



# **Educator Preparation Program Data Reporting Manual**

Effective 9/15/2020 – 9/14/2021

Updated 10/15/2020

## 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 2020-2021, EPPs submit data about AY 2019-2020 and AY 2020-2021. 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 the updated date on 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.

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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### Outside of TEA

Name	Role	Email	Phone
Pearson	Testing Issues, General Inquiries	<a href="mailto:texas.support@pearson.com">texas.support@pearson.com</a>	(800) 877-4599
Pearson	Title II issues	<a href="mailto:es-titleII@pearson.com">es-titleII@pearson.com</a>	(800) 998-3787
Westat	Title II Reporting (IPRC)	<a href="mailto:Title2@westat.com">Title2@westat.com</a>	(877) 684-8532

## What's New for 2020-2021?

### *Observation Reporting*

Programs are required to report and record ALL candidate observations, including candidates in certification classes other than classroom teacher. Programs are required to document individual observations and record or enter the observations into ECOS. Beginning with reporting year 2020-2021 there is a new assignment code (NONTCH) for programs to use when entering observation records on the ASEP Observations menu.

### *Waiver Intern and Waiver Probationary Certificate Reporting*

During the Spring and Summer for 2020, the Governor's Office issued a series of waivers allowing candidates who met certain requirements to be issued intern and probationary certificates without first meeting the applicable testing requirements. EPPs are required to submit reports using the linked spreadsheets to TEA with all candidates approved for these certificates under the condition of the waivers.

- [Probationary Certificates Recommended under Governor Waiver Spreadsheet](#)
- [Intern Certificates Recommended under Governor Waiver Spreadsheet](#)

### *Updated Request for Exception (RFE) Forms*

TEA has introduced several Request for Exception forms in a convenient .pdf file format. In most cases, this will eliminate the requirement for EPPs to prepare a formal letter of request. The following Request for Exception forms are available to download on the TEA Program Provider Resources webpage:

- Test Approval List Exceptions
- ASEP Indicator 2 Principal Survey
- ASEP Indicator 4a Field Supervision (Observations)
- ASEP Indicator 5 Satisfaction of New Teachers

## Definitions

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

### Candidate Definitions

#### *Applied*

An individual seeking admission to an educator preparation program for any class of certificate

#### *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 that is the same as Other Enrolled

#### *Finisher*

Candidates who have finished 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 that is the same as 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*

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.”

## Overview of TEA and Federal Data Submission and Reporting for EPPs

Data Element	Suggested Reporting Timeline	Reporting Deadline	Where to Report
<b>Minimum Accountability Standards</b>			
Frequency and duration of field observations	Ongoing	Sep 15	ECOS
<b>Annual Performance Report</b>			
Number of applicants	Sep 1	Sep 15	Applied Spreadsheet
<b>Candidate Information</b>			
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 <sup>1</sup>	Upon Admission	Sep 15	ECOS
Candidate subject-area GPA <sup>2</sup>	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
<b>Updates to Candidate Status</b>			
Update Finisher Record Status (Other Enrolled, Finisher)	Ongoing	Sep 15	ECOS
Update Test Approval	Ongoing	Prior to Candidate Test Registration <sup>3</sup>	ECOS
<b>Title II</b>			
Candidate Information	November 15	December 7	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
<b>Legislative Budget Board</b>			
Certification rates of teacher education graduates <sup>4</sup>	September 15	October 3	ABEST

<sup>1</sup> Required for teaching candidates

<sup>2</sup> Required for teaching candidates

<sup>3</sup> Some tests have limited administrations and related registration deadlines. Check the Pearson website for these tests.

<sup>4</sup> Public colleges and universities only.

## Data Collection and Processing Calendar

<b>Date Frame</b>	<b>Event</b>	<b>Event</b>	<b>Event</b>	<b>Event</b>
<i>AY 2020-2021 (September – August)</i>	Enter or upload candidate information upon admission	Conduct and report observations	Update Finisher Record list	Update candidate test approvals
<i>September 15<sup>th</sup></i>	Finisher Records List (Other Enrolled and Finisher Lists) finalized in ECOS for 2019-2020	Observation Data final submission to TEA for 2019-2020	Admissions Data final corrections or updates for 2019-2020	
<i>October - November</i>	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 <sup>5</sup>
<i>December</i>	Pearson Title II site closes – candidates listed for Title II pass rate	Program status notification sent		
<i>January</i>	Pearson Title II data review			
<i>February</i>	Accreditation Statuses taken to SBEC for approval	EPP Commendations taken to SBEC for approval		
<i>March</i>	Mid-term data sets sent to programs for informational purposes	Westat Title II reporting site (IPRC) opens		
<i>April</i>	Principal Survey opens	New Teacher Survey opens	Westat Title II IPRC data due April 30	
<i>June</i>	Principal Surveys complete	Teacher Surveys complete	Title II data review	
<i>July</i>	Survey rosters sent to EPPs for review			
<i>August</i>	Survey roster request for exception forms due			

<sup>5</sup> Due to waivers from the Governor’s Office, these surveys were not collected in Spring 2020. Consequently, these survey results will not be calculated in October-November 2020 based on Spring 2020 data.

## 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 including how to [Request Access Online](#). The Secure Applications link is featured in the blue “Popular Applications” ribbon on the [TEA Home Page](#). If you are unable to get into TEAL and ECOS, speak first to your legal authority or the person at your institution responsible for providing ECOS access permission. If necessary, you can also get help from your program specialist.

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.

## 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 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, “Ivana Teach”, through her education and training to demonstrate how to report candidate data for ASEP. The details will vary due to differing EPP internal procedures, but the major reporting requirements are the same across programs.

### The Big Picture

Imagine a candidate going through a program. Different data points will be reported at different points in her training. Consider a candidate who earns her certificate in about a year.

Training/ Report	APR	Admission Reporting	Test Approval	Finisher Records List	Observations	Title II - Westat	Title II - Pearson
<i>Apply</i>	Counted as <i>Applied</i>						
<i>Admit</i>	Counted as <i>Admitted</i>	Entered / Uploaded within 7 days of admission date	Automatically created as Eligible for applicable tests	Automatically created as Other Enrolled with admitted certification area(s)		Counted as enrolled	Listed as enrolled with certificate area with Pearson
<i>Pre- internship / Clinical Teaching</i>	Counted as <i>Retained</i>		Test approval granted (determined by EPP)	Listed as Other Enrolled with certification area(s)		Counted as enrolled	Listed as enrolled with cert area with Pearson
<i>Internship / Clinical Teaching</i>	Counted as <i>Retained</i>		Test approval granted (determined by EPP)	Listed as Other Enrolled with certification area(s)	Observations recorded in ECOS	Counted as enrolled	Listed as enrolled with cert area with Pearson
<i>Finisher</i>	Counted as <i>Completer</i>		Test approval granted (determined by EPP)	Listed as Finisher with certification area(s)	Field observations meets SBEC requirements <sup>6</sup>	Counted as finishing	Listed as completed with cert area with Pearson.

After the candidate finishes your program, if she completes all required tests and obtains a standard certificate, her data will show up in the numbers of certified persons/certificates awarded lists.

<sup>6</sup> Observations must be reported for all teacher candidates completing internships or clinical teaching, even if they complete additional internships or clinical teaching experiences. Observations must be entered in to ECOS in the reporting year when they occur.

## Application and Admission

The first point of contact with teacher candidates is likely at the application stage. In our example, Ivana arrived at your program in October 2020 wanting to be an elementary school teacher. She completed an application, submitted her transcripts and other required paperwork, and paid an application fee. Ivana is an Applicant.

A different person applied the same day, Don Elvin. You decided to admit Ivana but not admit Don. Ivana is Admitted. Don is only an Applicant.

Having decided to admit Ivana to your program, you must notify her of the offer of formal admission in writing by mail, personal delivery, facsimile, email or an electronic notification,<sup>7</sup> including the effective date of formal admission. The applicant must accept your 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 will not be able to enter an admission record until after the formal admission date.

## Adding Admissions Individually

Once you have admitted your candidate, you need to report this admission in ECOS within 7 days following the formal admission date. You can do this one candidate at a time, or multiple candidates at a time. This section demonstrates how to enter one admission record at a time.

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

The screenshot shows the Educator Certification Online System (ECOS) interface. At the top, there is a green header with the TEA logo and the text "Educator Certification Online System (ECOS)". Below the header, it says "Logged in as: Betty Flores | Rice University (101513)". On the left side, there is a vertical menu with various options, including "Admissions Search" which is highlighted. The main content area is titled "Admissions Search" and contains the following text: "You may search for the Educator by entering the SSN or TEA Test ID." Below this text are two input fields: "Social Security Number:" and "TEA Test ID:". There are also two checkboxes: "Create Given SSN" and "Generate P Number". At the bottom of the search area, there are two buttons: "Search" and "Reset".

<sup>7</sup> TAC §227.17

2. Enter the candidate’s TEA ID and click **Search**. If the candidate does not have an admission record with your EPP, you will be provided the *Add Admission Record* screen to enter one.

The screenshot shows the 'Add Admission Record' form. On the left is a green sidebar menu with options like 'Main Menu', 'Standard Certification', 'View Payment History', 'Intern', 'Probationary', 'ASEP', 'Upload Observations', 'Observations', 'Observations Report', 'Field Supervisors', 'Get Educator Data', 'Upload Admissions', 'Admissions Search', 'Maint Admissions', 'Upload Finishers', 'Maint Finishers', 'Student Search', 'Upload Status', 'Test Search', 'View Pass Rates', 'Other Reports', 'Supervisor Ratio', 'Annual Performance Entry / Review', 'Annual Performance Report', 'Cert Licenses IDs', 'Archived ASEP', 'Test Approval', 'Career & Technology', 'Approved Programs', 'Educator Information', 'Satisfaction Survey', 'User Profile', and 'File Transfer'. The main form area has a title 'Add Admission Record' and an 'Educator Information' section with fields for 'TEA Test ID', 'First Name', and 'Last Name'. Below this are fields for 'Reporting Year' (a dropdown menu showing '2020 - 2021'), 'Program Admission Date', 'Route' (a dropdown menu showing 'Select a Test Route'), 'Certificate Role' (a dropdown menu showing 'Select a Role'), 'Admission GPA', and 'Overall GPA'. There are also input fields for 'SAT Score', 'GRE Score', and 'ACT Score'. A section titled 'Select Certificate(s)' contains a table with four rows, each with a 'Certificate' dropdown menu, a 'Subject Area HRS' input field, and a 'Subject Area GPA' input field. At the bottom right of the form are 'Save' and 'Cancel' buttons.

3. Enter information for all the applicable fields. If you are admitting the candidate in multiple certificate areas, you will need to 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**.
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, she will not have a TEA ID. If you need to generate a TEA ID for your candidate, you will need to use the individual entry.

