025.

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. The TEA shall make EPPs' doing-business-as (dba) names available to the public on the TEA website as consumer information.

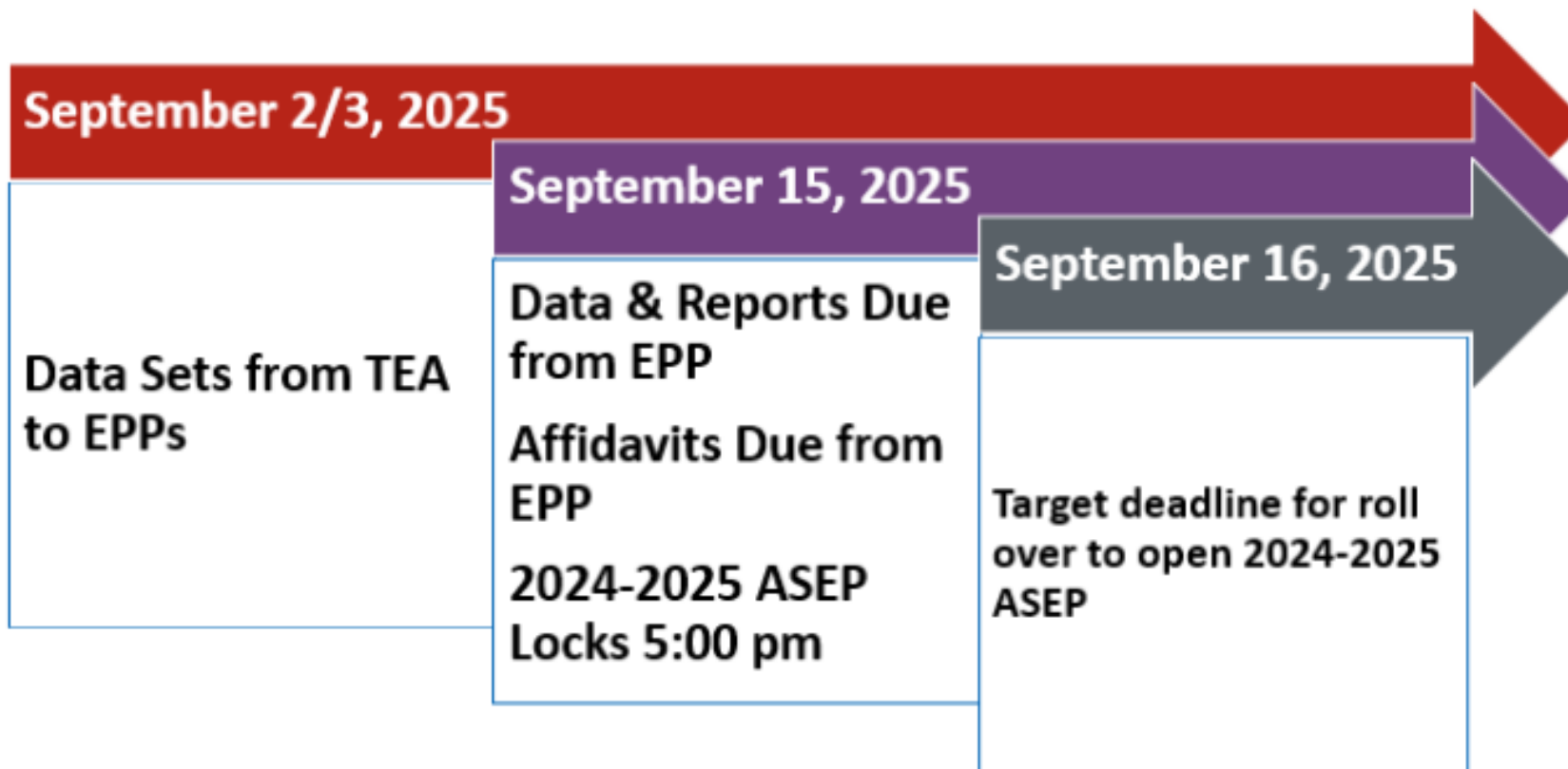
“dba”= a name you use that is not your SBEC approved name

Example:

■ Region 4 ESC → Inspire Texas

The EPP will report the dba name(s) of the EPP used in 2024-2025 on the affidavit.

Timeline for Reporting 2024-2025 Data



24-25 ASEP will not unlock again after 9/15 lock.

Important Final Reminders

- **Clinical Experience records and Observation data must be reported.**
- **Admission records cannot be created or updated after 8/31 of their admission year.**
- **ASEP for 24-25 will not unlock again after it closes on September 15.**
- **Do not rely on Upload status results as a Quality Control measure.**
- **Remove candidates from the Finisher Records List who are no longer in your EPP.**
- **Submit RFCs and requests for assistance with data entry issues early to ensure your needs are met before the 5:00 pm 9/15 deadline.**



Thank you for Attending!
