Educator Preparation Program Data Reporting Manual

Effective 09/16/2024 – 09/15/2025

Updated 09/16/2024

Introduction

The Educator Preparation Program (EPP) Data Reporting Manual includes information to guide EPP data reporting during the current Academic Year (AY). This manual has been updated to reflect changes that became effective in the prior and current AY.

During AY 2024-2025, EPPs submit data about AY 2024-2025 and AY 2023-2024. Where applicable, we have worked to provide clarity on the reporting time frame.

This manual is subject to change over the course of the reporting year. Please refer to the updated date at the bottom of the page to ensure you have the most up-to-date edition.

This manual is a service and a resource only. Nothing in this manual overrules statute, code, or other authoritative sources.

This manual can be used in conjunction with training webinars that are available on the TEA website.

This manual presents several examples, typically using a teacher candidate as the example educator. Except where noted, EPPs must provide data for all educator candidates, including those pursuing certification as teachers, principals, school counselors, school librarians, superintendents, reading specialists, and educational diagnosticians.

We appreciate all you do to prepare outstanding educators for our children and our future.

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Contact Information

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Viviana Lopez	Program Specialist	viviana.lopez@tea.texas.gov	(512) 463-5280
Keena Sandlin	Education Specialist	Keena.sandlin@tea.texas.gov	(512) 463-8379

Outside of TEA

Name	Role	Email	Phone
Pearson	Testing Issues, General Inquiries	texas.support@pearson.com	(800) 877-4599
Pearson	Title II issues	es-titleII@pearson.com	(800) 998-3787

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What's New for 2024-2025?

TEA continues to refine and update data collection and reporting processes, including updating data collection interfaces in the Educator Certification Online System (ECOS). This section highlights changes and updates for the reporting year.

Teacher Residency Route and Enhanced Standard Certification

TEA has begun the ECOS updates needed to process candidates through an SBEC-approved Residency route resulting in an Enhanced Standard certificate. These updates, which began with modifications to the Clinical Experience records, will continue across several IT releases through December 2024.

Observation Validation

In response to changes in 19 TAC Chapter 228 around timing of formal observations, the validations in ECOS that impact reporting formal observations have been revised. EPPs can now enter an observation at any time during the candidate's clinical experience assignment if the observation date is within the assignment start and end dates and the assignment end date is in a current unlocked, or future locked, ASEP year.

EPP Manual Add Certain Test Approvals with no Admission Record

The validations around test approval have been revised allowing EPPs to provide test approval to a candidate who does not have an admission record if the candidate has an admission date that is before September 1, 2019. Additionally, the SOQ Approved Certification by Examination test approval route 44 no longer requires an admission record.

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Definitions

Throughout this manual, candidates are described by their status in relation to the EPP and their programs of study. When referring to candidates as a class, these commonly used terms will appear capitalized in the text. These definitions do not overrule anything written in statute or code.

Candidate Definitions

Applied
An individual is seeking admission to an educator preparation program for any certificate class.

Admitted
An individual who has been formally or contingently admitted to an educator preparation program.

Other Enrolled
Candidates who were admitted in the current reporting year or in any earlier reporting year who were still in the process of completing the program requirements as of August 31 of the academic year.

Retained
A designation on the Annual Performance Report is the same as that of Other Enrolled.

Finisher
Candidates who have completed all educator preparation program requirements of coursework, training, and practicum, clinical teaching, or internship by August 31 of the academic year.

Completer
A designation on the Annual Performance Report is the same as that on the Finisher.

Other Definitions

ECOS
Educator Certification Online System (ECOS) is a web-based online application used to manage and facilitate the certification of educators in Texas.

ASEP
The Accountability System for Educator Preparation Programs (ASEP) is established under Texas Administrative Code (TAC) Rule §229.1, General Provisions and Purpose of Accountability System for Educator Preparation Programs. Section (b) states, “The purpose of the accountability system for educator preparation is to assure that each EPP is held accountable for the readiness of certification of candidates completing the programs.”

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Overview of TEA and Federal Data Submission and Reporting for EPPs

Data Element	Suggested Reporting Timeline	Reporting Deadline	Where to Report
Minimum Accountability Standards			
Candidate Clinical Experience records	Ongoing	Sep 15	ECOS
Frequency and duration of field observations	Ongoing	Sep 15	ECOS
Annual Performance Report			
Number of applicants	Sep 1	Sep 15	Applied Spreadsheet
Candidate Information			
New candidate admission record	Upon Admission	Within 7 calendar days of admission	ECOS
Candidate overall GPA	Upon Admission	Sep 15	ECOS
Candidate credit hours in subject area[1]	Upon Admission	Sep 15	ECOS
Candidate subject-area GPA[2]	Upon Admission	Sep 15	ECOS
Candidate SAT score	Upon Admission	Sep 15	ECOS
Candidate ACT score	Upon Admission	Sep 15	ECOS
Candidate GRE score	Upon Admission	Sep 15	ECOS
Updates to Candidate Status			
Update Finisher Record Status (Other Enrolled, Finisher)	Ongoing	Sep 15	ECOS
Update Test Approval	Ongoing	Prior to Candidate Test Registration[3]	ECOS
Title II			
Candidate Information	November 15	December 3	Pearson Portal
Program Information	April 20	April 30	Title II Portal
Enrollment demographics	April 20	April 30	Title II Portal
Candidate Academic Majors	April 20	April 30	Title II Portal
Total Completers	April 20	April 30	Title II Portal
Annual Goals	April 20	April 30	Title II Portal
Legislative Budget Board			
Certification rates of teacher education graduates[4]	September 25	October 10	ABEST

[1] Required for teaching candidates.
[2] Required for teaching candidates.
[3] Some tests have limited administrations and related registration deadlines. Check the Pearson website for these tests.
[4] Public colleges and universities only.

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Data Collection and Processing Calendar

Date Frame	Event	Event	Event	Event
AY 2024-2025 (September – August)	Enter or upload candidate information upon admission	Enter the candidate's clinical experience record and conduct and report observations	Update Finisher Record list	Update candidate test approvals
September 15th	Finisher Records List (Other Enrolled and Finisher Lists) finalized in ECOS for 2023-2024	Observation Data final submission to TEA for 2023-2024	Admissions Data final corrections or updates for 2023-2024	
October - November	Pass Rates calculated for standards 1a and 1b	Observation results calculated for standards 4a and 4b	Submit LBB Report on IHE teacher productivity	Survey results calculated for Standards 2 and 5
December	Pearson Title II site closes – candidates listed for Title II pass rate	Program status notification sent		
January	Pearson Title II data review			
February	Accreditation Statuses taken to SBEC for approval	EPP Commendations taken to SBEC for approval		
March	Mid-term data sets sent to programs for informational purposes	Title II reporting site (IPRC) opens		
April	Principal Survey opens	New Teacher Survey opens	Title II IPRC data due April 30	
June	Principal Surveys complete	Teacher Surveys complete	Title II data review	
July	Survey rosters sent to EPPs for review			
August	Survey roster request for exception forms due			

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Getting ECOS Access

Before you begin, you must be able to get into ECOS using your TEAL (TEA Login) account. TEA has provided guidance on how to get access to the necessary reporting features through the ECOS for Entities link on the TEA Secure Applications page. This page includes TEAL Access Instructions for ECOS Entity Users and instructions on Request Access Online. The Secure Applications link is featured in the blue "Popular Applications" ribbon on the TEA Home Page. If you cannot get into TEAL and ECOS, speak first to your legal authority or the person at your institution responsible for providing ECOS access permission. You can also get help from your assigned specialist at TEA if necessary.

Starting in 2020, TEA has shifted from ensuring ECOS functionality in Internet Explorer to ensuring ECOS functionality in Google Chrome. TEA online applications also work well in Firefox. They are less reliable with Safari or other browsers.

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ASEP Reporting

The following sections describe how to report data related to the Accountability System for Educator Preparation (ASEP). This data is reported in the Educator Certification Online System (ECOS). This section starts with the admission of a teacher candidate and walks the reporter through the reporting that must take place at different stages of the teacher's candidacy. We will follow one candidate, "Awesome Educator," through the completion of requirements at an EPP to demonstrate how to report candidate data for ASEP. The details may vary due to differing EPP internal procedures, but the significant reporting requirements are the same across programs.

The Big Picture

Imagine "Awesome" going through a program. Different data information will be reported at various stages during training. Consider "Awesome" who earns a certificate in about a year.

Training/ Report	APR	Admission Reporting	Test Approval	Finisher Records List	Clinical Experience Record	Observations	Title II	Title II - Pearson
Apply	Counted as *Applied*							
Admit	Counted as *Admitted*	Admission record created within 7 days of admission date	Automatically created as Eligible for applicable tests	Automatically created as Other Enrolled with admitted certification area(s)	Admission record required to create Clinical Experience record		Counted as enrolled	Listed as enrolled with certificate area with Pearson
Pre-internship / Clinical Teaching	Counted as *Retained*		Test approval granted (determined by EPP). Admission record required	Listed as Other Enrolled with certification area(s)	Other Enrolled or Finisher records & admission records required to create Clinical Experience record		Counted as enrolled	Listed as enrolled with cert area with Pearson
Internship / Clinical Teaching	Counted as *Retained*		Test approval granted (determined by EPP)	Listed as Other Enrolled with certification area(s)	Clinical Experience recorded in ECOS	Observations recorded in ECOS. Clinical experience record required.	Counted as enrolled	Listed as enrolled with cert area with Pearson
Finisher	Counted as *Completer*		Test approval granted (determined by EPP)	Listed as Finisher with certification area(s)		Formal observations meet SBEC requirements[5]	Counted as finisher	Listed as completed with cert area with Pearson.

After "Awesome" finishes the program, if all required tests are completed and a standard certificate is obtained, the data will show up in the numbers of certified persons/certificates awarded lists.

[5] Observations must be reported for all candidates completing internships or clinical teaching, even if they complete additional internships or clinical teaching experiences. Observations must be entered into ECOS in the reporting year when they occur.

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Application and Admission

The first point of contact with teacher candidates is likely at the application stage. In our example, "Awesome" arrived at your program in October wanting to be an elementary school teacher. An application was completed, transcripts and other required paperwork were submitted, and an application fee was paid. "Awesome" is now an Applicant.

A different person applied the same day, "Happy Candidate." You decided to admit "Awesome" but not admit "Happy". "Awesome" is Admitted. "Happy" is only an Applicant.

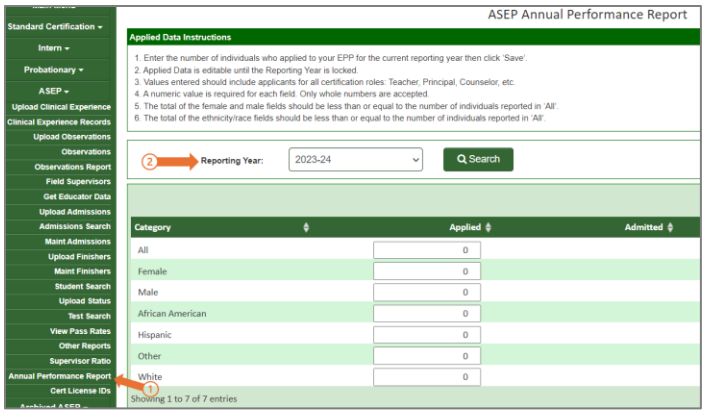
Having decided to admit "Awesome" to your program, you must notify "Awesome" of the offer of formal admission in writing by mail, personal delivery, facsimile, email, or an electronic notification[6], including the effective date of formal admission. The applicant must accept your written offer to be formally admitted to your program. **You must notify the TEA within seven calendar days of a candidate's formal admission date by entering an admission record in ECOS.** Please note that you cannot enter an admission record until after the formal admission date.

Applied Reporting for Annual Performance Report

EPPs must report data about the number of individuals who applied during a reporting year. "Awesome" and "Happy" are both applicants, so they must be reported as applicants. The Annual Performance Report (APR) reflects the number of individuals who applied to the EPP during the reporting year, including the number admitted, retained, and completed the program, disaggregated by gender and ethnicity. The admitted, retained, and completed numbers are populated from the admission record created by the program and from candidate status on the Finisher Records List. **EPPs must only enter the number of individuals who applied, disaggregated by gender and ethnicity**.

Reporting Applied Total Counts

1. From the **ASEP** menu in ECOS, click on the **Annual Performance Report** sub-menu**.**
2. Select the **Reporting Year** from the dropdown menu and click **Search.**



[6] TAC §227.17

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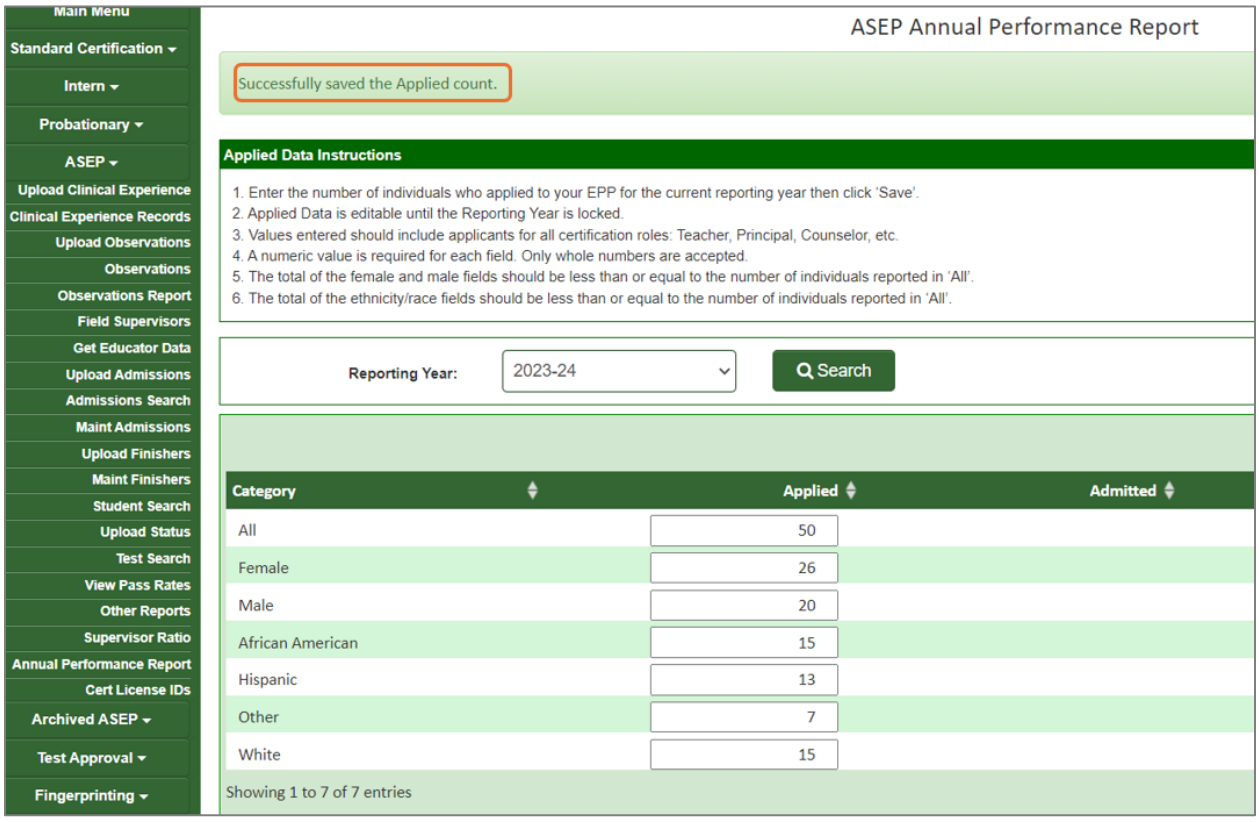
3. Enter the total number of applied individuals and enter the number of individuals disaggregated by gender and ethnicity/race.
4. Click **Save**. Once the recorded data is saved, a green banner with a success message 'Successfully saved the Applied count.' will be displayed on top of the screen.
   Note: If EPPs don't have any Applied data, they don't need to report anything. Once the year locks, the 0 values will be reflected as the recorded values.

Note: The Applied fields are editable until the Reporting Year is locked. Thus, EPPs may enter Applied data throughout the Reporting Year, and the newly entered data will overwrite the previously entered data. Once the Reporting Year is locked, EPPs cannot enter new data; they will only be able to view the Applied data.



Applied data must be final by the 09/15 deadline. Programs should review final data to ensure it is correct and verify that their Applied 'All' number is greater than or equal to the admitted number. **Note**: The fields will currently accept negative values, but they should not be reported.

Regarding Ethnicity Group Designations

The ethnicity categories available for the APR in ECOS do not match the federal ethnicity categories. Use the following table to match the federal category to the APR category. If you do

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not know a candidate's ethnicity, you cannot count the candidate in any ethnicity category. However, you will still count the candidate in the "All" value.

APR Category	Federal/ECOS Category
African American	African American, Black/African American
Hispanic	Hispanic, Hispanic/Latino
Other	Asian, American Indian/Alaska Native, Hawaiian/Pacific Islander, Two or more races
White	White, Caucasian, not Hispanic

Candidate Withdrawals

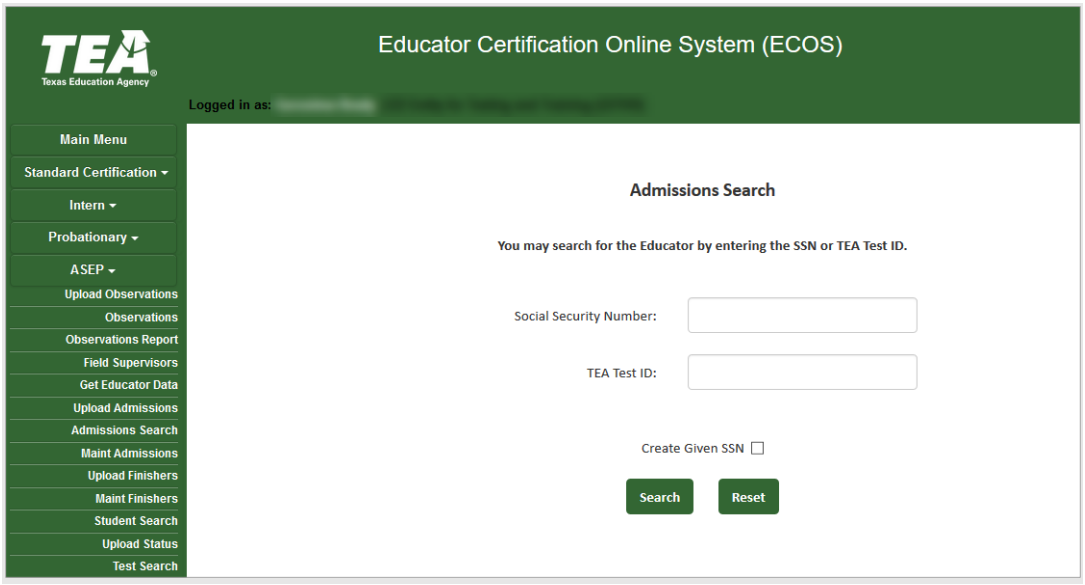
Sometimes, an individual will apply to your program, be admitted, and then change their mind about pursuing certification through your program. Here is how to report a candidate who withdraws across the various reporting locations.

1. APR Applied: +1
2. Admission Record: No Change.
3. Test Approval: Update to "Removed".
4. Finisher Records List: Update to "Removed".
5. Title II – Contact Pearson Title II support for guidance.

Adding Admissions Individually

Once you have admitted Awesome Educator, you must report the admission in ECOS within seven days following the formal admission date. You can do this with one candidate at a time or with multiple candidates at a time. This section demonstrates how to enter one admission record at a time. Please refer to Appendix 1 to view a Sample Admission Letter.

1. From the **ASEP** menu in ECOS, click on the **Admissions Search** button.



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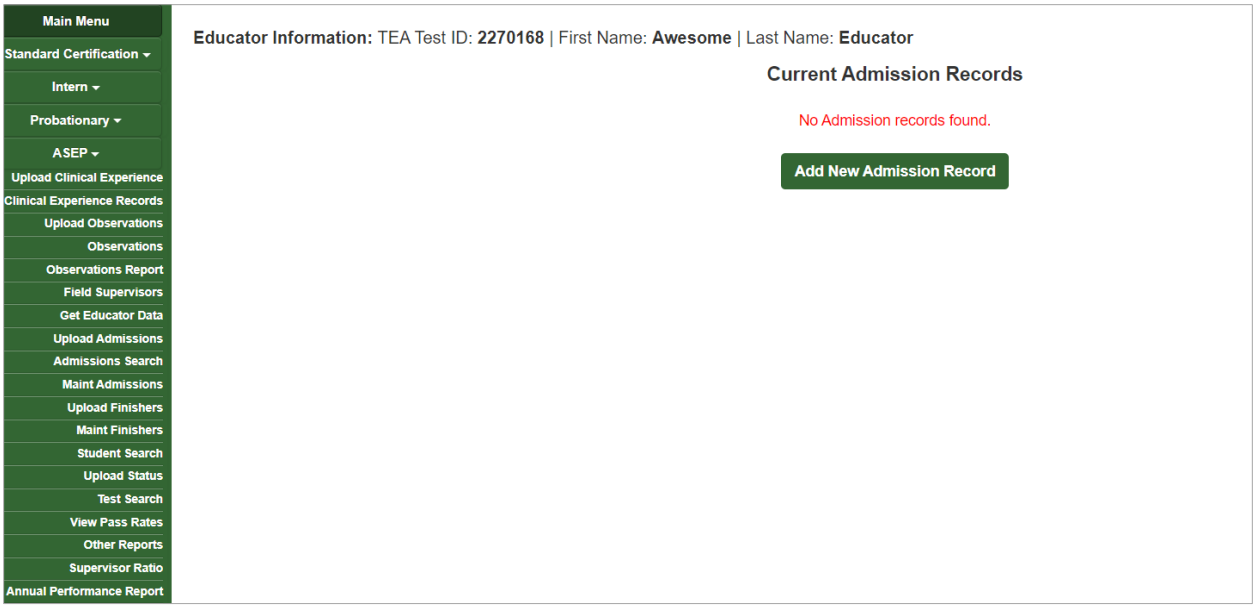
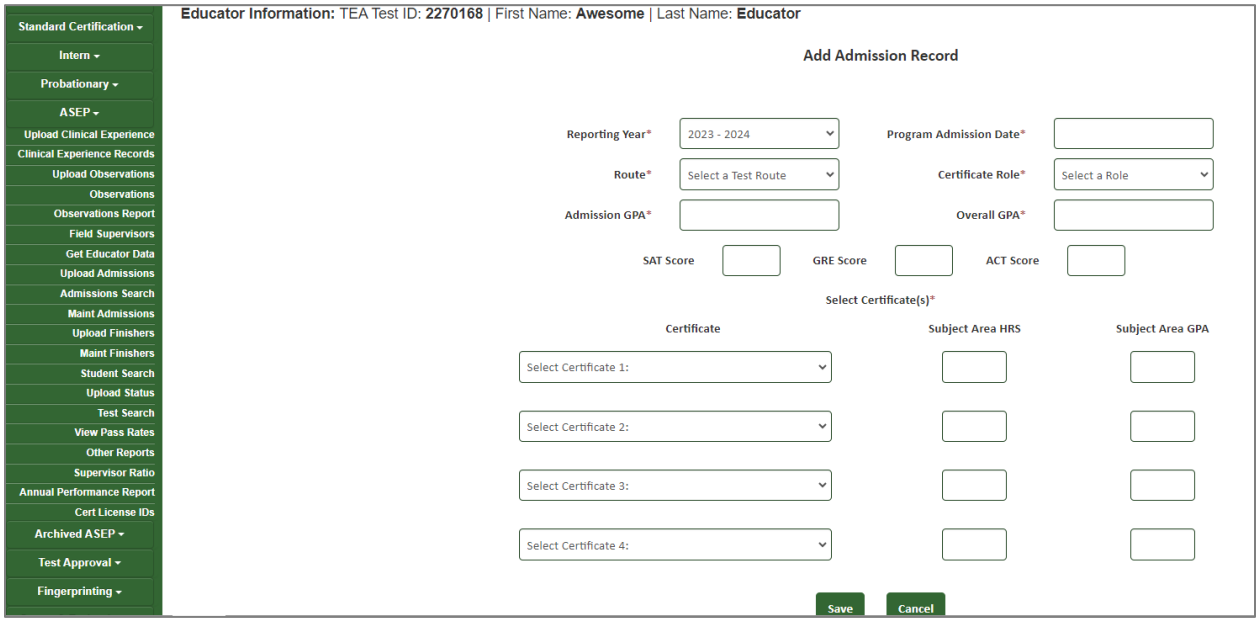
2. Enter the candidate's Social Security Number or TEA ID and click **Search.** If the candidate does not have an admission record with your EPP, you will be notified that there are no records for the candidate and will be prompted to Add a New Admission Record.



After you click on the **Add New Admission Record** button, the *Add Admission Record* screen will open, and you can enter the admission record.



3. Enter information for all the applicable fields. If you admit the candidate in multiple certificate areas, you must enter all certificate areas. You may admit a candidate in up to 4 certificate areas.
4. Once you have entered all the information, click **Save**.

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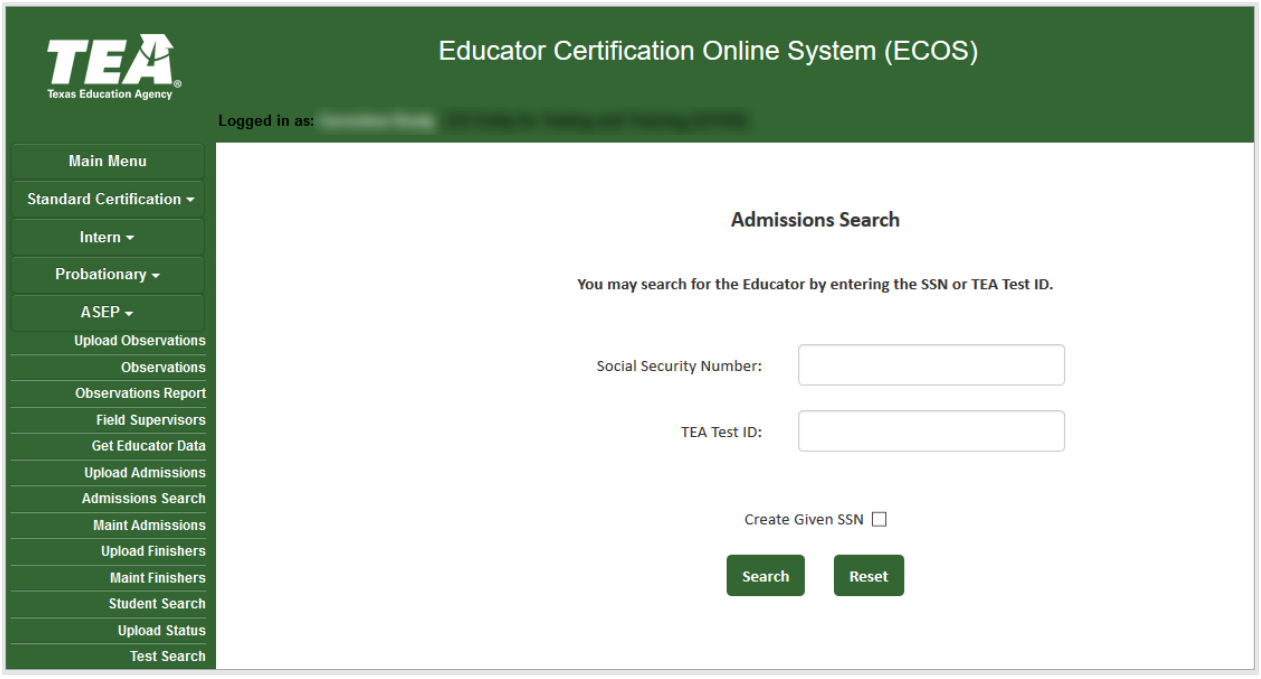
5. You will be presented with your entry. To make any changes, select **Edit** and update any field.