1. At the *Admissions Search* screen, enter the candidate 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**.

The screenshot shows the 'Admissions Search' interface in the ECOS system. The header includes the TEA logo and the text 'Educator Certification Online System (ECOS)'. Below the header, it indicates the user is logged in as 'Betty Flores | Rice University (101513)'. A left-hand navigation menu lists various system functions. The main content area contains the following elements:

- Admissions Search** title
- Instruction: "You may search for the Educator by entering the SSN or TEA Test ID."
- Form fields: "Social Security Number:" and "TEA Test ID:"
- Checkboxes: "Create Given SSN" and "Generate P Number"
- Buttons: "Search" and "Reset"

3. Enter the candidate information EXACTLY AS IT APPEARS ON THEIR DRIVER'S LICENSE OR PASSPORT.<sup>8</sup> You must complete all starred fields.

The screenshot shows the 'Add Candidate for Admission' interface in the ECOS system. The header includes the TEA logo and the text 'Educator Certification Online System (ECOS)'. Below the header, it indicates the user is logged in as 'Betty Flores | ZZZ Entity for Testing & Training (227555)'. A left-hand navigation menu lists various system functions. The main content area contains the following elements:

- Add Candidate for Admission** title
- Form fields: "SSN\*", "First Name\*", "Middle Name", "Last Name\*", "Birth Date(mm/dd/yyyy)\*", and "Email Address\*" (all with asterisks indicating required fields)
- Buttons: "Proceed" and "Clear"

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

<sup>8</sup> 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.

### Adding Admissions in Bulk

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

1. Select **Upload Admissions** from the ASEP menu
2. Prepare your .csv file using the onscreen instructions. Do not use headers. There should be 16 columns when you are done. 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 will need to ensure that you have the proper number of delimiters in each data row.

**Upload Admitted Candidates**

**Reporting Year**

**Click Browse to Select File to Upload**

Name	Size	Progress	Status	Actions
<input type="button" value="Browse..."/>				

**All uploads must be in CSV (Comma Separated value) format.**

Upload Format:

1. TEA ID (required)
2. Last Name (required, 25 max)
3. First Name (required, 20 max)
4. Date of Birth (required, mm/dd/yyyy)
5. Email (required)
6. Program Admission Date (required, mm/dd/yyyy)
7. Route (required)

Test Approval Route:

- 31 – University Initial with Prep
- 33 – University Post Bac with Prep
- 35 – University ACP with Prep
- 37 – ACP with Prep

8. Cert License ID (required, click link to see listing)
9. Certificate Role Code (required, see valid role codes below)
10. Overall GPA (required, numeric two decimal places)
11. Admission GPA (required, numeric two decimal places)
12. Subject Area HRS (optional, numeric)
13. Subject Area GPA (optional, numeric two decimal places)
14. SAT Score (optional, numeric)
15. GRE Score (optional, numeric)
16. ACT Score (optional, numeric)

Example File

```
12345,Brown,John,01/01/1975,john.brown@email.com,09/01/2017,31,123,029,3.18,3.18,21,3.57,1540,150,28
98765,Garcia,Maria,12/31/1980,mgarcia80@email.com,08/15/2017,35,987,020,3.74,3.86,42,3.91,1590,170,33
54321,Jones,Ava,06/02/1988,ajones@email.com,08/01/2017,33,123,020,3.26,3.75,30,0.00,1560,,
```

\*\*\* Limit of only 1000 records per upload \*\*\*

Valid Certificate Roles

- 008 - School Counselor
- 011 - Educational Diagnostician
- 013 - Librarian
- 020 - Principal
- 027 - Superintendent
- 029 - Classroom Teacher
- 042 - Reading Specialist

Your completed file will look something like this:

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	Teach	Ivana	1/1/1970	ivanat@epp.edu	8/19/2019	35	1705	029	3.92	3.85	45	3.85			26

3. Save your file as a .csv and close
4. On the Upload screen, **Select Reporting Year** from the dropdown menu
5. Click **Browse...**

### Upload Admitted Candidates

Reporting Year

2018-19

Click Browse to Select File to Upload

Name	Size	Progress	Status	Actions
admission.csv	90	<div style="width: 100%; height: 15px; background-color: #ccc;"></div>		<span style="background-color: #008000; color: white; padding: 2px 5px; border-radius: 3px;">Upload</span> <span style="background-color: #ffc107; color: white; padding: 2px 5px; border-radius: 3px; margin-left: 5px;">Cancel</span> <span style="background-color: #dc3545; color: white; padding: 2px 5px; border-radius: 3px; margin-left: 5px;">Remove From View</span>

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

Click Browse to Select File to Upload

Name	Size	Progress	Status	Actions
admission.csv	89	<div style="width: 100%; height: 15px; background-color: #007bff;"></div>	<span style="font-size: 1.2em;">✓</span> File Successfully uploaded	<span style="background-color: #008000; color: white; padding: 2px 5px; border-radius: 3px;">Upload</span> <span style="background-color: #ffc107; color: white; padding: 2px 5px; border-radius: 3px; margin-left: 5px;">Cancel</span> <span style="background-color: #dc3545; color: white; padding: 2px 5px; border-radius: 3px; margin-left: 5px;">Remove From View</span>

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

If you are admitting 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 candidate first name and last name 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 Example File section on Upload Admitted Candidates screen.
- Using Notepad or Wordpad be sure to remove stray numbers, commas, additional lines, spaces, or columns.
- If you get a message that the upload failed, you will need to identify the error, create a new .csv file with just your corrections, and attempt to upload the file again.

### Change a Candidate’s Admission Record

Although EPPs do not have access to delete a candidate’s admission record in its entirety, there are some changes that can be made to the record by the EPP before the end of the reporting year. The following fields are editable by the EPP 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 **Maintain Admissions** from the ASEP menu
2. In the Admitted Candidates List, 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** (highlighted in blue) to pull up the Current Admission Record Screen
4. 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)

**TEA** Educator Certification Online System (ECOS)

Logged in as: ZZZ Entity for Testing & Training (227555) Exit ECOS

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

**Current Admission Records**

Reporting Year	Admission Date	Route	Cert License	Role	Overall GPA	Admission GPA	Subject Area HRS	Subject Area GPA	SAT Score	GRE Score	ACT Score	Edit
2019-2020	09/24/2019	University Post Bac with Prep (33)	1370-School Librarian (EC-12)	School Librarian (013)	3.75	3.55						Edit
2019-2020	09/24/2019	University ACP with Prep (35)	876-Superintendent (EC-12)	Superintendent (027)	3.75	3.58	3					Edit

Add New Admission Record

Form fields:  
 First Name:   
 Last Name:   
 Birth Date:   
 Email: @tea.texas.gov  
 Reporting Year: 2019-2020  
 Admission Date: 09/24/2019  
 Route: University Post Bac with Prep  
 Cert License: 1370-School Librarian (EC-12)  
 Role: School Librarian (013)  
 Overall GPA:  3.75  
 Admission GPA:  3.55  
 Subject Area HRS:   
 Subject Area GPA:   
 SAT Score:   
 GRE Score:   
 ACT Score:   
 Save Cancel

6. If a candidate has one or more rows associated with one admission record; all rows will need to be changed.

### Important note for EPPs that admit Reading Specialist Candidates

Due to an 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, rather than the currently inactive Reading Specialist (042) 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 Ivana Teach as a candidate admitted to your program. You will also need to count her as a person 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.

### Applied Reporting for Annual Performance Report

The Annual Performance Report (APR) data is consolidated from information submitted by EPPs and ECOS data managed by EPPs. APR data includes the number of candidates who applied, were admitted, retained, and completed the program, disaggregated by gender and ethnicity. EPPs are *only* required to report the number of candidates who *applied*, disaggregated by gender and ethnicity, using a form provided by TEA. EPPs must submit their completed APR Applied Form by September 15<sup>th</sup>.

#### Reporting Applied Total Counts

1. From the TEA [Program Provider Resources](#) page, locate and save the 2020-21 APR Applied Spreadsheet.
2. Complete the form using the instructions found on the INSTRUCTIONS tab
3. Save your file using the recommended naming convention: APR\_APPLIED\_(CDN).XLSX
4. Open a TEA Help Desk ticket and submit your saved file. See Appendix 3 for additional information about how to file a Help Desk ticket.

### 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 not know a candidate's ethnicity, you cannot count them in any ethnicity category. However, you will still count them 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 a candidate will apply to your program, be admitted to your program, and then change their mind about pursuing certification through your program. Here is how you should 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 and Westat for guidance.

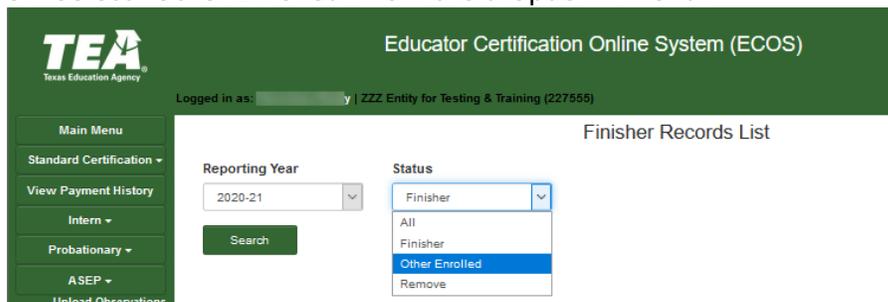
## Ongoing Reporting on ECOS

Throughout the reporting year there are several things that must be reported in the ECOS system. These include updating a candidate’s status on the Finisher Records list, reporting changes in certification field, providing test approval, and providing information on field observations.

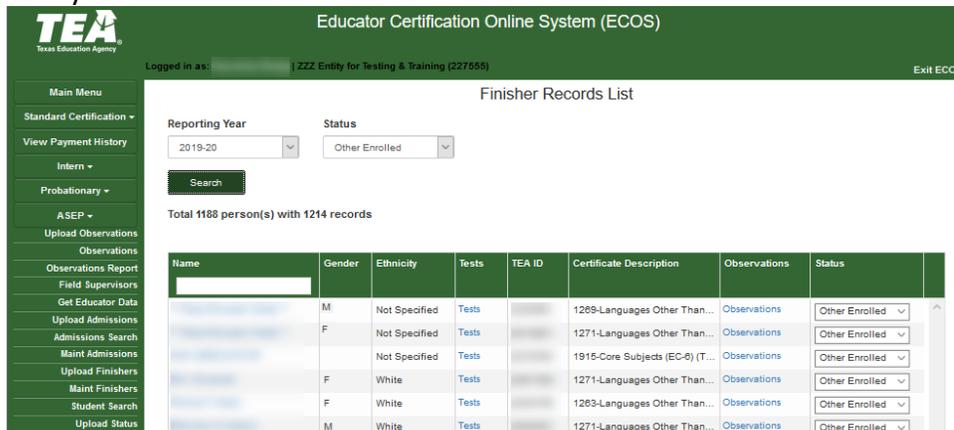
### Maintain Finishers

When you added an admission record for Ivana, 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 Ivana has completed your program, and is ready for a standard certificate, you must mark her 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 dropdown menu.



4. Click **Search**
5. Find your candidate on the list.



6. Select “Finisher” from the dropdown menu in the Status column.

7. ECOS will confirm “**Status change for Ivana Teach successful.**”
8. Select “Finisher” from the dropdown at the top of the screen. Click **Search**.
9. Confirm that Ivana is now listed as a Finisher on the Finisher Records List.

