

Educator Preparation Program Data Reporting Manual

Effective 09/16/2024 - 09/15/2025

Updated 12/12/2024



Introduction

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

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

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

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

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

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

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



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What's New for 2024-2025?

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

Teacher Residency Route and Enhanced Standard Certification

TEA has completed additional ECOS updates needed to process candidates through an SBECapproved Residency route resulting in an Enhanced Standard certificate. The new updates include the addition of the Residency route (RSD) which will populate for EPPs approved by the SBEC to offer the Residency route and the addition of a screen to enter Performance Gates data for Residency candidates. Residency related ECOS updates will continue through January 2025.

Observation Entry for Candidates with Multiple Clinical Experience Records

For candidates with multiple clinical experience records whose assignment dates overlap, EPPs now have the ability to assign the observation record to the correct clinical experience model. This option is only available when adding observation records manually. The upload option for observations remains unchanged and does not require a clinical experience model.



Definitions

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

Candidate Definitions

Applied

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

Admitted

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

Other Enrolled

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

Retained

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

Finisher

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

Completer

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

Other Definitions

ECOS

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

ASEP

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



Residency

"A supervised educator assignment for an entire school year through a partnership between an EPP and a public school accredited by the TEA or other school approved by the TEA for this purpose that may lead to completion of an enhanced standard certificate.", as per <u>19 TAC</u> <u>§228.2(44)</u>.

Enhanced Standard Certificate

"A type of certificate issued to an individual who has met all requirements as specified in §230.39(b) of this title (relating to Enhanced Standard Certificates) under the teacher class of certificates.", as <u>19 TAC §228.2(24)</u>.



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

Overview of TEA and Federal Data Submission and Reporting for EPPs

¹ Required for teaching candidates.

² Required for teaching candidates.

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

⁴ Public colleges and universities only.



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

Data Collection and Processing Calendar



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 <u>TEA Secure Applications</u> page. This page includes TEAL Access Instructions for ECOS Entity Users and instructions on <u>Request Access Online</u>. The Secure Applications link is featured in the blue "Popular Applications" ribbon on the <u>TEA Home Page</u>. If you cannot get into TEAL and ECOS, speak first to your legal authority or the person at your institution responsible for providing ECOS access permission. You can also get help from your assigned specialist at TEA if necessary.

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



ASEP Reporting

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

The Big Picture

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

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

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

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



Application and Admission

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

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

Having decided to admit "Awesome" to your program, you must notify "Awesome" of the offer of formal admission in writing by mail, personal delivery, facsimile, email, or an electronic notification⁶, including the effective date of formal admission. The applicant must accept your written offer to be formally admitted to your program. **You must notify the TEA within seven calendar days of a candidate's formal admission date by entering an admission record in ECOS.** Please note that you cannot enter an admission record until after the formal admission date.

Applied Reporting for Annual Performance Report

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

Reporting Applied Total Counts

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

		ASEP Annua	I Performance Report
Standard Certification -	Applied Data Instructions		
Intern 👻			
Probationary -	Enter the number of individuals who applied to your En- Applied Data is editable until the Reporting Year is lock Mause antered absuld include applicable for all contribute	P for the current reporting year then click. Save . ed. plice relet: Teacher, Brinsing, Counceler, etc.	
ASEP -	 Values entered should include applicants for an certain 4. A numeric value is required for each field. Only whole r 	numbers are accepted.	
Upload Clinical Experience	5. The total of the female and male fields should be less t	han or equal to the number of individuals reported in 'All'	
Clinical Experience Records	The total of the ethnicity/race fields should be less than	or equal to the number of individuals reported in 'All'.	
Upload Observations			
Observations	Reporting Year: 2023-24	 O Search 	
Observations Report	2 Reporting Year:	C CCAIGH	
Field Supervisors			
Get Educator Data			
Upload Admissions			
Admissions Search	Category \$	Applied \$	Admitted 🖨
Maint Admissions	All	0	
Upload Finishers	741		
Maint Finishers	Female	0	
Student Search	Male	0	
Upload Status	ARIAN AND AND AND		
Test Search	African American	0	
View Pass Rates	Hispanic	0	
Other Reports	Other	0	
Supervisor Ratio	outo		
Annual Performance Report	White	0	
Cert License IDs	Showing 1 to 7 of 7 entries		
Archived ASED _			

⁶ TAC §227.17



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

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

Main Menu			ΔSEP	Annual Performance Report
Standard Certification -			AJEI	Annual enormance Report
Intern -	Successfully saved the App	blied count.		
Probationary -				
ASEP -	Applied Data Instructions			
Upload Clinical Experience	1. Enter the number of individ	duals who applied to your EPP for th	e current reporting year then click 'Sav	ve'.
Clinical Experience Records	2. Applied Data is editable ur	til the Reporting Year is locked.		
Upload Observations	3. Values entered should incl 4. A numeric value is require	ude applicants for all certification ro d for each field. Only whole number	les: Teacher, Principal, Counselor, etc.	
Observations	5. The total of the female and	i male fields should be less than or	equal to the number of individuals repo	orted in 'All'.
Observations Report	6. The total of the ethnicity/ra	ice fields should be less than or equ	al to the number of individuals reported	d in 'All'.
Field Supervisors				
Get Educator Data			O Coarch	
Upload Admissions	Reporting	Year: 2023-24		
Admissions Search				
Maint Admissions				
Maint Einishers				
Student Search	Category	¢	Applied 🌲	Admitted 🌩
Upload Status	All		50	
Test Search	Female		25	
View Pass Rates	remaie		20	
Other Reports	Male		20	
Supervisor Ratio	African American		15	
Annual Performance Report	Hispanic		13	
Cert License IDs	mspanie		15	
Archived ASEP -	Other		7	
Test Approval 🗸	White		15	
Fingerprinting -	Showing 1 to 7 of 7 entries			

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

Regarding Ethnicity Group Designations

The ethnicity categories available for the APR in ECOS do not match the federal ethnicity categories. Use the following table to match the federal category to the APR category. If you do not know a candidate's ethnicity, you cannot count the candidate in any ethnicity category. However, you will still count the candidate in the "All" value.