NOTE: EPP users are not allowed to delete admission records once they are entered. Ensure that data is accurate before clicking Save. EPPs can submit a request to TEA to delete an ASEP admission record. Please file a Help Desk ticket for assistance.

If the candidate does not have an educator record with TEA, then the candidate will not have a TEA ID. If you need to generate a TEA ID for your candidate, you must use the individual entry.

1. At the *Admissions Search* screen, enter the candidate's Social Security Number. The system will note that the educator is not found.
2. Re-enter the Social Security Number and select the **Create Given SSN** checkbox. Click **Search**.



3. Enter the candidate information EXACTLY AS IT APPEARS ON THE CANDIDATE'S DRIVER'S LICENSE OR PASSPORT[7].You must complete all starred fields (*).

[7] Accurate names and social security numbers are critical. Be sure the first and last names you enter are exactly the names that appear on the candidate's driver's license or passport. The candidate will be turned away from testing centers if the names differ. The candidate must complete the educator profile in the new record.

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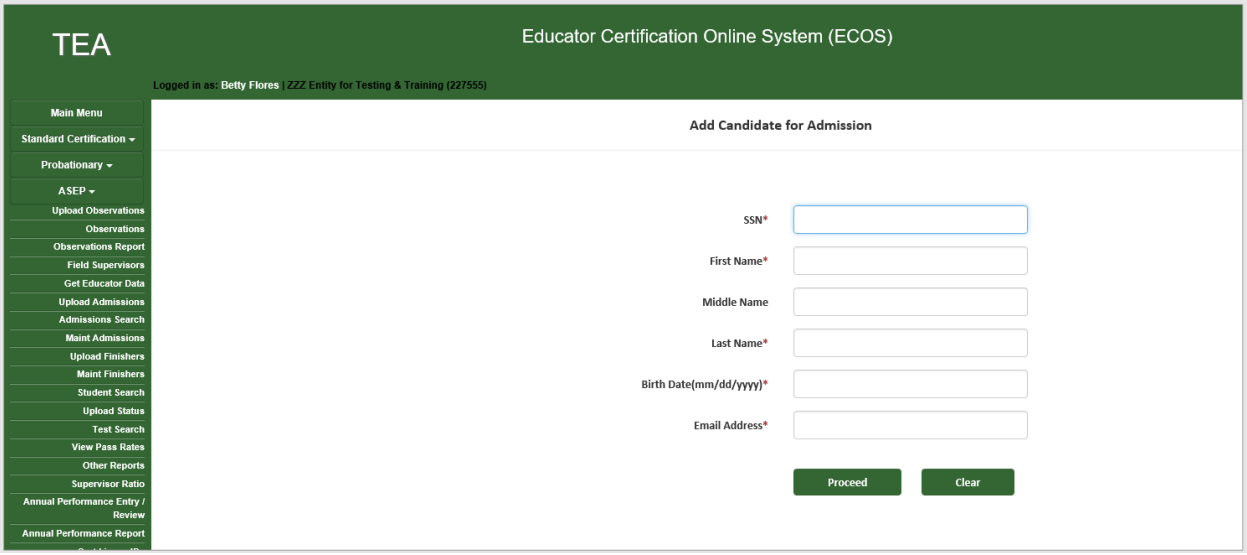

4. Click **Proceed.**
5. You may now enter an admission record for your candidate.

Adding Admissions in Bulk

EPPs with many candidates to admit at one time can create a .csv file using Microsoft Excel with the relevant candidate data and upload as many as 1,000 admission records at one time.

1. Select **Upload Admissions** from the **ASEP** drop-down menu.
2. Prepare your .csv file using the onscreen instructions. Please refer to **Appendix 5: Creating a .csv File** for guidance on preparing and resolving issues in a .csv file. The finished file should contain 16 columns. These are the same values provided in the individual data entry screen. Please note that even if you do not have data for the optional fields, you must ensure the proper number of delimiters in each data row.

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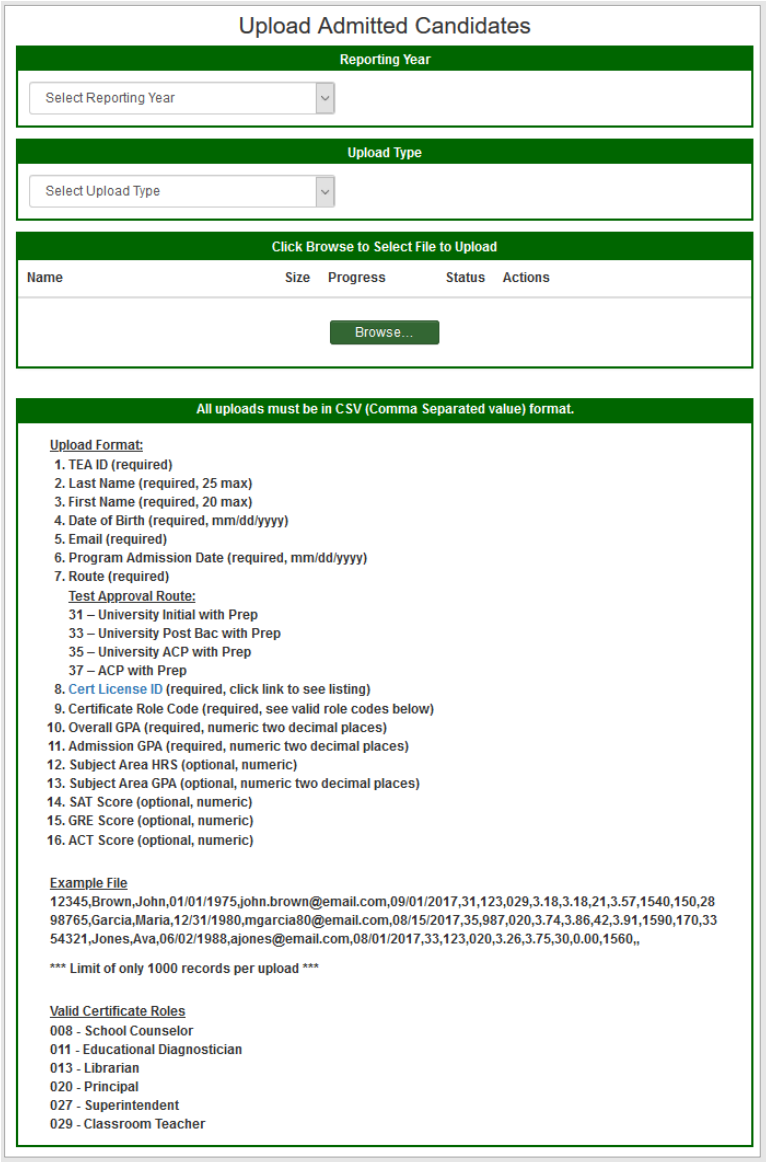

Your completed file will look something like this:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	2270168	Educator	Awesome	1/1/1970	Awesome@epp.edu	8/19/2023	31	1705	029	3.85	3.85	45	3.85	0	0	26
2																

3. Save your file as a .csv and close.
4. On the *Upload Admitted Candidates* screen, select **Reporting Year** from the dropdown menu.
5. For **Upload Type**, select “New Admissions”.
6. Click **Browse…**

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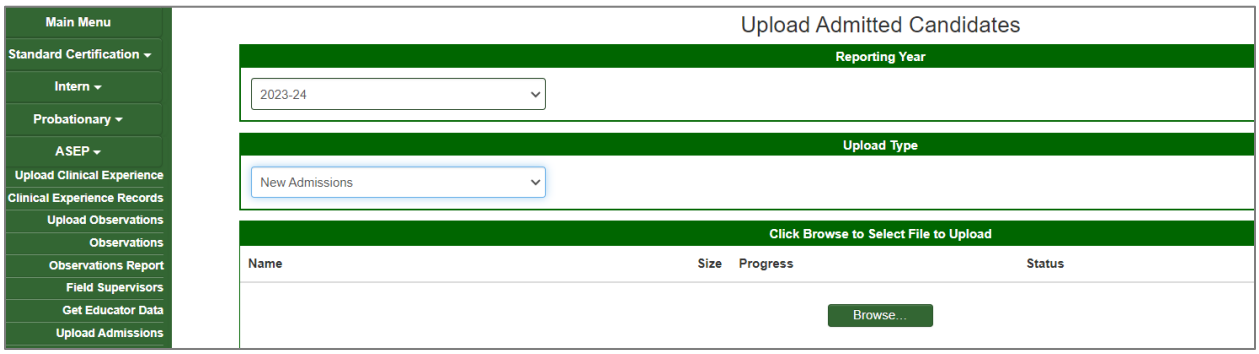
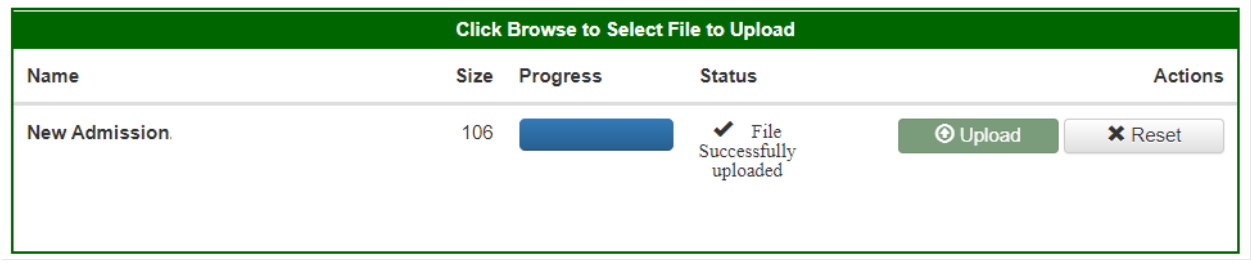


7. Browse to find the .csv file with your new admissions.
8. Click **Upload**.
9. The system will report a successful upload.



10. If there are any errors in your file, the system will note them on the screen.

If you admit a candidate for multiple certificates, enter one line for each certificate in your .csv file.

Bulk Upload Tips

- Ensure candidates have a valid TEA ID.
- Ensure the candidate's first and last names match what is in ECOS.
- Ensure that the Cert License ID is valid for the selected Route.
- Ensure that the Role is valid for the Cert License ID.
- Review your data using Notepad or Wordpad. Each row should contain 15 commas. See the “Example File” section on the Upload Admitted Candidates screen.
- Using Notepad or Wordpad, remove stray numbers, commas, additional lines, spaces, or columns.
- If you get a message that the upload failed, you must identify the error, create a new .csv file with just your corrections, and attempt to upload the file again.

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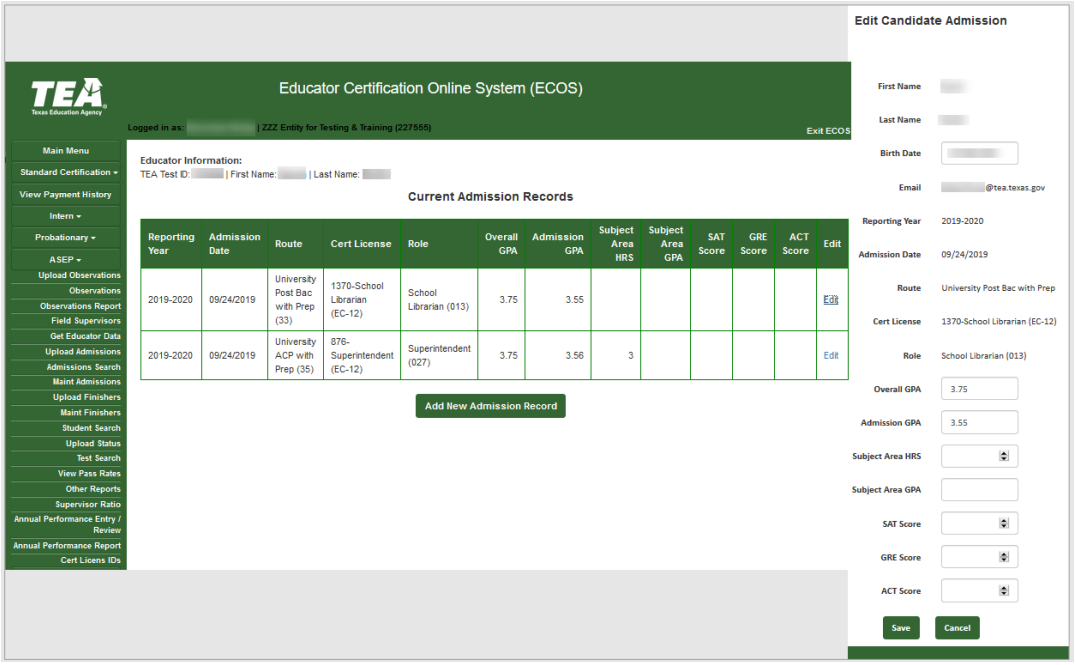
Change a Candidate's Admission Record

Although EPPs do not have access to delete a candidate's admission record in its entirety, some changes can be made to the record by the EPP before the end of the reporting year. The EPP edits the following fields after an admission record is created: Overall GPA, Admission GPA, Subject Area HRS, Subject Area GPA, SAT Score, GRE Score, and ACT Score. To change one or more of these fields in the candidate's admission record:

1. Select **Maint Admissions** from the **ASEP** menu.
2. In the *Admitted Candidates List* screen, ensure that the current **Reporting Year** is selected and enter a TEA ID to pull up that candidate's admission record(s).
3. Select **Admissions** (linked text in blue) under the Admissions column to pull up the Current Admission Record Screen.
4. On the *Current Admission Records* screen, select **Edit** (last column).
5. In the *Edit Candidate Admission* screen, edit the candidate's GPA and/or HRS and click **Save** (multiple fields can be changed).



Note: All rows must be changed if a candidate has one or more rows associated with one admission record.

Updating Admissions in Bulk

EPPs with many candidates to update at one time can create a .csv file with the relevant candidate data. EPPs can update as many as 1,000 admission records at one time. The following fields are editable: Overall GPA, Admission GPA, Subject Area HRS, Subject Area GPA, SAT Score,

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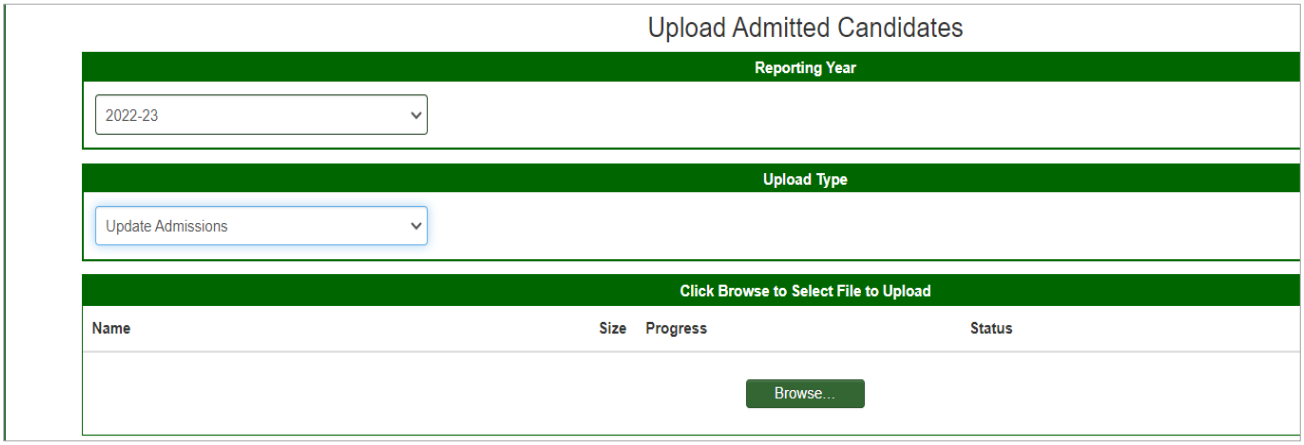
GRE Score, and ACT Score. **Note:** For successful upload, admission records must match all non-editable fields exactly.

1. Select **Upload Admissions** from the **ASEP** menu.
2. Prepare your .csv file for the existing admission records that need updated editable fields. Save your .csv file. Please refer to **Appendix 5: Creating a .csv File** for guidance on preparing and resolving issues in a .csv file.
3. On the *Upload Admitted Candidates* screen, select the **Reporting Year**.
4. For **Upload Type**, select "Update Admissions".
5. Click **Browse…**
6. Browse to find the .csv file with your updated admissions.
7. Click **Upload**.
8. The system will report a successful upload.



Important note for EPPs that admit Reading Specialist Candidates

Due to a historical issue in TEA databases, when admitting a candidate for a Reading Specialist license (Cert License Codes 1110 and 1111), users need to select Classroom Teacher (029) as the role. Similarly, when uploading a .csv file with admission information, please enter 029 for the role when admitting a Reading Specialist candidate.

Important note for EPPs that admit Teacher Candidates

EPPs are required to report content hours and content hour GPA for teacher candidate admissions. This field is optional only for non-teacher candidates.

Congratulations, you have successfully recorded "Awesome Educator" as a candidate admitted to your program. You must also count "Awesome" as someone who applied to your program. Additionally, you will need to report your admissions for Title II purposes. Please see the Title II section for more information.

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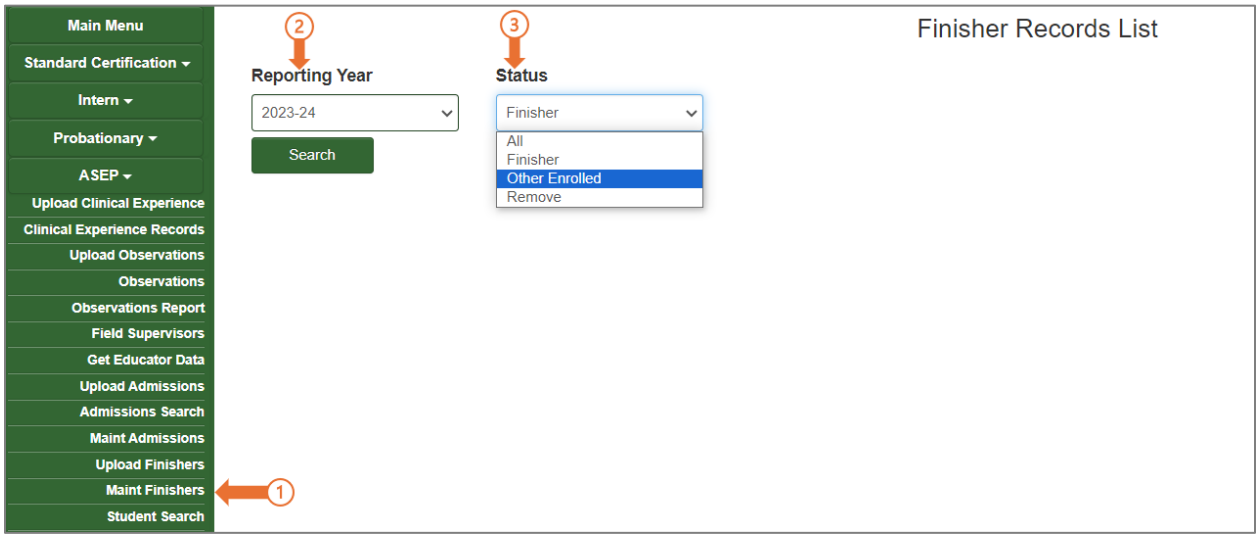
Ongoing Reporting on ECOS

Throughout the reporting year, the ECOS system must be updated with several things. These include updating a candidate's status on the Finisher Records list, reporting changes in the certification field, providing test approval, and providing information on formal observations conducted by the field supervisor.

Maintain Finishers

When you added an admission record for "Awesome," the system generated an associated record on the Finisher Records list with a status of "Other Enrolled." If you do not make any changes, the system will continue to generate a new record with the same certificate field and status every year. Once "Awesome" has completed your program and is ready for a standard certificate, you must mark "Awesome" as a Finisher on the Finisher Records List.

1. Click **Maint Finishers** in the **ASEP** menu.
2. Select the **Reporting Year** from the dropdown menu.
3. Select "Other Enrolled" from the **Status** dropdown menu.



4. Click **Search**.
5. Find your candidate on the list.
6. Select "Finisher" from the dropdown menu in the Status column.

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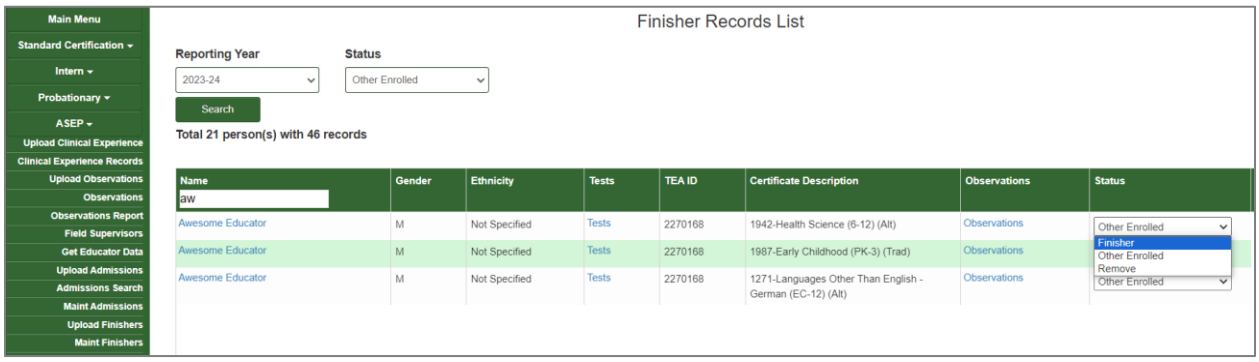
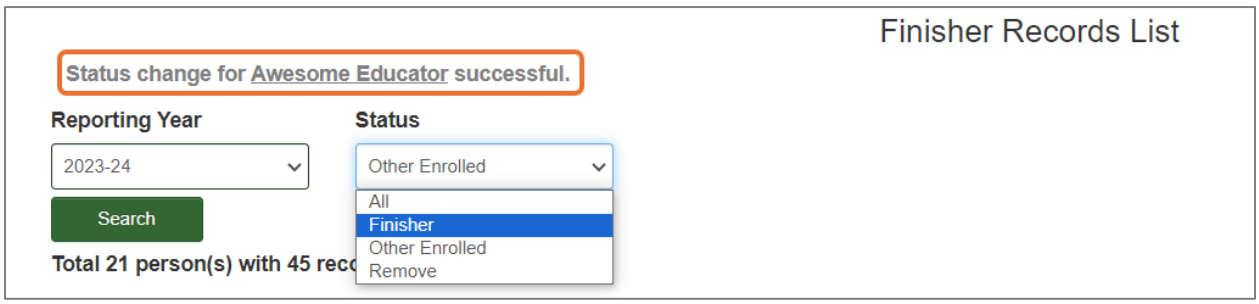
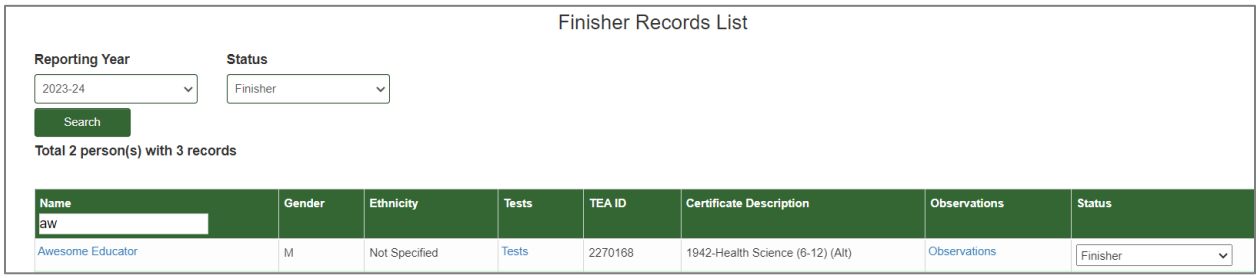


7. ECOS will confirm the '**Status change for Awesome Educator successful**.'
8. Confirm your status change by filtering the list for finishers. Select "Finisher" from the **Status** dropdown at the top of the screen. Click **Search**.



9. Confirm that "Awesome" is now listed as a Finisher on the Finisher Records List.



Changing Certification Fields

Suppose "Awesome" prefers to teach older students and wants to pursue a different certification. If your program is approved to offer the certification field, your program can approve this change[8]. You must update "Awesome's" record in ECOS to reflect this change. You need to go to the *Student Maintenance* screen to make this change. There are two ways to reach the *Student Maintenance* screen.

[8] See the Sample Change of Certification Documentation in Appendix 1.

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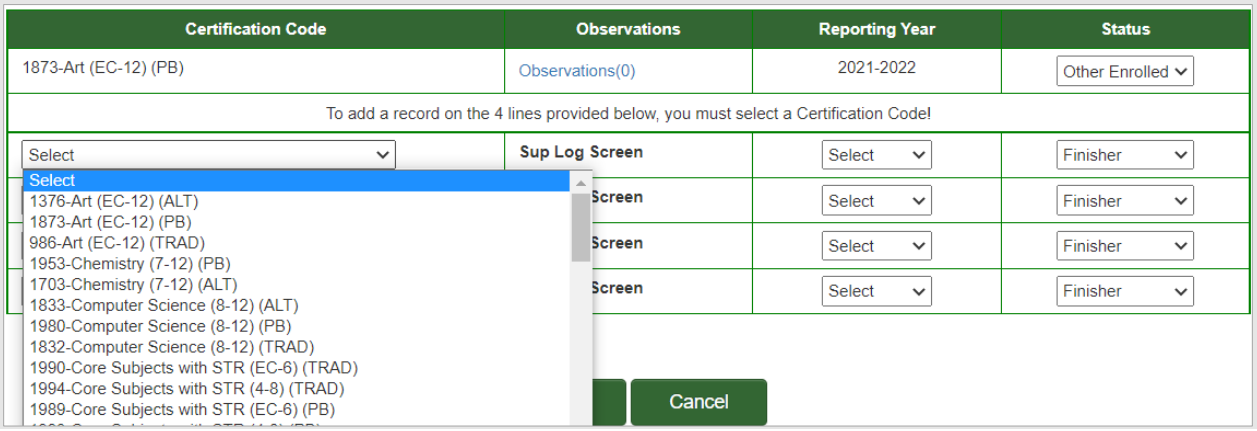
1. Select **Student Search** from the **ASEP** menu, enter "Awesome's" TEA ID number, and click **Search.**

or

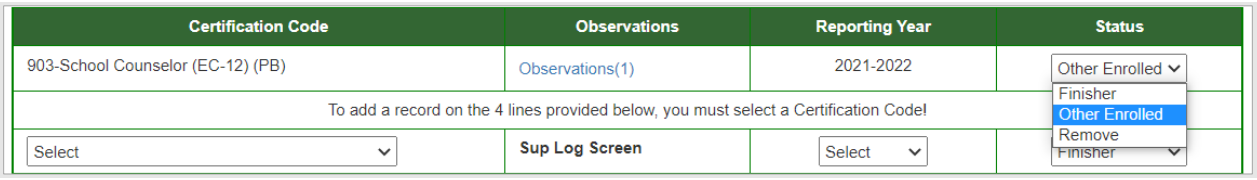
2. Select **Maint Finishers** from the **ASEP** menu.
3. Select the relevant **Reporting Year** from the dropdown menu.
4. Select "Other Enrolled" from the **Status** dropdown menu.
5. Click **Search.**
6. Select "Awesome's" name linked on the Finisher Records List.

You are on "Awesome's" record in the *Student Maintenance* screen. You want to add the new certification field and then remove the old certification field.