### Changing Certification Fields

Suppose Ivana decides that she would prefer 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.<sup>9</sup> You must update Ivana’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.

1. Select **Student Search** from the ASEP menu, enter Ivana’s TEA ID number, click **Search** or
2. Select **Maint Finishers** from the ASEP menu.
3. Select the relevant year from the dropdown menu.
4. Select “Other Enrolled” from the dropdown menu.
5. Click **Continue**
6. Select Ivana’s name that is linked on the Finisher Records List.

Now that you are on Ivana’s record in the *Student Maintenance* screen. You want to remove the old certification field and add the new certification field.

7. Select “Remove” from the dropdown menu in the Status column for the certification you wish to remove.

Certification Code	Observations	Reporting Year	Status
1263-Languages Other Than English - Spanish - Trad	<a href="#">Observations (0)</a>	2018-19	Other Enrolled
1263-Languages Other Than English - Spanish - Trad	<a href="#">Observations (0)</a>	2019-20	Finisher
To add a record on the 4 lines provided below, you must select a Certification Code!			
<input type="text"/>	Observations	-select-	Remove
<input type="text"/>			Finisher

8. Select the new certification from the Certification Code dropdown menu below the cell that says, “To add a record on the 4 lines provided below, you must select a Certification Code!”
9. Select the appropriate AY from the Reporting Year dropdown menu.
10. Select “Other Enrolled” in the Status column.
11. Click **Save** at the bottom of the screen.

<sup>9</sup> See the Sample Change of Certification Documentation in the [Other Program Resources](#) section.

Certification Code	Observations	Reporting Year	Status
1263-Languages Other Than English - Spanish - Trad	Observations (0)	2018-19	Other Enrolled
1263-Languages Other Than English - Spanish - Trad	Observations (0)	2019-20	Other Enrolled
To add a record on the 4 lines provided below, you must select a Certification Code!			
<input type="text"/>	Observations	2019-20	Other Enrolled
1770-Core Subjects (EC-6) - Alt	Observations	-select-	Finisher
1772-Core Subjects (EC-6) - Trad	Observations	-select-	Finisher
1915-Core Subjects (EC-6) - PB	Observations	-select-	Finisher
934 - Educational Diagnostician (EC-12) - Alt			
936 - Educational Diagnostician (EC-12) - PB			
936 - Educational Diagnostician (EC-12) - Trad			
933 - English as a Second Language Supplemental (NA) - Alt			
851 - Generalist (EC-4) - Alt			
1780-Health Science (R-12) - Alt			

### Updating Finisher Records in Bulk

EPPs can update the finisher status and add 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 an existing finisher record exactly. To update the finisher status, the TEA ID, Name, Cert License ID, and Route must match a finisher existing record exactly.

1. In the ASEP menu click **Upload Finishers**
2. Create your .csv file. Do not use headers. There should be 6 columns.
  - A. TEA ID
  - B. Last Name
  - C. First Name
  - D. Cert License ID
  - E. Route (3 = Alternative, 4=Post-Baccalaureate, 5 = Traditional)
  - F. Finishing Status (1=Removed, 4 = Finisher, 6 = Other Enrolled)

Your spreadsheet will look something like this.

A	B	C	D	E	F
2000700	Teach	Ivana	177	5	6

3. Save your spreadsheet as a .csv file<sup>10</sup>
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

<sup>10</sup> Please ensure to select the generic .csv file rather than the Macintosh-associated .csv filetype.

Reporting Year	Click Browse to Select File to Upload
2020-21	Browse... No file selected.

**Upload**

Upload Formats  
All uploads MUST be in CSV(Comma separated value) format\* See Example

Upload Finishers

\*Upload files saved as CSV (Macintosh) file types cannot be processed. Please save your upload files as CSV (Windows) files.

1. TEA ID (required)
2. Last Name (required, 25 max)
3. First Name (required, 20 max)
4. [Cert License ID](#) (required, click link to see listing)
5. Route (required, 3=Alternative, 4=Post-Bacc, 5=Traditional)
6. Finishing Status (required, 1=Removed, 4=Finisher, 6=Other Enrolled)

**Example File**  
 12345678,Brown,Jim,177,3,4  
 23456789,Gomez,Lucy,128,4,4  
 13456789,Reid,Harry,121,5,6

\*\*\* Limit of only 1000 records per upload \*\*\*

6. Click **Upload**

The Upload Finishers Screen display will contain:

Main Menu

Standard Certification ▾

**Uploaded file successfully. Records processed: 1.**

[Click here to view Upload Status Report.](#)

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 “Upload Results” column.

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

Note: The list of candidates who are Other Enrolled 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 back into 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 Ivana, ECOS automatically generated test approval eligibility for her 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. Open the **Test Approval** menu in ECOS
2. Click on **Maintain Test List**
3. Set the Current Filter for Applicant(s) and Academic Year as needed based on the eligibility status and initial approval date
4. Click on **Refresh List**
  - If necessary, click on “All” from under the Refresh List button to display all records.
5. Select the candidate to get to the *Maintain Test Approval Information* screen
6. Click on **Add Test Approval**

Maintain Test Approval Information

Basic Educator Information			
SSN/TEA ID	First Name	Middle Name	Last Name
	Test		Today
Gender	DOB	Ethnicity	
		Not Specified	

Educator Test Information				
Test Code/Description	Route	Active Date	Approved?	Updated By
<a href="#">160-Pedagogy and Professional Responsibilities EC-12</a>	University Initial with Prep	9/3/2019	Eligible	betty.fi
<a href="#">291-Core Subjects EC-6</a>	University Initial with Prep	9/3/2019	Eligible	betty.fi

7. Enter the candidate’s date of admittance
8. Select the Route
9. Select the Test
10. Select the correct approval level
11. Click **Save**

#### Updating or Removing Test Approval

1. Open the **Test Approval** menu in ECOS
2. Click on **Maintain Test List**
3. Set the Current Filter for Applicant(s) and Academic Year as needed based on the eligibility status and initial approval date
4. Click on **Refresh List**
  - If necessary, click on “All” from under the Refresh List button to display all records.

Current Filter for Applicant(s):  Academic Year:

**Refresh List**

Items per page: [ 25 ] [ 50 ] [ 75 ] [ 100 ] [ \*All\* ] Page 1 of 1  
[ 1 ]

Click [Here](#) to download the data in comma delimited form.

Click [Here](#) to download the data in text form.

Last Name, First Name	SSN/TEA ID	Test History	Tests	Status
<a href="#">ATESTER, lam</a>		<a href="#">Tests</a>	160-Pedagogy and Professional Responsibilities EC-12	Choose New Status

5. Find the candidate and confirm that the correct test is displayed
6. Click on the dropdown menu in the Status column and select the new status
7. Scroll down to the bottom of the screen and click **Continue**
8. Confirm selection by clicking **OK**

#### Update Test Approval Records in Bulk

1. Click on **Upload Test Approvals**. The file layout is shown below with an example.
2. Create your .csv file. There should be 7 columns (A-G) when you are done.
  - A. TEA ID
  - B. Last Name
  - C. First Name
  - D. Admittance Date (mm/dd/yyyy)
  - E. Route
  - F. Test Code
  - G. Test Approval Status (0-Eligible, 1-Approved for One Attempt, 3-Removed)
3. The completed file will look something like this:

A	B	C	D	E	F	G
	Teach	Ivana	10/1/2018	31	291	0

4. Save the file as .csv to a location where you will be able to locate it
5. Click **Yes** as necessary through multiple dialogue windows to save as .csv
6. Close the file, ensuring it remains in .csv format
7. On the *Upload* screen, click **Choose File**
8. Browse to find the .csv file you saved
9. Click **Upload**

Upload Profile/Tests

Upload File Type	Click Browse to Select File to Upload
New Student Demographics (Test optional) ▼	Choose File No file chosen

**Upload**

At the time of test approval upload, you should see an “Entities Affidavit” to affirm your submission. If your file was uploaded/accepted, you will get a message confirming the upload was successful.

Main Menu  
Standard Certification ▾

**Uploaded file successfully. Records processed: 1.**

[Click here to view Upload Status Report.](#)

Review and Approval of Statement of Qualifications 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 270) must have the required licensure and work experience. EPPs that review Statements of Qualifications (SOQs) for educators that hold a valid standard certificate and approve the CBE tests should follow the provisions outlined in [Texas Administrative Code, TAC § 233.14](#). As shown below, EPPs should use route code 44 when providing test approval for these candidates. Additional information can be found on the Texas Education Agency Career and Technical Education [webpage](#).

Test Information	
Date of Admittance	<input type="text"/>
Route	SOQ Verified Certification by Exam (44) ▾
Test	Not Assigned(0) ▾
Approval	Eligible (0) ▾

## Observations

Ivana is progressing in her training, and she is now participating in an internship or clinical teaching experience. Your program supports her by observing her teaching and providing feedback and advice.

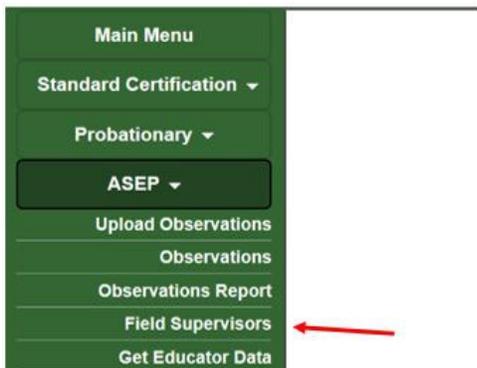
Programs must report all clinical teaching, internship, and practicum teacher and non-teacher observations, with a field supervisor (identified by TEA ID) for each observation. All observations must be reported in ECOS in the reporting year in which they occur.

Accurate reporting of observations is vital. The number and duration of observations for each candidate is a performance standard and affects EPP accreditation.<sup>11</sup> The ratio of field supervisors to candidates is reported publicly along with other consumer information.

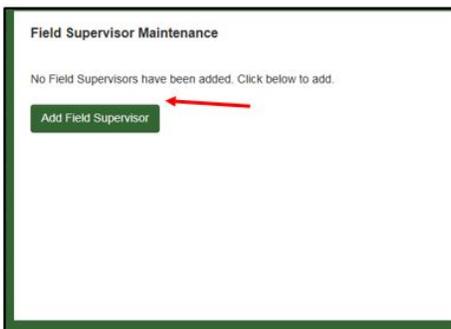
### Adding Field Supervisors Individually

Candidate observation records include the field supervisor. Field supervisors need to be added to the system so that they can be included in the candidate observation record. This step must be completed before reporting candidate observations conducted by the field supervisor.

1. From the ASEP menu select **Field Supervisors**



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



<sup>11</sup> See TAC §229.4(a)(4)(A) and TAC 229.4(d), (e), and (f) for additional information.