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

Candidate Withdrawals

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

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

Adding Admissions Individually

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

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

Main Menu	
Standard Certification -	
Intern -	Admissions Search
Probationary -	You may search for the Educator by entering the SSN or TEA Test ID.
ASEP -	
Upload Clinical Experience	
Clinical Experience Records	Social Security Number:
Upload Observations	
Observations	TFA Text ID-
Observations Report	
Field Supervisors	
Get Educator Data	
Upload Admissions	Create Given SSN U
Admissions Search	
Maint Admissions	Generate P Number
Upload Finishers	
Maint Finishers	Search Reset
Student Search	
Upload Status	
Test Search	
View Pass Rates	
Other Reports	
Supervisor Ratio	
Annual Performance Report	
Cert License IDs	

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



Main Menu	Educator Information: TEA Test ID: 2270469 Eirst Name: Augeneme Last Name: Educator
Standard Certification -	Educator mormation: TEA lest ID: 22/0100 First Name: Awesome Last Name: Educator
Intern -	Current Admission Records
Probationary -	No Admission records found
r robutionaly .	
ASEP -	
Upload Clinical Experience	Add New Admission Record
Clinical Experience Records	
Upload Observations	
Observations	
Observations Report	
Field Supervisors	
Get Educator Data	
Upload Admissions	
Admissions Search	
Maint Admissions	
Upload Finishers	
Maint Finishers	
Student Search	
Upload Status	
Test Search	
View Pass Rates	
Other Reports	
Supervisor Ratio	
Annual Performance Report	

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

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

Note: If your EPP is an SBEC approved EPP to offer the Texas Teacher Residency Preparation Route and "Awesome" applied to your EPP through Residency route, then please select "Residency (47)" under the **Route** field box. If you are not an SBEC approved EPP to offer the Texas Teacher Residency Preparation Route, then you will not see the "Residency (47)" as an option in the drop-down menu of the **Route** field box.



Educator Information: TEA Test ID: 2270168 First Name: Awesome La	ast Name: Educator		
	Add Adm	ission Record	
Reporting Year*	2024 - 2025 🗸	Program Admission Date*	
Route*	Select a Test Route	Certificate Role*	Select a Role 🗸
Admission GPA*	Select a Test Route University Initial with Prep (31)	Overall GPA*	
SAT S	University Post Bac with Prep (33) University ACP with Prep (35)	ACT Score	
	ACP with Prep (37)	ertificate(s)*	
	Certificate	Subject Area HRS	Subject Area GPA
Select Certificate 1:	~		
Select Certificate 2:	~		
Select Certificate 3:	*		
Select Certificate 4:	~		
	Save	Cancel	

- 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 <u>Help Desk ticket</u> for assistance.

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

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



Main Menu
Standard Certification +
Intern -
Probationary -
ASEP -
Upload Clinical Experience
Clinical Experience Records
Upload Observations
Observations
Observations Report
Field Supervisors
Get Educator Data
Upload Admissions
Admissions Search
Maint Admissions
Upload Finishers
Maint Finishers
Student Search
Upload Status
lest Search
View Pass Rates
Cuter Reports
Annual Performance Deport
Cert License IDs
Archived ASED -
AICHINC ASEP V

3. Enter the candidate information EXACTLY AS IT APPEARS ON THE CANDIDATE'S DRIVER'S LICENSE OR PASSPORT⁷. You must complete all starred fields (*).

Main Menu		for Advatation
Standard Certification +	Add Candidate	for Admission
Intern -		
Probationary -		
ASEP -	SSN*	
Upload Clinical Experience		
Clinical Experience Records	First Name*	
Upload Observations		
Observations	Middle Name	
Observations Report	Lact Name*	
Field Supervisors	rasr wante.	
Get Educator Data	Birth Date(mm/dd/yyyy)*	
Upload Admissions		
Admissions Search	Email Address*	
Maint Admissions		
Upload Finishers		Proceed Clear
Maint Finishers		, Trocca
Student Search		
Upload Status		
View Pass Pates		
Other Reports		
Supervisor Ratio		
Annual Performance Report		
Cert License IDs		
2		

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

Adding Admissions in Bulk

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

1. Select **Upload Admissions** from the **ASEP** drop-down menu.

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



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

Note: If your EPP is an SBEC approved EPP to offer the Texas Teacher Residency Preparation Route and "Awesome" applied to your EPP through Residency route, then please enter "47" in column G of your CSV file. If you are not an SBEC approved EPP to offer the Texas Teacher Residency Preparation Route, then please enter any other related Route, other than "47".

	Upload Adm	itted Candidates	
	Rep	orting Year	
2024-25			
	Up	load Type	
New Admissions			
	Click Browsa to	Select File to Unload	
	Click blowse to	select rile to opioau	
Name	Size Progress	Status	Actions
	B	rowse	
	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)			
6. Program Admission Date (required, mm/dd/vvvv)			
7. Route (required)			
Test Approval Route:			
31 – University Initial with Prep			
33 – University Post Bac with Prep			
35 – University ACP with Prep			
J7 – ACP with Piep			
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)			

Your completed file will look something like this:

	А	В	С	D	E	F	G	н	I.	J	К	L	м	Ν	0	Р
1	2270168	Educator	Awesome	1/1/1970	Awesome@epp.edu	8/19/2023	31	1705	029	3.85	3.85	45	3.85	0	0	26
2																
-																

- 3. Save your file as a .csv and close.
- 4. On the *Upload Admitted Candidates* screen, select **Reporting Year** from the dropdown menu.
- 5. For Upload Type, select "New Admissions".
- 6. Click Browse...
- 7. Browse to find the .csv file with your new admissions.
- 8. Click **Upload**.
- 9. The system will report a successful upload.



	Click Browse to Select File to Upload						
Name	Size	Progress	Status		Actions		
New Admission.	106		✓ File Successfully uploaded	♥ Upload	X Reset		

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

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

Bulk Upload Tips

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

Change a Candidate's Admission Record

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

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





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

Updating Admissions in Bulk

EPPs with many candidates to update at one time can create a .csv file with the relevant candidate data. EPPs can update as many as 1,000 admission records at one time. The following fields are editable: Overall GPA, Admission GPA, Subject Area HRS, Subject Area GPA, SAT Score, GRE Score, and ACT Score. **Note:** For successful upload, admission records must match all non-editable fields exactly.

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



	Browse
Name	Size Progress
	Click Browse to Select File to Upload
Update Admissions	
	Upload Type
2024-25 🗸	
	Reporting Year
	Upload Admitted Candidates

Important note for EPPs that admit Reading Specialist Candidates

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

Important note for EPPs that admit Teacher Candidates

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

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



Ongoing Reporting on ECOS

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

If your EPP is an SBEC approved EPP to offer the Texas Teacher Residency Preparation Route, then you will also need to report when each performance gate was met for the candidate.