7. To add the new certification field, scroll down to the bottom of the page and select the new certification from the Certification Code dropdown menu below the cell that says, "To add a record on the four lines provided below, you must select a Certification Code!".
8. Select the appropriate reporting year from the Reporting Year dropdown menu.
9. Select "Other Enrolled" in the Status column.
10. Click **Save** at the bottom of the screen.
11. ECOS will confirm that '**Maintenance for Awesome Educator was successful**.'



12. To remove the old certification field, select "Remove" from the dropdown menu in the Status column for the certification you wish to remove.
13. Click **Save** at the bottom of the screen.
14. ECOS will confirm that '**Maintenance for Awesome Educator was successful**.'



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Updating Finisher Records in Bulk

EPPs can update the finisher status and add or remove additional cert license IDs with finisher statuses to the Finisher Records list using a bulk upload.

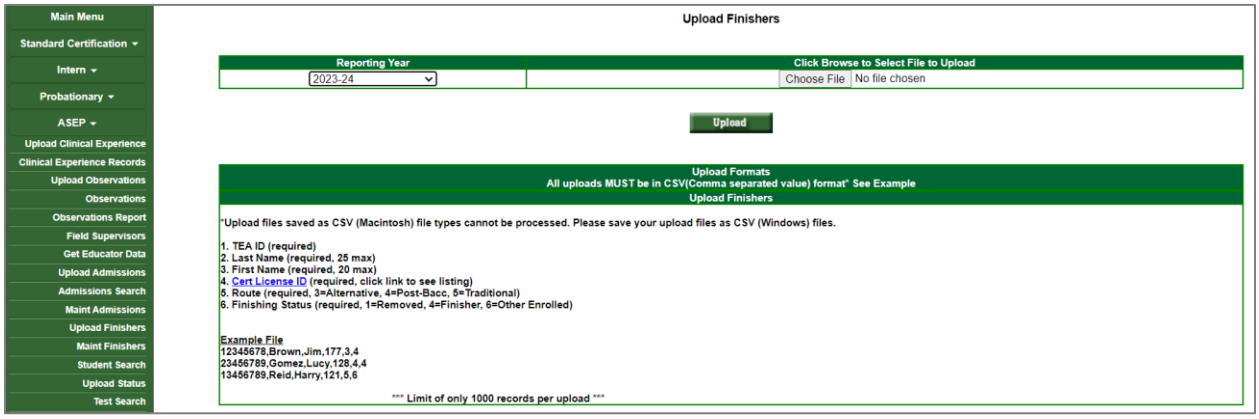
To add a new certification field, the TEA ID, Name, and Route must match exactly an existing finisher record. To update the finisher status, the TEA ID, Name, Cert License ID, and Route must match a finisher's existing record exactly.

1. Click on **Upload Finishers** from the **ASEP** menu.
2. Create your .csv file. Please refer to **Appendix 5: Creating a .csv File** for guidance on preparing and resolving issues in a .csv file. There should be six columns.

Your spreadsheet will look something like this:

	A	B	C	D	E	F
1	2270168	Educator	Awesome	1798	5	6

3. Save your spreadsheet as a .csv file.
4. On the *Upload Finishers* screen, select the **Reporting Year** from the dropdown menu.
5. Click the **Choose File** button and select your .csv file for uploading.
6. Click **Upload.**



Once you have successfully uploaded the finisher records, the *Upload Finishers* screen will display the following success message:

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To check on the status of any uploaded file, complete the following steps:

1. Click **ASEP** in the Main Menu.
2. Click **Upload Status**
3. Check the upload in the Upload Type column and look for errors in the Upload Results column.

End Date 8/20/2019 Submit

Upload Date/Time	UserId	Upload Type (click to view)	Upload Results (click to view)
8/20/2019 3:06:42 PM	betty.flores	Admitted	8/20/2019 3:06:42 PM
8/20/2019 3:02:01 PM	betty.flores	Admitted	8/20/2019 3:02:01 PM
8/20/2019 2:34:30 PM	betty.flores	Admitted	8/20/2019 2:34:29 PM
8/20/2019 2:33:34 PM	betty.flores	Admitted	8/20/2019 2:33:34 PM
8/20/2019 2:32:40 PM	betty.flores	Admitted	8/20/2019 2:32:40 PM
8/20/2019 2:27:48 PM	betty.flores	Admitted	8/20/2019 2:27:48 PM
8/20/2019 2:26:59 PM	betty.flores	Admitted	8/20/2019 2:26:59 PM
8/20/2019 2:24:41 PM	betty.flores	Admitted	8/20/2019 2:24:41 PM
8/20/2019 2:22:15 PM	betty.flores	Admitted	8/20/2019 2:22:15 PM

Note: The list of Other Enrolled candidates will roll over when the new academic year is activated and the past year is closed. You do not have to add Other Enrolled candidates to the ASEP system each year. **You should view your EPPs Other Enrolled list periodically to ensure and certify its accuracy. EPPs are responsible for the timely removal of any candidates who are no longer enrolled.**

Adding or Modifying Test Approval

When you added an admission record for "Awesome," ECOS automatically generated test approval eligibility on the test approval screen. The test approval screen in ECOS is where EPPs approve candidates to take certification exams and remove or add additional exams. This reporting can be done for candidates through individual data entry or as part of a bulk upload.

Adding Test Approval

1. Click the **Test Approval** menu in ECOS.
2. Click on the **Maintain Test List** sub-menu option.
3. Set the **Current Filter for Applicant(s)** and **Academic Year** as needed based on the eligibility status and initial admission year.
4. Click on **Refresh List**.
    - If necessary, click " ALL " under the **Current Filter for Applicant(s)** to display all records.

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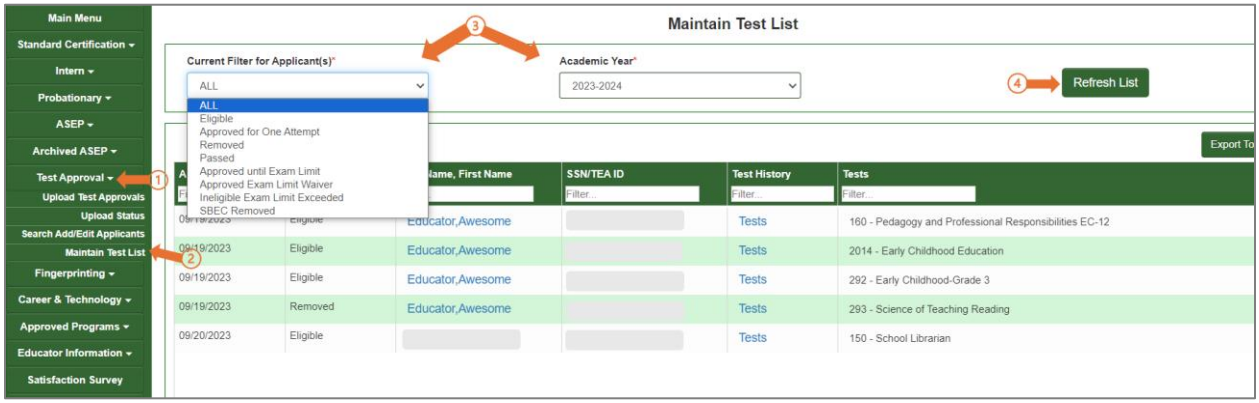
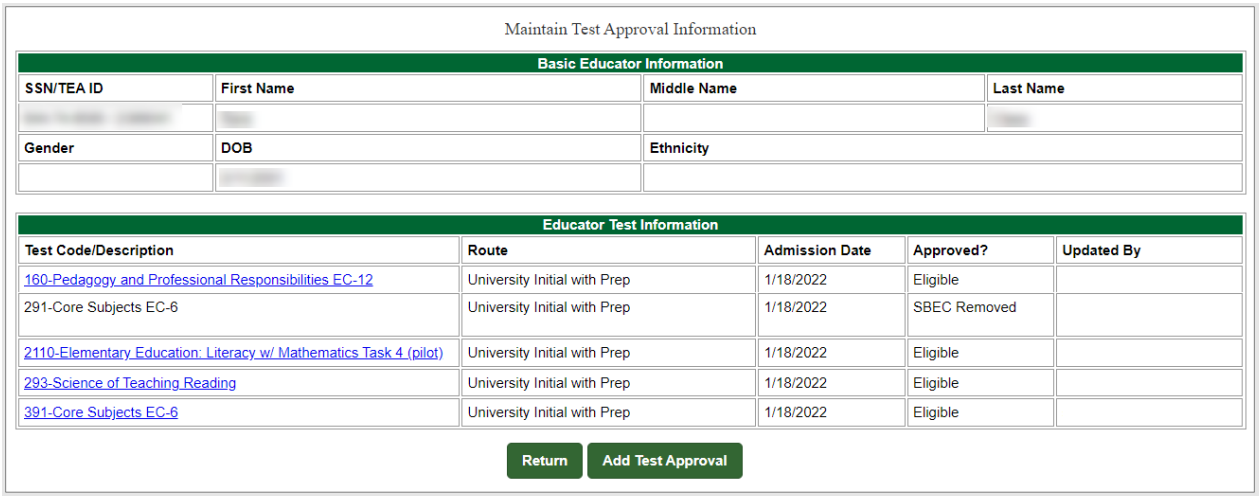


5. Click on the candidate's name to access the *Maintain Test Approval Information* screen.
6. Click on **Add Test Approval** at the bottom of the screen.



7. Enter the candidate's date of admittance in the **Admission Date** field.
8. Select the **Route** from the drop-down list of options.
9. Select the **Test** from the drop-down list of options.
10. Select the correct **Approval** level.
11. Click **Save.**

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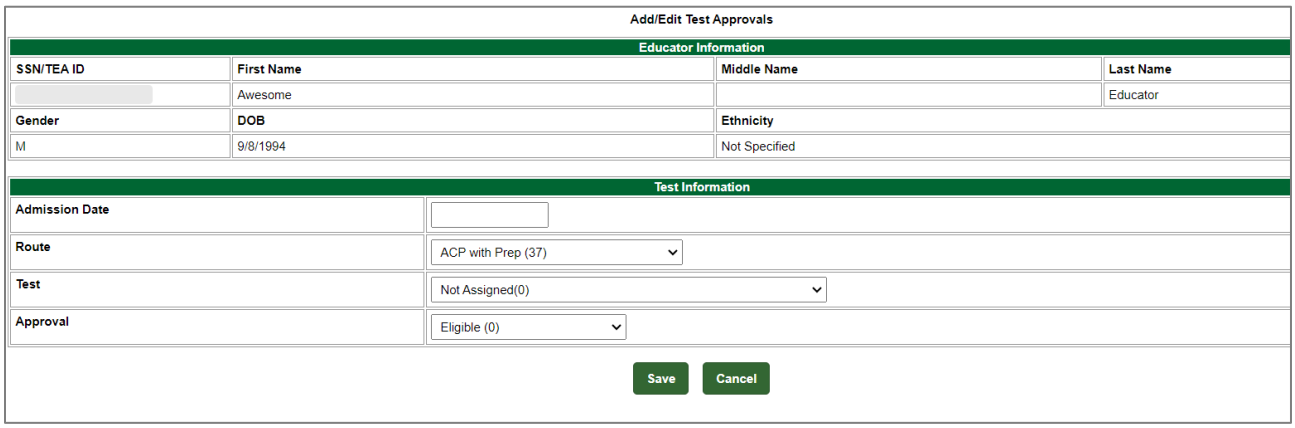
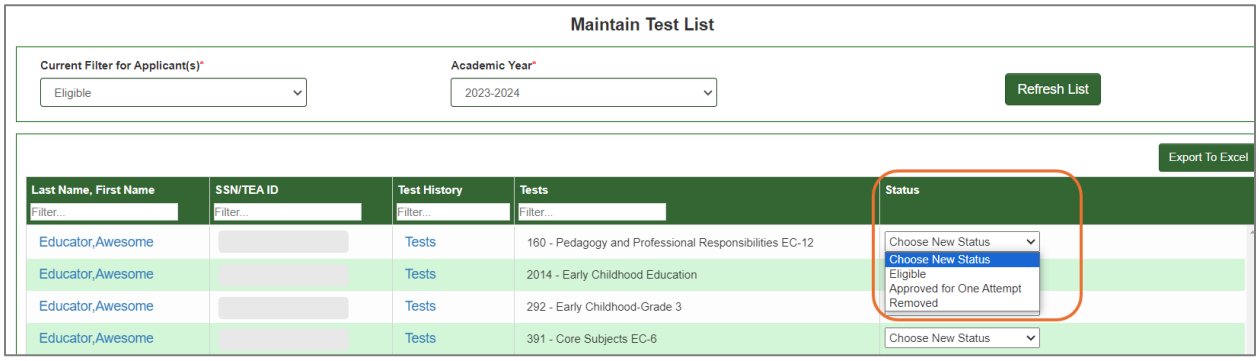


Updating or Removing Test Approval

1. From the **Test Approval** menu in ECOS, click on the **Maintain Test List** sub-menu option**.**
2. Set the **Current Filter for Applicant(s)** and **Academic Year** as needed based on the eligibility status and initial admission year.
    - **Note**: selecting the "ALL" option in the **Current Filter for Applicant(s)** drop-down does not display the option to change the status.
3. Click on **Refresh List**.
4. Locate the candidate and confirm that the correct test is displayed.
5. Click on the dropdown menu in the **Status** column and select the new status.



6. Once the new status is selected, it will be automatically saved and recorded, and a green banner will appear at the top of the screen for the updated record, 'Records have been updated.'

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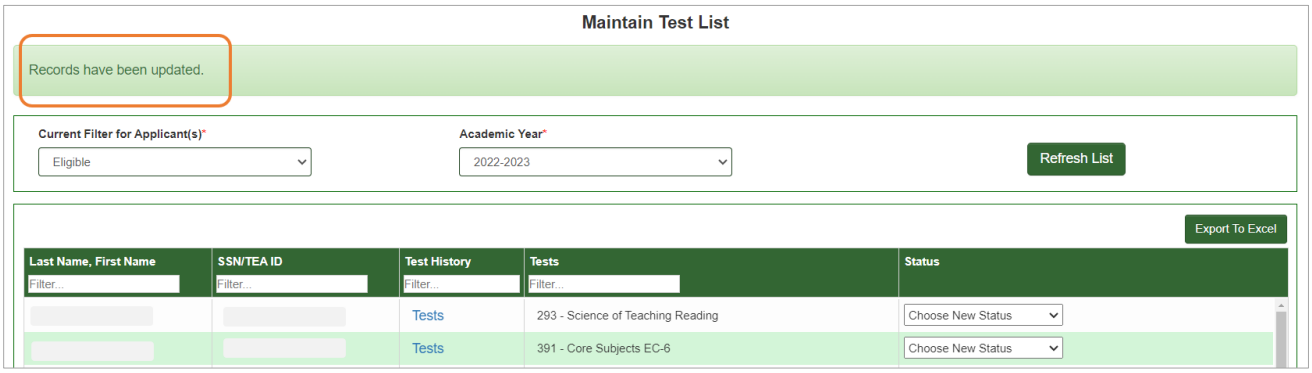
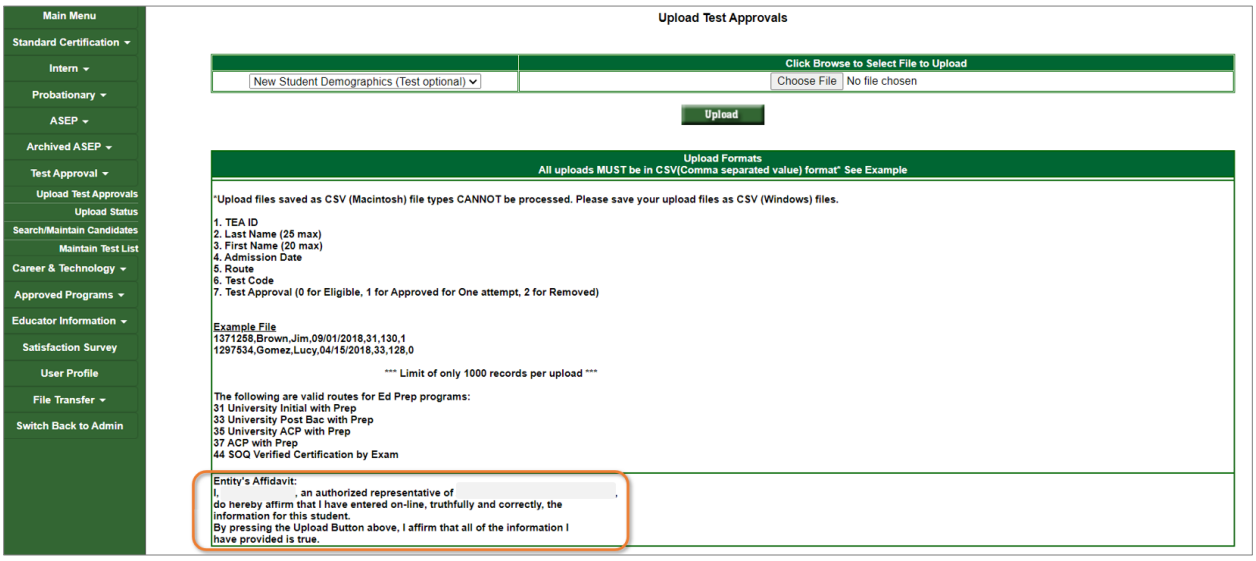


Update Test Approval Records in Bulk

1. Under the **Test Approval** menu, click on **Upload Test Approvals**.
    - At the time of test approval upload, you should see an "Entities Affidavit" at the bottom of the page to affirm your submission.



2. Create your .csv file. Please refer to [Appendix 5: Creating a .csv File] for guidance on preparing and resolving issues in a .csv file. The finished file should contain seven columns.
3. The completed file will look something like this:

	A	B	C	D	E	F	G
1	2270168	Educator	Awesome	5/1/2023	31	272	0
2							

4. Save the file as .csv to a location where you will be able to locate it.
5. On the *Upload Test Approvals* screen, click **Choose File.**
6. Browse to find the .csv file you saved and select it.

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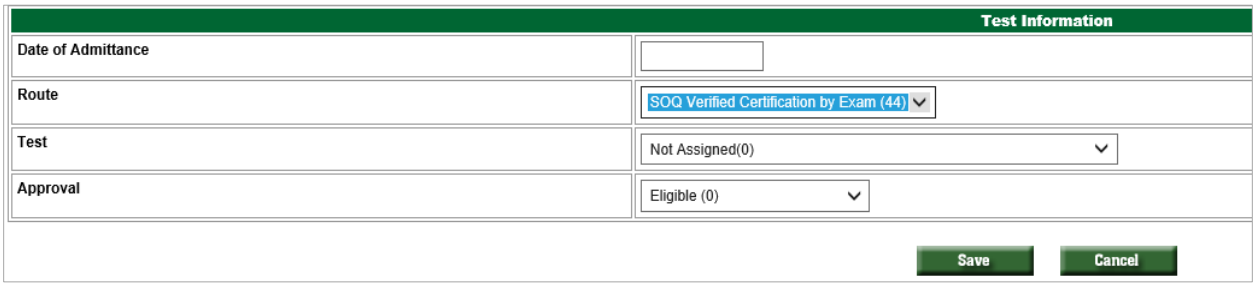
7. Click **Upload.**

If your file was uploaded/accepted, you will get a message confirming that the upload was successful.

Review and Approval of Statement of Qualifications (SOQ) for Standard Certified Educators

Certified educators seeking a career and technical education certificate in Marketing 6-12 (associated Test Code 275), Health Science 6-12 (associated Test Code 273), or Trade and Industrial Education 6-12 (associated Test Code 370) must have the required licensure and work experience.

EPPs that review SOQs for educators with a valid standard certificate and approve the Certification by Exam (CBE) tests should follow the provisions outlined in the Texas Administrative Code, TAC §233.14. As shown below, EPPs should use Route code 44 when providing test approval for these candidates. Additional information is available on the Texas Education Agency Career and Technical Education webpage. Use the date you verified and approved the SOQ as the Date of Admittance.



Adding Clinical Experience Record

All candidates (teacher and non-teacher) completing requirements with an EPP must complete the supervised clinical experiences. Candidates exempt from clinical teaching must also have a clinical experience record. However, they would be tagged for an exception under the clinical experience model.

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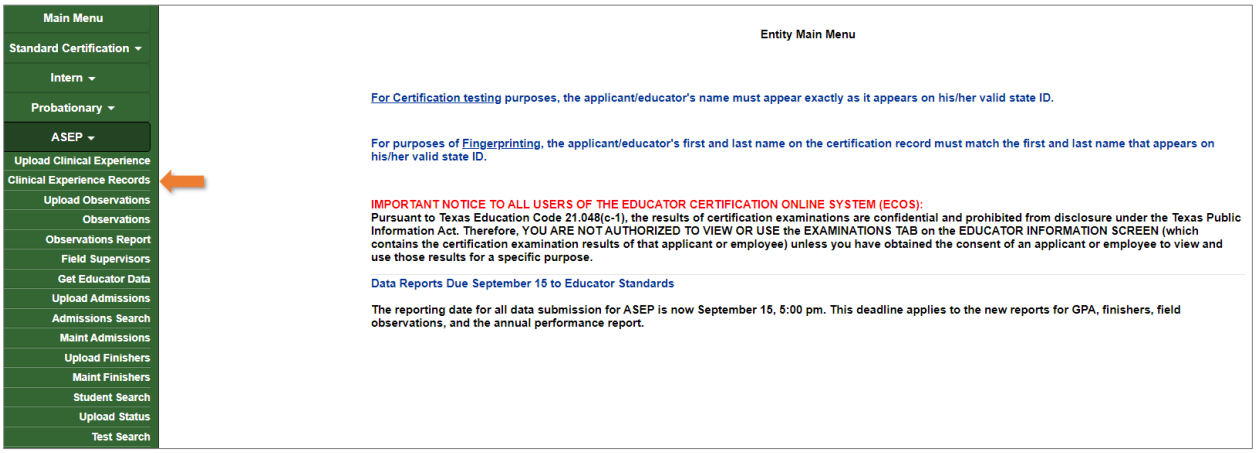
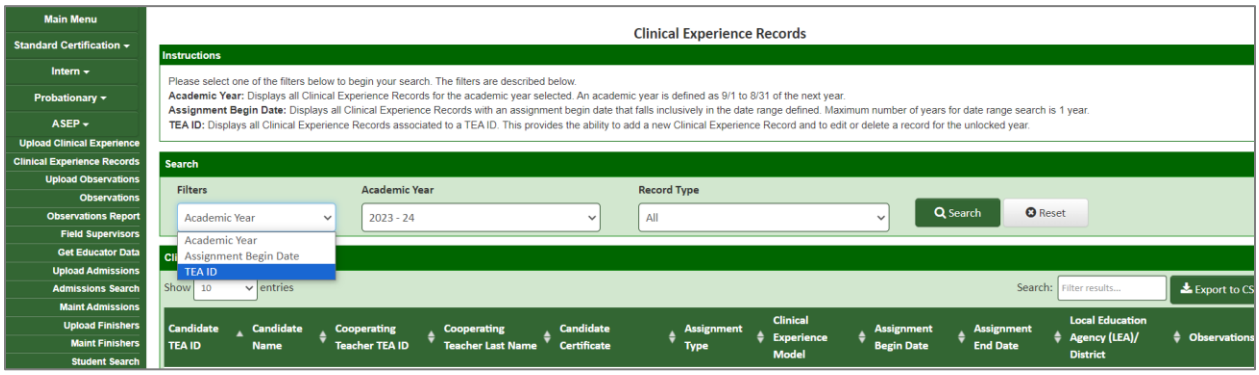
In this case, “Awesome” is ready to begin a clinical teaching assignment. When the EPP has all of the assignment information for “Awesome’s” clinical teaching assignment, the EPP can then create the Clinical Experience record for “Awesome.” The record may be created manually or in a bulk upload of records for multiple other candidates.

Creating Clinical Experience Record Manually

1. Select **Clinical Experience Records** from the **ASEP** drop-down menu.
2. From the **Filters** drop-down, select “TEA ID.”
3. Enter the candidate’s **TEA ID** in the empty field, then click **Search**. The resulting records pertain to the current academic year.

Note: “Awesome” must have an admission record and be listed on the EPPs Finisher Records List (in the same role: Teacher-029, Principal-020, etc.) before a Clinical Experience Record can be created.





4. No records were found for “Awesome,” so we’ll create one from this screen by selecting **Add Record.**

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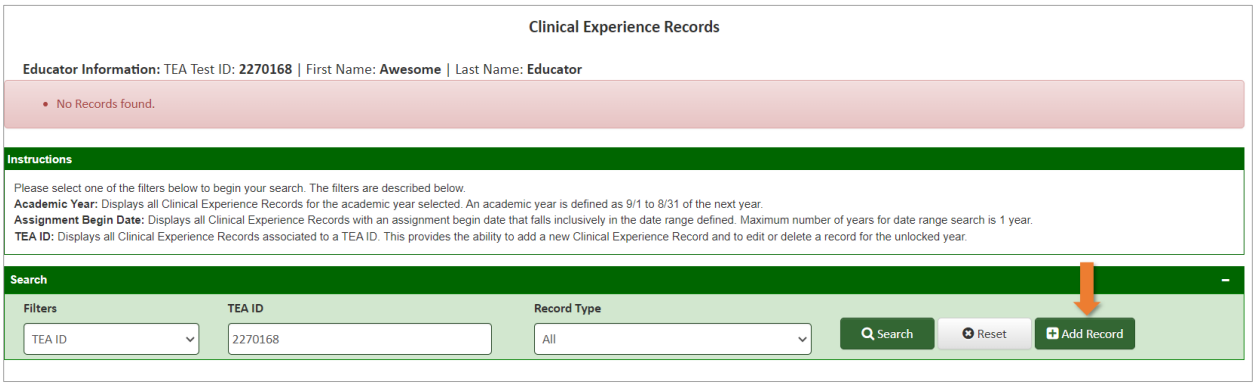
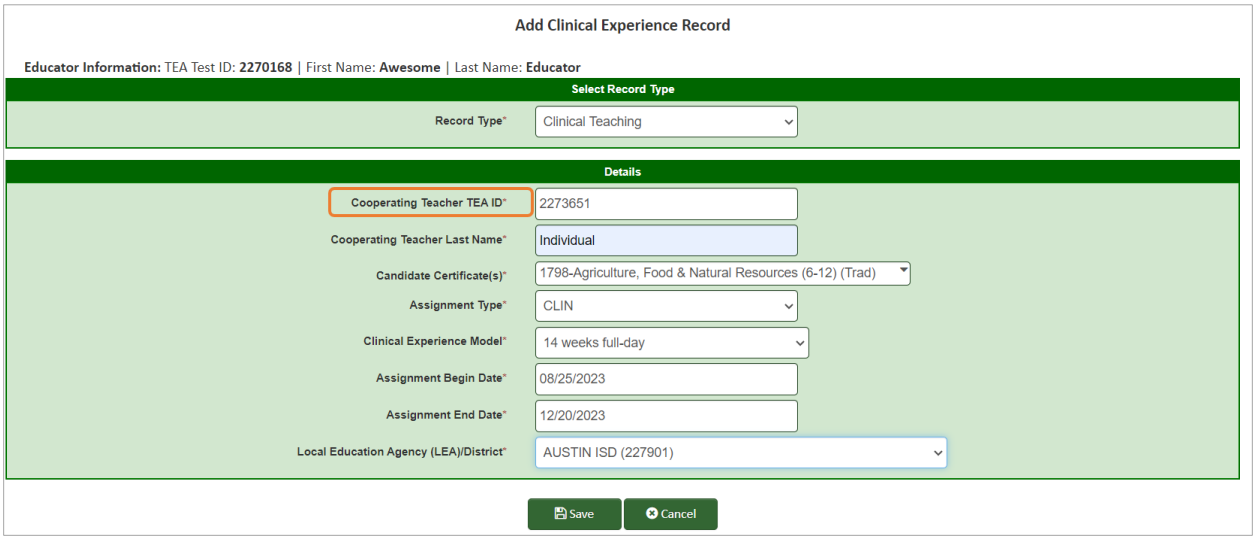


5. On the resulting screen, the EPP has the option to select the Record Type as either "Clinical Teaching," "Non-teacher," or "Teacher Internship." "Awesome" is completing clinical teaching, so you will select "Clinical Teaching" and then enter the required Clinical Teaching Experience information.