3. Enter the supervisor TEA ID.<sup>12</sup> The supervisor name will populate from their ECOS account.
4. Select the state from which the supervisor holds a certificate.
  - If the candidate holds a Texas certificate as well as 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**

**Add Field Supervisor**

**Supervisor TEA ID**

**Supervisor First Name**

**Supervisor Last Name**

**In or Out of State Certificate**

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

Main Menu		Field Supervisor Maintenance			Add Field Supervisor	
Standard Certification	Probationary	ASEP	First Name	Last Name	TEA ID	State
			Albus	Dumbledore	123456	TX
						TX

You can add another field supervisor by clicking the **Add Field Supervisor** button. You can delete a field supervisor or change her certification state by clicking on her last name.<sup>13</sup>

### Uploading Field Supervisors in Bulk

You can upload field supervisors as a group rather than individually. This requires creating a .csv file and uploading it through the *Upload Observations* screen.

<sup>12</sup> Field supervisors must be reported by their TEA ID numbers.

<sup>13</sup> 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.

1. In the ASEP menu click **Upload Observations**
2. Create your .csv file. Do not use headers. Use the guidance on the *Upload Observations* screen to create your .csv file. Your spreadsheet should be 4 columns when you are done.
  - A. Supervisor Last Name (25 max)
  - B. Supervisor First Name (20 max)
  - C. Supervisor TEA ID (9 max)
  - D. In or Out of State Certificate (2-letter Postal Code State Abbreviation)

Your spreadsheet will look something like this.

A	B	C	D
Dumbledore	Albus	123456	TX

3. On the *Upload Observations* screen, select “Field Supervisor” from the “Upload File Type” dropdown menu
4. Use the **Choose File** button to browse to and select your .csv file for uploading.
5. Click **Upload**
6. Check the upload: Click on **ASEP** in the Main Menu.
7. Click **Upload Status**
8. Just as you did with the test approval bulk upload, check the upload in the “Upload Type” column and look for errors in the “Upload Results” column.
9. Review the list of field supervisors in the *Field Supervisor Maintenance* screen.

### Entering Observations

Once you have entered your field supervisors in ECOS, you are ready to record observations. You can record and modify observations individually, or you can upload observations in bulk. Record all observations your program conducts, including those beyond the required minimum

and those for candidates who withdrew or were removed from the program. **All observations much be reported in ECOS in the reporting year in which they occur.**

Every observation must be reported with an Assignment Type. Please use the information in the table below to determine the correct assignment types. Please note that when reporting non-teacher observations, please use NONTCH.

Valid Observation Upload Assignment Types in ECOS	
<b>INT1:</b>	First-year internship under intern certificate with one assignment
<b>INT2:</b>	First-year internship under intern certificate with two assignments
<b>PRO1:</b>	First-year internship under probationary certificate with one assignment
<b>PRO2:</b>	First-year internship under probationary certificate with two assignments
<b>PRO1S:</b>	Second-year internship under probationary certificate with one assignment and successful internship first year
<b>PRO1U:</b>	Second-year internship under probationary certificate with one assignment and unsuccessful internship first year
<b>PRO2S:</b>	Second-year internship under probationary certificate with two assignments and successful internship first year
<b>PRO2U:</b>	Second-year internship under probationary certificate with two assignments and unsuccessful internship first year
<b>PROX1S:</b>	Third-year internship under probationary certificate with one assignment and successful internship second year
<b>PROX1U:</b>	Third-year internship under probationary certificate with one assignment and unsuccessful internship second year
<b>PROX2S:</b>	Third-year internship under probationary certificate with two assignments and successful internship second year
<b>PROX2U:</b>	Third-year internship under probationary certificate with two assignments and unsuccessful internship second year
<b>CLIN141:</b>	14-week clinical teaching with one assignment
<b>CLIN142:</b>	14-week clinical teaching with two assignments
<b>CLIN281:</b>	28-week clinical teaching with one assignment
<b>CLINEXC:</b>	Clinical teaching exception approved by the SBEC
<b>NONTCH:</b>	Practicum for Non-teacher candidates

### Adding Observations Individually

1. In the ASEP menu select **Observations**
2. Enter the candidate’s TEA ID number

3. Click **Add Record**
4. Select the Supervisor TEA ID from the dropdown menu
  - NOTE: The supervisor’s first and last names will populate automatically
5. Enter a comment
6. Select the observation date from the popup calendar

Candidate Observations

Add Record

Candidate First Name

Candidate Last Name

TEA ID

Supervisor TEA ID

Supervisor First Name

Supervisor Last Name

Comment

Observation Date

Observation Duration  hrs  mins

Assignment Begin Date

Assignment End Date

Assignment Type

Valid Assignment Types

INT1:	First-year internship under intern certificate with one assignment
PRO1U:	Second-year internship under probationary certificate with one assignment and unsuccessful internship first year
PROX1U:	Third-year internship under probationary certificate with one assignment and unsuccessful internship second year
PRO1:	First-year internship under probationary certificate with one assignment
PRO1S:	Second-year internship under probationary certificate with one assignment and successful internship first year
PROX1S:	Third-year internship under probationary certificate with one assignment and successful internship second year
INT2:	First-year internship under intern certificate with two assignments
PRO2U:	Second-year internship under probationary certificate with two assignments and unsuccessful internship first year
PROX2U:	Third-year internship under probationary certificate with two assignments and unsuccessful internship second year
PRO2:	First-year internship under probationary certificate with two assignments
PRO2S:	Second-year internship under probationary certificate with two assignments and successful internship first year
PROX2S:	Third-year internship under probationary certificate with two assignments and successful internship second year
CLIN141:	14-week clinical teaching with one assignment
CLIN142:	14-week clinical teaching with two assignments
CLIN281:	28-week clinical teaching with one assignment
CLINEXC:	Clinical teaching exception approved by the SBEC
NONTCH:	Practicum for Non-teacher candidates

7. Enter the observation duration using the arrows
8. Select or enter the Assignment Begin Date from the popup calendar

- NOTE: This is the beginning date for the candidate’s field experience assignment. There should be just one assignment begin date for all observations for a candidate in a field experience. A candidate may have an internship that spans two reporting periods, such as: 01/05/2020 – 01/04/2021. This candidate’s begin date will be 01/05/2020 for all observations reported for this internship.
9. Select or enter the Assignment End Date from the popup calendar.
    - NOTE: This is the end date for the candidate’s field experience assignment. There should be just one assignment end date for all the observations for a candidate in a single field experience. A candidate may have an internship that spans across two reporting periods, such as: 01/05/2020 – 01/04/2021. This candidate’s end date will be 01/04/2021 for all observations reported for this internship.
  10. Select the Assignment Type from the dropdown list. A legend for the assignment types is provided at the bottom of the screen.
    - a. NOTE: If a candidate has more than two assignments<sup>14</sup> during their internship or clinical teaching, please select an assignment code that indicates they completed two assignments (assignment code will include a value of 2, ex. PRO2S, INT2).
  11. Click **Save**
  12. View the new record

As a reminder, **all observations must be reported in ECOS in the reporting year in which they occur**, regardless of the internship end date.

#### Uploading Observations in Bulk

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

1. In the ASEP menu click **Upload Observations**
2. Create your .csv file. Use guidance from the *Upload Observation* screen to create your file. Do not use headers. There should be 12 columns when you are done.
  - A. Supervisor Last Name (maximum 25 characters)
  - B. Supervisor First Name (maximum 20 characters)
  - C. Beginning Date of Assignment (should not be a future date) (mm/dd/yyyy)
  - D. Candidate’s TEA ID Number (should be existing TEA ID) (maximum 9 characters)
  - E. Candidate’s Last Name
  - F. Candidate’s First Name
  - G. Observation Date (should be unlocked year) (should be on or after Beginning Date of Assignment) (should not be a future date) (mm/dd/yyyy)
  - H. Observation Duration (hh:mm) (00:01 to 12:59)
  - I. Supervisor Comments (Length range 1 to 250 characters)

<sup>14</sup> Multiple assignments can be understood as requiring different certificates. For example, teaching 10<sup>th</sup> grade math and 10<sup>th</sup> grade history would be two assignments, teaching 10<sup>th</sup> grade math and 11<sup>th</sup> grade math would be one assignment.

- J. Supervisor TEA ID (maximum 9 characters)
- K. Assignment Type (maximum 9 characters)
- L. End date of Assignment (mm/dd/yyyy)

Your spreadsheet will look something like this:

A	B	C	D	E	F	G	H	I	J	K	L
Supervise	William	9/5/2020	*****	Teach	Ivana	9/10/2019	1:05	See File	*****	INT1	5/17/2020

3. Select “Observation Log” from the “Upload File Type” dropdown menu
4. Use the **Choose File** button to browse to and select your .csv file for uploading.
5. Click **Upload**
6. Check the upload: Click on **ASEP** in the Main Menu.
7. Click **Upload Status**
8. Check the 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.

Upload Observations

Upload File Type	Click Browse to Select File to Upload
Select Upload Type ▾	Choose File No file chosen

**Upload**

**Upload Format**

**NOTE: All uploads MUST be in CSV (Comma separated value) format.**  
 Upload files saved as CSV (Macintosh) file types cannot be processed. Please save your upload files as CSV (Windows) files.

**Observation Log**

1. Supervisor Last Name (25 max)
2. Supervisor First Name (20 max)
3. Beginning Date of Assignment (should not be a future date) (mm/dd/yyyy)
4. Candidates TEA ID# (should be existing TEA ID) (9 max)
5. Candidates Last Name (25 max)
6. Candidates First Name (20 max)
7. Observation Date (should be unlocked year) (should be on or after Beginning Date of Assignment) (should not be a future date) (mm/dd/yyyy)
8. Observation Duration (hh:mm) (00:01 to 12:59)
9. Supervisor Comments (Length range 1 to 250)
10. Supervisor TEA ID (9 max)
11. Assignment Type (9 max)
12. End Date of Assignment (mm/dd/yyyy)

**Example File**

Brown,Jim,09/01/2009,12345678,cand\_name,cand\_fname,09/22/2009,8:30,Candidate has performed above average, 12345678, INT1, 10/22/2009

Gomez, Lucy,09/01/2009,23456789,cand\_name,cand\_fname,09/22/2009,1:25,Candidate has performed above average, 6847895, INT1, 10/22/2009

Reid,Harry,09/01/2009,13456789,cand\_name,cand\_fname,09/22/2009,0:55,Candidate has performed above average, 5879455, INT1, 10/22/2009

**Valid Upload Assignment Types**

INT1: First-year internship under intern certificate with one assignment

PRO1U: Second-year internship under probationary certificate with one assignment and unsuccessful internship first year

PROX1U: Third-year internship under probationary certificate with one assignment and unsuccessful internship second year

PRO1: First-year internship under probationary certificate with one assignment

PRO1S: Second-year internship under probationary certificate with one assignment and successful internship first year

PROX1S: Third-year internship under probationary certificate with one assignment and successful internship second year

INT2: First-year internship under intern certificate with two assignments

PRO2U: Second-year internship under probationary certificate with two assignments and unsuccessful internship first year

PROX2U: Third-year internship under probationary certificate with two assignments and unsuccessful internship second year

PRO2: First-year internship under probationary certificate with two assignments

PRO2S: Second-year internship under probationary certificate with two assignments and successful internship first year

PROX2S: Third-year internship under probationary certificate with two assignments and successful internship second year

CLIN141: 14-week clinical teaching with one assignment

CLIN142: 14-week clinical teaching with two assignments

CLIN281: 28-week clinical teaching with one assignment

CLINEXC: Clinical teaching exception approved by the SBEC

NONTCH: Practicum for Non-teacher candidates

The EPP is responsible for ensuring 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 Upload Status function to view the data you entered.

