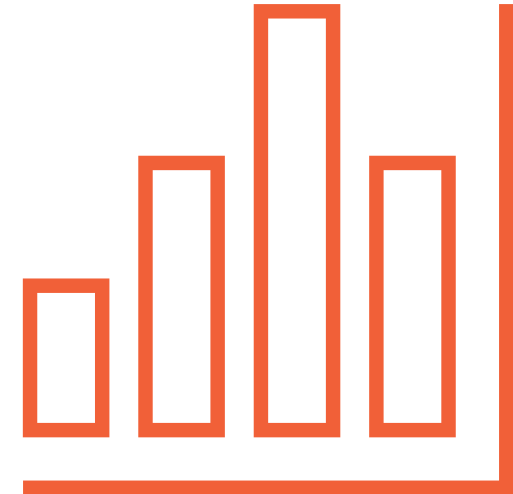




Mid-Year ASEP Data Sets

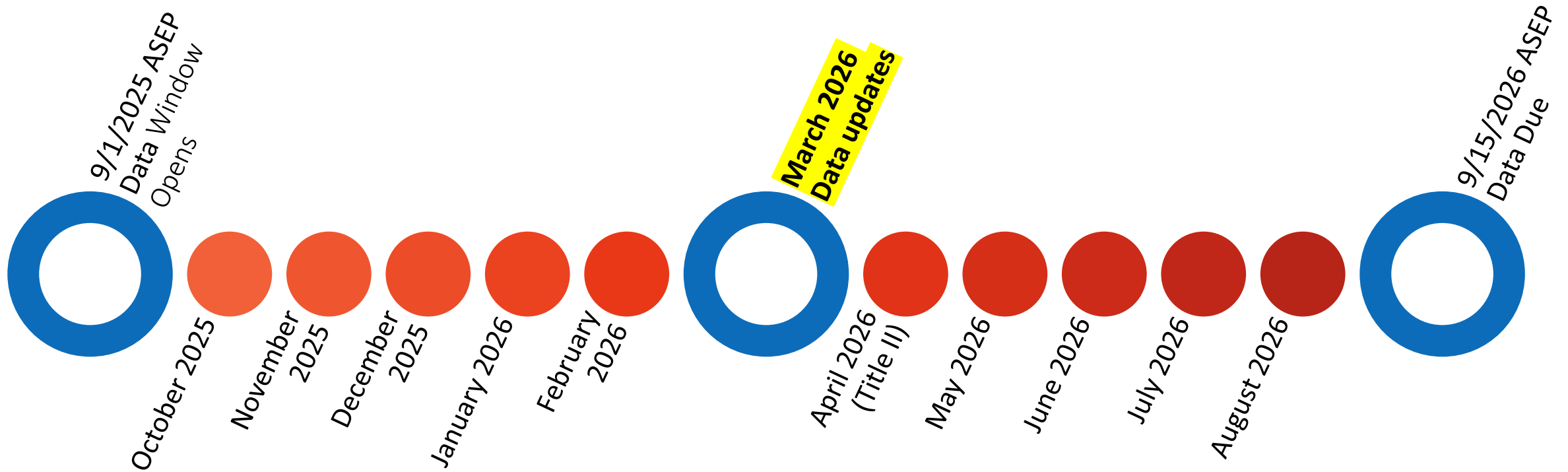
**How to Interpret and Use Your Mid-Year Data
April 2026**

1. Identify the three mid-year data sets provided by the TEA
2. Understand what each data set contains
3. Learn to use the data to act in ECOS
4. Locate TEA support resources



- **ECOS** – Educator Certification Online System (Green Screen)
- **ASEP** – Accountability System for Educator Preparation (this is also a menu option in the green screen)
- **ASEP Reporting/State Reporting** – required data due each year by September 15
- **TAC** – Texas Administrative Code
- **Clinical Experience** – Clinical teaching, internship, residency, or practicum as defined in 19 TAC §228.2(14)

The Reporting Year



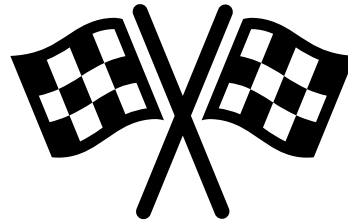
19 TAC §229.3(e)

What are the three data sets?