Note: You may add more than one **Candidate Certificate(s)** depending on whether candidates are completing their clinical experience in more than one certificate area. For the **Assignment Type** of "Clinical Teaching" record, EPPs should always use "CLIN" unless approved by the SBEC to offer a different clinical experience model. If SBEC approves, please use "CLINEXC" for candidates completing the SBEC-approved "Clinical Teaching". Use the **Clinical Experience Model** "Approved Exemption (JROTC or Ed. Aide)" for candidates who receive the education aide exemption or who are JROTC instructors, as allowed in 19 TAC §228.79(b).

6. Select **Save** to create the record.



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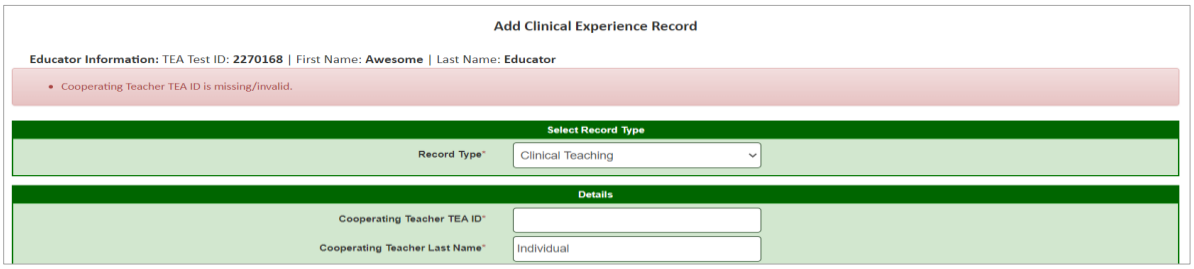
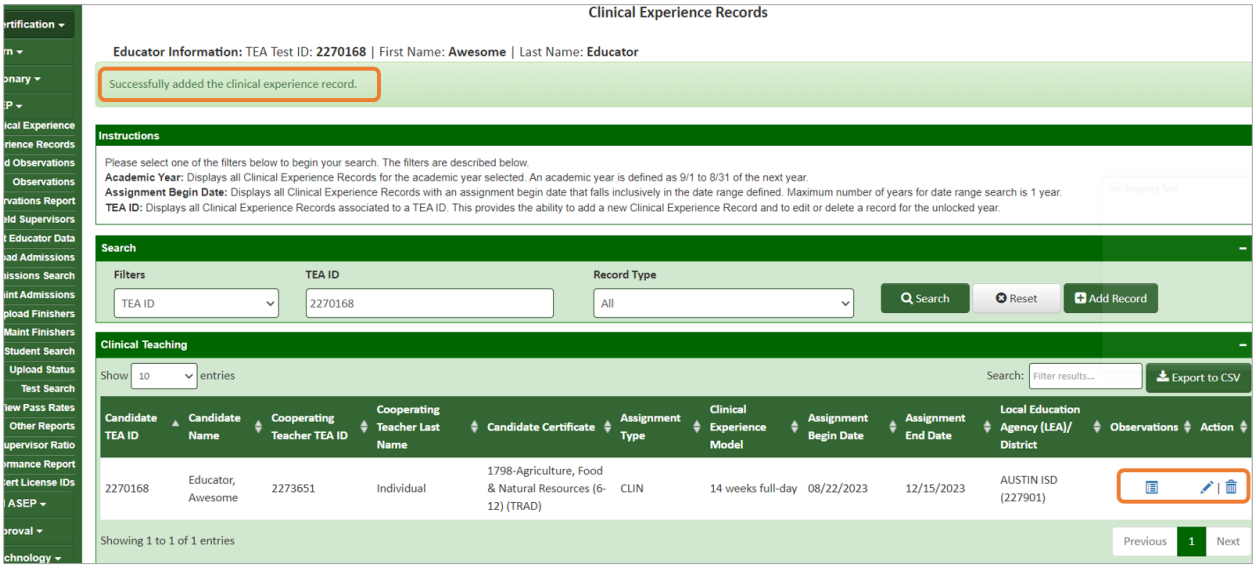


After saving "Awesome's" Clinical Experience Record, the green banner indicates that the record was created successfully: 'Successfully added the clinical experience record.'

Note: The icons at the right allow you to link directly to "Awesome's" Observations or will enable you to edit or delete the clinical experience record if it's not tied to an observation.



Upload Multiple Clinical Experience Records

If the EPP has multiple clinical teachers like "Awesome," they can upload all records simultaneously via an upload.

1. Select **Upload Clinical Experience** from the **ASEP** drop-down menu.
2. Select the **Record Type** as either "Clinical Teaching," "Non-Teacher," or "Teacher Internship." Because the EPP is uploading records for clinical teachers, the EPP will select "Clinical Teaching," the screen will reflect the file format for uploading clinical teacher records.

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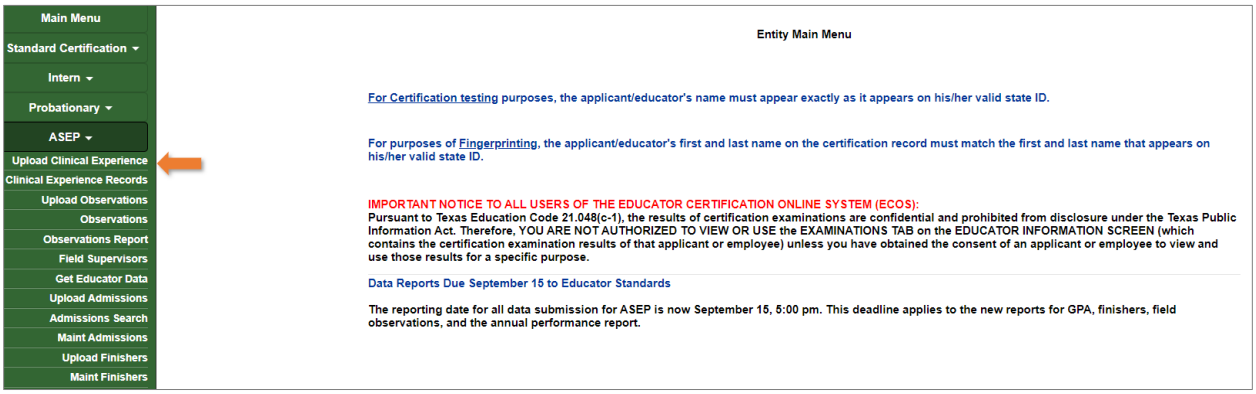

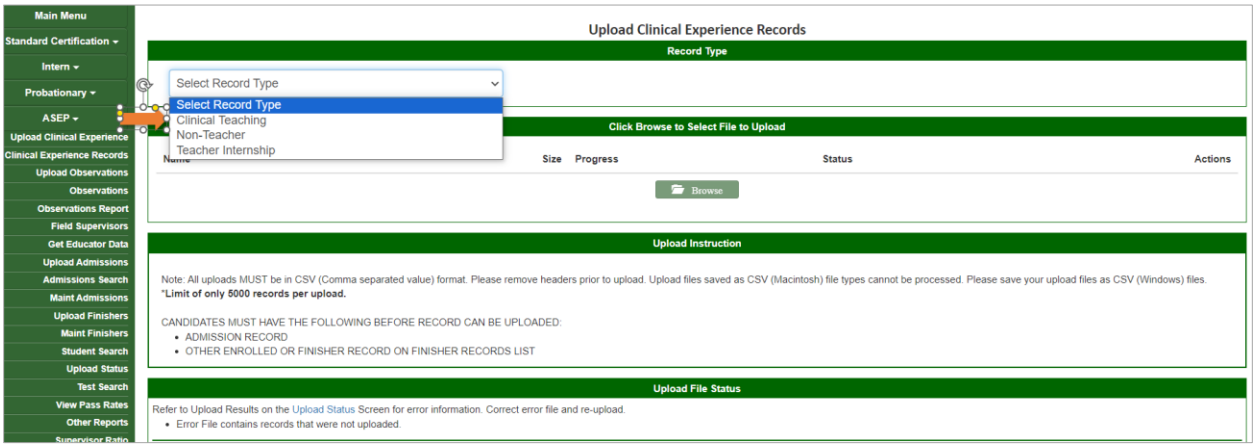

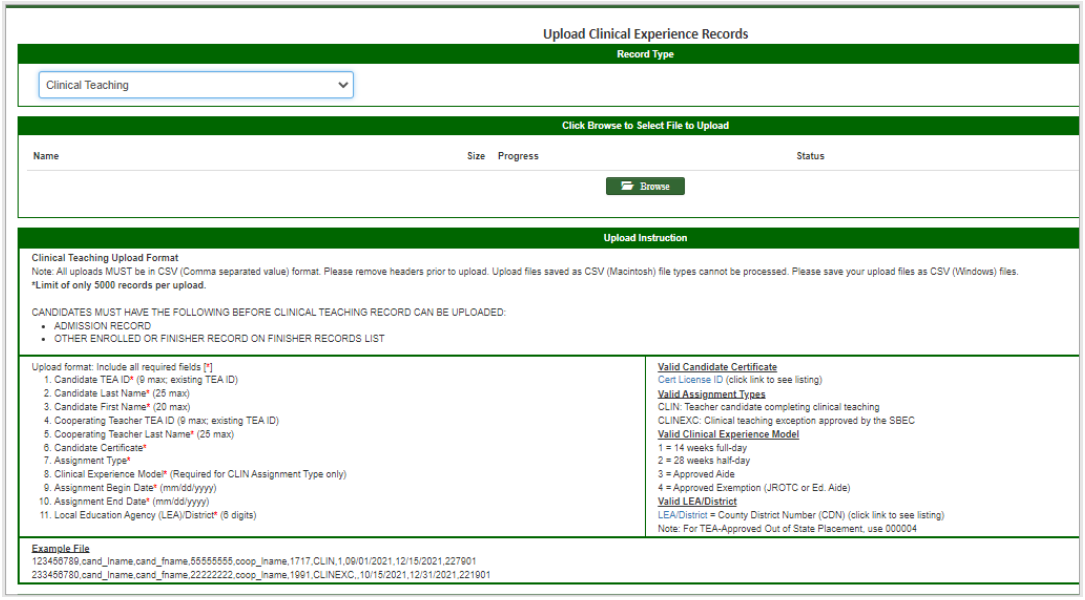

3. Create a .csv file. Use the Cert License ID and the LEA/District linked lists to find the needed numbers. Please refer to **Appendix 5: Creating a .csv File** for guidance on preparing and resolving issues in a .csv file.
4. Save the file as .csv to a location where you will be able to locate it.

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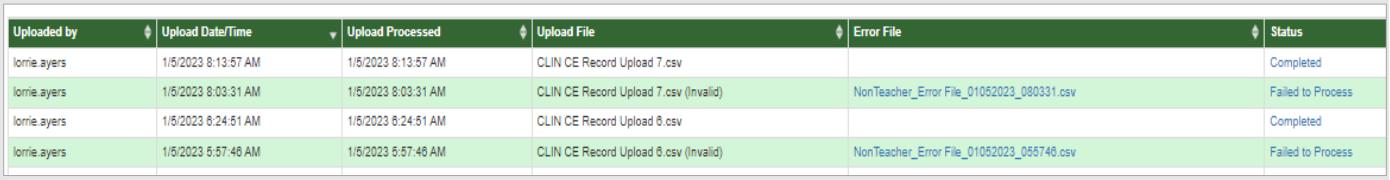
5. Click **Browse** to locate and select the saved file.
6. Click on **Upload**.

You will receive a message in a green banner that the file was uploaded successfully. A yellow banner with a warning will not disrupt the upload, but a red banner with an error message means something in the file failed to upload. The EPP can then review the errors from the file at the bottom of the *Upload Clinical Experience Records* screen.



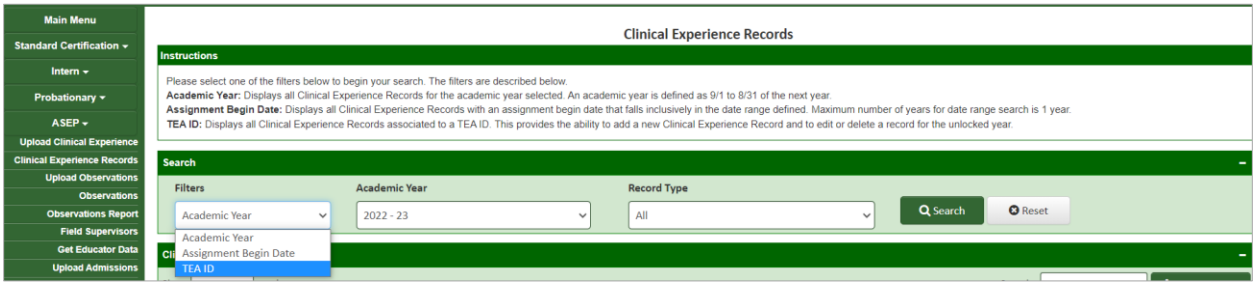
Uploaded by	Upload Date/Time	Upload Processed	Upload File	Error File	Status
lorrie.ayers	1/5/2023 8:13:57 AM	1/5/2023 8:13:57 AM	CLIN CE Record Upload 7.csv		Completed
lorrie.ayers	1/5/2023 8:03:31 AM	1/5/2023 8:03:31 AM	CLIN CE Record Upload 7.csv (Invalid)	NonTeacher_Error File_01052023_080331.csv	Failed to Process
lorrie.ayers	1/5/2023 6:24:51 AM	1/5/2023 6:24:51 AM	CLIN CE Record Upload 6.csv		Completed
lorrie.ayers	1/5/2023 5:57:46 AM	1/5/2023 5:57:46 AM	CLIN CE Record Upload 6.csv (Invalid)	NonTeacher_Error File_01052023_055746.csv	Failed to Process

Adding Teacher Internship Record

You must also create a clinical experience record for candidates completing a teacher internship. EPPs must indicate whether candidates completing a Teacher Internship assignment are late hires, as defined in 19 TAC §228.2(35). The record may be created manually or in a bulk upload of records for multiple other candidates.

Creating a Teacher Internship Record with Late Hire Flag Manually

In the instance where “Awesome” is completing a Teacher Internship, the EPP will need to flag whether “Awesome” is a late hire or not. To manually add a late hire flag, select **Clinical Experience Records** from the ASEP drop-down menu and filter the resulting screen to search with “Awesome’s” TEA ID number.



No records were found for “Awesome,” so we’ll create one from this screen by selecting **Add Record**.

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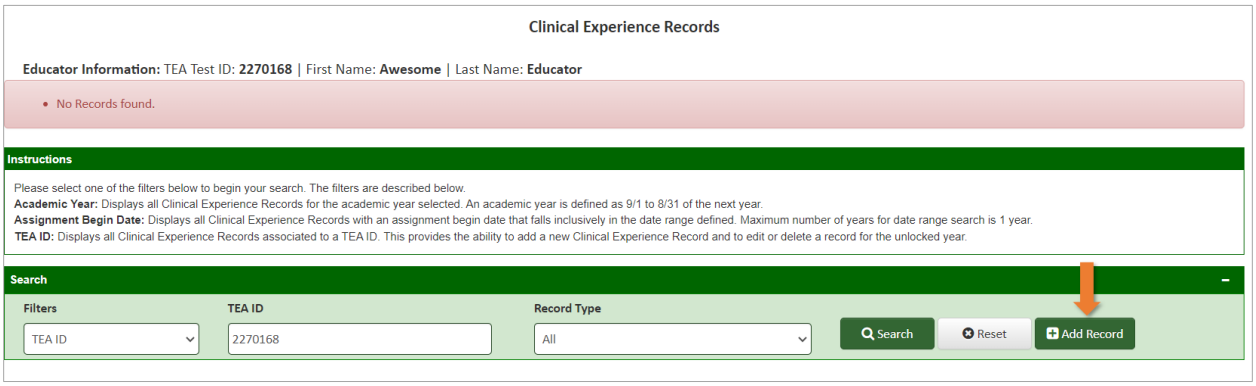
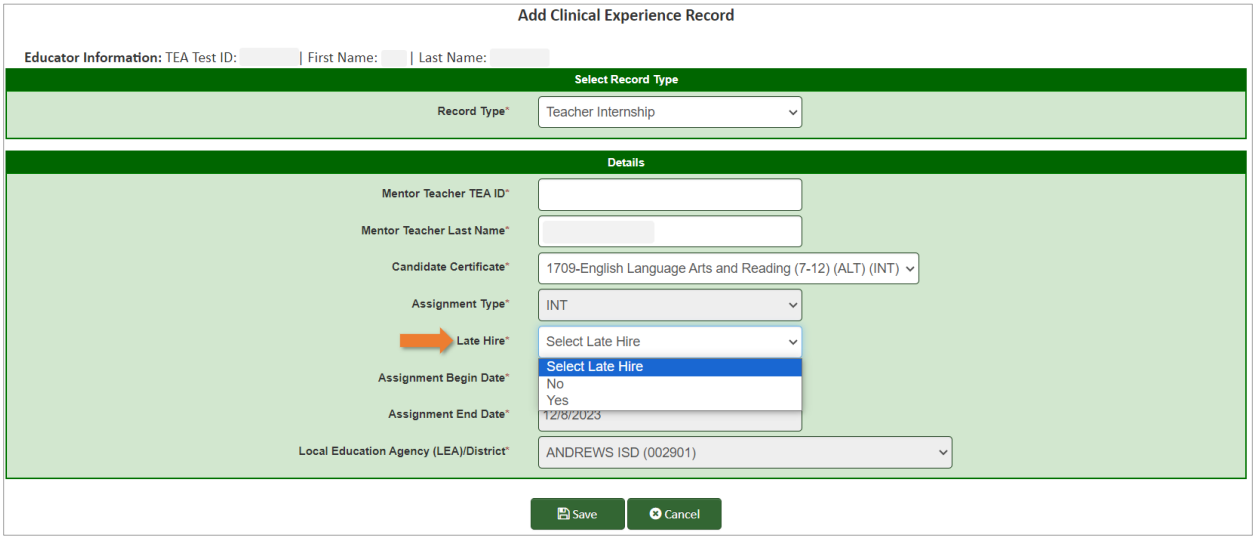


The EPP can select the Record Type as Clinical Teaching, Non-teacher, or Teacher Internship on the resulting screen. "Awesome" is a teacher candidate completing an internship, so you will choose **Teacher Internship.** On the resulting screen, you will fill in the required information, including "Yes" if "Awesome" is a Late Hire candidate or "No" if not a Late Hire. You'll note that many fields are automatically populated for you in the Teacher Internship record. ECOS retrieves the information you entered for that candidate when recommending the Intern or Probationary certificate. After all information is populated correctly, select **Save** to create the record.



Uploading Multiple Teacher Internship Records with Late Hire Flag

If the EPP has multiple teacher candidates like 'Awesome" who are completing internships, they can upload all records simultaneously via an upload.

1. Select **Upload Clinical Experience** from the **ASEP** drop-down menu.
2. Select the **Record Type** as either "Clinical Teaching," "Non-Teacher," or "Teacher Internship." Because the EPP is uploading records for teacher candidates completing an internship, the EPP will select "Teacher Internship," the screen will reflect the file format for uploading teacher internship records.

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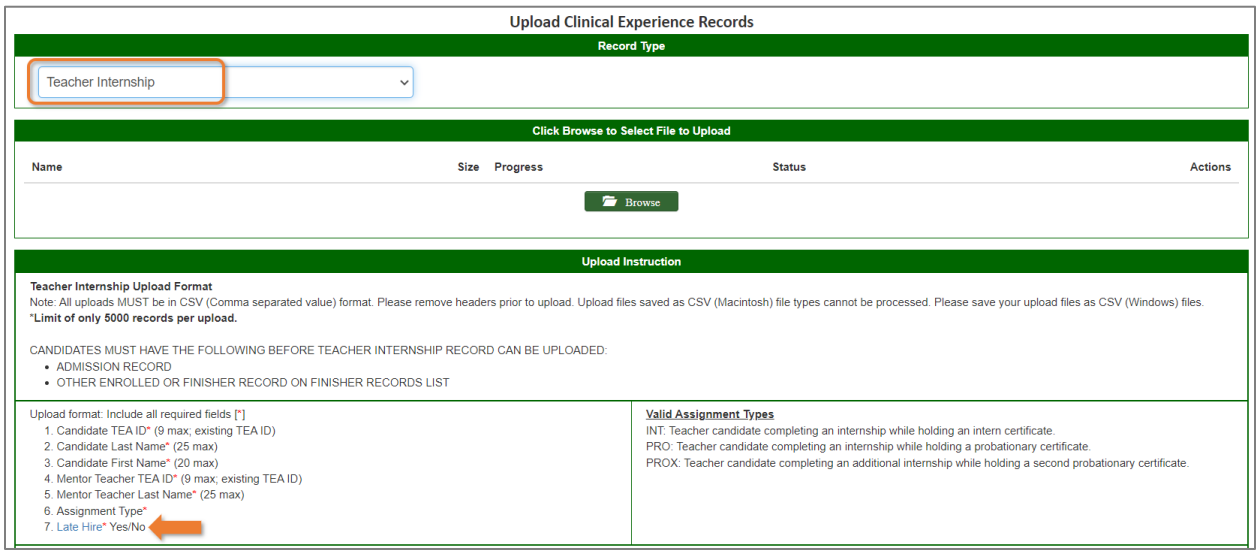

3. Create a .csv file that contains the data identified in the upload format. Please refer to **Appendix 5: Creating a .csv File** for guidance on preparing and resolving issues in a .csv file. Specify whether candidates are considered late hires by entering Yes or No, as shown in the Example File. **For more information about the late hire, hover over the Late Hire linked text, which will redirect you to the Late Hire Definition**.

Note: You will not enter assignment start and end dates or LEA/District location as these will populate directly from the Intern or Probationary certificate data already in ECOS.

4. Save the file as .csv to a location where you will be able to locate it.
5. Click **Browse** to locate and select the saved file.
6. Click on **Upload**.

Once the file has been successfully uploaded, you can view the records by selecting **Clinical Experience Records** from the **ASEP** drop-down menu. Filter the **Record Type** by "Teacher Internship," and the uploaded data will be displayed. Notice that the Late Hire flag (Yes/No) is displayed after the Assignment Type column.

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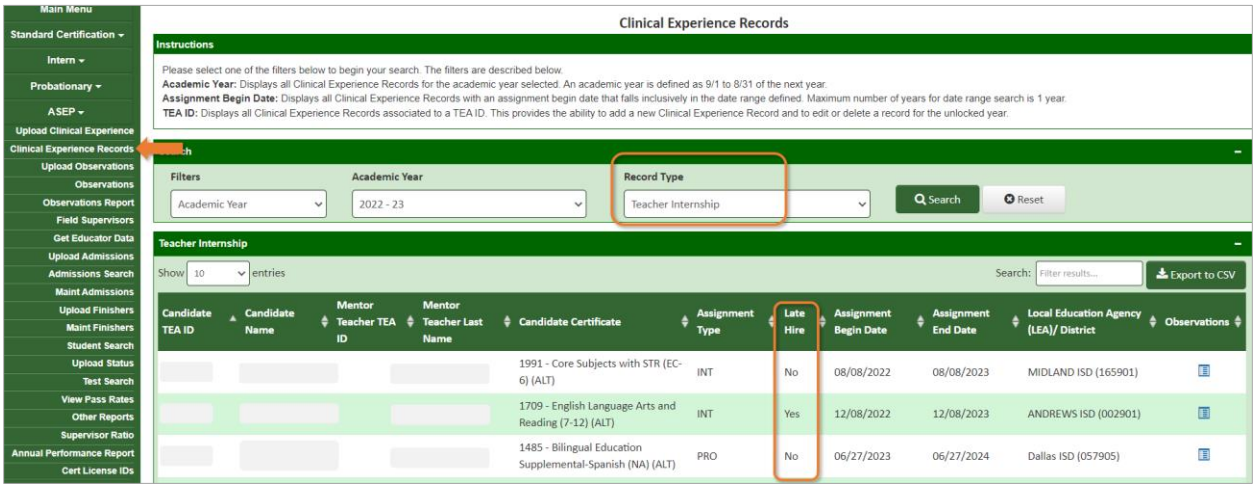

Observations

"Awesome" is progressing in training and is now participating in the clinical teaching experience. Your program supports "Awesome" by observing teaching and providing feedback and advice.

Note: Programs must report all formal clinical teaching, teacher internship, and non-teacher practicum observations, with a field supervisor name and TEA ID for each observation. All observations must be reported in ECOS in the reporting year in which they occur.

Accurate observation reporting is vital. The number and duration of observations for each candidate are part of the Accountability System for Educator Preparation (ASEP) and affect EPP accreditation. The ratio of field supervisors to candidates is reported publicly, along with other consumer information.

Adding Field Supervisors Individually

Candidate observation records include the identity of the field supervisor. Field supervisors must be listed in your field supervisor database in ECOS and included in the candidate observation record. This step must be completed before reporting candidate observations conducted by the field supervisor.

1. Select **Field Supervisors** from the **ASEP** drop-down menu.

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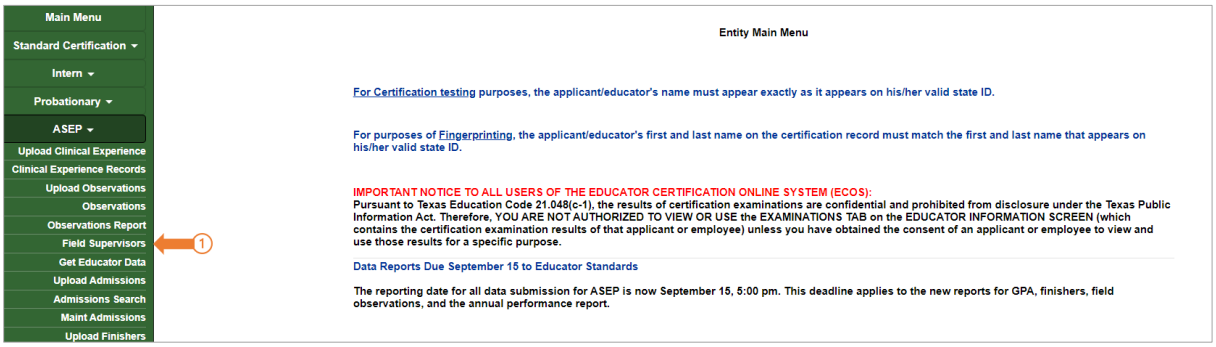
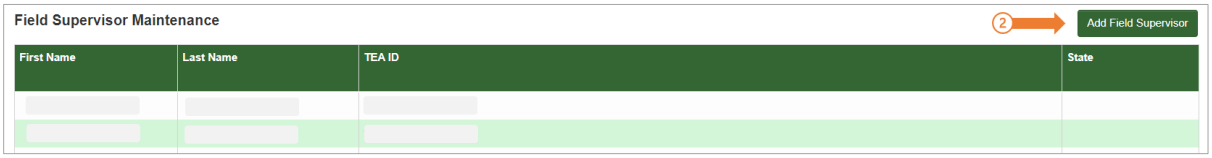
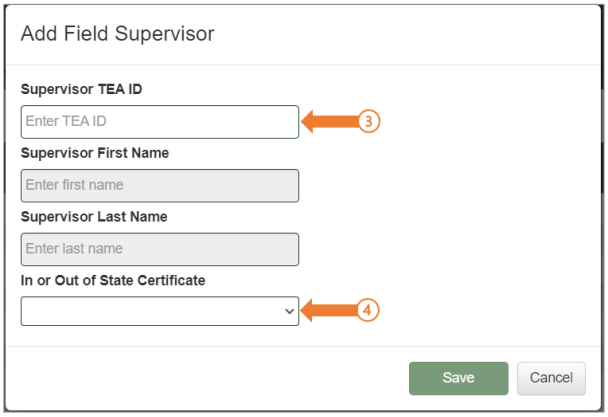


2. Click the **Add Field Supervisors** button.



3. Enter the **Supervisor TEA ID**[9]. The **Supervisor First Name** and **Supervisor Last Name** will populate from their ECOS account.
4. Click on the **In or Out of State Certificate** drop-down to select the state where the supervisor holds a certificate.
    - If the supervisor holds a Texas certificate and certificates from other states, select "Texas."
    - If the supervisor holds certificates from multiple states, select the most recent state.
    - If the supervisor does not have a certificate, select "Not Certified."
5. Click **Save.**



The field supervisor's data will appear in the *Field Supervisor Maintenance* screen.