*Common Observation Upload Issues*

There are a few common issues that cause ECOS to error out when entering individual observations or uploading bulk observations. Here are issues we have identified:

- Candidate is not in the Finisher Records List as Other Enrolled or Finisher
- Date of the observation is a future date
- Date of the observation is before the beginning date of the assignment
- Observation date is outside the reporting year
- Incorrect assignment type is selected
- Time is formatted incorrectly. Time must be formatted 00:00
- Comment column contains commas, semicolons, or other punctuation that confuses the .csv format. Keep it simple – for example “See student log”
- Cells are blank where they should not be or have stray marks
- Blank rows between candidate records
- “Error Line: 1: Missing Delimiter ‘,’ should be 11 in each row uploaded” means there should be 12 columns and there are either too many or too few columns. Copy the spreadsheet into Notepad to identify missing spaces or other anomalies
- 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 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

Modifying Observation Records

1. Click **Observations** on the ASEP menu
2. Enter the candidate’s TEA ID number.
3. Click **Search**
4. Click the hyperlinked observation date.
5. Modify the record as needed.
6. Click **Update**

Candidate Observations

Name: [ ] : TEA ID: [ ]

Assignment Begin Date	Assignment End Date	Observation Date	Duration	Comments	Remove
8/26/2019	12/13/2019	<a href="#">9/17/2019</a>	2:00	see file	<input type="checkbox"/>
8/26/2019	12/13/2019	<a href="#">10/2/2019</a>	1:30	see file	<input type="checkbox"/>
8/26/2019	12/13/2019	<a href="#">11/4/2019</a>	2:00	see file	<input type="checkbox"/>
8/26/2019	12/13/2019	<a href="#">11/18/2019</a>	1:30	see file	<input type="checkbox"/>

Delete Record
Add Record
Back

*Removing a Record*

1. Click **Observations** on the ASEP menu
2. Enter the candidate’s TEA ID number
3. Click **Search**
4. Select the **Remove** box in the row you want to remove
5. Click **Delete Record**

ECOS will confirm the observation has been removed.

**Candidate Observations**

**1 Record/s Deleted**

Name:  | TEA ID:

Assignment Begin Date	Assignment End Date	Observation Date	Duration	Comments	Remove
8/26/2019	12/13/2019	<a href="#">10/2/2019</a>	1:30	see file	<input type="checkbox"/>
8/26/2019	12/13/2019	<a href="#">11/4/2019</a>	2:00	see file	<input type="checkbox"/>
8/26/2019	12/13/2019	<a href="#">11/18/2019</a>	1:30	see file	<input type="checkbox"/>

## Data Verification

EPPs are required to report accurate and timely data for accountability purposes. Failure to report accurate and timely data can result in negative consequences for EPPs, up to and 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 exceptions requests.

On the test approval list, for example, if a candidate was given test approval with the wrong admittance date or was given permission for two tests with two admittance dates, EPP users are unable to fix that. TEA requires an exception letter to be able to identify the discrepancy and document manual changes. Please note that these errors are necessarily rare, and that EPPs are required in TAC to submit timely and accurate data.

### Common Exceptions

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

#### *Common Test Approval Exceptions<sup>15</sup>*

1. Entered the wrong admittance date
2. Error in candidate TEA ID or name

If a candidate drops out of your program, or if the candidate failed to show up on the first day of class, that is not an exception. The candidate admission record will remain, even though the candidate will not appear on the Finisher Records List as Other Enrolled. The candidate will be counted as having applied and been admitted, although they will not be counted as retained.

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

#### *Common Observation Exceptions*

1. Incomplete internship due to deactivation of intern or probationary certificate
2. Incomplete internship due to issue of standard certificate

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<sup>15</sup> Please note: exception forms are not required for candidates in 2020-2021 who were included on the WPRO report.

3. Exempt because candidate qualified for educational aide exemption from THECB
4. Exempt because candidate was already initially certified
5. Exempt because candidate had previously been employed as an ROTC instructor

#### *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 5 months
4. Candidate left the position before working for 5 months

#### *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 forms for these exceptions are available on the [Program Provider Resources page](#). Exception requests must be made using these forms.

#### *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. Once received, TEA will review and manually correct the finisher records in ECOS for the candidate(s) and reporting year(s) identified on form. This form is available from your program specialist. Please file these requests when you identify the discrepancy – do not wait until the end of the reporting year.

#### *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 – Programs submit the data verification affidavit which can be found on the TEA [Program Provider Resources webpage](#).

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

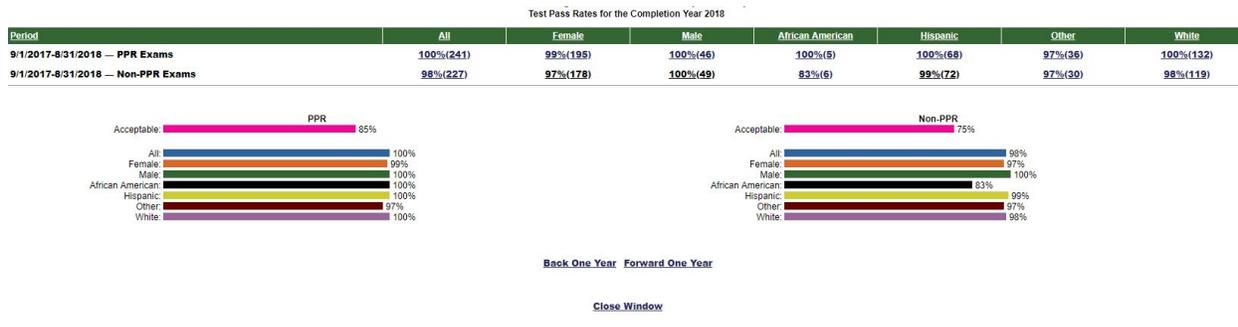
1. Open and complete information on the *Affidavit for Accountability System for Educator Preparation Programs (ASEP) Data Verification 2020-2021 ASEP Reporting Year* form.
2. Ensure that your affidavit form contains the required electronic signature by your EPPs Legal Authority.
3. Once you have completed the form, open a [TEA Help Desk ticket](#) to attach and submit your form. See Appendix 3 for additional information about the TEA Help Desk. Prior to sending, please insert your CDN and EPP name in the file name.

## 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 on a weekly basis.

1. Click **View Pass Rates** in the ASEP menu
2. Select the year from the dropdown menu
3. Click **Continue**.



You will get an overview page with pass rate data for your program. The overview page provides valuable information by itself, as well as easy navigation backwards or forwards one year at a time.

By clicking on the hyperlinked percentages in the **All** and demographic columns you can get more information on candidate performance. Clicking on the **All** percentage will list all the certification tests attributed to your program for the academic year as well as the number of tests taken, number of tests passed, and pass rate. Clicking on the demographic group percentage will list the test results for only the candidates in that category.

Alls' Tests for the Completion Year 2016  
Combined Reports Requested

Certification Description	Tests taken	Tests Passed	Pass Rate
Core Subjects EC-6	<a href="#">14</a>	<a href="#">14</a>	100%
<b>Total Core Subjects EC-6</b>	<b>14</b>	<b>14</b>	100%
English Language Arts and Reading 7-12	<a href="#">4</a>	<a href="#">4</a>	100%
<b>Total English Language Arts and Reading 7-12</b>	<b>4</b>	<b>4</b>	100%
English as a Second Language (ESL) Supplemental	<a href="#">20</a>	<a href="#">20</a>	100%
<b>Total English as a Second Language Supplemental NA</b>	<b>20</b>	<b>20</b>	100%
Generalist EC-6	<a href="#">5</a>	<a href="#">5</a>	100%
<b>Total Generalist EC-6</b>	<b>5</b>	<b>5</b>	100%

Clicking the hyperlinked numbers in the **Tests Taken** or **Tests Passed** columns will bring up a list of the candidates and their results. You can click on the hyperlinked candidate's name to view her test history.

All Groups that have Taken the test: 115-Mathematics 4-8  
for the Completion Year 2016  
Combined Reports Requested

Name	SSN	Admin Date	Ethnicity	Gender	Result
<a href="#">Teach, Ivana</a>	xxx-xx-xxxx	07/24/2015	Other	F	P

[Close Window](#)

### View Admissions

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

1. Select **Maint Admissions** from the ASEP Menu
2. Select the Reporting Year or Admission Date Range

TEA
Educator Certification Online System (ECOS)

Logged in as: Betty Flores | ZZZ Entity for Testing & Training (227555)
Exit ECOS

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Reporting Year

Program Admission Date Range

From  To

TEA ID

Last Name

3. Click **Search**
4. Review the resulting report
5. Note that the links in the columns on the right direct you to the candidate admission, finisher records list, and test approvals.

**TEA** Texas Education Agency

Educator Certification Online System (ECOS)

Logged in as: [redacted] ZZZ Entity for Testing & Training (227555) Exit ECOS

**Admitted Candidates List**

Reporting Year: 2019-20

Program Admission Date Range: From mm/dd/yyyy To mm/dd/yyyy

TEA ID: [input field]

Last Name: [input field]

**Search**

Total 7 person(s) with 12 records

TEA ID	Candidate	DOB	Email	Program Admission Date	Route	Certificate	Certificate Role	Overall GPA	Admission GPA	Subject Area HRS	Subject Area GPA	SAT Score	GRE Score	ACT Score	Admissions	Finisher Record	Test Approvals
	Acrem...	07/08/...	betty.fl...	09/01/...	Univer...	1772-...	Classr...	4.00	4.00	500	3.75	500	500	50	Admission	Finishers	Test Appr
	Adam...	02/05/...	sada...	01/06/...	Univer...	1788-...	Classr...	4.00	4.00	22	3.50				Admission	Finishers	Test Appr
	Adam...	02/05/...	sada...	01/16/...	Univer...	1951-...	Classr...	4.00	4.00	22	4.00				Admission	Finishers	Test Appr
	Again...	02/01/...	lorrie...	12/18/...	Univer...	1110-...	Classr...	3.50	3.50						Admission	Finishers	Test Appr
	Again...	02/01/...	lorrie...	12/19/...	ACP ...	1111-...	Classr...	3.50	3.50						Admission	Finishers	Test Appr
	Aide, ...	01/01/...	skye.h...	07/11/...	Univer...	1772-...	Classr...	3.80	3.80	15	3.50				Admission	Finishers	Test Appr
	Butler...	07/08/...	betty.fl...	09/24/...	Univer...	1370-...	Schoo...	3.75	3.55						Admission	Finishers	Test Appr
	Butler...	07/08/...	betty.fl...	09/24/...	Univer...	876-S...	Superi...	3.75	3.56	3					Admission	Finishers	Test Appr
	Colon...	06/19/...	olgal...	01/07/...	Univer...	933-E...	Classr...	4.00	4.00						Admission	Finishers	Test Appr
	Colon...	06/19/...	olgal...	01/07/...	Univer...	1770-...	Classr...	4.00	4.00	22	4.00				Admission	Finishers	Test Appr
	Davis...	06/17/...	kyfdav...	01/08/...	Univer...	1915-...	Classr...	4.00	4.00	23	3.50				Admission	Finishers	Test Appr
	Davis...	06/17/...	kyfdav...	01/08/...	Univer...	1955-...	Classr...	4.00	4.00	21	3.50				Admission	Finishers	Test Appr

Current page: 1 of 3 Total count: 26

### View the Annual Performance Report

To view your EPPs APR information in ECOS:

1. Select **Annual Performance Report** from the ASEP menu
2. Select the year by the last part of the academic year (e.g., AY 2020-2021 → 2021)
3. Review and consider the following:
  - **Retained** is the number of Other Enrolled on your Finisher Records List
  - **Completed** is the number of persons listed as Finisher on your Finisher Records List
  - **Retained** is a snapshot of all the candidates in your program on August 31. **Applied, Admitted** and **Completed** are continuously collected data that include anyone who moved in or out of those categories during the academic year.