- Data files are pulled directly from ECOS → data entered in by your EPP up to March 26th



Field
Supervisor
Observations



Finisher/other
enrolled



Exam pass rates

Where are the data sets?

- EPP Legal Authority received an email containing instructions and a link to the mid-year data sets.
 - Data is located on **ShareFile**.
 - EPP's legal authority can share the data with members of their team.

 **Progress**® ShareFile®



Data Set 1 Overview: Field Observations

- File Name: [EPP CDN]_obs [date]
- This file has several tabs on the bottom including:
 - Summary
 - Intern/Probationary (pass/fail)
 - Clinical and RSD teachers (pass/fail)
 - Clinical experience record



Data Set 1: Intern/Clinical and Fail Tabs

What these tabs show:

- Candidates on an intern or probationary certificate
- Certificate expiration date (must be 9/1/25–8/31/26)
- Observation completion status (1 = met, 0 = not met)
- In-person and virtual observation counts
- TEA ID, gender, ethnicity, county org code



Example: Meeting observation requirements

	A	B	C	D	E	F	G	H	I
1	tea_id	county_org_cd	gender	ethnicity	clin_begin_dt	clin_end_dt	obs_set_P	obs_set_V	min_obs
2	aaaaa	10101010	Male	Hispanic/Latino	8/13/2025	12/5/2025	4	0	1
3	bbbbb	10101010	Female	Hispanic/Latino	8/13/2025	12/5/2025	4	0	1
4	cccc	10101010	Female	White	8/13/2025	12/5/2025	4	0	1
5	dddd	10101010	Female	White	8/13/2025	12/5/2025	4	0	1
6	eeee	10101010	Female	Hispanic/Latino	8/13/2025	12/5/2025	4	0	1
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									

all_int_list_pass | all_int_list_fail | all_int_clinical_records | clin_cand_list_pass | clin_c...

Ready Accessibility: Good to go

Example: Not meeting requirements

A	B	C	D	E	F	G	H	I	J
tea_id	county_org_cd	gender	ethnicity	clin_begin_dt	clin_end_dt	obs_set_P	obs_set_V	min_obs	
aaaaa	101010	Female	Hispanic/Latino	1/12/2026	5/1/2026	0	0	0	
bbbbb	101010	Female	White	1/12/2026	5/1/2026	0	0	0	
ccccc	101010	Female	White	1/12/2026	5/1/2026	0	0	0	
ddddd	101010	Female	White	1/12/2026	5/1/2026	0	0	0	
eeeee	101010	Male	Hispanic/Latino	1/12/2026	5/1/2026	0	0	0	
fffff	101010	Female	White	1/12/2026	5/1/2026	0	0	0	
ggggg	101010	Female	White	1/12/2026	5/1/2026	0	0	0	
hhhhh	101010	Female	White	1/12/2026	5/1/2026	0	0	0	
iiiii	101010	Female	Hispanic/Latino	1/12/2026	5/1/2026	0	0	0	
jjjjj	101010	Female	White	1/12/2026	5/1/2026	0	0	0	
kkkkkk	101010	Male	White	1/12/2026	5/1/2026	0	0	0	
llllll	101010	Male	Hispanic/Latino	1/12/2026	5/1/2026	0	0	0	
mmmmm	101010	Female	White	1/12/2026	5/1/2026	0	0	0	

The image shows a spreadsheet with a table of data. The table has 10 columns labeled A through J and 14 rows of data. The data rows contain information about individuals, including their ID (tea_id), county organization code (county_org_cd), gender, ethnicity, clinical start date (clin_begin_dt), clinical end date (clin_end_dt), observation set P (obs_set_P), observation set V (obs_set_V), and minimum observations (min_obs). All values in the data rows are 0. A red oval highlights the 'clin_cand_list_fail' tab in the spreadsheet's tab bar at the bottom. A green box highlights a cell in the spreadsheet, likely related to the highlighted tab.