[9] Field supervisors must be reported by their TEA ID numbers.

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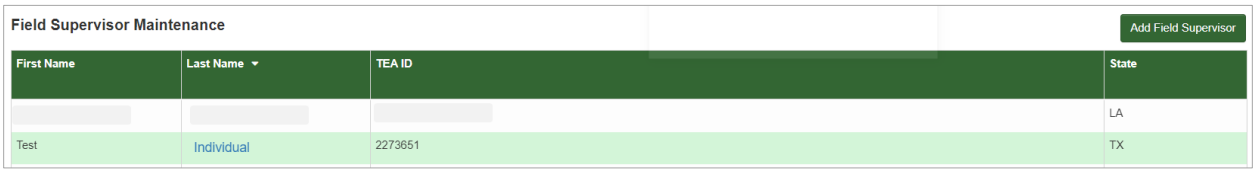
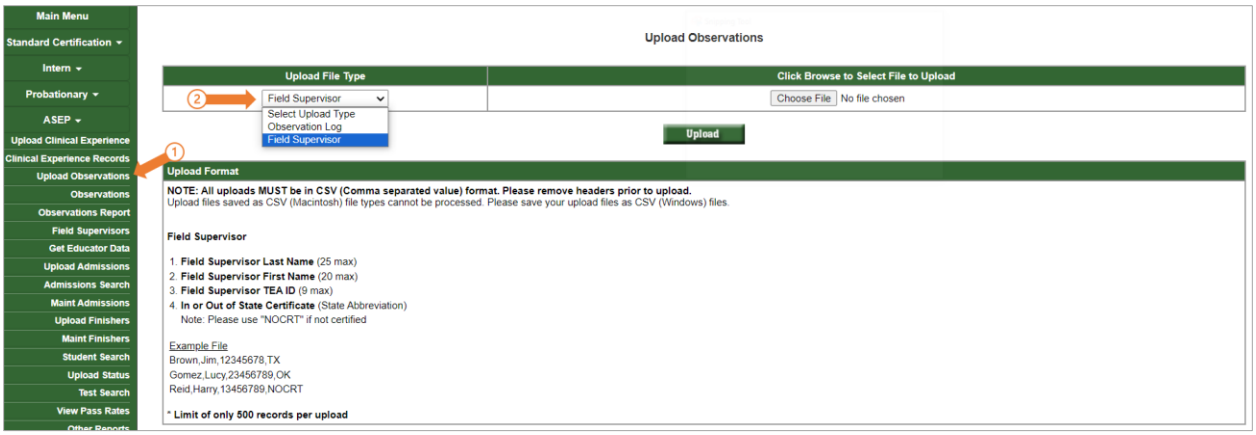


You can add another field supervisor by clicking the **Add Field Supervisor** button. You can delete a field supervisor or update the certification state by clicking on the supervisor's **Last Name**[10] (linked in blue).

Uploading Field Supervisors in Bulk

You can upload field supervisors as a group rather than individually. To do so, create a .csv file and upload it through the *Upload Observations* screen.

1. Click on **Upload Observations** from the **ASEP** drop-down menu.
2. Select "Field Supervisor" as the **Upload File Type**.



3. Create your .csv file. Please refer to **Appendix 5: Creating a .csv File** for guidance on preparing and resolving issues in a .csv file. Use the Upload Observations/Field Supervisors screen guidance to create your .csv file. The finished file should contain four columns.

Your spreadsheet will look something like this:

	A	B	C	D
1	Individual	Test	2273651	TX

4. Use the **Browse** button to browse and select your .csv file for uploading.
5. Click **Upload.**
6. Check the upload status: Under the **ASEP** menu, click the **Upload Status** sub-menu.

[10] Once a field supervisor has been linked to a candidate through an observation, you cannot delete the field supervisor unless you first delete the observation(s) the supervisor is credited with conducting.

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7. As you did with the test approval bulk upload, check the related upload in the Upload Type column and look for errors in the Upload Results column.
8. Review the list of field supervisors in the *Field Supervisor Maintenance* screen: Under the **ASEP** menu, click the **Field Supervisors** sub-menu.

Entering Observations

Once you have entered your field supervisors in ECOS and created the Clinical Experience record for your candidate, you are ready to record observations. You can record and modify observations individually or upload observations in bulk.

Record all formal observations your program conducts, including those beyond the required minimum and those for candidates who withdrew or were removed from the program. **All observations must be reported in ECOS in the reporting year in which they occur.**

Please refer to the minimum required number of observations guide to determine the correct assignment types and the number of observations. Please note that the assignment type NONTCH is used when reporting non-teacher observations.

Adding Observations Individually

The manual entry screen for entering an observation may be reached from a link in the candidate's Clinical Experience record or by selecting **Observations** from the ASEP drop-down menu and searching by TEA ID.

Note: You can view all previously recorded observations for a clinical experience and provide a link to add a new observation. This is a handy way to track each candidate's progress in reporting observations.

Using the Clinical Experience Records sub-menu:

1. Select **Clinical Experience Records** from the **ASEP** drop-down menu.
2. From the **Filters** drop-down, select "TEA ID."
3. In the empty field, enter the candidate's TEA ID, then click **Search**. The resulting records pertain to the current academic year.
4. Click on the report icon under the Observations column for the pertained candidate. The *Candidate Observations* screen will open in a new window.

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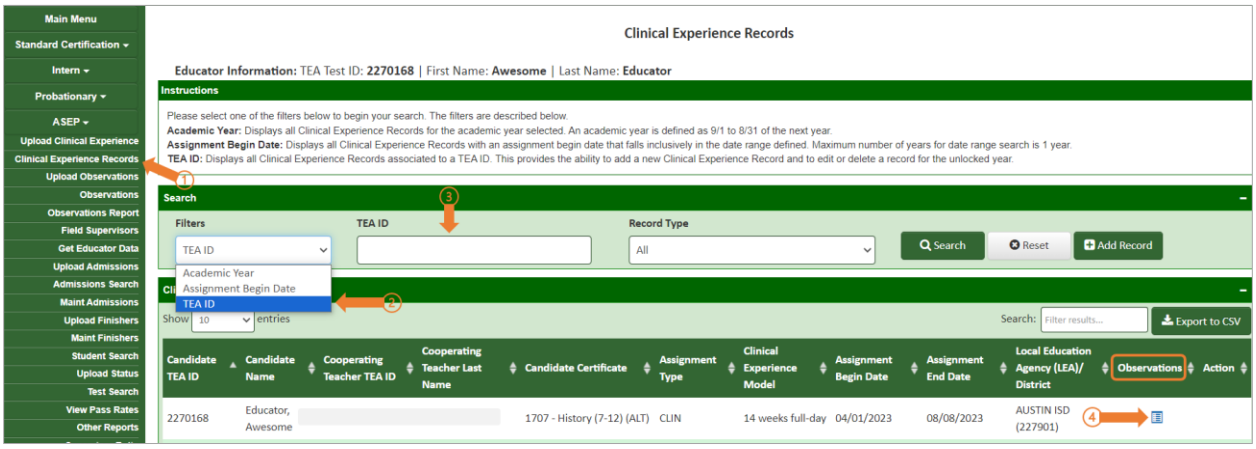
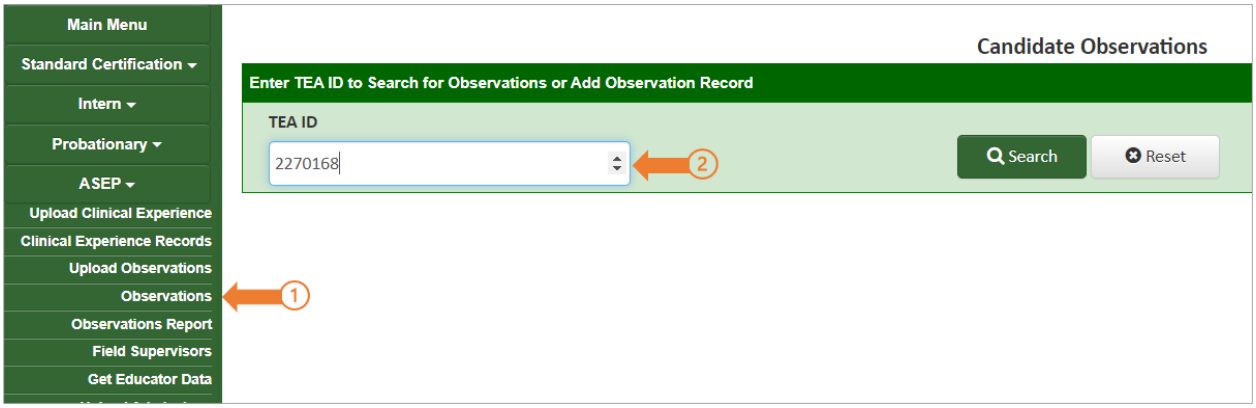
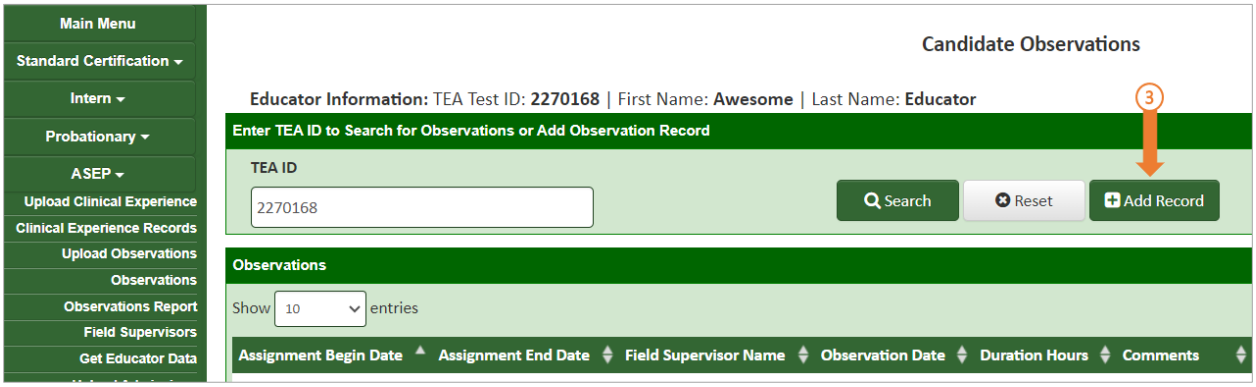


Using the Observations sub-menu:

1. Select **Observations** from the **ASEP** drop-down menu.
2. Enter the candidate's **TEA ID**, then click **Search**.



3. Click **Add Record.**



4. Select the **Field Supervisor TEA ID** from the dropdown menu.

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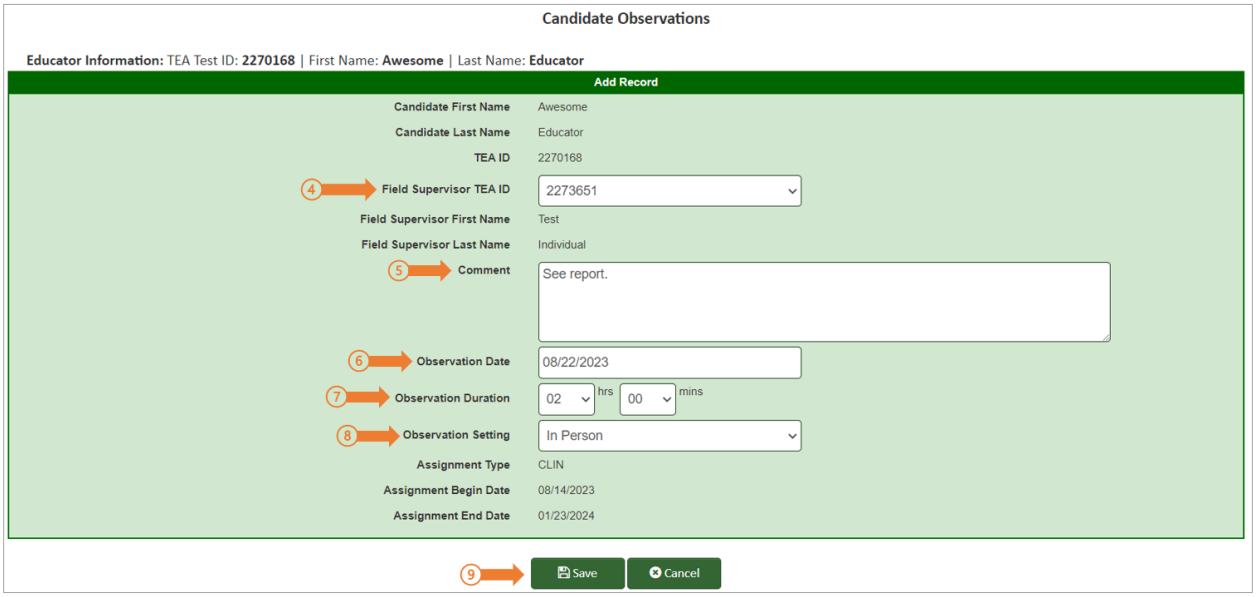
- **Note**: The **Field Supervisor First Name** and **Field Supervisor Last Name** will auto-populate.

5. Enter a **Comment**.
6. Select the **Observation Date** from the popup calendar.
7. Enter the **Observation Duration** using the drop-down arrows.
8. Select the **Observation Setting** (In-person or Virtual).
    - **Note**: The **Assignment Type,** the **Assignment Begin Date**, and the **Assignment End Date** will auto-populate from the information you entered into the Clinical Experience record.

Please note that as of September 1, 2022, the Texas Administrative Code allows for some virtual observations for Teacher and Non-teacher candidates. Please consult the Texas Administrative Code for details on limits to virtual observations for teacher candidates.

9. Click **Save.**



Your screen will display a green banner with the success message 'Successfully added the Observation record.'

Note: Although the clinical experience record may be created for up to 18 months, all observations must be reported in ECOS and within the assignment begin and end dates**.**

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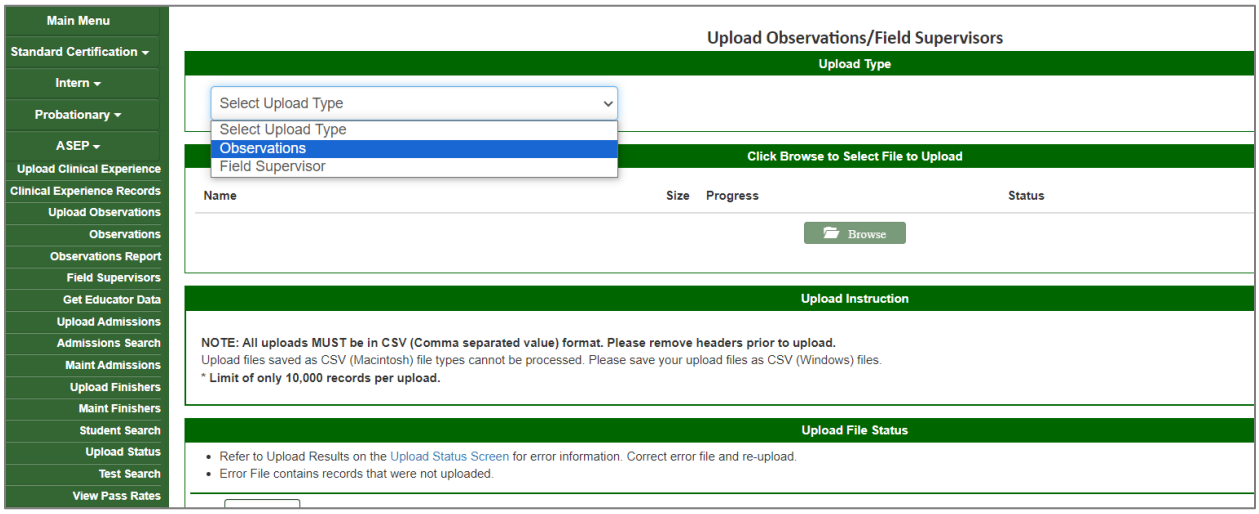
Uploading Observations in Bulk

If your program has many observations to enter at once, you can upload them in bulk rather than individually.

1. Click on **Upload Observations** from the **ASEP** drop-down menu**.**
2. Select "Observations" from the **Upload File Type** dropdown menu.
3. Create your .csv file. Use the guidance from the *Upload Observation/Field Supervisors* screen to create your file. Please refer to **Appendix 5: Creating a .csv File** for guidance on preparing and resolving issues in a .csv file. There should be exactly ten columns when you are done. All fields are required.
4. Use the **Browse** button to browse and select your .csv file for uploading.
5. Click **Upload.**
6. Check the upload: Click on **Upload Status** from the **ASEP** menu.
7. Check the related upload in the Upload Type column and look for errors in the Upload Results column. Review the observation logs for a sample of candidates to ensure the upload was complete and accurate.



The EPP ensures that all the data is accepted and correct in the system. Do not depend on the "Your file was uploaded successfully" message because it will not detect some errors. Use the **Observations Report** sub-menu option under **ASEP** to view and verify the data you have entered.

Common Observation Upload Issues

A few common issues will cause ECOS to generate an error message when entering individual observations or uploading bulk observations. Here are some of the issues we have identified:

- Candidate is not in the Finisher Records List as Other Enrolled or Finisher.
- Candidate does not have a Clinical Experience record for the assignment.
- The date of the observation is a future date.

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- The observation date is before the assignment's beginning date or after the assignment's end date.
- Observation date is within a clinical experience assignment, with an end date in a past locked reporting year.
- Incorrect assignment type is selected.
- Time is formatted incorrectly. Time must be formatted as 00:00 (hh:mm).
- Comment columns contain commas, semicolons, or other punctuation that confuses the .csv format. Keep it simple - for example, “See student log,” “Meets expectations,” or other comments appropriate to the EPP.
- Cells are blank or have stray marks. Please refer to **Appendix 5: Creating a .csv File** for guidance on preparing and resolving issues in a .csv file.
- Blank rows between candidate records.
- “Error Line: 1: Missing Delimiter ‘,’ should be 9 in each row uploaded,” means there should be ten columns, and there are either too many or too few columns. Open the spreadsheet with Notepad to identify missing spaces or other anomalies. Please refer to **Appendix 5: Creating a .csv File** for guidance on preparing and resolving issues in a .csv file.
- TEA ID numbers are missing or do not match ECOS - for the candidate or field supervisor.
- There is a name mismatch because a nickname is used rather than the candidate’s legal/recorded name in ECOS.
- Column headers present—The upload cannot distinguish between column headers and data, so if you try to upload a file with column headers, you will get an error. Column headers must be removed prior to upload.

Modifying Observation Records

1. Click on **Observations** from the **ASEP** drop-down menu.
2. Enter the candidate’s **TEA ID** number.
3. Click **Search.**
4. For editing, use the pencil icon under the Action column at the end of the observation record.
5. Modify the observation record as needed.
6. Click **Save.**

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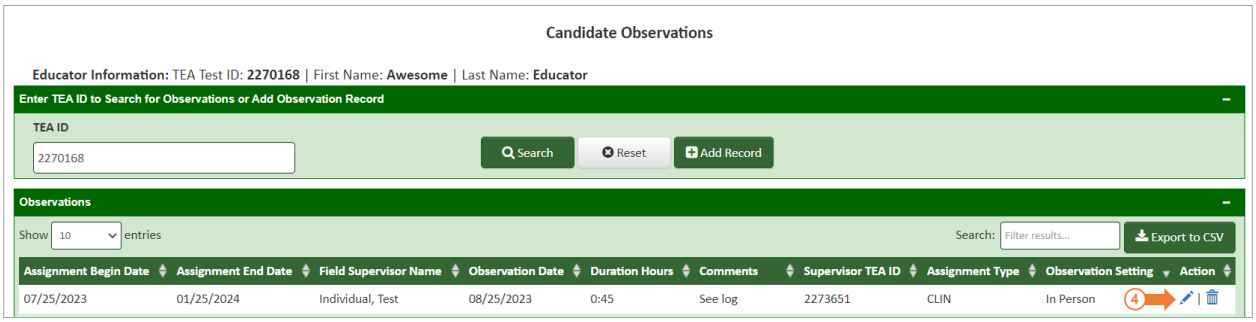

Removing a Record

1. Click on **Observations** from the **ASEP** drop-down menu.
2. Enter the candidate's **TEA ID** number.
3. Click **Search.**
4. To remove the record, use the trash icon under the Action column at the end of the observation record.
5. Click **OK** on the resulting pop-up confirmation message.
6. ECOS will confirm the observation record has been removed: "Successfully deleted the Observation record.".

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Data Verification

EPPs are required to report accurate and timely data for accountability purposes. Failure to do so can result in negative consequences for EPPs, including negatively impacting their accreditation status.

Exceptions and Errors

EPPs are required to report accurate data. Accurate data must be submitted in the reporting period. We recognize that there are rare instances where you cannot "fix" data that has been submitted due to system access. For this reason, you may submit a Request for Exception (RFE).

Common Exceptions

Although exceptions are generally rare and decrease as data quality and validation increase, some common cases exist where programs find cause for exception requests.

For the observation lists, extraordinary circumstances may result in a candidate not getting the required observations. For example, a candidate was issued a standard certificate prior to the end of the internship extension. You may provide an exception letter to petition TEA to change the denominator and modify the percentage of candidates you provided adequate field support. It is required that programs still enter all observation records for any candidates who still need to complete their internship.

Common Observation Exceptions

1. Incomplete internship due to deactivation of intern or probationary certificate.
2. Incomplete internship extension due to the issue of a standard certificate.
3. Exempt because candidate qualified for educational aide exemption from THECB*.
4. Exempt because the candidate was already initially certified.
5. Exempt because the candidate was previously employed as an ROTC instructor*.
6. Exempt because candidate placed on Administrative Leave.

*Create a Clinical Experience record for a CLIN assignment type using the Clinical Experience model "Approved Exemption (JROTC or Ed. Aide)" to report this exception, and no written exception request is needed.

Common Principal Survey Exceptions

1. Candidate was not initially certified by the EPP.
2. Candidate previously taught a complete year.
3. Candidate was in the classroom for less than five months.
4. Candidate left the position before working for five months.

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Common Teacher Survey Exceptions

1. Candidate was not initially certified by the EPP.
2. Candidate previously taught a complete year on a standard certificate.

Please note that the forms will be available on the Program Provider Resources webpage before the end of the reporting period. EPPs will be notified via the EPP Weekly Newsletter once the RFE forms are published on the webpage. Exception requests must be made using the RFE forms. Exception requests must be received at TEA by the deadlines established by TEA. We communicate these deadlines in the EPP newsletter.

Request to Correct Finisher Record(s) for a Previous Reporting Year Form

Programs can request a correction to the ASEP Finisher Records List in ECOS for previous reporting years by submitting a complete and signed Request for Correction (RFC) form. Those requests must be submitted through a TEA Help Desk ticket. Once received, TEA will review and manually correct the finisher records in ECOS for the candidate(s) and reporting year(s) identified on the form. Please file these requests when you identify the discrepancy - do not wait until the end of the reporting year. See Appendix 1 for a sample of the RFC form.

Data Verification Affidavit

Once all data for a reporting year has been submitted and verified, you must provide an affidavit testifying to the completion and accuracy of the EPP data. Here is what you should expect each fall:

1. Before September 15, the EPP submits and updates all required data in ECOS and any other data in the format required by TEA staff.
2. On or after September 15, the EPP submits the data verification affidavit. Once it is published on the Program Provider Resources webpage, the EPP will be notified via the EPP Weekly Newsletter.

Complete the affidavit only when you know all your EPP data has been checked. **If the affidavit is submitted prior to EPP data finalization and TEA discovers incorrect information, the signer and/or EPP may be found violating the Texas Educators Code of Ethics and TAC §229.** Submit your affidavit using these steps.

1. Open and complete the information on the *Affidavit for Accountability System for Educator Preparation Programs (ASEP) Data Verification 2024-2025 ASEP Reporting Year* form.
2. Ensure that your affidavit form contains the **required electronic signature** by your Epp's Legal Authority.
3. Once you have completed the form, click on the 'Submit to TEA Help Desk' button. This will open a TEA Help Desk ticket for your form. See Appendix 3 for additional information about the TEA Help Desk. Prior to sending, please insert your CDN and EPP names in the file name. See Appendix 4 for the EPP short name to use when creating the file name.

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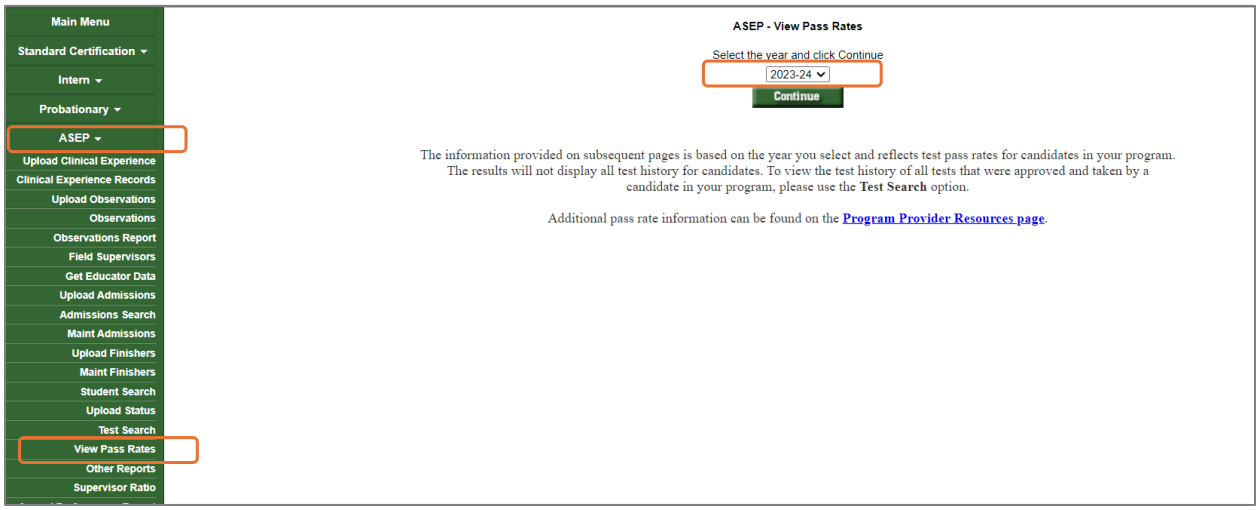
Other ECOS Data Features

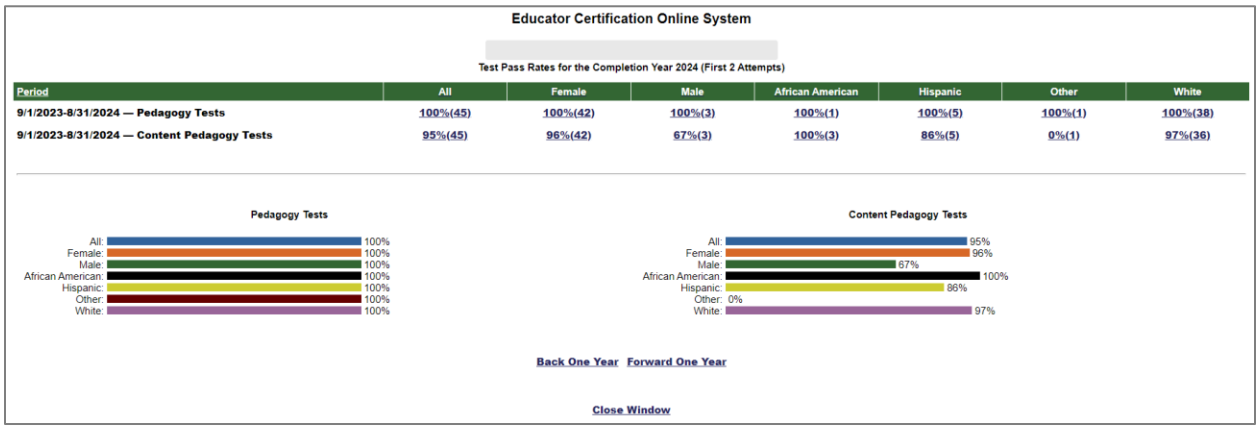
View Pass Rates

ECOS allows you to view the pass rates for candidates in your program. When a candidate takes a test, Pearson scores the results and reports the results to TEA. TEA data for pass rates are then manually updated. As a result, a candidate's score will not be reflected in the test pass rates in real-time, as they are updated weekly.