Maintain Finishers

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

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

Main Menu	2	3		Finisher Records List
Standard Certification -	Reporting Year	Status		
Intern -	2023-24	✓ Finisher	~	
Probationary -	Search	All		
ASEP 🗸		Other Enrolled		
Upload Clinical Experience		Remove		
Clinical Experience Records				
Upload Observations				
Observations				
Observations Report				
Field Supervisors				
Get Educator Data				
Upload Admissions				
Admissions Search				
Maint Admissions				
Upload Finishers				
Maint Finishers				
Student Search				

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



Main Menu				Fir	nisher Reco	ords List		
Standard Certification -	Reporting Year Status							
Intern 🗸	2023-24 V Other F	nrolled	~					
Probationary -	Search							
ASEP -								
Upload Clinical Experience	Total 21 person(s) with 46 records							
Clinical Experience Records								
Upload Observations	Name	Gender	Ethnicity	Tests	TEA ID	Certificate Description	Observations	Status
Observations	aw							
Observations Report	Awesome Educator	м	Not Specified	Tests	2270169	1942-Health Science (6-12) (Alt)	Observations	Others Engelland
Field Supervisors	,	111	Not opeched	10010	2270100	1042-1 (eali) Ocience (0-12) (4ii)	COSCITUTION	Other Enrolled
Get Educator Data	Awesome Educator	M	Not Specified	Tests	2270168	1987-Early Childhood (PK-3) (Trad)	Observations	Other Enrolled
Upload Admissions	Awesome Educator	м	Not Specified	Tests	2270469	1271 Languages Other Than English	Observations	Remove
Admissions Search		191	Not opechied	16313	2270108	German (EC-12) (Alt)	00001100010	Other Enrolled
Maint Admissions								
Upload Finishers								
Maint Finishers								

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

Status change for <u>Awesome</u>	Educator successful.
Reporting Year	Status
2023-24 🗸	Other Enrolled 🗸
Search	All Finisher
Total 21 person(s) with 45 reco	Other Enrolled Remove

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

	Finisher Records List								
 	Reporting Year Stat 2023-24 V Search Total 2 person(s) with 3 records	JS sher	~						
	Name aw	Gender	Ethnicity	Tests	TEA ID	Certificate Description	Observations	Status	
	Awesome Educator	М	Not Specified	Tests	2270168	1942-Health Science (6-12) (Alt)	Observations	Finisher 🗸	

Changing Certification Fields

Suppose "Awesome" prefers to teach older students and wants to pursue a different certification. If your program is approved to offer the certification field, your program can approve this change⁸. You must update "Awesome's" record in ECOS to reflect this change. You need to go to the *Student Maintenance* screen to make this change. There are two ways to reach the *Student Maintenance* screen.

⁸ See the <u>Sample Change of Certification Documentation in Appendix 1</u>.



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

or

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

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

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

Note: If your EPP is an SBEC approved EPP to offer the Texas Teacher Residency Preparation Route and you need to change "Awesome's" certification field to an SBEC approved residency related certification field, then select the certification field that includes "(RSD)" in the certification description. If you are not an SBEC approved EPP to offer the Texas Teacher Residency Preparation Route, then you will not see the "(RSD)" option available in the certification field drop-down list.

Certification Code	9	Observations	Reporting Year	Status
1990-Core Subjects with STR (EC-6) (TRAD)		Observations(0)	2024-2025	Other Enrolled V
	To add a	record on the 4 lines provided below, you must select a Certific	ation Codel	
Select	*	Sup Log Screen	Select V	Finisher 🗸
Select	-	Sup Log Screen	Select V	Finisher V
2145-Core Subjects with STR (EC-6) (RSD)		Sun Lan Carran		
1990-Core Subjects with STR (EC-6) (TRAD)		sup Log screen	Select V	Finisher 🗸
1991-Core Subjects with STR (EC-6) (ALT)		Sup Log Screen	Select V	Finisher 🗸
1988-Early Childhood (PK-3) (ALT)				
1986-Early Childhood (PK-3) (PB)		Save Cancel		
1987-Early Childhood (PK-3) (TRAD)				
934-Educational Diagnostician (EC-12) (ALT)				
936-Educational Diagnostician (EC-12) (PB)				

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



Certification Code	Certification Code Observations Reporting Yea		Status			
903-School Counselor (EC-12) (PB)	Observations(1)	2021-2022	Other Enrolled V			
To add a record on the	To add a record on the 4 lines provided below, you must select a Certification Code!					
Select V	Sup Log Screen	Select V	Remove Finisher			

Updating Finisher Records in Bulk

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

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

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

Your spreadsheet will look something like this:

	А	В	С	D	E	F
1	2270168	Educator	Awesome	1798	5	6
-						

Note: If your EPP is an SBEC approved EPP to offer the Texas Teacher Residency Preparation Route and "Awesome" applied to your EPP through Residency route, then please enter "6" in column E of your CSV file to update "Awesome's" finisher record status. If you are not an SBEC approved EPP to offer the Texas Teacher Residency Preparation Route, then please enter any other related Route, other than "6".

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



	Upload	Finishers
	Repo	ting Year
2024-25		
	Click Browse to	Select File to Upload
	Nine December	84-4
Name	Size Progress	Status
		P
		Browse
	Upload	nstructions
Note: All uploads MUST be in CSV (Comma separated value) format. Please remove headers p	rior to upload. Upload files saved as CSV (Macintosh) file ty	pes cannot be processed. Please save your upload files as CSV (Windows) files.
*Limit of only 1000 records per upload.		
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=Residency)		
6. Finishing Status (required, 1=Removed, 4=Finisher, 6=Other Enrolled)		
Example File		
12345678,Brown,Jim,1781,3,4		
23450789,GOMEZ,LUCY,1958,4,4		
13430709,Reiu,Raiiy,901,5,0		
50/8912,Green,Alex,2089,0,0		

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

Main Menu	Uploaded file successfully. Records processed: 1.
Standard Certification 👻	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 in the Upload Results column.

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

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



Adding or Modifying Test Approval

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

Note: If your EPP is an SBEC approved EPP to offer the Texas Teacher Residency Preparation Route and "Awesome" applied to your EPP through Residency route, then "Awesome" will be exempt from completing PPR/edTPA.

Adding Test Approval

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

Main Menu			3	N	laintain Test List	
Standard Certification -		and the second second				
Intern 👻	Current Filter f	or Applicant(s)*		Academic Year*		
Probationary -	ALL		~	2023-2024	~	Cefresh List
ASEP +	Eligible Approved for	One Attempt				
Archived ASEP -	Removed Passed					Export To
Test Approval +	Approved un	til Exam Limit	lame, First Name	SSN/TEA ID	Test History	Tests
Upload Test Approvals	Fi Ineligible Exa	am Limit Exceeded		Filter	Filter	Filter
Upload Status	Obritarzozo	cigiple	Educator, Awesome		Tests	160 - Pedagogy and Professional Responsibilities EC-12
Search Add/Edit Applicants	00/10/2022	Eligible	Educates Associates		Track	
Maintain Test List	2	Englote	Educator, Awesome		lests	2014 - Early Childhood Education
Fingerprinting -	09/19/2023	Eligible	Educator, Awesome		Tests	292 - Early Childhood-Grade 3
Career & Technology -	09/19/2023	Removed	Educator, Awesome		Tests	293 - Science of Teaching Reading
Approved Programs -	09/20/2023	Eligible			Tests	150 - School Librarian
Educator Information -		5.077.028.5			10000	
Satisfaction Survey						