Data Set 1: Clinical Teachers and Clinical Records Tabs

What these show:

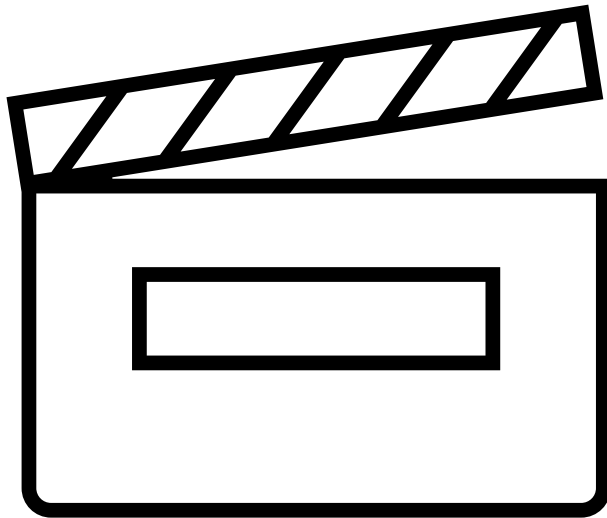
- The clinical records tab lists one record per candidate with a clinical teaching experience that concludes during the 25-26 reporting year and whether there is a clinical experience record for them.



Example: Clinical Experience Record

A	B	C	D	E	F	G	H
tea_id	county_org_cccert_type_cd	cert_expire_dt	clinical_record				
aaaaa	101010	INT	9/9/2025	Teacher candidate completing an internship while holding an intern certificate			
bbbbbb	101010	PRO	8/12/2026	Teacher candidate completing an internship while holding a probationary certificate			
ccccc	101010	PRO	8/12/2026	Teacher candidate completing an internship while holding a probationary certificate			
dddddd	101010	INT	8/29/2026	Teacher candidate completing an internship while holding an intern certificate			
eeeee	101010	INT	8/13/2026	Teacher candidate completing an internship while holding an intern certificate			
yyyyy	101010	INT	8/12/2026	Teacher candidate completing an internship while holding an intern certificate			
xxxxx	101010	INT	8/12/2026	Teacher candidate completing an internship while holding an intern certificate			
wwwww	101010	PRO	8/12/2026	Missing Clinical Exp. Record			
ggggg	101010	INT	8/7/2026	Teacher candidate completing an internship while holding an intern certificate			
zzzzz	101010	INT	3/17/2026	Teacher candidate completing an internship while holding an intern certificate			
ttttt	101010	INT	1/21/2026	Teacher candidate completing an internship while holding an intern certificate			
rrrrrr	101010	INT	8/12/2026	Missing Clinical Exp. Record			

Summary | all_int_list_pass | all_int_list_fail | all_int_clinical_records | clin_cand_list_r



Possible Action Steps:

- Review missing observations.
 - Double check that candidates are on track to having all observations completed.
 - Check in with field supervisors on their timelines.
- Correct observation entries if necessary.
- Add missing clinical experience records.
- Ensure observation counts meet or exceed TEA rule requirements in:
 - 19 TAC §228.103 (RESIDENCY)
 - 19 TAC §228.107 (CLINICAL TEACHING)
 - 19 TAC §228.109 (INTERNSHIP)

Data Set 2 Overview: Finisher/Other Enrolled

- File Name: [EPP CDN]_YTD enrollment [date]
- This file shows:
 - Candidates listed as Other Enrolled
 - Last time an observation was entered
 - Last time a certification was recommended
 - Last time a certification test was taken