1. Click on **View Pass Rates** from the **ASEP** drop-down menu.
2. Select the **year** from the dropdown menu.
3. Click **Continue**.



The test pass rates will open in a new window.



You will get an overview page with pass rate data for your program. The overview page provides valuable information by itself and allows easy navigation backward or forward one year at a time.

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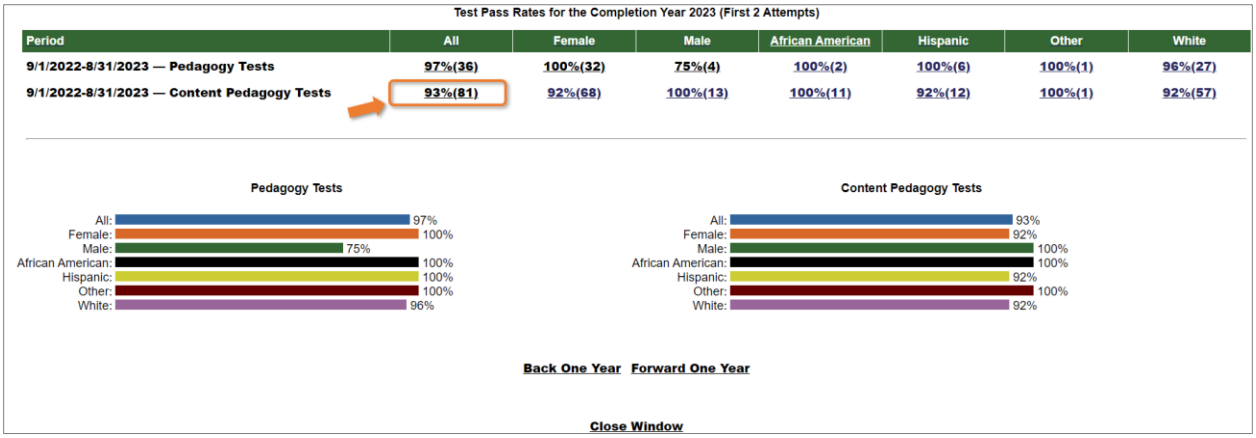
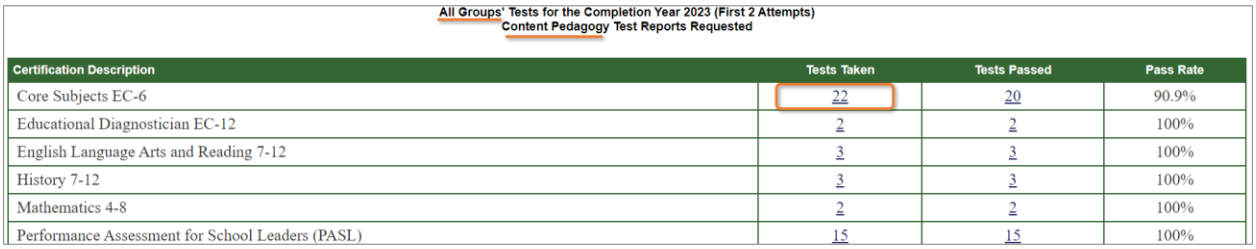
You can get more information on candidate performance by clicking on the hyperlinked percentages in the All and Demographic columns. Clicking on the **All** percentage will list all the certification tests attributed to your program for the academic year and the number of tests taken, tests passed, and pass rate. Clicking on the demographic group percentage will list the test results for only the candidates in that category. The test results will open in a new window.



Test Pass Rates for the Completion Year 2023 (First 2 Attempts)

Period	All	Female	Male	African American	Hispanic	Other	White
9/1/2022-8/31/2023 — Pedagogy Tests	97%(36)	100%(32)	75%(4)	100%(2)	100%(6)	100%(1)	96%(27)
9/1/2022-8/31/2023 — Content Pedagogy Tests	93%(81)	92%(68)	100%(13)	100%(11)	92%(12)	100%(1)	92%(57)

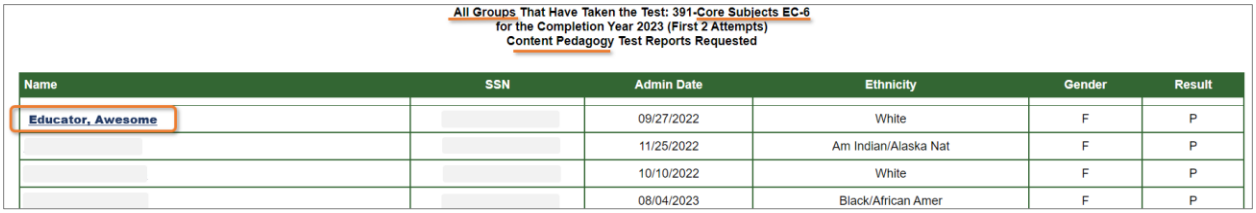
Clicking on the hyperlinked numbers in the **Tests Taken** or **Tests Passed** columns will open a new window with a list of the candidates and their results.



All Groups' Tests for the Completion Year 2023 (First 2 Attempts)
Content Pedagogy Test Reports Requested

Certification Description	Tests Taken	Tests Passed	Pass Rate
Core Subjects EC-6	22	20	90.9%
Educational Diagnostician EC-12	2	2	100%
English Language Arts and Reading 7-12	3	3	100%
History 7-12	3	3	100%
Mathematics 4-8	2	2	100%
Performance Assessment for School Leaders (PASL)	15	15	100%

You can click on the hyperlinked candidate's name to view the tests used to determine the pass rate. The tests will be displayed in a new window.



All Groups That Have Taken the Test: 391-Core Subjects EC-6
for the Completion Year 2023 (First 2 Attempts)
Content Pedagogy Test Reports Requested

Name	SSN	Admin Date	Ethnicity	Gender	Result
Educator, Awesome		09/27/2022	White	F	P
		11/25/2022	Am Indian/Alaska Nat	F	P
		10/10/2022	White	F	P
		08/04/2023	Black/African Amer	F	P

To view the candidate's complete test history with your program, visit **Test Search** under the ASEP menu.

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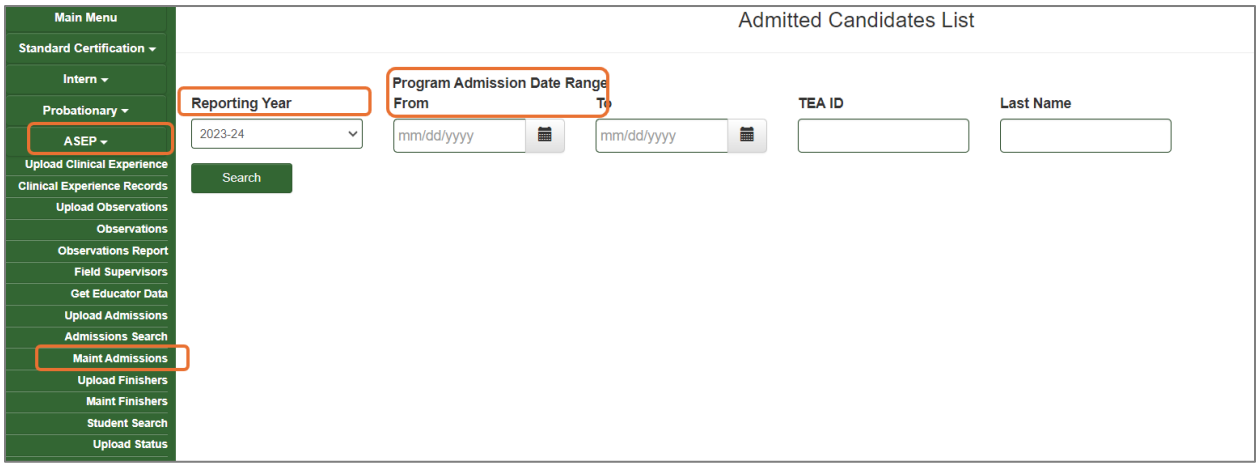
View Admissions

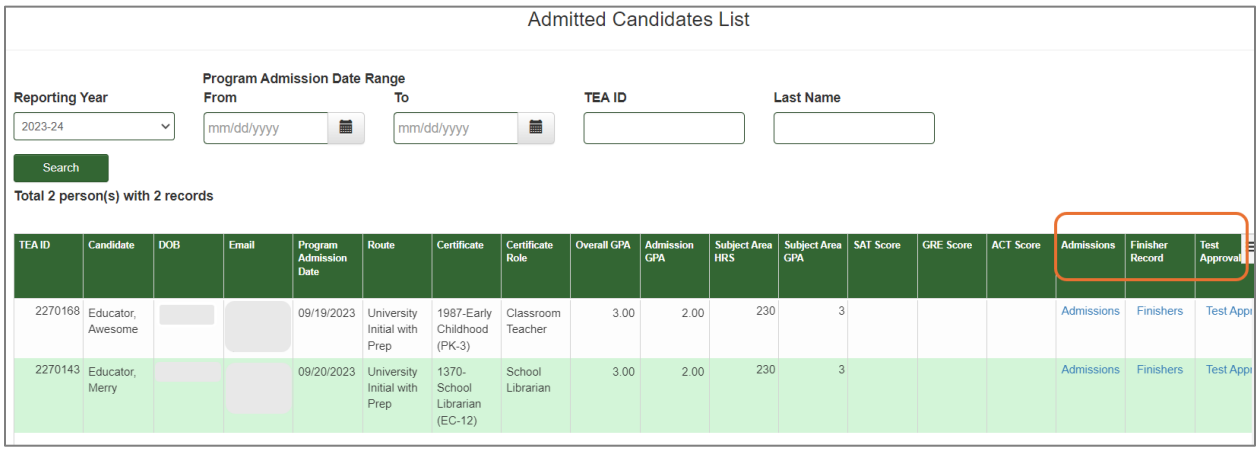
You can view the admissions that you have entered into ECOS to understand your total admissions for the year or year-to-date.

1. Select **Maint Admissions** from the **ASEP** drop-down menu.
2. Select the **Reporting Year** or **Program Admission Date Range**.
3. Click **Search.**



4. Review the resulting report.

Note: The linked text in the columns on the right directs you to the candidate Admissions, Finisher Record list, and Test Approvals.



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View the Annual Performance Report (APR)

To view your EPPs APR information in ECOS:

1. Select the **Annual Performance Report** from the **ASEP** drop-down menu.
2. Select the **Reporting Year**. Then click **Search**.
3. Review and consider the following:
   - **Retained** is the number of Other Enrolled on your Finisher Records List. It is a snapshot of all the candidates in your program on August 31.
   - **Completed** is the number of persons listed as Finisher on your Finisher Records List.
   - **Admitted, Retained,** and **Completed** are continuously collected data, including anyone who moved in or out of those categories during the academic year.

Note: The TEA Data team will populate the Admitted, Retained, and Completed numbers around the end of October after ASEP closes on 9/15. Thus, EPPs are not required to enter these numbers on the ASEP APR screen.

View Observations

It is in your best interest to check all the observations reported for your program to ensure you haven't missed any observations and that your program meets SBEC observation requirements. ECOS allows you to list the observations you conducted during an academic year. Remember, this is only a list of the observations that have been reported. If a candidate should have been observed and not observed, the candidate will not appear in the report. All teacher candidates listed as Other Enrolled or Finisher on the Finisher Records List completing clinical teaching or an internship - including second- or third-year extensions - must be observed[11]. Similarly, any non-teacher candidate listed as a Finisher on the Finisher Records List must have recorded observations.

1. Select **Observations Report** from the **ASEP** drop-down menu.
2. Select the **Filters**: "Academic Year," "Assignment Begin Date," or "Visit Date."
3. Choose the **Parameters** (year or specific date based on the **Filters** selected).
4. Click **Search.**

[11] See TAC §229.4(a)(4)(A).

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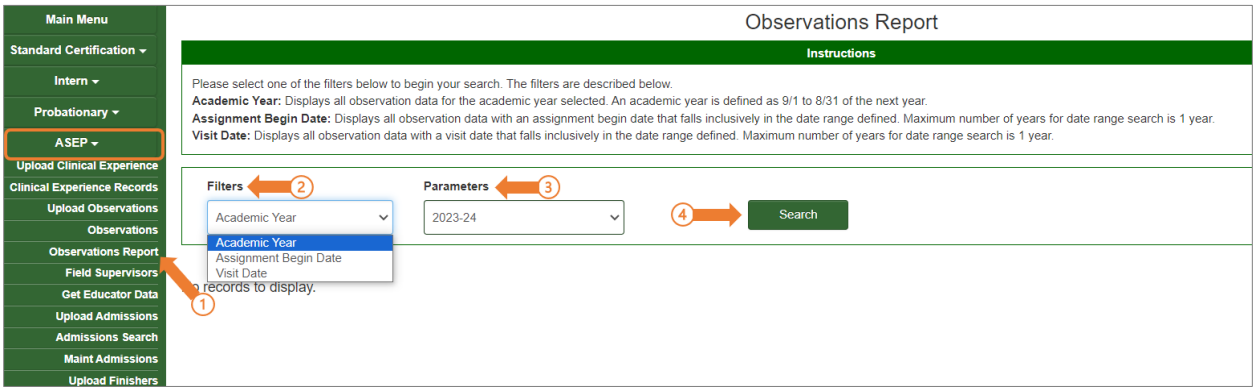

The resulting page will show you the observation data you entered in ECOS. Scroll to the bottom of the page and click on the "Here" linked text **to download the data as a .csv,** allowing you to manipulate the data more efficiently.

Supervisor Name	Assignment Begin Date	Candidate TEA ID	Candidate Name	Visit Date	Duration Hours	Comments	Supervisor TEA ID	Assignment Type ▲	Assignment End Date	Observation Setting
[redacted]	01/01/2021	[redacted]	[redacted]	07/14/2021	0:45	[redacted]	[redacted]	CLIN	09/01/2021	
[redacted]	01/02/2021	[redacted]	[redacted]	07/15/2021	0:45	[redacted]	[redacted]	CLIN	09/01/2021	
[redacted]	01/03/2021	[redacted]	[redacted]	07/16/2021	1:00	[redacted]	[redacted]	CLIN	09/01/2021	
[redacted]	09/14/2020	[redacted]	[redacted]	10/05/2020	0:45	[redacted]	[redacted]	CLIN141	12/17/2020	
[redacted]	09/14/2020	[redacted]	[redacted]	10/12/2020	0:45	[redacted]	[redacted]	CLIN141	12/17/2020	

The resulting spreadsheet will look something like this.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Texas Education Agency												
2	Educator Certification Online System												
3	EPP Observations Report for												
4	Download Date/Time: 9/6/2023 2:55:14 PM												
5													
6	---------- User Search Criteria ----------												
7	Academic Year: 2022-23												
8	---------- User Search Criteria ----------												
9													
10	Field Supervisor Last Name	Field Supervisor First Name	Assignment Begin Date	Candidate TEA ID	Candidate Last Name	Candidate First Name	Visit Date	Duration Hours	Comments	Field Supervisor TEA ID	Assignment Type	Assignment End Date	Observation Setting
11													
12	[redacted]		2/21/2022	[redacted]	[redacted]		9/15/2022	0:50	See candidate's E	[redacted]	INT	2/21/2023	V
13			2/21/2022				10/28/2022	0:45	See candidate's E		INT	2/21/2023	P
14			2/21/2022				11/18/2022	0:45	See candidate's E		INT	2/21/2023	P
15			1/9/2023				2/16/2023	0:55	See Candidate's E		CLIN	5/5/2023	P
16			1/9/2023				3/9/2023	1:09	See Candidate's E		CLIN	5/5/2023	P

Here are some things to consider as you review observation data for your program[12].

1. Are all the formal observations conducted by your field supervisors listed? Be sure to record all observations, not just the minimum required number.
2. Individual candidates should have only one beginning date (Assignment Begin Date) for their internship or clinical teaching.
3. Are the visits of sufficient duration - at least 45 minutes for teacher candidates?
4. Did each candidate receive the minimum number of observations?

[12] See TAC §228.101 for specific field supervision requirements.

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5. Are all the candidates who should have been observed included on the list? This would include anyone from your program with an active intern or probationary certificate, including extensions, and anyone completing clinical teaching or a practicum.

Note: Monitor your program's compliance with the minimum SBEC standards for duration and frequency throughout the school year. The requirements in TAC §228.101(b) are specific and include timing requirements depending on the type of clinical experience. Missing the timing of a single observation may make the candidate's support non-compliant, so be sure to monitor for frequency, duration, and timing of observations for your candidates.

Get Educator Data

Use the **Get Educator Data** screen**,** under the **ASEP** menu**,** screen to:

- Upload the Graduate Files in a .csv format.
- Receive a file containing fingerprint status.
- Receive a file containing TEA IDs.

Note: The certificate and test score data will not be restricted to those earned through the EPP. EPPs should use the Pearson Results Analyzer for their candidates' test results.

For more information on uploading the Graduate Files, please refer to the technical manual's Legislative Budget Board Reporting section.

Retrieve Fingerprint Status:

To retrieve candidates' fingerprint status:

1. Create a .csv file with only the candidate TEA ID number in column A. Please refer to **Appendix 5: Creating a .csv File** for guidance on preparing and resolving issues in a .csv file.

Below is an example .csv upload file for retrieving "Awesome's" fingerprint status:

	A	B	C	D
1	2270168			
2				

2. Click on **Get Educator Data** from the **ASEP** drop-down menu.
3. Select the "Retrieve Fingerprint Status" option from **Upload Type** drop-down.
4. Click **Browse** to locate your .csv file.
5. Click **Upload.**

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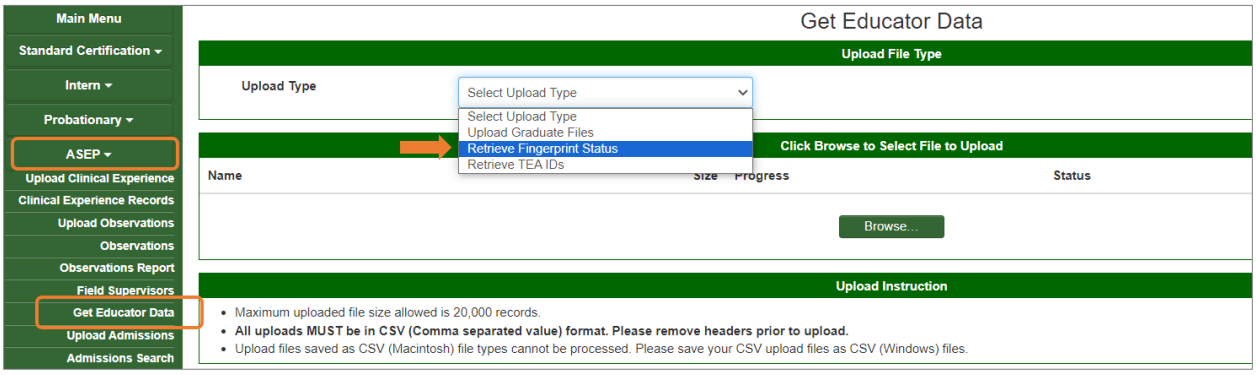
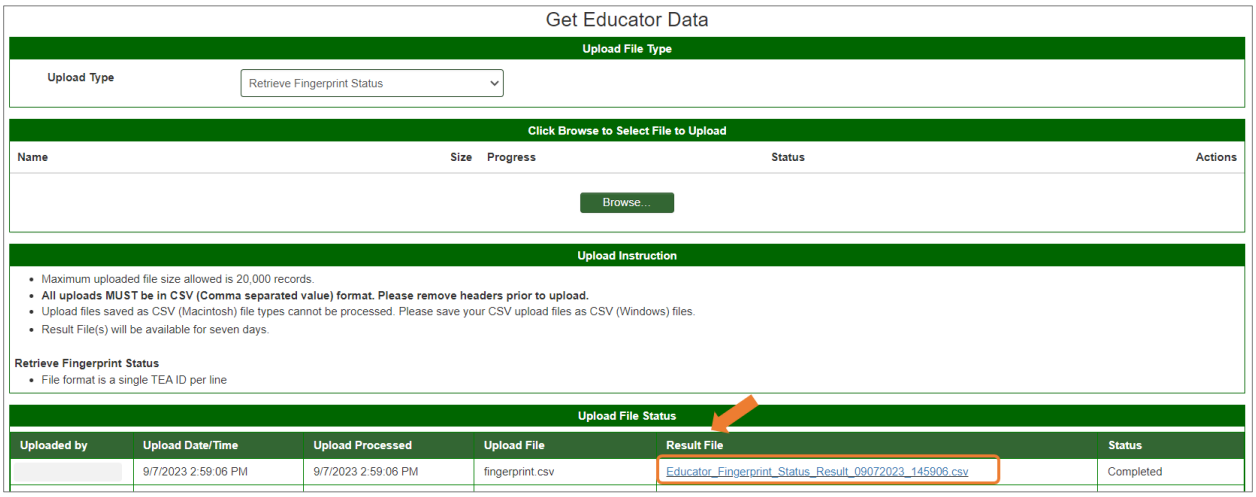


6. To view the resulting file, click on the linked .csv file under the **Result File** column of the **Upload File Status** section at the bottom of the page.



Below is an example of the resulting .csv file for retrieving "Awesome's" fingerprint status:

	A	B	C	D	E
1	TEA ID	First Name	Middle Name	Last Name	Fingerprint Status
2	2270168	Awesome		Educator	Fingerprint Process Complete

Retrieve TEA IDs:

To retrieve candidates' TEA IDs:

1. Create a .csv file with only the candidate SSN in column A. Please refer to **Appendix 5: Creating a .csv File** for guidance on preparing and resolving issues in a .csv file.
2. Click on **Get Educator Data** from the **ASEP** drop-down menu.
3. Select the "Retrieve TEA IDs" option from **Upload Type** drop-down.
4. Click **Browse** to locate your .csv file.
5. Click **Upload.**

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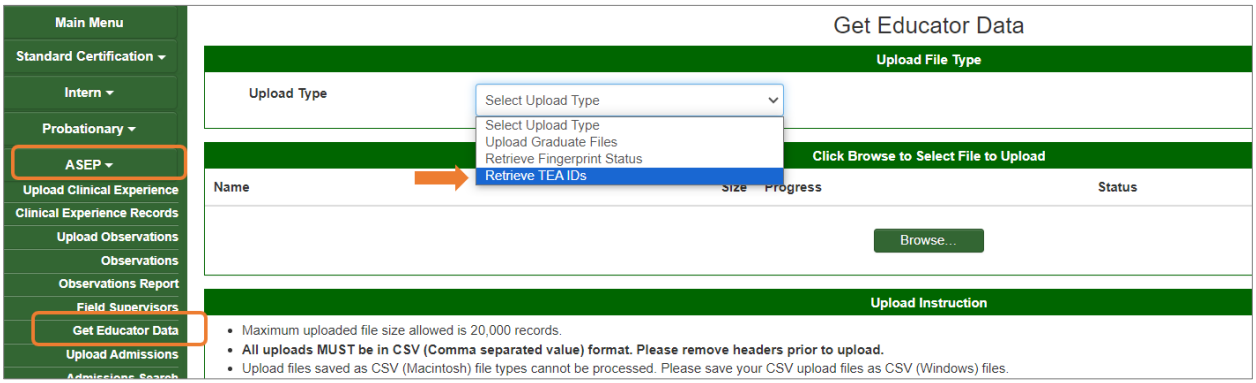
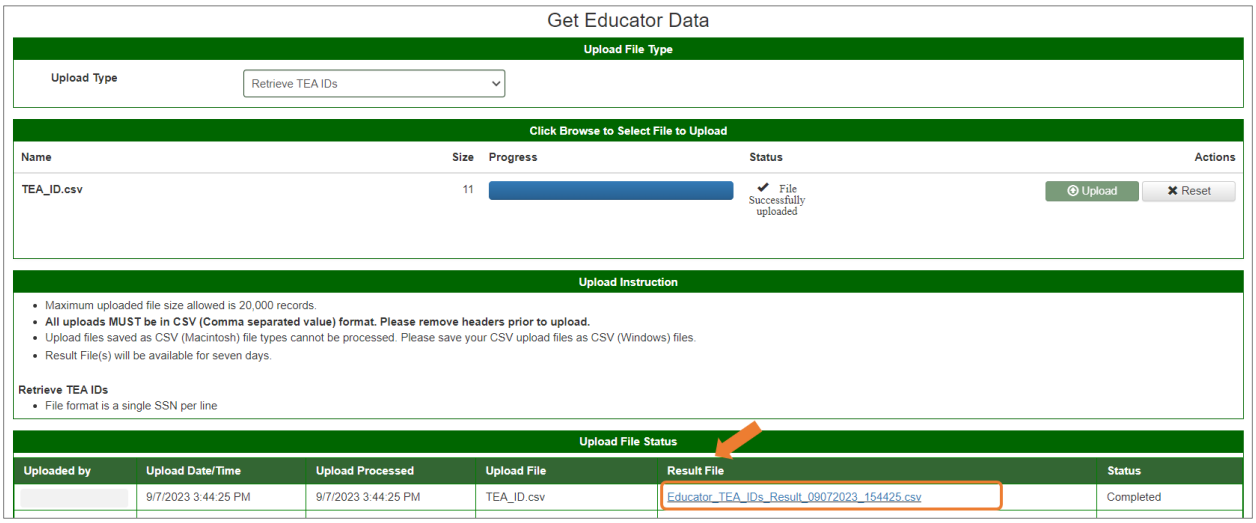
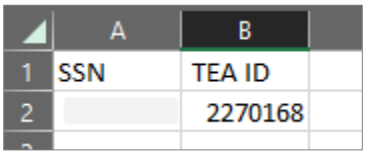


6. To view the resulting file, click on the linked .csv file under the **Result File** column of the **Upload File Status** section at the bottom of the page.



Below is an example of the resulting .csv file for retrieving “Awesome’s” TEA ID:



	A	B
1	SSN	TEA ID
2		2270168

Test Search

The *Test Search* screen in ECOS provides additional data. Enter search parameters, and ECOS will produce a report with test results for candidates from your program. This function may be a useful supplement to the test data available through the Pearson Results Analyzer.