### 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 is meeting 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 was not observed, they will not show up in the report. All teacher and non-teacher candidates listed as Other Enrolled on the Finisher Records List completing clinical teaching or an internship – including second or third year extensions - must be observed.<sup>16</sup> Similarly, any teacher and non-teacher candidate listed as a Finisher on the Finisher Records List must have recorded observations.

## Observations Report

**Year**  **Observation Type**  **Semester/Year**

1. Select **Observations Report** from the ASEP menu
2. Select the year
3. Select the Observation Type = View All Observations
4. Select the Semester/Year (Academic Year 9/1 – 8/31)
5. Click **Search**

### Observations Report

**Year**  **Observation Type**  **Semester/Year**

Assignment Begin Date	Assignment Type	Candidate TEA ID	Candidate Name	Visit Date	Duration Hours	Supervisor TEA ID	Supervisor Name	Comments	Assignment End Date
06/01/2018	CLIN141			06/01/2018	3:00			nn	06/01/2019
09/06/2017	CLIN281			10/06/2017	6:00			cc	09/06/2018

The resulting page will show you the observation data you entered in ECOS. You can **Click Here** at the bottom of the page to download the data as a .csv which will allow you to manipulate the data more efficiently. The resulting spreadsheet will look something like this.

	A	B	C	D	E	F	G	H	I	J
1	State Board for Educator Certification									
2	EPP Observations Report									
3	Records List for EPP (#####), Year 2017									
4										
5	Int_Beg_Dt	Assignment_Type	TEA_Id	Cand_Name	Visit_Dt	Visit_Hrs	Sup_TEA_	Sup_Name	Comment	Int_End_Dt
6										
7	9/1/2018	CLIN141		Teach, Ivana	9/2/2018	3:00		Dumbledore, Albus	nn	6/1/2019
8	9/1/2018	CLIN141		Teach, Ivana	10/6/2018	6:00		Dumbledore, Albus	cc	6/1/2019
9										

<sup>16</sup> See TAC §229.4(a)(4)(A)(iii)

The “All” and “Academic Year” options provide data for the whole year. You may also select individual semesters from the “Semester/Year” dropdown. These semesters correspond with the candidate-to-supervisor ratio per semester reported in the consumer information.<sup>17</sup>

Here are some things to consider as you review observation data for your program<sup>18</sup>

1. Are all the observations that were conducted by your field supervisors listed? Be sure to record all observations, not just the minimum required number.
2. Does each candidate have the same Int Beg Dt (“Beginning Date of Assignment” from the upload or “Assignment Date” from the window)? Individual candidates should not have multiple beginning dates for their internship or clinical teaching.
3. Are the visits of sufficient duration – at least 45 minutes for teacher candidates?
4. Did each candidate get at least the minimum number of observations?
5. Are all the candidates who should have been observed included on the list? This would include anyone from your program who had an active intern or probationary certificate – including extensions – and any person 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 of TAC §228.35(g) are specific and include timing requirements, depending on the kind of intern/clinical teaching experience. Missing the timing on 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 to upload a.csv file and receive a file containing all certificates, all tests, fingerprint status, or TEA ID associated with the uploaded social security numbers. **Please note: the certificate data and test score data will not be restricted to those earned through the EPP.** EPPs should use the Pearson Results Analyzer for test results of their candidates.

1. Create a .csv file with the social security numbers in column A for which you need information.
2. Click **Get Educator Data** in the ASEP menu
3. Click the radio button for the information you need.
4. Click **Choose File** to browse to your .csv file
5. Click **Upload**

---

<sup>17</sup> Please note that as of this writing, technical issues within ECOS result in incorrect Observation reports when an Observation Type other than View All Observations is selected.

<sup>18</sup> See TAC §228.35(g) for specific field supervision requirements.

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### Transfer Data File to SBEC

(Press help for file formats)

Select an option below or select one of the options from the menu at the left.

Load Graduate Files

Select a year to maintain:

Delete current file

Keep current file

Retrieve Certifications for uploaded SSN file.

Retrieve Test scores for uploaded SSN file.

Retrieve Fingerprint Status for uploaded SSN file.

Retrieve TEA IDs for uploaded SSN file.

Press the browse button to find the file on your computer!

Choose File

 No file chosen

After you have selected a file, press the upload button

Upload

## 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. You may find this function is a useful supplement to the test data available through the Pearson Results Analyzer. **Please note that this will only return results from tests that were approved by your program.**

**Student Test Search**

Enter search criteria below. Searches are limited to a year date range.  
Results will display in a new window.

Social Security Number	<input type="text"/>	TEA ID:	<input type="text"/>	Test:	<input type="text"/>
Last Name:	<input type="text"/>	First Test Admin Date:	<input type="text"/>	Last Test Admin Date:	<input type="text"/>
Gender:	<input type="text"/>				
Ethnicity:	<input type="text"/>				

Search

Cancel

## Title II Reporting

The US Department of Education (ED) requires reports on initial teacher certification candidates. As of 9/1/2018 two companies support programs with this reporting - Pearson and Westat. Pearson, as the main testing vendor for TEA, generates pass rate data for the Title II reports. Westat puts the pass rate data and significant amounts of other data into the report that the Secretary of Education submits each year to Congress.

**Primary User:** Your program should have a primary user who is responsible for federal reporting. You should also have a backup person who knows the data and the systems. If these persons change, contact Pearson [es-titleII@pearson.com](mailto:es-titleII@pearson.com) and Westat at [title2@westat.com](mailto:title2@westat.com) to coordinate new user accounts.

Title II reporting follows a predictable annual schedule. Each year programs report the previous year's data, so you will report 2019-2020 data in 2020-2021.

- August 31 – The reporting year closes
- September – December – Upload data to the Pearson system.
- January – Pearson resolution period
- February – Westat Title II reporting opens
- April 30 – Westat 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 Ivana Teach in the ASEP system, you must also document data for her with Pearson for Title II reporting purposes. You provide Pearson with information linking the candidate to your program so that Pearson can then 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. See <https://edreports.nesinc.com/TX> for additional assistance, or email [es-titleII@pearson.com](mailto:es-titleII@pearson.com).

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

In April 2021, you will report on your 2019-2020 cohort. The data you entered in ECOS in September 2020 will help you complete the Westat 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 for Westat is available at the Title II website at <https://title2.ed.gov/Public/TA.aspx>.

**If your EPP is approved for both degree-seeking (traditional & 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 a good place to start.
2. Log into ECOS and export your 2019-2020 candidates listed as **Finisher** on the Finisher Records list and the candidates 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.
3. Open the blank Institutional and Program Report Card available with the technical assistance materials here: <https://title2.ed.gov/Public/TA.aspx>.
4. There are a lot of technical assistance materials available through the public Title II website.
  - a. The IPRC guide is helpful if you have specific questions. There are also smaller, subject specific guides if you have questions about individual sections of the report.
5. Download the 2020 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 2021 you are reporting on 2019-2020 data.

Title II is only concerned with initial teacher certification candidates. Do not report on candidates at your program who are 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)(7))

### *Section Enrollment*

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

1. Click **Maint Finishers** in the ASEP menu

2. Select 2019-2020
3. Select Other Enrolled
4. Click **Continue**
5. Select **Click Here** to download the data as a .csv at the bottom of the page
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 certification 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.

## 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 required to submit LBB reports by email. 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 no later than the end of the fiscal year following the year of graduation from the program.

**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 FY 2021 LBB performance measure will reflect the certification rate of your 2019-2020 graduates. The rate is the percentage of graduates who became certified as of August 31, 2021.

1. Create a .csv file listing the teacher candidates who graduated between September 1, 2019 and August 31, 2020. Do not use headers. There should be 4 columns when you are done.
  - A. EPP County/District Number (CDN) (6 characters)
  - B. Graduate’s social security number (9 characters – no dashes)
  - C. Graduate’s last name (maximum 25 characters)
  - D. Graduate’s first name (maximum 20 characters)

Your spreadsheet will look something like this.

A	B	C	D
123456	741852903	Teach	Ivana

2. Click **Get Educator Data** in the ASEP menu
3. Select the “Load Graduate Files” radio button
4. Select “2019-2020” to report on graduates from 2019-2020.
  - NOTE: This is the year the new teachers graduated
5. Click **Choose File** to browse to the .csv file you created

6. Click **Upload**

Viewing Legislative Budget Board Report for Public Colleges and Universities

After you submit your list of graduates to the ECOS system, you will need to retrieve and verify the results. Follow these steps to view your results.

1. Click **Other Reports** in the ASEP menu
2. Select the “Annual LBB Performance Measure Report” radio button
3. Select the reporting year (2020-2021). NOTE: This is the year AFTER your new teachers graduated from your college or university

Administration Reports

Other Reports	
<input checked="" type="radio"/> Annual LBB Performance Measure Report	LBB Reporting Year (Reporting Year is 1 year after graduation year) <span style="border: 1px solid black; padding: 2px;">2019-20</span>
<input type="radio"/> Annual ASEP Report by Certification Area	ASEP Reporting Year <span style="border: 1px solid black; padding: 2px;">- select -</span>
<input type="radio"/> EPP Candidate Exit Survey	Academic Year: <span style="border: 1px solid black; padding: 2px;">Sept 2019-Aug 2020</span>

Continue

4. Click **Continue**

The report for your program will look something like this:

**State Board for Educator Certification**  
**FY 2020 Annual LBB Performance Measure Report**  
**Certification Rates of Public Colleges and Universities**

Select Reporting Year: 2019-20 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
Angelo State University(SAN ANGELO)	123	100	81.3	2	1.6	19	15.4	2	1.6

Page 1 of 1    Displaying 1 to 1 of 1 items

## Appendix 1: Sample Letters and Forms

### Sample Admission Letter

Use Letterhead of EPP<sup>19</sup>  
Date

Name  
Address  
City, State, Zip Code

Dear *(Candidate Name)*:

This letter is an invitation of formal admission<sup>20</sup> into *(Name of Educator Preparation Program)* to assist you in securing certification in *(Name of Certification)*.

Your official admission date is *(Month Day, Year)*<sup>21</sup>. *(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<sup>22</sup>.