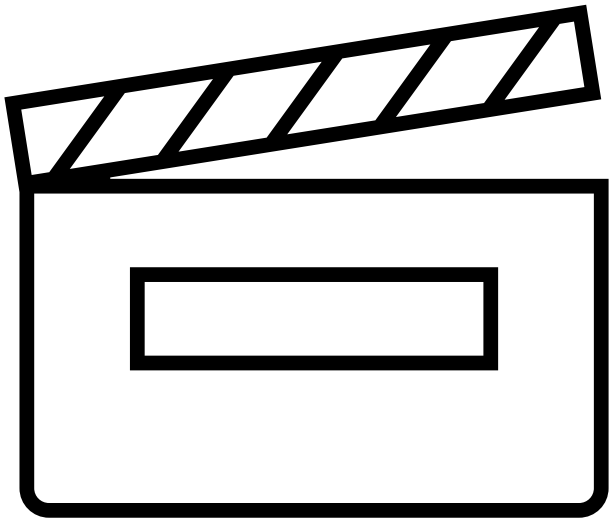


Example: Finisher/Other Enrolled

A	B	C	D	E	F	G	H	I	J	K
tea_id	last_name	first_name	CDN	org_name	cert_role	enrollment_status	years_enrolled	last_cert_issued_date	latest_test_admin_dt	last_observation_visit_dt
aaaaa	Duck	Donald	#####	Luna University	Teacher	Other Enrolled	1	.	.	.
bbbbb	Oyl	Olive	#####	Luna University	Teacher	Other Enrolled	2	.	.	.
ccccc	Pan	Peter	#####	Luna University	Teacher	Other Enrolled	2	.	.	.
ddddd	Mouse	Minnie	#####	Luna University	Counselor	Other Enrolled	6	.	11Nov2023	.
fffff	Runner	Road	#####	Luna University	Teacher	Other Enrolled	4	.	.	.
kkkkk	Bird	Tweety	#####	Luna University	Teacher	Other Enrolled	1	.	.	.
uuuuu	Boop	Betty	#####	Luna University	Principal	Other Enrolled	6	.	.	.
wwwww	Flinstone	Fred	#####	Luna University	Teacher	Other Enrolled	5	.	02Sep2024	03Dec2024

Possible Action Steps:

- Review the list identifying candidates that may be inactive.
- Contact candidates to confirm they will be exited from the program if they do not respond.
- If inactive, update ECOS:
 - Mark as **Removed**, or
 - Update to **Finisher** if appropriate.
- Review your program's exit policy in compliance with **19 TAC §228.31(b)**