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



		Maintain Test Appr	oval Information	1			
		Basic Educato	r Information				
SSN/TEA ID	First Name	First Name I				Last Name	
	and the second sec						
Gender	DOB	DOB					
		Educator Test	Information	1			
Test Code/Descripti	ion	Route		Admission Date	Approved?	P Updated By	
160-Pedagogy and P	Professional Responsibilities EC-12	University Initial with Prep		1/18/2022	Eligible		
291-Core Subjects E	C-6	University Initial with Prep		1/18/2022	SBEC Remo	oved	
2110-Elementary Edu	ucation: Literacy w/ Mathematics Task 4 (pilot)	Liniversity Initial with Prep		1/18/2022	Fligible		
293-Science of Teach	hing Reading	University Initial with Prep		1/18/2022	Eligible		
391-Core Subjects EC-6		University Initial with Prep		1/18/2022	Eligible		
		Return Add	Test Approval		16	7	

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

Note: If your EPP is an SBEC approved EPP to offer the Texas Teacher Residency Preparation Route and "Awesome" applied to your EPP through Residency route, then please select "Residency (47)" under the **Route** field box. If you are not an SBEC approved EPP to offer the Texas Teacher Residency Preparation Route, then you will not see the "Residency (47)" as an option in the drop-down menu of the **Route** field box.

Add/Edit Test Approvals										
	Educator Information									
SSN/TEA ID	First Name		Middle Name	Last Name						
	Awesome			Educator						
Gender	DOB		Ethnicity							
M	9/8/1994		Not Specified							
		lest Infor	nation							
Admission Date										
Route		ACP with Prep (37)								
Test		ACP with Prep (37)	~							
Approval		SOQ Verified Certification by Exam (44)								
		University Initial with Prep (33) University Initial with Prep (31) University Post Bac with Prep (33)	Cancel							

Updating or Removing Test Approval

- 1. From the Test Approval menu in ECOS, click on the Maintain Test List sub-menu option.
- 2. Set the **Current Filter for Applicant(s)** and **Academic Year** as needed based on the eligibility status and initial admission year.
 - Note: selecting the "ALL" option in the Current Filter for Applicant(s) drop-down does not display the option to change the status.



- 3. Click on **Refresh List**.
- 4. Locate the candidate and confirm that the correct test is displayed.
- 5. Click on the dropdown menu in the **Status** column and select the new status.

	Maintain Test List							
Curre	Current Filter for Applicant(s)* Ac Eligible v		Academic \ 2023-202	/ear /4	Refresh List			
					Export To Excel			
Last N	ame, First Name	SSN/TEA ID	Test History	Tests	Status			
Filter		Filter	Filter	Filter				
Educ	cator,Awesome		Tests	160 - Pedagogy and Professional Responsibilities EC-12	Choose New Status			
Educ	cator,Awesome		Tests	2014 - Early Childhood Education	Eligible			
Educ	cator,Awesome		Tests	292 - Early Childhood-Grade 3	Removed			
Educ	cator,Awesome		Tests	391 - Core Subjects EC-6	Choose New Status			

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

Maintain Test List							
Records have been update	ed.						
Current Filter for Applicant(s)* Academic Year* Eligible v Refresh List							
Last Name, First Name Filter	SSN/TEA ID Filter	Test History Filter	Tests Filter	Export To Excel			
		Tests Tests	293 - Science of Teaching Reading 391 - Core Subjects EC-6	Choose New Status Choose New Status			

Update Test Approval Records in Bulk

- 1. Under the **Test Approval** menu, click on **Upload Test Approvals**.
 - At the time of test approval upload, you should see an "Entities Affidavit" at the bottom of the page to affirm your submission.
- 2. Create your .csv file. Please refer to <u>Appendix 5: Creating a .csv File</u> for guidance on preparing and resolving issues in a .csv file. The finished file should contain seven columns.



	Upload Test Approvals
	Upload Type
New Student Demographics (Test optional)]
	Click Browse to Select File to Uploa
Name	Size Progress
	🗁 Browse
	Upload Formats All uploads MUST be in CSV(Comma separated value)
*Upload files saved as CSV (Macintosh) file types CANNOT be processed	Please save your upload files as CSV (Windows) files.
1. TEA ID	
2. Last Name (25 max) 3. First Name (20 max)	
4. Admission Date	
6. Test Code	
7. Test Approval (0 for Eligible, 1 for Approved for One attempt, 2 for Rem	oved)
Example File	
1371258,Brown,Jim,09/01/2018,31,130,1	
129/534,Gomez,Lucy,04/15/2018,33,128,0	
*** Limit of only 1000 records per uplo	ad ***
The following are valid routes for Ed Prep programs:	
31 University Initial with Prep	
35 University Post Bac with Prep 35 University ACP with Prep	
37 ACP with Prep	
44 SOQ Verified Certification by Exam	
47 Residency	
Entity's Affidavit:	
I, an authorized representative of	
do nereby amm that I have entered on-line, truthfully and correctly, the information for this student.	
By pressing the Upload Button above, I affirm that all of the information I	
have provided is true.	

3. The completed file will look something like this:

	Α	В	С	D	E	F	G
1	2270168	Educator	Awesome	5/1/2023	31	272	0
2							

Note: If your EPP is an SBEC approved EPP to offer the Texas Teacher Residency Preparation Route and "Awesome" applied to your EPP through Residency route, then please enter "47" in column E of your CSV file to update "Awesome's" test approval record status. If you are not an SBEC approved EPP to offer the Texas Teacher Residency Preparation Route, then please enter any other related Route, other than "47".

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



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

Main Menu	Uploaded file successfully. Records processed: 1.
Standard Certification 👻	Click here to view Upload Status Report,

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

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

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

	Test Information
Date of Admittance	
Route	SOQ Verified Certification by Exam (44)
Test	Not Assigned(0)
Approval	Eligible (0)
	Save Cancel

Adding Clinical Experience Record

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

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

Creating Clinical Experience Record Manually

- 1. Select **Clinical Experience Records** from the **ASEP** drop-down menu.
- 2. From the Filters drop-down, select "TEA ID."



3. Enter the candidate's **TEA ID** in the empty field, then click **Search**. The resulting records pertain to the current academic year.