Sincerely,

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

I accept the invitation of admission\_\_\_\_\_

I decline the invitation of admission\_\_\_\_\_

Signature:

Date:

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

---

<sup>19</sup> 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."

<sup>20</sup> See 19 TAC §227.5(11)

<sup>21</sup> See 19 TAC §227.17(d), "The effective date of formal admission shall be included in the offer of formal admission."

<sup>22</sup> See 19 TAC §227.17(e).

## Sample Change of Certification Documentation

Use Letterhead of EPP

Date

Name

Address

City, State, Zip Code

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

---

Printed Name of Candidate

---

Signature of Candidate

---

Printed Name of EPP Program Approver

---

Signature of EPP Program Approver

Observations Request for Exception Form

To obtain a copy of this form, please go to the [TEA Program Provider Resources](#) webpage. Scroll to the bottom section titled, **Forms and Documents**.

**TEA** **IMPORT DATA**  
For Adobe Professional Use Only.  
Click to Import .xml data into form.

**TEXAS EDUCATION AGENCY**  
**Request for Exception (RFE)-ASEP Indicator 4a. Field Supervision**  
Observation Requirement for Reporting Year (RY): September 1, 2018 to August 31, 2019

**General Instructions**  
The due date for submission should follow the guidelines for reporting found in the *TEA Educator Preparation Program Data Reporting Manual, Effective 8/1/2018 - 8/31/2019*. For the ASEP reporting year 2018-2019, please submit this form by 9/15/2019 or a date communicated by your assigned program specialist.

To complete the form: 1.) Please provide information in each field for Section A. EPP Contact Information, and Section B: EPP Representative Contact Information. 2.) Complete Section C. Use the instructions provided below for Section C. Exception List. 3.) Review the attestation statement below and sign your form using a PDF generated digital signature. For assistance on creating a signature, visit: [https://helpx.adobe.com/acrobat/using/digital-ids.html#create\\_a\\_self\\_signed\\_digital\\_id](https://helpx.adobe.com/acrobat/using/digital-ids.html#create_a_self_signed_digital_id) 4.) Save your form. Instructions provided below. 5.) Submit your form to TEA. Instructions provided below.

To save the form: When you electronically sign your form, below, the PDF will automatically open a folder instance to save your file. Please include your county/district number (CDN) in your file name. Also, it is a best practice to periodically Save/Save As to avoid losing data.

To submit the completed form: Use the TEA Help Desk system at: <https://helpdesk.tea.texas.gov/> to initiate a work ticket which will: 1) confirm, via email that your information was received by TEA, and, 2) route your form to the appropriate section/person. From the TEA Help Desk ticket main menu, select Educator Testing and Preparation Program. Next, select ASEP Data and then.... Follow the instructions to attach your saved file. For issues regarding the TEA Help Desk, email: [TEAHelpDesk@tea.texas.gov](mailto:TEAHelpDesk@tea.texas.gov).

**Section A: EPP Contact Information**

Today's Date:  EPP CDN:  EPP Name:

**Section B: EPP Representative Contact Info**

EPP Representative Name and Title:

Representative Email:  Representative Ph. Num.:

This request for exception was prepared for the EPP listed above, and certified by a legal authority or staff representative.

I, the undersigned, have reviewed our the list of candidates that were observed or could have been observed for this reporting year (RY).

I, the undersigned, am submitting for review and consideration the following list of candidates for exception.

I, the undersigned, acknowledge that at the time of signature, this request does not automatically validate that TEA received, reviewed, or approved the list of candidates submitted for exception.

EPP Representative Signature:   
(Form will be rejected without a SIGNATURE)

**Instructions for Completing Section C. Exception List (page 2):**

- (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.
- (2) **CANDIDATE'S LAST NAME:** Enter candidates's last name only.
- (3) **PROPOSED REASON FOR EXCEPTION:** Use the drop-down menu to select a reason for exception from the list of valid reasons. Selecting "Other Reason" requires that you enter additional supporting information into col. (4).
- (4) **ADDITIONAL DETAIL:** Enter detail to support the "OTHER REASON" exception, if applicable.
- (5) **INTERNAL USE ONLY--TEA Approved?:** Do not enter any information in this field. For TEA use only.

**Col. (5) Internal Use only and TEA Use Only text box.** These fields may be completed by a TEA staff. The form may be returned to the requestor with these fields completed or entered, at a later time/date after review by a TEA staff.

<< < Page 1 of 2 > >>

SECTION C: Exception List for: 155555 EXAMPLE EPP

(1)	(2)	(3)	(4)	(5)
TEA ID	Candidate's Last Name	Proposed Reason for Exception	Additional Detail	Internal Use Only--TEA Approval
X <input type="checkbox"/>	<input type="text" value="Randal"/>	<input type="text" value="Deactivated NT/PRO/PROX cert"/>	<input type="text"/>	<input type="text"/>

Test Approval Request for Exception Form

To obtain a copy of this form, please go to the [TEA Program Provider Resources](#) webpage. Scroll to the bottom section titled, **Forms and Documents**.



**IMPORT DATA**

For Adobe Professional Use Only.  
Click to import .xml data into form.

**TEXAS EDUCATION AGENCY**  
**Request for Exception (RFE)–TEST APPROVAL LIST EXCEPTIONS**  
 Reporting Year (RY): September 1, 2018 to August 31, 2019

**General Instructions**

The due date for submission should follow the guidelines for reporting found in the *TEA Educator Preparation Program Data Reporting Manual, Effective 9/1/2018 - 8/31/2019*. For the ASEP reporting year 2018-2019, please submit this form by 3/15/2019 or a date communicated by your assigned program specialist.

To complete the form: 1.) Please provide information in each field for Section A. EPP Contact Information, and Section B: EPP Representative Contact Information. 2.) Complete Section C. Use the instructions provided below for Section C. Exception List. 3.) Review the attestation statement below and sign your form using a PDF generated digital signature. For assistance on creating a signature, visit: [https://helpx.adobe.com/acrobat/using/digital-ids.html#create\\_a\\_self\\_signed\\_digital\\_id](https://helpx.adobe.com/acrobat/using/digital-ids.html#create_a_self_signed_digital_id) 4.) Save your form. Instructions provided below. 5.) Submit your form to TEA. Instructions provided below.

To save the form: When you electronically sign your form, below, the PDF will automatically open a folder instance to save your file. Please include your county/district number (CDN) in your file name. Also, it is a best practice to periodically Save/Save As to avoid losing data.

To submit the completed form: Use the TEA Help Desk system at: <https://helpdesk.tea.texas.gov/> to initiate a work ticket which will: 1) confirm, via email that your information was received by TEA, and, 2) route your form to the appropriate section/person. From the TEA Help Desk ticket main menu, select Educator Testing and Preparation Program. Next, select ASEP Data and then.... Follow the instructions to attach your saved file. For issues regarding the TEA Help Desk, email: [TEAHelpDesk@tea.texas.gov](mailto:TEAHelpDesk@tea.texas.gov).

**Section A: EPP Contact Information**

Today's Date:  EPP CDN:  EPP Name:

**Section B: EPP Representative Contact Info**

EPP Representative Name and Title:

Representative Email:  Representative Ph. Num.:

This request for exception was prepared for the EPP listed above, and certified by a legal authority or staff representative.

I, the undersigned, have reviewed our list of candidates who we propose as exceptions for test approval and admittance purposes, as well as the reason for the proposed exception.

I, the undersigned, am submitting for review and consideration the following list of candidates for exception.

I, the undersigned, acknowledge that at the time of signature, this request does not automatically validate that TEA received, reviewed, or approved the list of candidates submitted for exception.

EPP Representative Signature:

(Form will be rejected without a SIGNATURE)

**Instructions for Completing Section C. Exception List (page 2):**

(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.

(2) **CANDIDATE'S LAST NAME:** Enter candidates's last name only.

(3) **PROPOSED REASON FOR EXCEPTION:** Use the drop-down menu to select a reason for exception from the list of valid reasons.

(4) **INTERNAL USE ONLY--TEA Approved?:** Do not enter any information in this field. For TEA use only.

(5) **INTERNAL USE ONLY--TEA Comment(s):** Do not enter any information in this field. For TEA use only.

Col. (4) & (5) *Internal Use only.* These fields may be completed by a TEA staff. The form may be returned to the requestor with these fields completed or entered, at a later time/date after review by a TEA staff.

<< Page 1 of 2 >>

SECTION C: Exception List for: 15554 Example EPP

(1)	(2)	(3)	(4)	(5)
TEA ID	Candidate's Last Name	Proposed Reason for Exception	Internal Use Only--TEA Approved	Internal Use Only--TEA Comment(s)
X	Roth	Cand. is a Program Finisher from Previous R...	<input type="checkbox"/>	

## Principal Survey Request for Exception Form

To obtain a copy of this form, please go to the [TEA Program Provider Resources](#) webpage. Scroll to the bottom section titled, **Forms and Documents**.



**IMPORT DATA**

For Adobe Professional Use Only.  
Click to import .xml data into form.

**TEXAS EDUCATION AGENCY**  
**Request for Exception (RFE)–ASEP Indicator 4b. Principal Survey**

Reporting Year (RY): September 1, 2018 to August 31, 2019

**General Instructions**

The due date for submission should follow the guidelines for reporting found in the *TEA Educator Preparation Program Data Reporting Manual*.

To complete the form: 1.) Please provide information in each field for Section A. EPP Contact Information, and Section B: EPP Representative Contact Information. 2.) Complete Section C. Use the instructions provided below for Section C. Exception List. 3.) Review the attestation statement below and sign your form using a PDF generated digital signature. For assistance on creating a signature, visit: [https://helpx.adobe.com/acrobat/using/digital-ids.html#create\\_a\\_self\\_signed\\_digital\\_id](https://helpx.adobe.com/acrobat/using/digital-ids.html#create_a_self_signed_digital_id) 4.) Save your form. Instructions provided below. 5.) Submit your form to TEA. Instructions provided below.

To save the form: When you electronically sign your form, below, the PDF will automatically open a folder instance to save your file. Please include your county/district number (CDN) in your file name. Also, it is a best practice to periodically Save/Save As to avoid losing data.

To submit the completed form: Use the TEA Help Desk system at: <https://helpdesk.tea.texas.gov/> to initiate a work ticket which will: 1) confirm, via email that your information was received by TEA, and, 2) route your form to the appropriate section/person. From the TEA Help Desk ticket main menu, select Educator Testing and Preparation Program. Next, select ASEP Data and then.... Follow the instructions to attach your saved file. For issues regarding the TEA Help Desk, email: [TEAHelpDesk@tea.texas.gov](mailto:TEAHelpDesk@tea.texas.gov).

**Section A: EPP Contact Information**

Today's Date:  EPP CDN:  EPP Name:

**Section B: EPP Representative Contact Info**

EPP Representative Name and Title:

Representative Email:  Representative Ph. Num:

This request for exception was prepared for the EPP listed above, and certified by a legal authority or staff representative.

I, have reviewed the listing of individuals for which a Principal Survey was completed as provided by TEA for this reporting period.

I, the undersigned, am submitting for review and consideration the following list of individuals for which a Principal Survey was completed for exception.