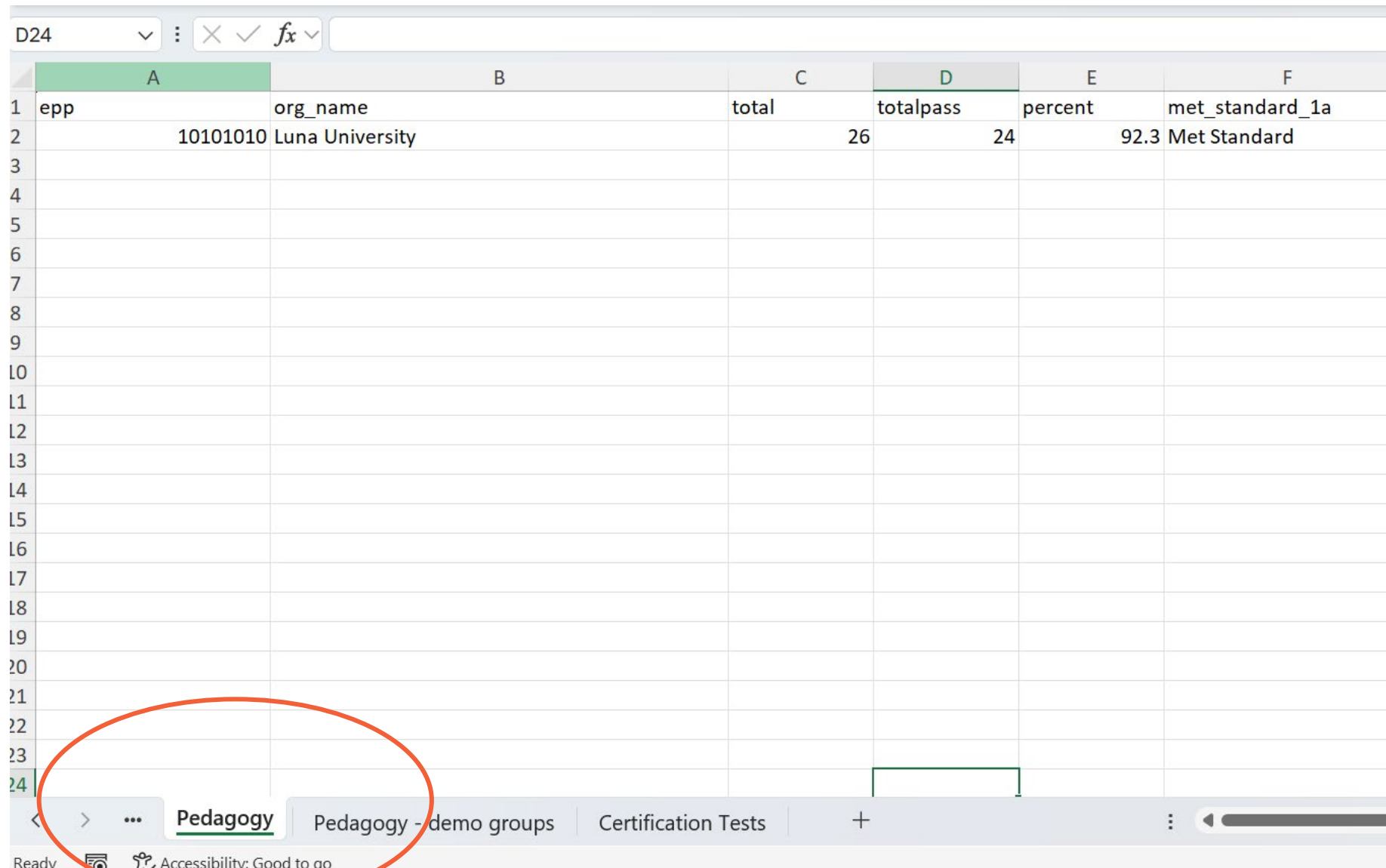
Data Set 3 Overview: Pass Rates

- File Name: [EPP CDN]_pass rate [date]

- This file includes tabs for:
 - Content Pedagogy
 - All candidates
 - Demographic breakdown

 - Pedagogy
 - All candidates
 - Demographic breakdown

Example : Exam Pass Rates



	A	B	C	D	E	F
1	epp	org_name	total	totalpass	percent	met_standard_1a
2	10101010	Luna University	26	24	92.3	Met Standard
3						
4						
5						
6						
7						
8						
9						
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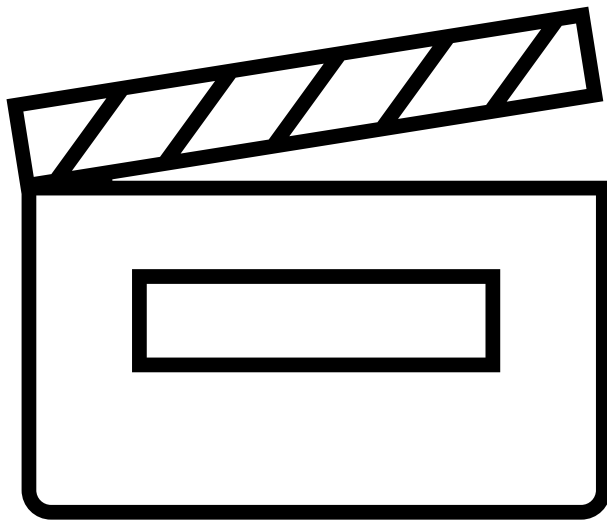
Ready Accessibility: Good to go

Example 2: Exam Pass Rates

A	B	C	D	E	F	G
epp	org_name	test_cd	test_descr	total	totalpass	percent
1010101	Luna University	177	Music EC-12	1	1	100
1010101	Luna University	180	Theatre EC-12	4	3	75
1010101	Luna University	217	English Language Arts & Reading 4-8	1	1	100
1010101	Luna University	236	Science 7-12	1	1	100
1010101	Luna University	252	School Counselor	5	5	100
1010101	Luna University	253	Educational Diagnostician EC-12	25	25	100
1010101	Luna University	268	Principal as Instructional Leader	1	1	100
1010101	Luna University	292	Early Childhood-Grade 3	5	5	100
1010101	Luna University	293a	STR for Early Childhood PK-3	7	7	100
1010101	Luna University	293b	STR for Core Subjects EC-6	6	6	100
1010101	Luna University	293d	STR for English Language Arts and Reading 4-8	1	1	100
1010101	Luna University	331	English Language Arts & Reading 7-12	1	1	100
1010101	Luna University	391	Core Subjects EC-6	7	5	71.42857143