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

Main Menu				Entity Main Menu	
Standard Certification -					
Intern 🛨					
Probationary 👻		For Certification testing purpose	s, the applicant/educator's name must	appear exactly as it appears on his/he	r valid state ID.
ASEP -		For purposes of Fingerprinting, t	he applicant/educator's first and last r	ame on the certification record must r	natch the first and last name that appears on
Upload Clinical Experience		his/her valid state ID.			
Clinical Experience Records					
Upload Observations		IMPORTANT NOTICE TO ALL US	ERS OF THE EDUCATOR CERTIFICATI	ON ONLINE SYSTEM (ECOS):	
Observations		Pursuant to Texas Education Co	de 21.048(c-1), the results of certificati	on examinations are confidential and p	prohibited from disclosure under the Texas Public
Observations Report		Information Act. Therefore, YOU	ARE NOT AUTHORIZED TO VIEW OR I	JSE the EXAMINATIONS TAB on the El	DUCATOR INFORMATION SCREEN (which
Field Supervisors		use those results for a specific p	urpose.	syee, amess you have obtained the co	isent of an applicant of employee to view and
Get Educator Data		Data Reports Due September 15	to Educator Standarda		
Upload Admissions		Data Reports Due September 10	to Educator Standards		
Admissions Search		The reporting date for all data su	bmission for ASEP is now September	15, 5:00 pm. This deadline applies to t	ne new reports for GPA, finishers, field
Maint Admissions		observations, and the annual per	formance report.		
Upload Finishers					
Maint Finishers					
Student Search					
Lipload Status					
Test Search					
lest search					
Main Menu					
Standard Cartification -			Clinical Experience F	lecords	
Standard Certification +	Instructions				
Intern 👻	Please select one of the filters below t	o begin your search. The filters are described b	elow		
Probationary -	Academic Year: Displays all Clinical	Experience Records for the academic year sele	cted. An academic year is defined as 9/1 to 8/3	31 of the next year.	
ASER -	Assignment Begin Date: Displays all	I Clinical Experience Records with an assignme	nt begin date that falls inclusively in the date n	ange defined. Maximum number of years for da	ate range search is 1 year.
Linical Experience	TEX ID: Displays all Clinical Experience	centecords associated to a TEATD. This provid	es the ability to add a new Clinical Experience	record and to edit or delete a record for the u	liocheu year.
Clinical Experience Records	Const				
Upload Observations	Search				
Observations	Filters	Academic Year	Record Type		
Observations Report	Academic Year	2023 - 24	× All	Q Sear	ch 🛛 Reset
Field Supervisors	Academic Year	*-			
Get Educator Data	Academic tear				
Upload Admissions	TEA ID				
Admissions Search	Show 10 v entries				Search: Filter results
Maint Admissions					
Upload Finishers	Candidate 🛓 Candidate 🛓 C	Cooperating _ Cooperating _	Candidate Assignment	Clinical Assignment	Local Education

4. No records were found for "Awesome," so we'll create one from this screen by selecting Add Record.

	Clinical Experience Records
Educator Information: TEA Test ID: 2270168 First Name: Awesome Last Name	: Educator
No Records found.	
Please select one of the filters below to begin your search. The filters are described below. Academic Year: Displays all Clinical Experience Records for the academic year selected. An academ Assignment Begin Date: Displays all Clinical Experience Records with an assignment begin date th TEA ID: Displays all Clinical Experience Records associated to a TEA ID. This provides the ability to i	nic year is defined as 9/1 to 8/31 of the next year. at falls inclusively in the date range defined. Maximum number of years for date range search is 1 year. add a new Clinical Experience Record and to edit or delete a record for the unlocked year.
Search	
Filters TEA ID TEA ID 2270168	Record Type All Q Search Reset Add Record

Student Search

District



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

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

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

Note: If your EPP is an SBEC approved EPP to offer the Texas Teacher Residency Preparation Route and "Awesome" applied to your EPP through Residency route, then please select the SBEC approved residency related certification field that includes "(RSD)" from the **Candidate Certificate(s)** drop-down field, and select "750 hours (SBEC Approved Residency)" from the **Clinical Experience Model** drop-down field to enter "Awesome's" clinical teaching record. If you are not an SBEC approved EPP to offer the Texas Teacher Residency Preparation Route, then please select the related **Candidate Certificate(s)** and **Clinical Experience Model** that do not pertain to residency.

	Add Clinical Experience Record
Educator Information: TEA Test ID: 2270168 First Name: Awesome Last Name: Educator	
	Select Record Type
Record Type*	Clinical Teaching •
	Details
Cooperating/Host Teacher TEA ID*	2273651
Cooperating/Host Teacher Last Name*	Individual
Candidate Certificate(s)*	2340-Core Subjects with STR (EC-6) (RSD)
Assignment Type*	CLIN ~
Clinical Experience Model*	750 hours (SBEC Approved Residency)
Assignment Begin Date*	01/15/2025
Assignment End Date*	06/30/2025
Local Education Agency (LEA)/District*	AVERY ISD (194902)
	🖺 Save 🖉 Cancel

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

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



					Clinical Exper	ience Records					_
Educator I	nformation: TEA	Test ID: 227	168 First Name: Awesome La	ast Name: Educator							
Successfully	added the clinical	experience rec	rd.								
Please select Academic Ye Assignment I TEA ID: Displa	one of the filters bel- ar: Displays all Clini Begin Date: Display ays all Clinical Exper	ow to begin you cal Experience I s all Clinical Exp rience Records	search. The filters are described below. Records for the academic year selected. erience Records with an assignment be associated to a TEA ID. This provides the	An academic year is defined as gin date that falls inclusively in a ability to add a new Clinical E:	9/1 to 8/31 of the n he date range defin perience Record ar	ext year. ed. Maximum number of ye nd to edit or delete a record	ars for date rang for the unlocked	e search is 1 year. year.			
Search											-
Filters		I	EA ID	R	ecord Type						
TEA ID		<u> </u>	2270168	[All		~	Q search	Add Record	J	
Clinical Teach	ing										-
Show 10	✓ entries								Search: Filter results	📥 Export to CSV	
Candidate TEA ID	▲ Candidate	Cooperating Teacher TE/	/Host Cooperating/Host ID Teacher Last Name	Candidate Certificat	e 🛊 Assignment Type	Clinical	Assignment Begin Date	Assignment End Date	Local Education Agency (LEA)/ District	+ Observations + Action	÷
2270168	Educator, Awesome		None	1987 - Early Childho (PK-3) (TRAD)	od CLIN	Approved Exemption	09/01/2022	08/31/2023	TEA-Approved JROTC/Educationa Aide Exemption (000007)		
2270168	Educator, Awesome		Individual	1991 - Core Subject with STR (EC-6) (ALT	CLIN	14 weeks full-day	02/01/2023	08/22/2023	BELLEVUE ISD (039904)		
	Educator.										
2270168	Awesome	2273651	Individual	1987 - Early Childho (PK-3) (TRAD)	od CLIN	14 weeks full-day	08/22/2023	02/15/2024	ADRIAN ISD (180903)		
2270168	Awesome Educator, Awesome	2273651 2271239	Individual Candidate	1987 - Early Childho (PK-3) (TRAD) 2340 - Core Subject with STR (EC-6) (RSE	od CLIN ; ;) CLIN	14 weeks full-day 750 hours	08/22/2023	02/15/2024 05/31/2025	ADRIAN ISD (180903) ABBOTT ISD (109901)		
2270168 2270168 2270168	Awesome Educator, Awesome Educator, Awesome	2273651 2271239 2273651	Individual Candidate Individual	1987 - Early Childho (PK-3) (TRAD) 2340 - Core Subject: with STR (EC-6) (RSE 2340 - Core Subject: with STR (EC-6) (RSE	od CLIN ; CLIN ;) CLIN ; CLIN	14 weeks full-day 750 hours 750 hours	08/22/2023 09/16/2024 01/15/2025	02/15/2024 05/31/2025 06/30/2025	ADRIAN ISD (180903) ABBOTT ISD (109901) AVERY ISD (194902))