1. Click on **Test Search** from the **ASEP** drop-down menu.
2. Enter the search parameters.
3. Click **Search.**

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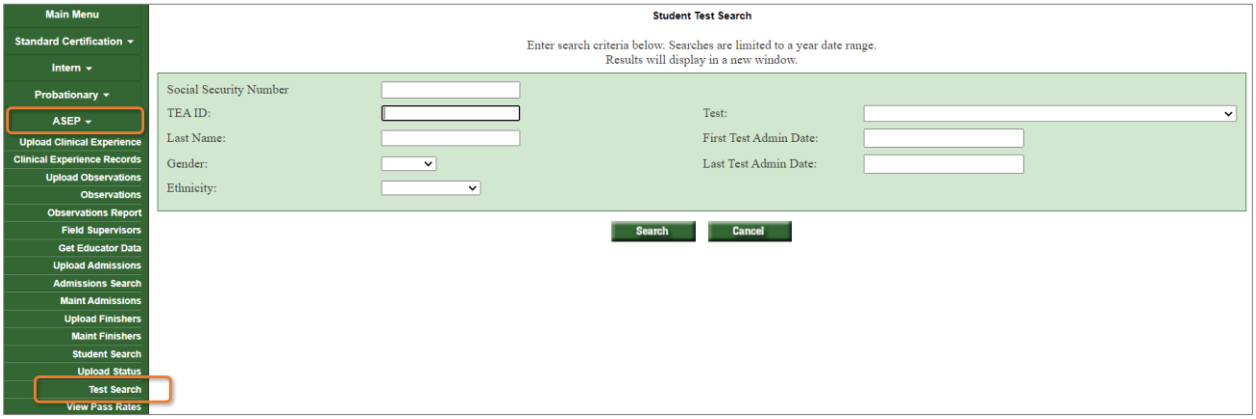
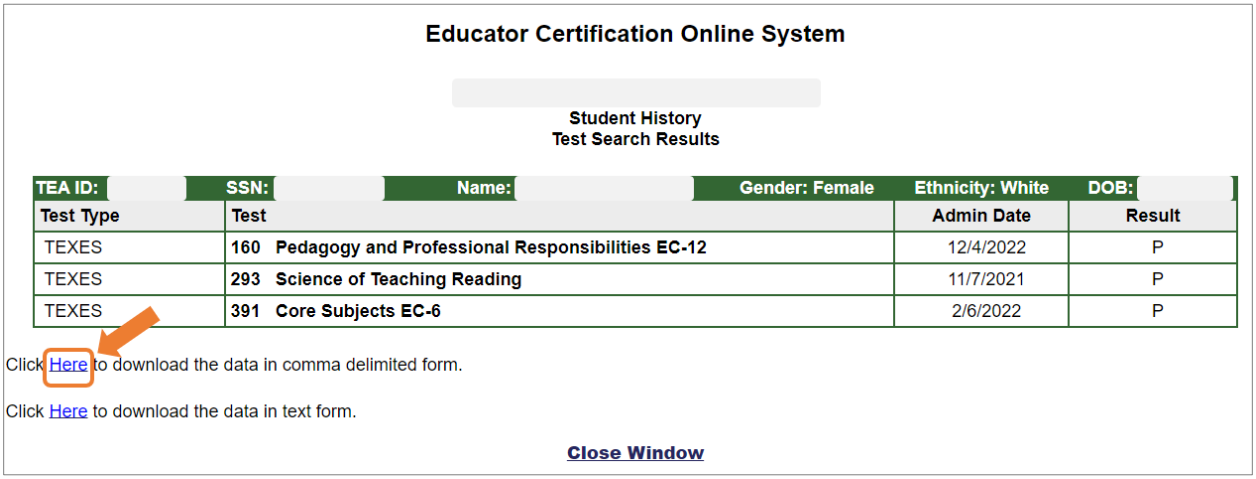
The Test Search Result will open in a new window. You may also download the data as an Excel file (.csv) by clicking the 'Here' linked text.



Note: **This will only return results from tests approved by your program.**



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Title II Reporting

The US Department of Education (ED) requires reports on initial teacher certification candidates. As of 08/03/2023, two companies support programs with this reporting – Pearson and Trewon. Pearson generates pass rate data for the Title II reports as the primary testing vendor for TEA. The federal vendor puts the pass rate data and significant amounts of other data into the report that the Secretary of Education submits annually to Congress.

Primary User: Your program should have a primary user responsible for federal reporting and a backup person who knows the data and the systems. If these persons change, contact Pearson es-titleII@pearson.com and the federal vendor Title2@trewon.com.

Title II reporting follows a predictable annual schedule. Programs report the previous year's data each year, so you will report 2023-2024 data in 2024-2025.

- August 31: The reporting year closes.
- September - December: Upload data to the Pearson system.
- January: Pearson resolution period.
- February: Federal Title II reporting opens.
- April 30: Federal Title II reporting closes.
- July: Title II reported data available for review.
- October: Review/collection period closes.
- November: Title II report completed.

Recording Data for Pearson Title II

In addition to documenting data regarding "Awesome Educator" in the ASEP system, you must also document data for "Awesome" with Pearson for Title II reporting purposes. You provide Pearson with information linking the candidate to your program so that Pearson can link to the candidate's testing data. Pearson uses test results for initial teacher certification candidates to calculate and report pass rates for Title II purposes.

Training and Resources: Pearson has developed a manual to guide you through the necessary Title II reporting. For additional assistance, see https://edreports.nesinc.com/TX or email es-titleII@pearson.com.

Completing the Title II Institutional and Program Report Card (IPRC) Report

In April 2025, you will report on your 2023-2024 cohort. The data you entered in ECOS in September 2024 will help you complete the federal IPRC report. The IPRC includes only initial teacher candidates from your institution. It does not include administrative, student services, or additional certificate candidates. Extensive guidance regarding how to report Title II data is available at the Title II website at https://title2.ed.gov/Public/TA.aspx.

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If your EPP is approved for both degree-seeking (traditional and post-baccalaureate) and non-degree-seeking (alternative) routes to certification, you must report information for candidates in these routes separately.

Here are some ways to learn about Title II reporting:

1. Recorded webinars are available at https://title2.ed.gov/Public/Webinars.aspx#iprc. The IPRC Overview and Training is an excellent place to start.
2. Log into ECOS and export your 2023-2024 candidates listed as **Finisher** on the Finisher Records list and those listed as **Other Enrolled** on the Finisher Records list to Excel. Remove anyone not pursuing an initial teaching certificate. These are the folks you are reporting on. Refer to the Maintain Finisher section of the manual for guidance.
3. Open the blank Institutional and Program Report Card available with the technical assistance materials at https://title2.ed.gov/Public/TA.aspx.
4. Many technical assistance materials are available through the public Title II website.
    a. The IPRC guide is helpful if you have specific questions. Smaller, subject-specific guides are also available if you have questions about individual sections of the report.
5. Download the 2023 Texas State Report Data File and look for your program's data. This is what you will be updating for this year. Remember, in April 2025, you are reporting on 2023-2024 data.

Note: Title II is only concerned with initial teacher certification candidates. Refrain from reporting on candidates in your program pursuing administrative certification, student services certification, or a second certification.

Section 1. b & c. Admissions

Your report should, at minimum, reflect the statutory and regulatory minimum requirements. Specifically, it would be expected that the following are required for entry:

- Transcript.
- Minimum number of courses/credits/semester hours completed (TEC §21.0441(a)(2) and TAC §227.10(a)(4)).
- Minimum GPA (TEC §21.0441(a)(1) and TAC §227.10(a)(3)).
- Minimum basic skills test score (TAC §227.10(a)(5)).
- Interview or Other Proficiency (TAC §227.10(a)(8)).

Section Enrollment

You can use the ECOS data submitted throughout the year to help you complete the Title II report. **Note**: If your program supports traditional & post-baccalaureate (degree-seeking) and alternative (non-degree-seeking) routes to certification, you must report information about candidates in these routes separately.

1. Click **Maint Finishers** from the **ASEP** drop-down menu.
2. Select the 2023-2024 **Reporting Year**.

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3. Select the "Other Enrolled" option from the **Status** drop-down.
4. Click **Search**.
5. Scroll down to the bottom of the page and click on the **'Here'** linked text to download the data as a .csv.
6. Open as an Excel spreadsheet.
7. Highlight the data columns.
8. Sort or filter by the Cert_Description column.
9. Delete any candidates not pursuing an initial teacher certificate (principal, superintendent, etc.).
10. Sort by TEA ID column.
11. Remove any duplicates (candidates listed two or more times because they are pursuing multiple certificates or certifications and a supplemental).
12. Sort or filter by Gender.
13. Count the number of males and females.
    - If a candidate is listed as "Unk," then use the self-reported gender information for the candidate in ECOS.
14. Sort or filter by Ethnicity.
15. Count the number of each ethnic group.

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Legislative Budget Board Reporting for Public Colleges and Universities

Each fall, EPPs that are public colleges and universities are required to report certification rates of teacher education graduates to the Legislative Budget Board (LBB). Private universities and alternative certification programs do NOT report to the LBB. In September, TEA will contact institutions requiring email submission of the LBB report. The report is due to TEA based on when TEA must report to the LBB.

To facilitate the reporting process and ensure the consistency and accuracy of data, the LBB, State Auditor's Office, and educator preparation entities asked TEA to collect graduate information from the entities and, using centralized records in the TEA database, calculate the LBB certification rate.

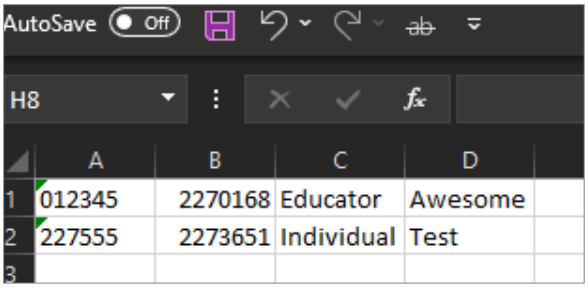
The LBB certification rate is based on the percentage of an institution's undergraduate teacher education program graduates who become certified to teach by the end of the fiscal year following their graduation.

IMPORTANT: You must report the performance measure to the LBB using ABEST. TEA is simply calculating the rate for you. It is your responsibility to enter the rate in ABEST.

The Fiscal Year 2024 LBB performance measure will reflect the certification rate of your 2022-2023 graduates. The rate is the percentage of certified graduates as of August 31, 2024.

1. Create a .csv file listing the teacher candidates who graduated between September 1, 2022, and August 31, 2023. Please refer to **Appendix 5: Creating a .csv File** for guidance on preparing and resolving issues in a .csv file. The finished file should contain four columns.

Your spreadsheet will look something like this:



2. Click **Get Educator Data** from the **ASEP** drop-down menu.
3. If you need to retrieve TEA IDs from your social security numbers, refer to the Retrieve TEA IDs section of the technical manual.
4. Select the "Upload Graduate Files" option from **Upload Type** drop-down.
5. Select the "2022-2023" **Graduation Year**.
    - **Note**: This is the year the new teachers graduated.
6. Click **Browse** to locate the .csv file you created to upload.

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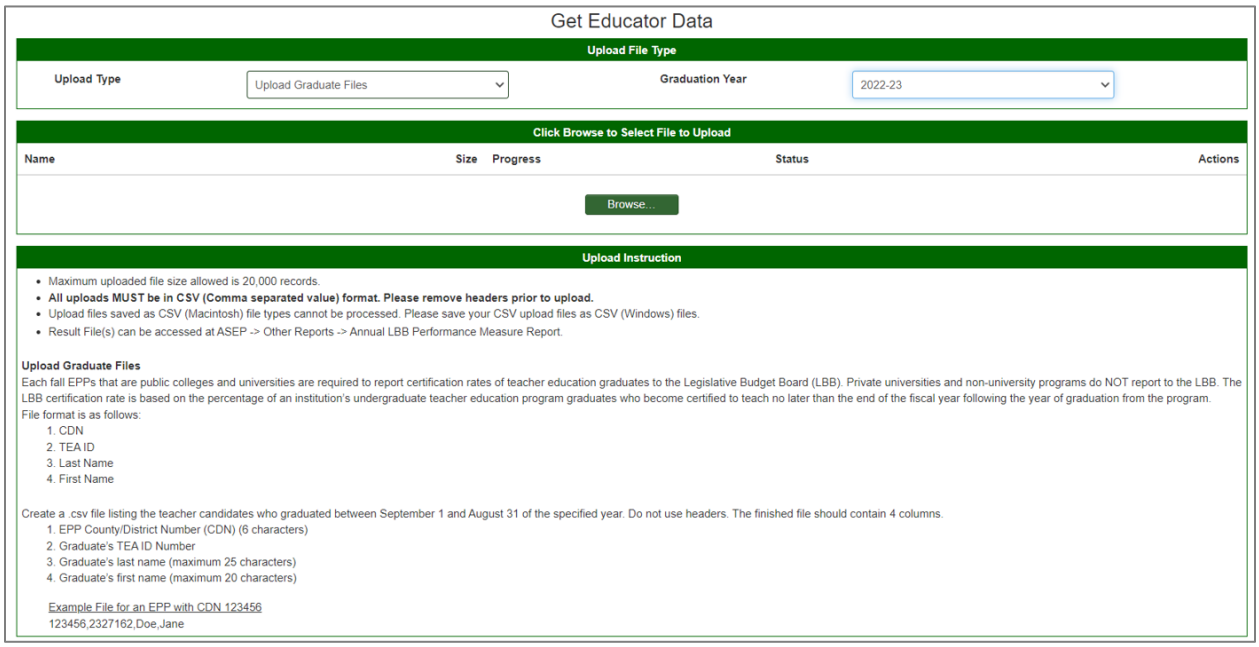
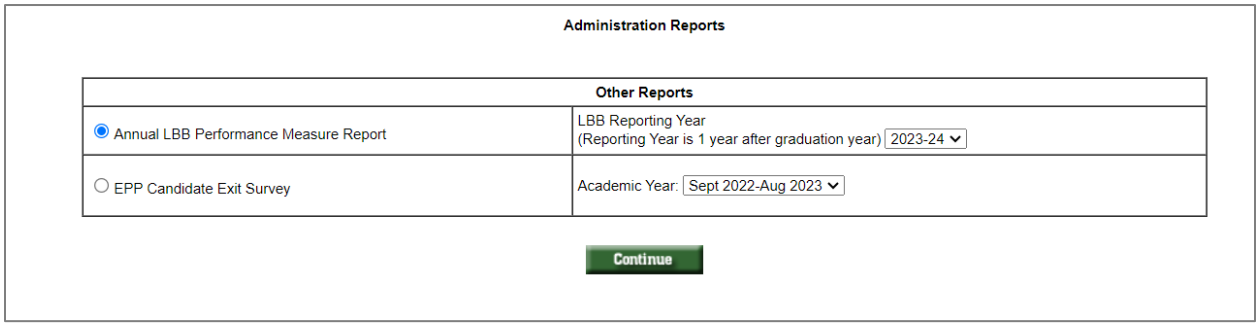
7. Click **Upload.**



Viewing Legislative Budget Board Report for Public Colleges and Universities:

After you submit your list of graduates in ECOS, you must retrieve and verify the results. Follow these steps to view your results:

1. Click on **Other Reports** from the **ASEP** drop-down menu.
2. Select the "Annual LBB Performance Measure Report" radio button.
3. Select the 2023-24 **LBB Reporting Year**.
   Note: This is the year AFTER your new teachers graduate from your college or university.



4. Click **Continue.**

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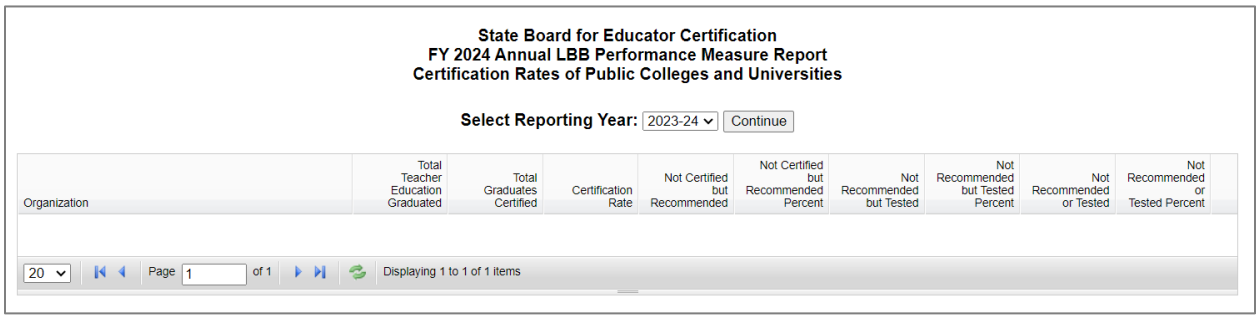
The report for your program will look something like this:



State Board for Educator Certification
FY 2024 Annual LBB Performance Measure Report
Certification Rates of Public Colleges and Universities

Select Reporting Year: 2023-24 Continue

Organization	Total Teacher Education Graduated	Total Graduates Certified	Certification Rate	Not Certified but Recommended	Not Certified but Recommended Percent	Not Recommended but Tested	Not Recommended but Tested Percent	Not Recommended or Tested	Not Recommended or Tested Percent

20 Page 1 of 1 Displaying 1 to 1 of 1 items

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Appendix 1: Sample Letters and Forms

Sample Admission Letter

Use the Letterhead of EPP[13]
Date

Name
Address
City, State, Zip Code

Dear *(**Candidate Name**)*:

This letter is an invitation of formal admission[14] into *(**Name of Educator Preparation Program**)* to assist you in securing certification in *(**Name of Certification**)*.

Your official admission date is *(**Month, Day, Year**)*[15]. *(Provide any other entry information that you might need to communicate.)*

You have until *(**Month, Day, Year**)* to respond to our invitation of admission into our program. If we do not receive written communication of acceptance within that time frame, we will consider that you have declined our invitation[16].

Sincerely,

*(**Name and Title of Person Extending the Invitation**)*

I accept the invitation of admission_____

I decline the invitation of admission_____

Signature:

Date:

Note: This letter should be retained in the candidate's record for audit purposes.

[13] See 19 TAC §227.17(b), "the EPP must notify the applicant of the offer of formal admission in writing by mail, personal delivery, facsimile, email, or an electronic notification".
[14] See 19 TAC §227.5(12).
[15] See 19 TAC §227.17(d), "The effective date of formal admission shall be included in the offer of formal admission".
[16] See 19 TAC §227.17(e).

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Sample Change of Certification Documentation

Use the Letterhead of EPP
Date

Name
Address
City, State, Zip Code

(***Candidate Name***), TEA ID # ***(TEA ID)*** requests a change of certification field from ***the old Certification Field and Grade Level) to the new Certification Field and Grade Level***).

Printed Name of Candidate

Signature of Candidate

Printed Name of EPP Program Approver

Signature of EPP Program Approver

Note: This letter should be retained in the candidate's record for audit purposes.

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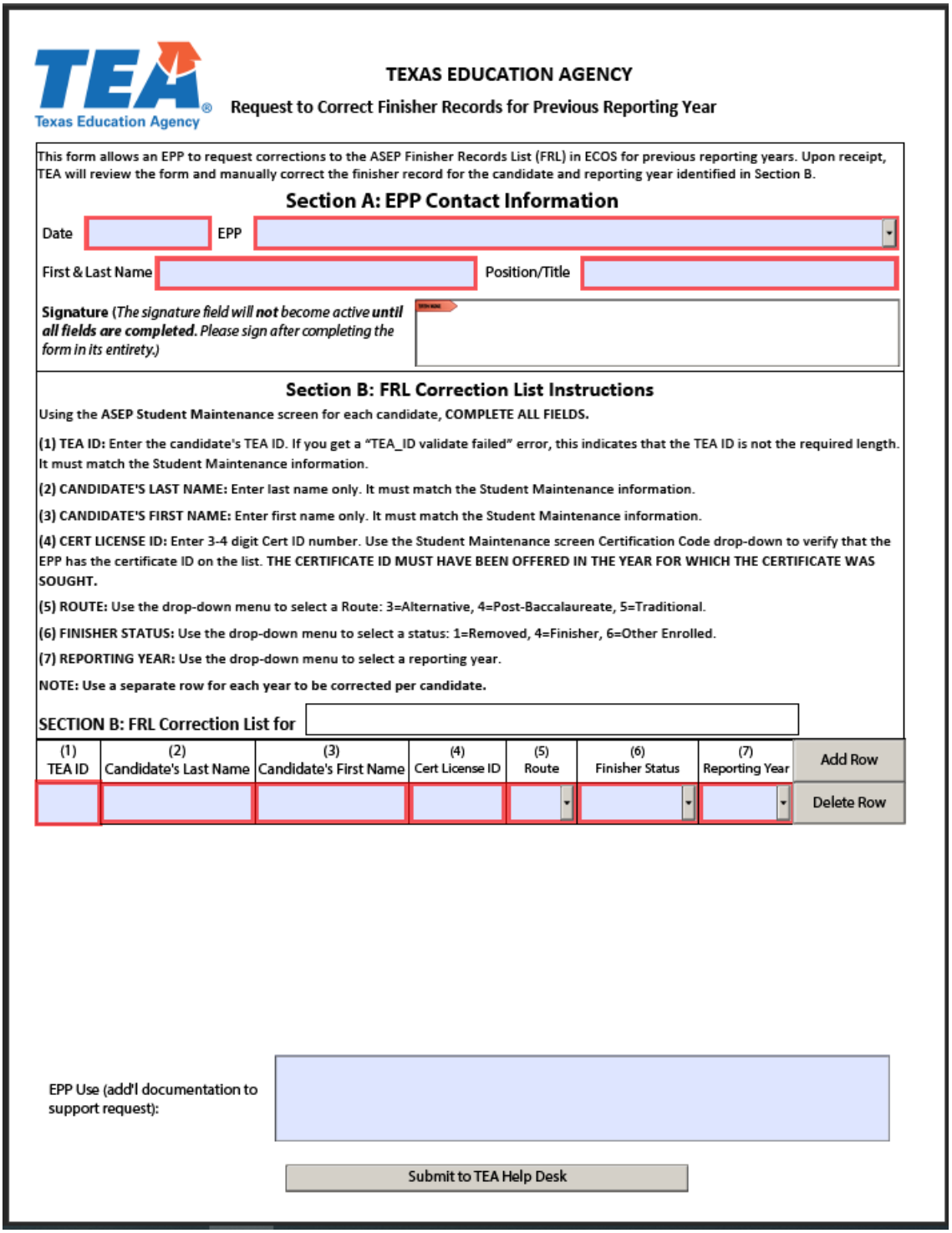
Request to Correct Finisher Record(s) for Previous Reporting Year Form

You can obtain a copy of this form by visiting the Program Provider Resources webpage under Forms and Documents.
Please use the guideline document if you can't access the form.



TEXAS EDUCATION AGENCY

Request to Correct Finisher Records for Previous Reporting Year

This form allows an EPP to request corrections to the ASEP Finisher Records List (FRL) in ECOS for previous reporting years. Upon receipt, TEA will review the form and manually correct the finisher record for the candidate and reporting year identified in Section B.

Section A: EPP Contact Information

Date | EPP

First & Last Name | Position/Title

Signature (*The signature field will **not** become active **until all fields are completed.** Please sign after completing the form in its entirety.*)

Section B: FRL Correction List Instructions

Using the ASEP Student Maintenance screen for each candidate, **COMPLETE ALL FIELDS.**

(1) TEA ID: Enter the candidate's TEA ID. If you get a "TEA_ID validate failed" error, this indicates that the TEA ID is not the required length. It must match the Student Maintenance information.

(2) CANDIDATE'S LAST NAME: Enter last name only. It must match the Student Maintenance information.

(3) CANDIDATE'S FIRST NAME: Enter first name only. It must match the Student Maintenance information.

(4) CERT LICENSE ID: Enter 3-4 digit Cert ID number. Use the Student Maintenance screen Certification Code drop-down to verify that the EPP has the certificate ID on the list. **THE CERTIFICATE ID MUST HAVE BEEN OFFERED IN THE YEAR FOR WHICH THE CERTIFICATE WAS SOUGHT.**

(5) ROUTE: Use the drop-down menu to select a Route: 3=Alternative, 4=Post-Baccalaureate, 5=Traditional.

(6) FINISHER STATUS: Use the drop-down menu to select a status: 1=Removed, 4=Finisher, 6=Other Enrolled.

(7) REPORTING YEAR: Use the drop-down menu to select a reporting year.

NOTE: Use a separate row for each year to be corrected per candidate.

SECTION B: FRL Correction List for

(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
							Delete Row

EPP Use (add'l documentation to support request):

Submit to TEA Help Desk

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Appendix 2: Additional Accountability Data

The new TEA Educator Preparation Data Dashboard is now available as a resource to consumers and the public. The dashboard allows users to interact and customize ASEP and consumer data.

Per TEC §21.045, TEA administers and collects surveys of principals, candidates exiting their teacher preparation program, and teachers completing their first year of teaching on a standard teaching certificate. Information about these surveys can be found in the following places:

- Principal Survey Overview: Principal Surveys to Evaluate Educator Preparation Programs webpage.
- Principal Survey Calculations: See the ASEP Guide on the Consumer Information webpage.
- Principal Survey Results: EPP Data Dashboards.
- Principal Survey Data: Program Provider Resources webpage.
- Exit Survey Calculations: See the ASEP Guide on the Consumer Information webpage.
- Exit Survey Data: Program Provider Resources webpage.
- Evaluation of Educator Preparation Programs by Teachers Overview: Evaluation of Educator Preparation Programs by Teachers webpage.
- Evaluation of Educator Preparation Programs by Teachers Calculations: See the ASEP Guide on the Consumer Information webpage.
- Evaluation of Educator Preparation Programs by Teachers Results: EPP Data Dashboards.
- Evaluation of Educator Preparation Programs by Teachers Data: Program Provider Resources webpage.

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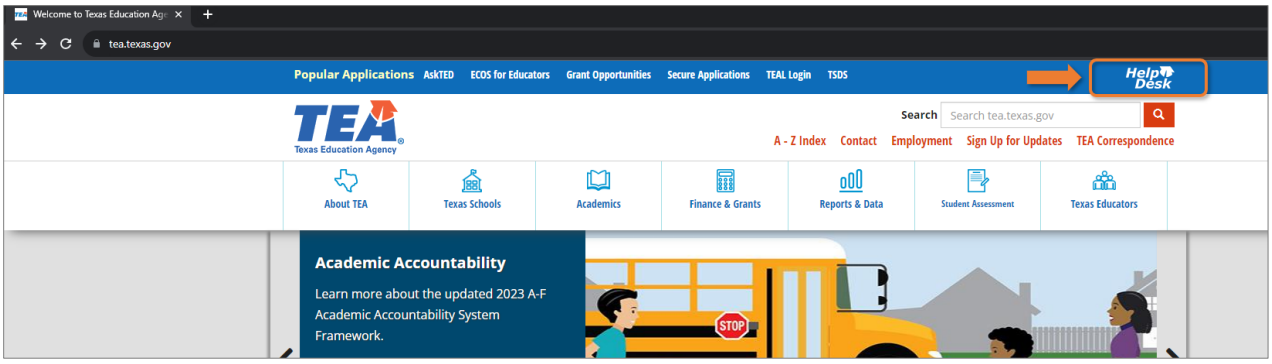
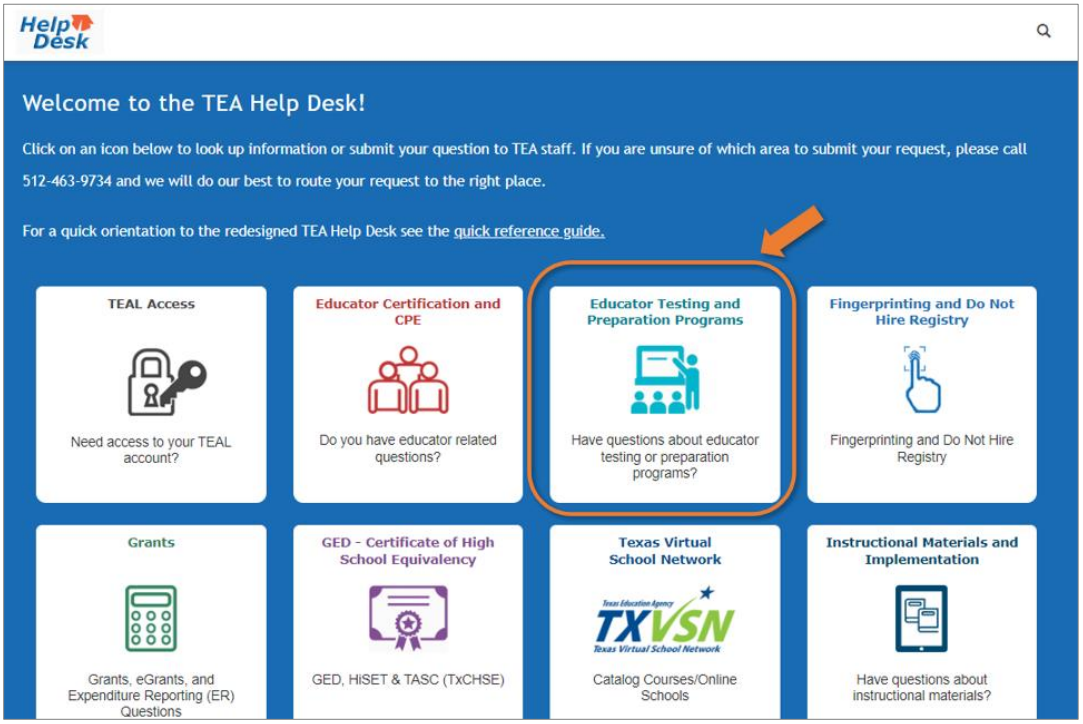
Appendix 3: Educator Testing and Preparation Programs Help Desk Ticket System

Please submit all ASEP submission files and request for exception forms using the TEA Help Desk System. The Help Desk icon is at the top right of the main TEA webpage. Once you select it, click on the **Educator Testing and Preparation Programs** tile.