I, the undersigned, acknowledge that at the time of signature, this request does not automatically validate that TEA received, reviewed, or approved the list of candidates submitted for exception.

EPP Representative Signature:

(Form will be rejected without a SIGNATURE)

**Instructions for Completing Section C. Exception List (page 2):**

- (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.
- (2) CANDIDATE'S LAST NAME: Enter candidate's last name only.
- (3) PROPOSED REASON FOR EXCEPTION: Use the drop-down menu to select a reason for exception from the list of valid reasons. Selecting "Other Reason" requires that you enter additional supporting information into col. (4).
- (4) ADDITIONAL DETAIL: Enter detail to support the "OTHER REASON" exception, if applicable.
- (5) INTERNAL USE ONLY–TEA Approved?: Do not enter any information in this field. For TEA use only.

Page 1 of 2

**SECTION C: Exception List for:**

(1)	(2)	(3)	(4)	(5)
TEA ID	Candidate's Last Name	Proposed Reason for Exception	Additional Detail	Internal Use Only–TEA Approval
X				

**CLICK TO ADD A ROW**

**XML FILE Use Only**

## Teacher Survey Request for Exception Form

To obtain a copy of this form, please go to the [TEA Program Provider Resources](#) webpage. Scroll to the bottom section titled, **Forms and Documents**.



**IMPORT DATA**  
For Adobe Professional Use Only.  
Click to import .xml data into form.

**TEXAS EDUCATION AGENCY**  
**Request for Exception (RFE)–ASEP Indicator 5. Satisfaction of New Teachers**

Reporting Year (RY): September 1, 2018 to August 31, 2019

**General Instructions**

The due date for submission should follow the guidelines for reporting found in the *TEA Educator Preparation Program Data Reporting Manual*.

To complete the form: 1.) Please provide information in each field for Section A. EPP Contact Information, and Section B: EPP Representative Contact Information. 2.) Complete Section C. Use the instructions provided below for Section C. Exception List. 3.) Review the attestation statement below and sign your form using a PDF generated digital signature. For assistance on creating a signature, visit: [https://helpx.adobe.com/acrobat/using/digital-ids.html#create\\_a\\_self\\_signed\\_digital\\_id](https://helpx.adobe.com/acrobat/using/digital-ids.html#create_a_self_signed_digital_id) 4.) Save your form. Instructions provided below. 5.) Submit your form to TEA. Instructions provided below.

To save the form: When you electronically sign your form, below, the PDF will automatically open a folder instance to save your file. Please include your county/district number (CDN) in your file name. Also, it is a best practice to periodically Save/Save As to avoid losing data.

To submit the completed form: Use the TEA Help Desk system at: <https://helpdesk.tea.texas.gov/> to initiate a work ticket which will: 1) confirm, via email that your information was received by TEA, and, 2) route your form to the appropriate section/person. From the TEA Help Desk ticket main menu, select Educator Testing and Preparation Program. Next, select ASEP Data and then.... Follow the instructions to attach your saved file. For issues regarding the TEA Help Desk, email: [TEAHelpDesk@tea.texas.gov](mailto:TEAHelpDesk@tea.texas.gov).

**Section A: EPP Contact Information**

Today's Date:  EPP CDN:  EPP Name:

**Section B: EPP Representative Contact Info**

EPP Representative Name and Title:

Representative Email:  Representative Ph. Num.:

This request for exception was prepared for the EPP listed above, and certified by a legal authority or staff representative.  
I, have reviewed the listing of Teacher Survey respondents provided by TEA for this reporting period.  
I, the undersigned, am submitting for review and consideration the following list of Teacher Survey respondents for exception.  
I, the undersigned, acknowledge that at the time of signature, this request does not automatically validate that TEA received, reviewed, or approved the list of candidates submitted for exception.

EPP Representative Signature:   
(Form will be rejected without a SIGNATURE)

**Instructions for Completing Section C. Exception List (page 2):**

- (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.
- (2) CANDIDATE'S LAST NAME: Enter candidate's last name only.
- (3) PROPOSED REASON FOR EXCEPTION: Use the drop-down menu to select a reason for exception from the list of valid reasons. Selecting "Other Reason" requires that you enter additional supporting information into col. (4).
- (4) ADDITIONAL DETAIL: Enter detail to support the "OTHER REASON" exception, if applicable.
- (5) INTERNAL USE ONLY--TEA Approved?: Do not enter any information in this field. For TEA use only.

Page 1 of 2

SECTION C: Exception List for:				
(1)	(2)	(3)	(4)	(5)
TEA ID	Candidate's Last Name	Proposed Reason for Exception	Additional Detail	Internal Use Only--TEA Approval
x		▼		▼
<input type="button" value="CLICK TO ADD A ROW"/>				
<input type="button" value="ML FILE Use Only"/>				

Request to Correct Finisher Record(s) for Previous Reporting Year Form  
 To obtain a copy of this form, please request it from your program specialist.



**IMPORT DATA**

For Adobe Professional Use Only.  
 Click to import .xml data into form.

**TEXAS EDUCATION AGENCY**  
**Request to Correct Finisher Record(s) for a Previous Reporting Year**

This form allows an EPP to request corrections to the ASEP Finisher Records List 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.

To complete the form: 1.) Complete contact information in Section A: EPP Contact Information 2.) Complete Section B: FRL Correction List using the instructions provided below 3.) Save your form 3.) Submit your form to TEA via TEA [Help Desk](#).

To save the form: In Adobe, click the File Save As (save as PDF). Please be sure to include your CDN in your file name. Also, it is a best practice to periodically Save/Save As to avoid losing data.

**Section A: EPP Contact Information**

Date:  EPP CDN:  EPP Name:

First & Last Name:  Position/Title:

EPP Representative Signature:   
 (Form will be rejected without a SIGNATURE)

**Section B: FRL Correction List**

Using the ASEP Student Maintenance Screen for each candidate enter the following:

**TEA ID (1):** 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. Should match the Student Maintenance information.

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

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

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

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

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

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

SECTION B: FRL Correction List for:

(1) TEA ID:	(2) Candidate's Last Name:	(3) Candidate's First Name:	(4) Cert Lic code/ID:	(5) Route: 3=ALT; 4=PB; 5= TRAD	(6) Finisher Status: 1=Removed; 4=Finisher 6=Other Enrolled	(7) Reporting Yr: 2018-19=20 2017-18=20 etc.
X <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>CLICK TO ADD A ROW</b>						
EPP USE (add'l documentation to support request): <input type="text"/>						

XML FILE Use Only

## 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 provides users with the ability to interact and customize ASEP and consumer data. To access the TEA Educator Preparation Data Dashboard, click link: <https://tea4avcastro.tea.state.tx.us/ELQ/educatorprepdataboard/v11/Dashboards.html>

Per TEC §21.045, TEA administers and collects surveys of principals, candidates exiting their teacher preparation program, and teachers who are 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 Survey Page](#)

Principal Survey Calculations: See ASEP Guide on [Consumer Information Page](#)

Principal Survey Results: [EPP Data Dashboards](#)

Principal Survey Data: [Program Provider Resources Page](#)

Exit Survey Calculations: See ASEP Guide on [Consumer Information Page](#)

Exit Survey Data: [Program Provider Resources Page](#)

Teacher Survey Overview: [Teacher Survey Page](#)

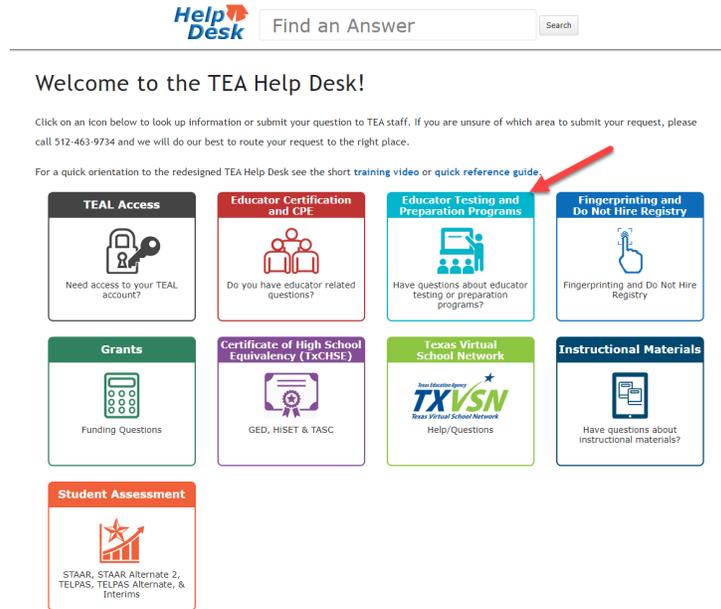
Teacher Survey Calculations: See ASEP Guide on [Consumer Information Page](#)

Teacher Survey Results: [EPP Data Dashboards](#)

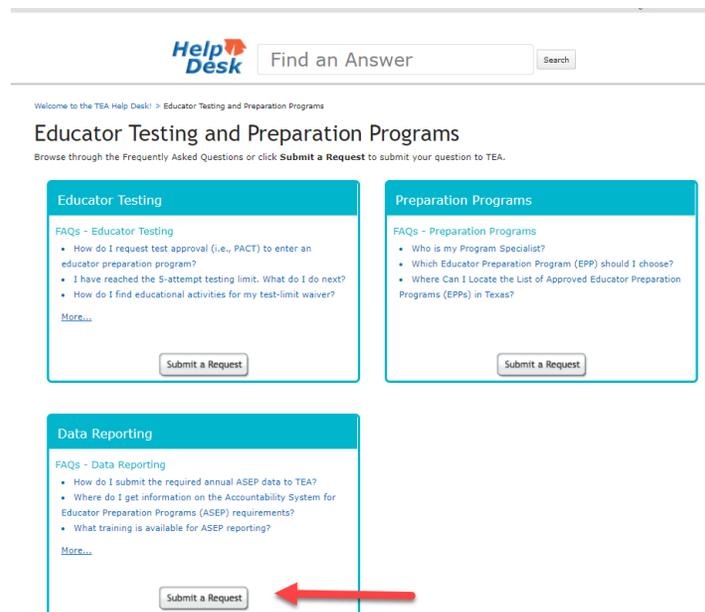
Teacher Survey Data: [Program Provider Resources Page](#)

## Appendix 3: 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. You can find the Help Desk icon on the main TEA webpage located at top right. 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.**



To submit ASEP Data, 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 Topic drop-down and use the boxes to identify your form. Click on Add file or drag the file into attachment box. Your file(s) will show below form.

**\*\*Please note: During the annual reporting period additional options are available.**

**Topic \***

Submit ASEP Data ▾

**Please select all that apply: \***

- GPA Spreadsheet                       Applied Count  
 Affidavit                                       Other

**Attachments**

Add file or drop files here 

To Attach a File

1. Click **Add file**.
2. Locate your attachment in the browser window.
3. Select the file you wish to attach.
4. Click **Open**.

**\*\*\*We are experiencing longer than anticipated response times and appreciate your patience.**

**Detailed information can be found on the [Program Provider Resources website](#)\*\*\***