Upload Multiple Clinical Experience Records

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

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

Main Menu	
Standard Certification -	Entity Main Menu
Intern 👻	
Probationary -	For Certification testing purposes, the applicant/educator's name must appear exactly as it appears on his/her valid state ID.
ASEP 🗸	For purposes of Fingerprinting, the applicant/educator's first and last name on the certification record must match the first and last name that appears on
Upload Clinical Experience	his/her valid state ID.
Clinical Experience Records	
Upload Observations	IMPORTANT NOTICE TO ALL USERS OF THE EDUCATOR CERTIFICATION ONLINE SYSTEM (ECOS):
Observations	Pursuant to Texas Education Code 21.048(c-1), the results of certification examinations are confidential and prohibited from disclosure under the Texas Public
Observations Report	Information Act. Therefore, YOU ARE NOT AUTHORIZED TO VIEW OR USE the EXAMINATIONS TAB on the EDUCATOR INFORMATION SCREEN (which contains the certification examination results of that applicant or employee) unless you have obtained the consent of an applicant or employee to view and
Field Supervisors	use those results for a specific purpose.
Get Educator Data	Data Reports Due September 15 to Educator Standards
Upload Admissions	
Admissions Search	The reporting date for all data submission for ASEP is now September 15, 5:00 pm. This deadline applies to the new reports for GPA, finishers, field observations and the annual performance report
Maint Admissions	
Upload Finishers	
Maint Finishers	



Main Menu				
Standard Certification -		Upload Clinical E	perience Records	
Intern 👻		Reco	і Туре	
Probationany =	Select Record Type ~			
Probationary +	Select Record Type			
ASEP -	Clinical Teaching	Click Browse to S	lect File to Upload	
Clinical Experience Records	Teacher Internship	Size Progress	Status	Actions
Upload Observations				
Observations			rowse	
Observations Report				
Get Educator Data		Upload I	struction	
Upload Admissions				
Admissions Search	Note: All uploads MUST be in CSV (Comma separated value) format. Please r	emove headers prior to upload. Upload file	s saved as CSV (Macintosh) file types cannot be processed. Please save your upload files as CSV	V (Windows) files.
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Maint Finishers	CANDIDATES MUST HAVE THE FOLLOWING BEFORE RECORD CAN BE I	JPLOADED:		
Student Search	OTHER ENROLLED OR FINISHER RECORD ON FINISHER RECORDS	LIST		
Upload Status				
Test Search		Upload F	le Status	
Other Reports	 Refer to Upload Results on the Upload Status Screen for error information. Corre- Error File contains records that were not uploaded. 	ect error file and re-upload.		
Supervisor Ratio	- Liter recommendation was the net aprovate.			
		Upload Clinical Experience R	ecords	
		Record Type		
Clinical Teaching	~			
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- 3. Create a .csv file. Use the Cert License ID and the LEA/District linked lists to find the needed numbers. Please refer to <u>Appendix 5: Creating a .csv File</u> for guidance on preparing and resolving issues in a .csv file.
- 4. Save the file as .csv to a location where you will be able to locate it.
- 5. Click **Browse** to locate and select the saved file.



6. Click on **Upload**.

Note: If your EPP is an SBEC approved EPP to offer the Texas Teacher Residency Preparation Route and "Awesome" applied to your EPP through Residency route, then please enter the Cert License Code that relates to the residency "RSD" Route in column F of your CSV file. Additionally, enter "9" in column H of your CSV file to record "Awesome's" residency related Clinical Experience Model "750 hours (SBEC Approved Residency)". If you are not an SBEC approved EPP to offer the Texas Teacher Residency Preparation Route, then please enter any other Cert License Code and Clinical Experience Model that do not pertain to residency.

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

Uploaded by \diamondsuit	Upload Date/Time 👻	Upload Processed 🔶	Upload File 🔶	Error File	Status
lorrie.ayers	1/5/2023 8:13:57 AM	1/5/2023 8:13:57 AM	CLIN CE Record Upload 7.csv		Completed
lorrie.ayers	1/5/2023 8:03:31 AM	1/5/2023 8:03:31 AM	CLIN CE Record Upload 7.csv (Invalid)	NonTeacher_Error File_01052023_080331.csv	Failed to Process
lorrie.ayers	1/5/2023 6:24:51 AM	1/5/2023 6:24:51 AM	CLIN CE Record Upload 6.csv		Completed
lorrie.ayers	1/5/2023 5:57:48 AM	1/5/2023 5:57:46 AM	CLIN CE Record Upload 6.csv (Invalid)	NonTeacher_Error File_01052023_055748.csv	Failed to Process

Adding Teacher Internship Record

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

Creating a Teacher Internship Record with Late Hire Flag Manually

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

Main Menu	
Standard Certification -	Clinical Experience Records
	Instructions
Intern 👻	Please select one of the filters helow to begin unur search. The filters are described below
Probationary -	Academic Year: Displays all Clinical Experience Records for the academic year is defined as 9/1 to 8/31 of the next year. Assignment Beain Date: Displays all Clinical Experience Records with an assignment bein date that falls inclusively in the date rance defined. Maximum number of years for date rance search is 1 year.
ASEP 🗸	TEA ID: Displays all Clinical Experience Records associated to a TEA ID. This provides the ability to add a new Clinical Experience Record and to edit or delete a record for the unlocked year.
Upload Clinical Experience	
Clinical Experience Records	Search -
Upload Observations	Filipase Australia Vara Based Tura
Observations	Priters Academic tear Record type
Observations Report	Academic Year V 2022-23 V All V Search O Reset
Field Supervisors	Academic Year
Get Educator Data	GI Assignment Begin Date
Upload Admissions	TEAID


No records were found for "Awesome," so we'll create one from this screen by selecting Add Record.

