

Finisher Records List (Enrollment Records)

We have a candidate that was submitted on an RFC form...TEA has updated the candidates record; however, I am unable to report their observations (Error message: Candidate is not on the Other Enrolled or Finishers List) or mark them as a "Finisher" (Error message: Record 1 below is a duplicate record in the same EPP or has Other Enrolled status in other EPP). This candidate provided a TEA Candidate Transfer form from the a closed program (removal September 22, 2021). How shall I proceed?

Please send us the candidate's name and TEA ID and a short description of what is not working, and we can look at it, and if needed, can create the record for you. Please send your request to the Help Desk for security reasons.

If a student sits out from classes, I remove them from the finisher list. If they come back within our EPP policies time frame I simply add them back?

Not necessarily. If the candidate is exited (removed) from the EPP, the candidate would need to be removed from the FRL and Test approval and then reapply for admission and be given a new admission record if the candidate returns. If the candidate is on pause but still enrolled, then no action is taken on the Finisher Records List.

Clinical Experience Records

If we find an error in a clinical experience record that goes from January 2025 to December of 2025, we will have the ability to create the correct clinical experience record for that time during September 2025 and then add all observations back to the correct clinical record from January 2025 through December 2025?

Technically, you should be able to add/edit records for clinical experience and observations if the end date is in the current unlocked or future locked year (as long as other validations are met) If you hit a roadblock, send us the candidate name/TEA ID and what you are trying to do and we can test it in our system. TEA has some new validations in Admins that will allow us to assist you with difficult edits.

If a candidate's mentor teacher changes during their internship, do we create a new clinical experience record for the candidate or do we reach out to TEA for assistance to make the change?

If the candidate is assigned a new cooperating teacher, host teacher, mentor, or site supervisor during the clinical experience, add a new clinical experience record with the same start/end dates as the original record but with new cooperating teacher/host teacher/mentor/site supervisor information. A clinical experience record may be created with a date range of up to 18 months. If the clinical teaching or practicum is extended, the dates on the original record may be adjusted unless the end date of the record is in a past, locked ASEP year. If the record is linked to an observation, TEA assistance may be needed to correct the record. The clinical experience record should not be deleted if the candidate does not complete the clinical experience.

Observation Data

Will we be able to enter Observation data after August 31, 2025 for the 2024-2025 year?

Yes, the 2024-2025 year will not lock until 5:00 pm on September 15. The reason we target all observations to be in ECOS by August 31 is so EPPs can get a realistic snapshot of their observation completion through the end of year data sets that capture observation data entered through August 31.

If a candidate does not complete clinical teaching do we still enter the observations? If so, how do we not take a hit for the candidate not having the required number of observations?

Yes, enter all observations completed and then submit a Request for Exception (RFE) to except that person's observations out of your data set.

If a student did not let us know that he resigned, can we submit a Request for Exception (RFE) and be exempt from observations?

Enter all observations conducted during the portion of the clinical experience that the candidate completed. If the full experience was not completed, submit an RFE to remove those observations. If the candidate is on an INT or PRO and quits, the certificate must be deactivated per the required timelines in [19 TAC §228.73\(h\)](#) or the RFE for the observations will not be accepted.

You mentioned that we could get feedback via ShareFile on the Observation data we've submitted by the end of August. When would we expect to receive that data?

We will send out final observation data sets for all observations entered through August 31, 2025. Those will go out early in the first week of September following Labor Day.

Requests for Corrections

Can you please repeat the suggested deadline for correction submissions?

If you can have any Request for Corrections (RFC) submitted to TEA by August 25, 2025, that gives TEA a reasonable amount of time to get them completed. After that, depending on the volume of requests received by TEA, we cannot promise the corrections will be completed before 5:00 pm on September 15 when ASEP locks.

Requests for Exceptions

Candidate was in an internship under an Intern Certificate but did not let us know that he resigned, therefore we were not able to submit a deactivation request. Can we still submit a Request for Exception (RFE) and be exempt from the pending observations?

Please submit the deactivation request and submit the RFE anyway.

Other Questions Relevant to State Reporting in 2024-2025

Do you have ASEP Office Hours? Or another avenue that we can hop on to ask you questions about deactivations, reactivations, and corrections?

Office hours have not been planned. If this changes, we will publish a notice in the newsletter. Please feel free to send a request for assistance to the Help desk and someone will respond, even if your assigned specialist is not available.

Other Questions

What additional reports can we run to check our data, just the admissions report? Are there more that we can run as a program to check?

Most areas in ECOS Entities have a report option. That includes not only those under ASEP but also Certificate recommendation screens and test approval screens. There should also be an export function for those reports should you need it.

What is the process for a candidate on an intern certificate who changes positions during the internship year, but it is on a different campus within the same ISD?

If the candidate leaves the first assignment, the certificate deactivation process needs to be initiated with TEA. Once the candidate finds a new position, the EPP may request the certificate be reactivated. Since the location is based on district and not campus, nothing needs to be done to update the location if the candidate remains in the same district.

Is there a date by when standard certificates should be issued to make sure they reflect the accurate school year data?

As required in [19 TAC §228.73\(a\)](#), the candidate must hold an intern or probationary certificate that is effective on or before the assignment start date of the internship and is valid for the entire duration of the internship.

What is the exact title of the manual you have been referring to? Is this located on the Program Provider Resources as the Data Reporting Manual?

You will find the manual listed as “2024-2025 Technical Manual”. posted on the [Program Provider Resources page](#) under Forms and Documentation in the ASEP Technical Manual & ASEP Reporting Forms drop down window. When you click on the link and open the manual, you will see that it is entitled “Educator Preparation Program Data Reporting Manual”.