In the **Data Reporting** tile, click the Submit a Request button. This will open a Data Reporting form. **Complete all required fields.**

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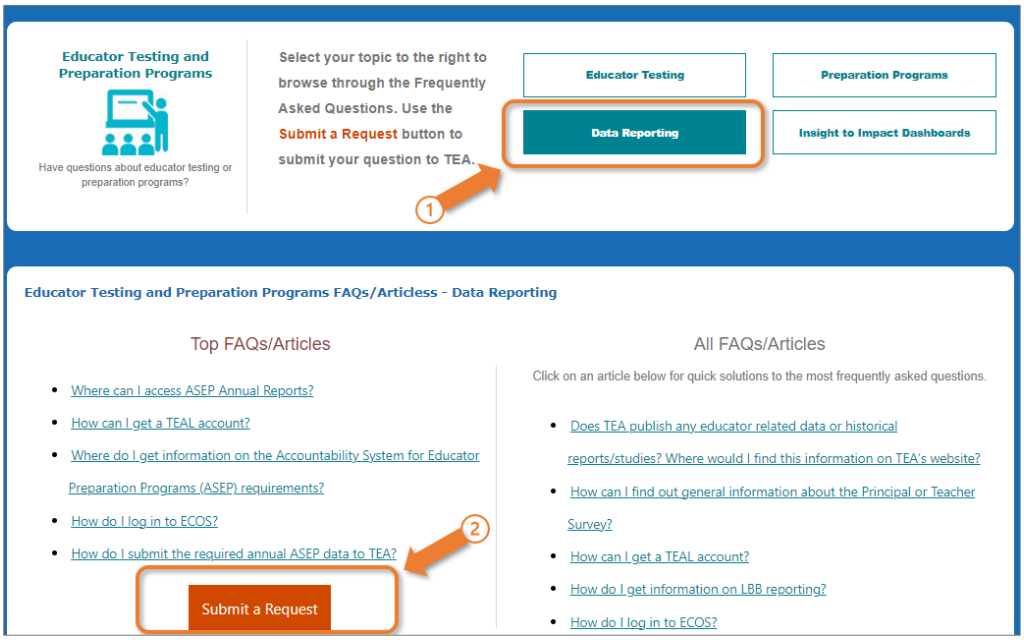
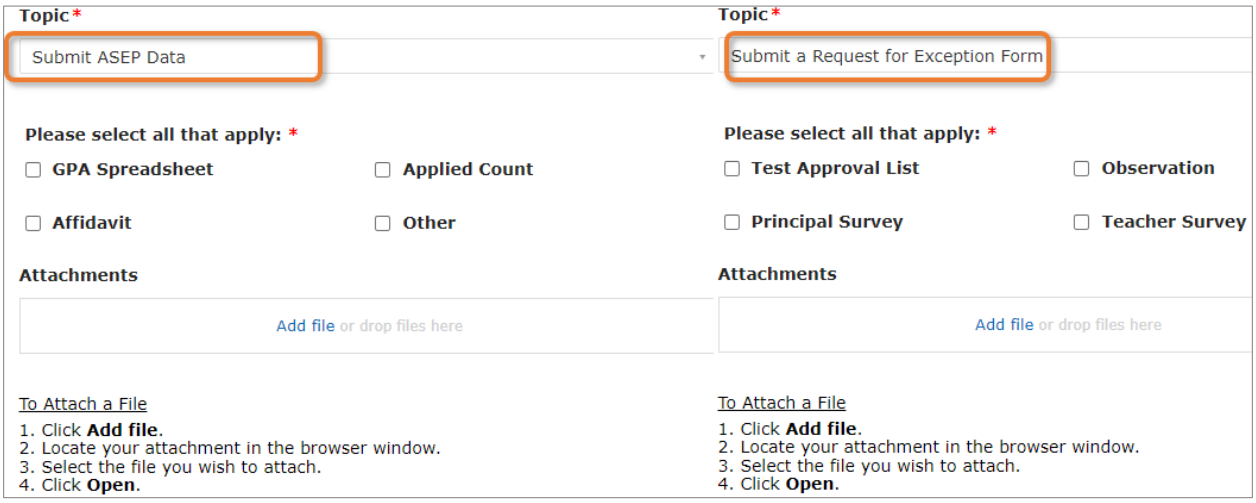


To submit ASEP Data, fill in the required fields, scroll down to the bottom of the form, choose *Submit ASEP Data* found in the Topic drop-down, and click on the boxes to identify the submission.

To submit a Request for Exception Form, choose *Submit a Request for Exception Form* found in the Topic drop-down and use the boxes to identify your form. Click on Add file or drag the file into the attachment box. Your file(s) will show below the form.



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Appendix 4: List of EPPs Abbreviated Names for Affidavit Filename

This appendix contains the file names you should use to name your affidavit.

CDN	Program Name	Affidavit Name
227703	240 CERTIFICATION	240Cert
108703	A CAREER IN TEACHING - CORPUS CHRISTI	ACiTCC
108708	A CAREER IN TEACHING - MCALLEN	ACiTMcAllen
101714	A+ TEXAS TEACHERS	ATT
221502	ABILENE CHRISTIAN UNIVERSITY	ACU
101723	ACT - HOUSTON AT DALLAS	ACTHoustonDallas
108701	ACT - RIO GRANDE VALLEY	ACTRGV
015709	ALAMO COLLEGES	Alamo
057508	AMBERTON UNIVERSITY	Amberton
057715	AMERICAN COLLEGE OF EDUCATION	AmericanCOE
002901	ANDREWS ISD TEACHER ACADEMY ACP	AISD
226501	ANGELO STATE UNIVERSITY	ASU
220703	ARLINGTON BAPTIST UNIVERSITY	ABU
091502	AUSTIN COLLEGE	AustinCollege
227502	AUSTIN COMMUNITY COLLEGE	ACC
161503	BAYLOR UNIVERSITY	Baylor
227505	CONCORDIA UNIVERSITY	Concordia
057702	CRISWELL COLLEGE	Criswell
057504	DALLAS BAPTIST UNIVERSITY	DBU
057703	DALLAS CHRISTIAN COLLEGE	DCC
057905	DALLAS ISD	DISD
102501	EAST TEXAS BAPTIST UNIVERSITY	ETBU
220701	EDUCATION CAREER ALTERNATIVES PROGRAM	ECAP
221501	HARDIN-SIMMONS UNIVERSITY	HSU
101000	HARRIS COUNTY DEPARTMENT OF EDUCATION	HCDE
101510	HOUSTON BAPTIST UNIVERSITY	HBU
101506	HOUSTON COMMUNITY COLLEGE SYSTEM ACP	HCC
101912	HOUSTON ISD ACP	HISD
025501	HOWARD PAYNE UNIVERSITY	HPUX
227503	HUSTON-TILLOTSON UNIVERSITY	HTU
057848	INTERNATIONAL LEADERSHIP OF TEXAS (ILT)	ILTX
057709	ITEACHTEXAS	ITeach
250501	JARVIS CHRISTIAN COLLEGE	Jarvis
101914	KATY ISD TEA+CH ACP	KISD
123501	LAMAR UNIVERSITY	Lamar

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CDN	Program Name	Affidavit Name
092502	LETOURNEAU UNIVERSITY	LETU
101702	LONE STAR COLLEGE	LSC
152502	LUBBOCK CHRISTIAN UNIVERSITY	LCU
161502	MCLENNAN COMMUNITY COLLEGE	MCC
221503	MCMURRY UNIVERSITY	McMurry
243501	MIDWESTERN STATE UNIVERSITY	MSU
101725	NORTH AMERICAN UNIVERSITY	NAU
068901	ODESSA PATHWAY TO TEACHING	OPT
015502	OUR LADY OF THE LAKE UNIVERSITY	OLLU
161504	PAUL QUINN COLLEGE	PQC
237501	PRAIRIE VIEW A&M UNIVERSITY	PVAMU
108950	REGION 01 EDUCATION SERVICE CENTER	ESC01
178950	REGION 02 EDUCATION SERVICE CENTER	ESC02
101950	REGION 04 EDUCATION SERVICE CENTER	ESC04
181950	REGION 05 EDUCATION SERVICE CENTER	ESC05
236950	REGION 06 EDUCATION SERVICE CENTER	ESC06
092950	REGION 07 EDUCATION SERVICE CENTER	ESC07
057950	REGION 10 EDUCATION SERVICE CENTER	ESC10
220950	REGION 11 EDUCATION SERVICE CENTER	ESC11
161950	REGION 12 EDUCATION SERVICE CENTER	ESC12
227950	REGION 13 EDUCATION SERVICE CENTER	ESC13
221950	REGION 14 EDUCATION SERVICE CENTER	ESC14
165950	REGION 18 EDUCATION SERVICE CENTER	ESC18
071950	REGION 19 EDUCATION SERVICE CENTER	ESC19
015950	REGION 20 EDUCATION SERVICE CENTER	ESC20
101726	RELAY GRADUATE SCHOOL OF EDUCATION	Relay
061705	RESPONSIVE 180 EDUCATOR PREPARATION PROGRAM	RE180
101513	RICE UNIVERSITY	Rice
236501	SAM HOUSTON STATE UNIVERSITY	SHSU
133501	SCHREINER UNIVERSITY	Schreiner
057502	SOUTHERN METHODIST UNIVERSITY	SMU
126501	SOUTHWESTERN ADVENTIST UNIVERSITY	SAU
070501	SOUTHWESTERN ASSEMBLIES OF GOD UNIVERSITY	SAGU
246501	SOUTHWESTERN UNIVERSITY	Southwestern
227504	ST. EDWARD'S UNIVERSITY	StEds
015506	ST. MARY'S UNIVERSITY	StMarys
174501	STEPHEN F. AUSTIN STATE UNIVERSITY	SFASU

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CDN	Program Name	Affidavit Name
022501	SUL ROSS STATE UNIVERSITY - ALPINE	SulRossA
072501	TARLETON STATE UNIVERSITY	Tarleton
057501	TEACH AT DALLAS COLLEGE	TEACHDC
108709	TEACH US TEXAS	TCHusTX
108704	TEACHERBUILDER.COM	TeacherBuilder
071701	TEACHERS FOR THE 21ST CENTURY	Tchrs21Century
015702	TEACHWORTHY	TCHWTHY
240502	TEXAS A&M INTERNATIONAL UNIVERSITY	TAMIU
014702	TEXAS A&M UNIVERSITY - CENTRAL TEXAS	TAMUCT
021501	TEXAS A&M UNIVERSITY - COLLEGE STATION	TAMU
116501	TEXAS A&M UNIVERSITY - COMMERCE	TAMUCommerce
178504	TEXAS A&M UNIVERSITY - CORPUS CHRISTI	TAMUCC
137501	TEXAS A&M UNIVERSITY - KINGSVILLE	TAMUKingsville
015712	TEXAS A&M UNIVERSITY - SAN ANTONIO	TAMUSA
019502	TEXAS A&M UNIVERSITY - TEXARKANA	TAMUTexarkana
220501	TEXAS CHRISTIAN UNIVERSITY	TCU
212502	TEXAS COLLEGE	TxCollege
094501	TEXAS LUTHERAN UNIVERSITY	TLU
101503	TEXAS SOUTHERN UNIVERSITY	TxSouthern
105501	TEXAS STATE UNIVERSITY	TSU
152501	TEXAS TECH UNIVERSITY	TTU
220504	TEXAS WESLEYAN UNIVERSITY	TxWesleyan
061502	TEXAS WOMAN'S UNIVERSITY	TWU
061701	THE TEXAS INSTITUTE FOR TEACHER EDUCATION	TXITE
220707	TNTP ACADEMY - FORT WORTH	TNTP
015504	TRINITY UNIVERSITY	Trinity
057507	UNIVERSITY OF DALLAS	UDallas
101509	UNIVERSITY OF HOUSTON - CLEAR LAKE	UHCL
101512	UNIVERSITY OF HOUSTON - DOWNTOWN	UHD
101502	UNIVERSITY OF HOUSTON - MAIN	UHouston
235502	UNIVERSITY OF HOUSTON - VICTORIA	UHV
014503	UNIVERSITY OF MARY HARDIN - BAYLOR	UMHB
061501	UNIVERSITY OF NORTH TEXAS	UNT
161701	UNIVERSITY OF NORTH TEXAS - DALLAS	UNTDallas
220503	UNIVERSITY OF TEXAS - ARLINGTON	UTArlington
227501	UNIVERSITY OF TEXAS - AUSTIN	UTAustin
057506	UNIVERSITY OF TEXAS - DALLAS	UTDallas

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CDN	Program Name	Affidavit Name
071501	UNIVERSITY OF TEXAS - EL PASO	UTEP
068502	UNIVERSITY OF TEXAS - PERMIAN BASIN	UTPB
108501	UNIVERSITY OF TEXAS - RIO GRANDE VALLEY	UTRGV
015505	UNIVERSITY OF TEXAS - SAN ANTONIO	UTSA
212503	UNIVERSITY OF TEXAS - TYLER	UTTyler
015503	UNIVERSITY OF THE INCARNATE WORD	UICW
057722	URBAN TEACHERS	URBAN
095501	WAYLAND BAPTIST UNIVERSITY	WBU
101715	WEB-CENTRIC ALTERNATIVE CERTIFICATION PROGRAM	WebCentric
191501	WEST TEXAS A&M UNIVERSITY	WTAMU
102502	WILEY COLLEGE	Wiley
101845	YES PREP PUBLIC SCHOOLS INC ACP	YesPrep

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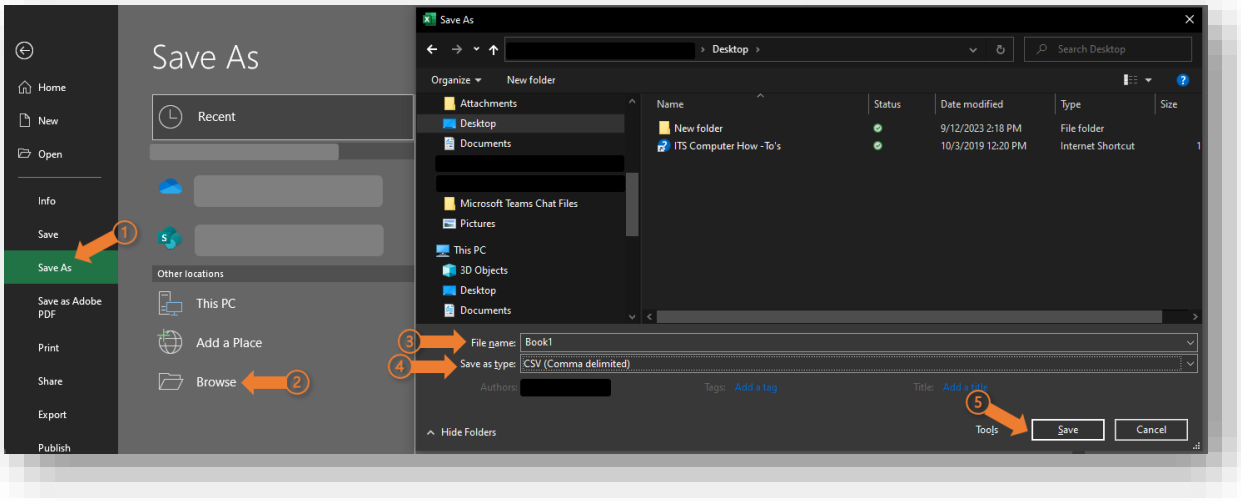
Appendix 5: Creating a .csv File

Use the following instructions to create a .csv file for uploading data into ECOS:

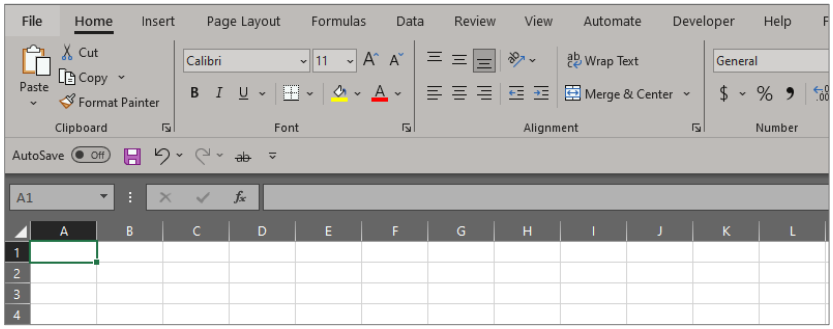
a. Open a new blank Excel file.
b. Save the file as Comma Separated Values (CSV):
    1. Click on **File**, then **Save As**.
    2. Click on **Browse.** A new window will open; select the destination where you'd want to save the file.
    3. Enter the **File name**.
    4. Select "CSV (Comma delimited)" from the **Save as type** drop-down list.
    5. Click on **Save**.



c. Enter the required information/data, starting with the first row and first column (row 1 column A); the first row will contain your first recorded data.

    If you use headers to set up your file format, remember to **remove the headers before uploading**. <u>The upload will fail if the .csv file has headers</u>.

    Always save your changes to avoid losing unsaved information or turning on AutoSave.



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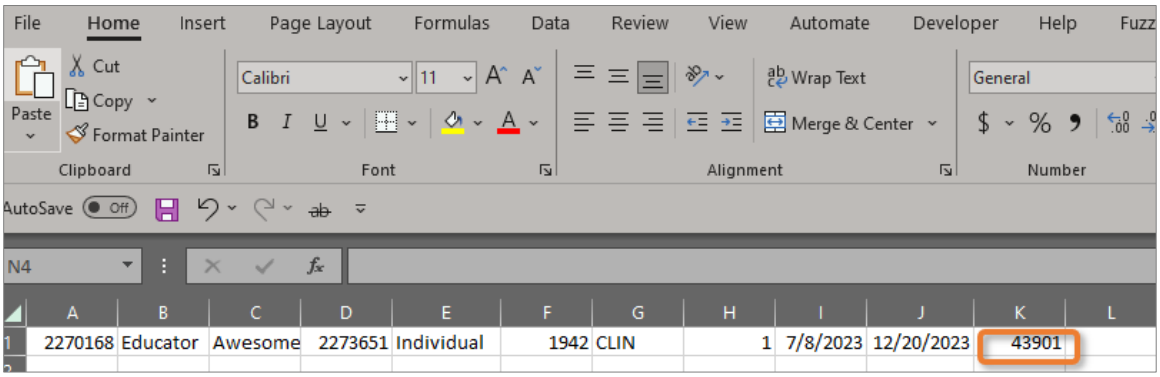
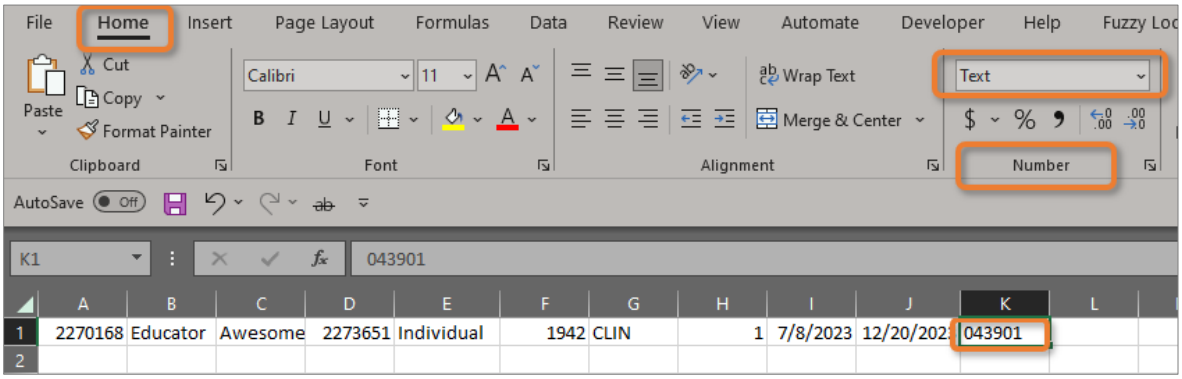
d. Once you enter all the required information, save the file and close it. You may then upload the file into ECOS.

Common issues when uploading a CSV file:

- File upload was unsuccessful due to an invalid ID or LEA/District.
  One reason for that error is that the original ID/number contains a 0 at the beginning (e.g., 043901), and when entering the ID/number into the Excel file, Excel removes the 0 (e.g., 43901).



To fix that, change the ID/number format to Text. On the **Home** tab, locate the **Number** group options, click the drop-down list to choose **Text**, and re-enter the ID/number. You will notice that the 0 is now displayed at the beginning of the ID/number.



- File upload was unsuccessful due to an incorrect number of delimiters or argument was out of the range of valid values.
  One reason for that error is that you may have entered more than the required fields. For example, the upload would fail if the required fields were seven, but you entered 8. Another example is if you use the same .csv file for a different upload requiring a different number of required fields, the upload will fail.

The number of delimiters may not be visible in your Excel file; thus, you may want to open the file using Notepad to identify the actual number of delimiters (i.e., the number of commas between each data field).

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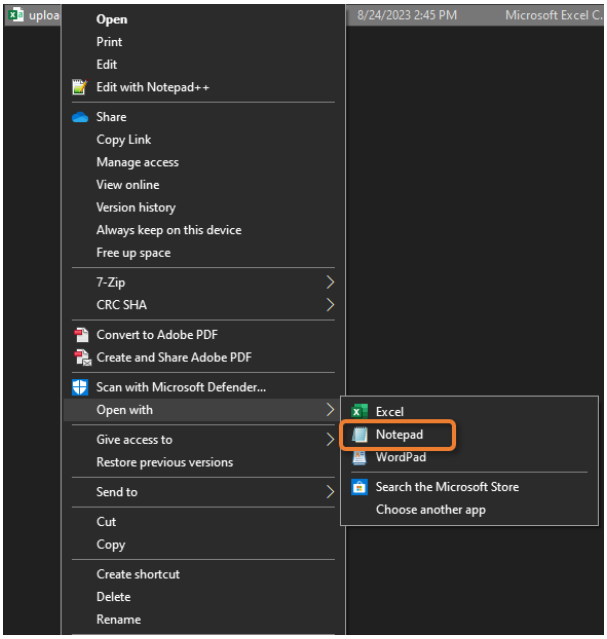
The number of delimiters should always be one number less than the required number of fields. Thus, if the required fields are 7, you should have six delimiters separating each data field.

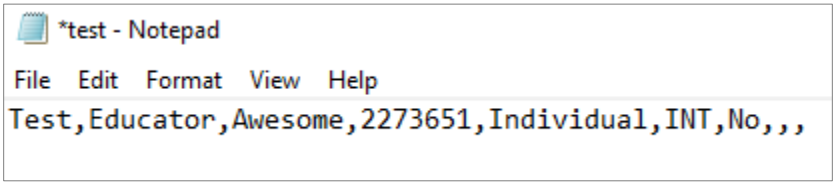
In the screenshot example below, the total number of fields required for the upload is 7, and 7 are entered in the Excel file. So, there should be only six delimiters.

	A	B	C	D	E	F	G
1	Test	Educator	Awesome	2273651	Individual	INT	No
2							

However, if you open the Excel file using Notepad, you will notice that the number of delimiters is not 6. To open the file using Notepad: Right-click on the file > Hover over Open with > Select the Notepad option.



The screenshot below in Notepad shows that the file has nine delimiters instead of 6, which will result in an upload failure.



To fix this, you should open and save a new blank CSV file every time you want to upload data into ECOS.

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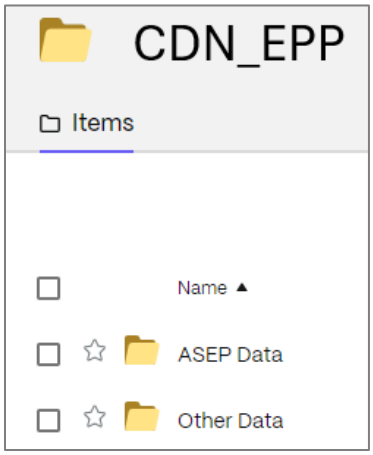
Appendix 6: ShareFile Usage and Access

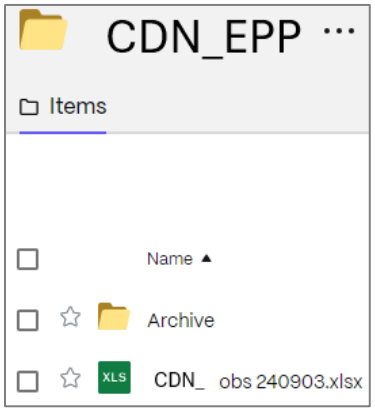
The TEA EPP data team uses the TEA ShareFile account to share sensitive data about candidates with your EPP. For data security purposes, only the EPP Legal Authority or Point of Contact have access permission to the data.

The ShareFile Access Instructions guidance document, posted on the Program Provider Resources webpage, provides directions on how to access your EPP ShareFile folder and reset the ShareFile account password.

Once you access your EPP ShareFile folder, you will see 2 folders: ASEP Data and Other Data.



To access ASEP related data, click on the ASEP Data folder. Below is an example screenshot of the ASEP related shared data file in the EPP's ShareFile folder:



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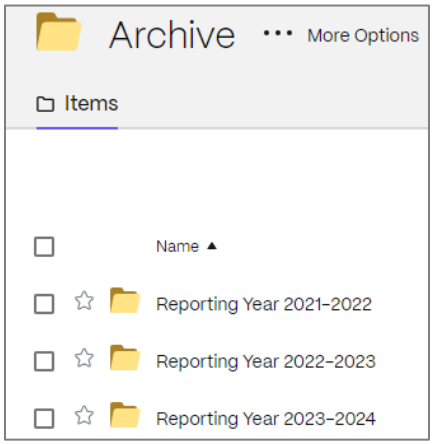
As we approach the end of the reporting year, the TEA EPP data team will archive the data. To access the archived data, click on ASEP Data folder, and then open the Archive folder.



Each time the TEA EPP data team uploads data to the TEA ShareFile account, TEA sends a notice through the weekly EPP newsletter. Please make sure to subscribe to the weekly EPP newsletter to receive the weekly updates. The data team may also issue direct emails in addition to the newsletter notifications. These emails will come from epp_data@tea.texas.gov.

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