Clinical Experience Records				
Educator Information: TEA Test ID: 2270168 First Name: Awesome Last Name: Educator				
No Records found.				
Please select one of the filters below to begin your search. The filters are described below. Academic Year: Displays all Clinical Experience Records for the academic year selected. An academic year is defined as 9/1 to 8/31 of the next year.				
TEA ID: Displays all Clinical Experience Records with an assignment begin date that iails inclusively in the date range demined. Maximum humber of years for date range search is 1 year. TEA ID: Displays all Clinical Experience Records associated to a TEA ID. This provides the ability to add a new Clinical Experience Record and to edit to delete a record for the unlocked year.				
Search –				
Filters TEA ID Record Type				
TEA ID V 2270168 All V Q Search Reset Add Record				

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

Add Clinical Experience Record		
Educator Information: TEA Test ID: First Name: Last Name:		
	Select Record Type	
Record Type*	Teacher Internship	
	Details	
Mentor Teacher TEA ID*		
Mentor Teacher Last Name"		
Candidate Certificate"	1709-English Language Arts and Reading (7-12) (ALT) (INT) V	
Assignment Type"	INT v	
Late Hire"	Select Late Hire	
Assignment Begin Date"	No Yae	
Assignment End Date"	12/8/2023	
Local Education Agency (LEA)/District*	ANDREWS ISD (002901)	
	Save Cancel	

Uploading Multiple Teacher Internship Records with Late Hire Flag

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

1. Select **Upload Clinical Experience** from the **ASEP** drop-down menu.



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

Upload Clinical Experience Records				
Record	а Туре			
Teacher Internship v				
Click Browse to Se	lect File to Upload			
Name Size Progress	Status Actions			
🗯 в	rowse			
Upload In	struction			
Teacher Internship Upload Format Note: All uploads MUST be in CSV (Comma separated value) format. Please remove headers prior to upload. Upload files saved as CSV (Macintosh) file types cannot be processed. Please save your upload files as CSV (Windows) files. "Limit of only 5000 records per upload.				
CANDIDATES MUST HAVE THE FOLLOWING BEFORE TEACHER INTERNSHIP RECORD CAN BE UPLOADED: • ADMISSION RECORD • OTHER ENROLLED OR FINISHER RECORD ON FINISHER RECORDS LIST				
Upload format: Include all required fields [*] Yalid Assignment.Types 1. Candidate TEA ID* (9 max; existing TEA ID) INT. Teacher candidate completing an internship while holding a probationary certificate. 2. Candidate TEA ID* (2 max) PRO: Teacher candidate completing an internship while holding a probationary certificate. 3. Candidate First Name* (20 max) PRO: Teacher candidate completing an additional internship while holding a second probationary certificate. 5. Mentor Teacher TEA ID* (9 max; existing TEA ID) PROX: Teacher candidate completing an additional internship while holding a second probationary certificate. 6. Assignment Type* 7. Late Hire* Yes/No				

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

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

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

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



Main Menu		Clinical Experience Base	ede .			
Standard Certification +		Clinical Experience Reco	us			
latora –	Instructions					
intern •	Please select one of the filters below to begin your search. The filters are of	lescribed below.				
Probationary +	Academic Year: Displays all Clinical Experience Records for the academic	c year selected. An academic year is defined as 9/1 to 8/31 of th	ne next year.			
ASEP +	TEA ID: Displays all Clinical Experience Records with an TEA ID: Displays all Clinical Experience Records associated to a TEA ID.	This provides the ability to add a new Clinical Experience Record	erined. Maximum number of and to edit or delete a rec	or years for date range se	earch is 1 year. ar	
Upload Clinical Experience				,,		
Clinical Experience Records	h					<u>2</u>
Upload Observations						
Observations	Filters Academic Year	Record Type				
Observations Report	Academic Year 🖌 2022 - 23	✓ Teacher Internship	~	Q Search	C Reset	
Field Supervisors						
Get Educator Data	Teacher Internship					<u>i</u>
Upload Admissions						
Admissions Search	Show 10 v entries			S	earch: Filter results	Let Export to CSV
Maint Admissions						
Upload Finishers	Candidate Candidate	Assignment	Late Assignment	Assignment	Local Education Agency	
Maint Finishers	TEA ID Name ID Name	Type	Hire Begin Date	End Date	(LEA)/ District	Y Observations y
Student Search						
Upload Status		1991 - Core Subjects with STR (EC-	No 08/08/2022	08/08/2023	MIDLAND ISD (165901)	
Test Search		6) (ALI)				
View Pass Rates		1709 - English Language Arts and	Yes 12/08/2022	12/08/2023	ANDREWS ISD (002901)	
Other Reports	the second se	Reading (7-12) (ALT)	12/00/2022	22,00/2023	1112112113130 (002302)	
Annual Performance Report		1485 - Bilingual Education	05/07/0000	05/07/0004	D	-
Cert License IDs		Supplemental-Spanish (NA) (ALT)	No 06/27/2023	06/27/2024	Dallas ISD (057905)	E

Observations

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

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

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

Adding Field Supervisors Individually

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

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



Main Menu	
Standard Certification -	Entity Main Menu
Intern 🗸	
Probationary -	For Certification testing purposes, the applicant/educator's name must appear exactly as it appears on his/her valid state ID.
ASEP -	For purposes of Fingerprinting, the applicant/educator's first and last name on the certification record must match the first and last name that appears on
Upload Clinical Experience	his/her valid state ID.
Clinical Experience Records	
Upload Observations	IMPORTANT NOTICE TO ALL LISERS OF THE EDUCATOR CERTIFICATION ONLINE SYSTEM (ECOS)-
Observations	Pursuant to Texas Education Code 21.048(c-1), the results of certification examinations are confidential and prohibited from disclosure under the Texas Public
Observations Report	Information Act. Therefore, YOU ARE NOT AUTHORIZED TO VIEW OR USE the EXAMINATIONS TAB on the EDUCATOR INFORMATION SCREEN (which contains the carifloation examination results of that applicant or employed unless you have obtained the concent of an applicant or explored to use and
Field Supervisors	1 Use those results for a specific purpose.
Get Educator Data	Data Reports Due Sentember 15 to Educator Standards
Upload Admissions	
Admissions Search	The reporting date for all data submission for ASEP is now September 15, 5:00 pm. This deadline applies to the new reports for GPA, finishers, field observations, and the annual performance report.
Maint Admissions	
Upload Finishers	

2. Click the Add Field Supervisors button.

Field Supervisor Maintenance		2	Add Field Supervisor
First Name	Last Name	TEA ID	State

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

Add Field Supervisor	
Supervisor TEA ID	
Enter TEA ID	
Supervisor First Name	
Enter first name	
Supervisor Last Name	
Enter last name	
In or Out of State Certificate	
✓ 4	
	Save Cancel

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

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



Field Supervisor Maintenance			Add Field Supervisor	
First Name	Last Name 🔻	TEA ID		State
				LA
Test	Individual	2273651		ТХ