Navigation bar: Pedagogy | Pedagogy - demo groups | **Certification Tests** | +

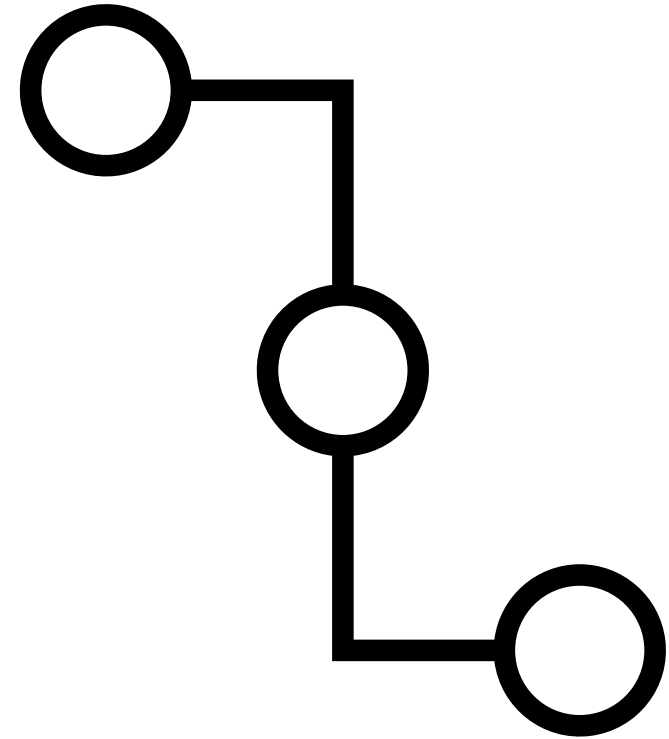
Possible Action Steps:



- Identify exams currently not meeting performance standards.
- Review the list of individuals to be approved to test this year. Determine interventions to support candidates, as needed.
- Evaluate EPP processes (test prep, test readiness) and curriculum, to plan and implement improvements.

Across all data sets:

- Update finisher records list to reflect active candidates
- Add clinical experience records when they are listed as missing.
- Add observations in regular cadence and verify processes for observation data collection and entry.
- Review existing pass rates to identify tests at risk of not meeting the performance standard. Implement interventions to support improvement.



Reminder: Certificate Deactivations

19 TAC §228.73(h)

Your EPP **must deactivate** the certificate when a candidate leaves the assignment for any of the following reasons:

- Resigns
- Is non-renewed
- Is terminated
- Is discharged or released by the EPP
- Withdraws from the EPP
- Fails to meet late hire requirements
- Internship no longer meets TAC requirements.



The Seven Day Rule:

The EPP, campus/district, and candidate **must** inform each other within 7 days of the candidate's last day in the assignment. **19 TAC §228.73(h)(1)**



The Fourteen Day Rule:

The EPP **must** submit the certificate deactivation request to TEA within 14 days of the candidate's last day in the assignment **and** must include all required documentation. **19 TAC §228.73(h)(2)**



■ **Required Notification**

- TAC §228.73(i) requires the EPP to notify the candidate and campus or district personnel of the deactivation timeline **BEFORE** the internship begins.

■ **ASEP / State Reporting**

- TEA is unable to release EPPs from accountability for observations if they have not deactivated a certificate in the appropriate timeline.

Support Resources from the TEA

- [Program Provider Resources Page](#)

On this page you will find:

- Data Reporting Manual (step by step instructions with screenshots)
- ASEP Data Reporting Webinar (video, PDF, FAQ)
- Certificate Deactivation Instructions and Forms
- Data Correction Forms

Additional Links:

- [Observation Requirements One-Pager](#)
- [ShareFile Access Instructions](#)