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

Uploading Field Supervisors in Bulk

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

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

Main Menu				
Standard Certification +	Upload Observations			
Intern 🚽	Upload File Type Click Browse to Select File to Upload			
Probationary -	Choose File No file chosen			
ASEP 🗸	Select Upload Type Observation Log Observation			
Upload Clinical Experience	Field Supervisor			
Clinical Experience Records				
Upload Observations	Upload Format			
Observations	NOTE: All uploads MUSTbe in CSV (Comma separated value) format. Please remove headers price to upload. Undra filme senardars CSV (Interiorby) film Interactional Devices and the second s			
Observations Report	uploau lies saveu as us v (maclitush) lie types carinot ue processeu. Prease save your uploau lies as us v (vintuovis) Tiles.			
Field Supervisors	Field Supervisor			
Get Educator Data				
Upload Admissions	1. Field Supervisor Last Name (25 max)			
Admissions Search	2. Field Supervisor First Name (20 max) 3. Field Supervisor First III (9 max)			
Maint Admissions	In or Out of State Certificate (State Abhreviation)			
Upload Finishers	Note: Please use "NOCRT" if not certified			
Maint Finishers	Evannia Eila			
Student Search	Exadilute: Title Titte T			
Upload Status	Gomez, Lucy, 23458789, OK			
Test Search	Reid,Harry,13456789,NOCRT			
View Pass Rates	* Limit of only 500 records per upload			
Other Deserts				

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

Your spreadsheet will look something like this:



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

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



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

Entering Observations

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

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

Adding Observations Individually

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

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

Using the Clinical Experience Records sub-menu:

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



Main Menu	Clinical Europeanda
Standard Certification -	Clinical Experience Records
Intern -	Educator Information: TEA Test ID: 2270168 First Name: Awesome Last Name: Educator
Probationary -	Instructions
ASEP - Upload Clinical Experience	Please select one of the filters below to begin your search. The filters are described below. Academic Year: Displays all Clinical Experience Records for the academic year is defined as Si/1 to 8/31 of the next year. Assignment Begin Date: Displays all Clinical Experience Records with an assignment begin date that fails inclusively in the date range defined. Maximum number of years for date range search is 1 year.
Clinical Experience Records	TEA ID: Displays all Clinical Experience Records associated to a TEA ID. This provides the ability to add a new Clinical Experience Record and to edit or delete a record for the unlocked year.
Upload Observations	0
Observations	Search (3) -
Observations Report	Eilean TEA ID Becard Tune
Field Supervisors	
Get Educator Data	TEA ID V All V Search O Reset + Add Record
Upload Admissions	Aradamir Vaar
Admissions Search	Ruscement Regin Date
Maint Admissions	
Upload Finishers	Show 10 🗸 entries Search: filter results 🛓 Export to CSV
Maint Finishers	
Student Search	Candidate Candidate Cooperating Cinical Local Education Local Education
Upload Status	TEA ID Name [†] Teacher TEA ID [†] Teacher Teacher Last [†] Candidate Certificate [†] Type [†] Experience [†] Begin Date [†] Agency (LEA)/ [†] Observations [†] Action [†]
Test Search	Name Model District
View Pass Rates	
Other Reports	22/01b8 Awesome 1/0/ - History (7-12) (ALI) LLIN 14 weeks full-day 04/01/2023 08/08/2023 (227901)

Using the Observations sub-menu:

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

Main Menu			Condidate Observations
Standard Certification -			Calididate Observations
Intern -	Enter TEA ID to Search for O	bservations or Add Observation Record	
Probationary -			Q Search 🛛 Reset
ASEP -	2270108	- 2	
Upload Clinical Experience			
Clinical Experience Records			
Upload Observations			
Observations			
Observations Report			
Field Supervisors			
Get Educator Data			

3. Click Add Record.

Main Menu	Condidate Observations		
Standard Certification -	Candidate Observations		
Intern -	Educator Information: TEA Test ID: 2270168 First Name: Awesome Last Name: Educator		
Probationary -	Enter TEA ID to Search for Observations or Add Observation Record		
ASEP -	TEA ID		
Upload Clinical Experience	2270168 Q Search S Reset Add Record		
Clinical Experience Records			
Upload Observations	Observations		
Observations			
Observations Report	Show 10 v entries		
Field Supervisors			
Get Educator Data	Assignment Begin Date 🔺 Assignment End Date 🌲 Field Supervisor Name 🌲 Observation Date 🌲 Duration Hours 🌲 Comments 🛛 🌩		

- 4. Select the Field Supervisor TEA ID from the dropdown menu.
 - Note: The Field Supervisor First Name and Field Supervisor Last Name will autopopulate.





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

Note: If your EPP is an SBEC approved EPP to offer the Texas Teacher Residency Preparation Route and "Awesome" applied to your EPP through Residency route, then please choose "750 hours" to record "Awesome's" observation related to the residency Clinical Experience Model. If you are not an SBEC approved EPP to offer the Texas Teacher Residency Preparation Route, then choose the appropriate Clinical Experience Model that does not pertain to residency.

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

	Candidate Observations
Educates Information: TEA Tool ID: 2270169 Dict Name: Aussemb Lost Name: Educates	
Educator mornation, TER rescip. 2270200 [Hist Name, Awasonia] Cast Name, Educator	Add Record
Candidate First Name	Awesome
Candidate Last Name	Educator
TEA ID	2270168
4 Field Supervisor TEA ID	2271239 🗸
Field Supervisor First Name	Another
Field Supervisor Last Name	Candidate
5 Comment	See report
6 Observation Date	10/10/2024
7 Observation Duration	
8 Observation Setting	In Person 🗸
Assignment Type	CLIN
9 Experience Model	750 hours
Assignment Begin Date	9/16/2024
Assignment End Date	5/31/2025
10	Save O Cancel

10. Click Save.

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

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



Uploading Observations in Bulk

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

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

Main Menu		United Observation	. /Ft-1-1 Communication			
Standard Certification -		Opload Observation	is/Field Supervisors			
	Upload Type					
Intern -						
Probationary -	Select Upload Type					
	Select Upload Type					
ASEP -	Observations	Click Browse to Se	lect File to Upload			
Upload Clinical Experience	Field Supervisor	1				
Clinical Experience Records	Name	Size Progress	Status			
Upload Observations						
Observations	🖆 Browse					
Observations Report						
Field Supervisors						
Get Educator Data		Upload In	struction			
Upload Admissions						
Admissions Search	NOTE: All uploads MUST be in CSV (Comma separated value) format. Pl	ease remove headers prior to upload.				
Maint Admissions	Upload files saved as CSV (Macintosh) file types cannot be processed. Pleas	e save your upload files as CSV (Windows)	files.			
Upload Finishers	Limit of only 10,000 records per upload.	* Limit of only 10,000 records per upload.				
Maint Finishers						
Student Search		Upload Fi	ile Status			
Upload Status	Refer to Upload Results on the Upload Status Screen for error information. Correct error file and re-upload.					
Test Search	 Error File contains records that were not uploaded. 	Trock to spread results of that were not uploaded. Error File contains end that were not uploaded. Error File contains records that were not uploaded.				
View Pass Rates						

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

Common Observation Upload Issues

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

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



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

Modifying Observation Records

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

Main Menu	Candidate Observations							
Standard Certification -	Candidate Observations							
	nter TEA ID to Search for Observations or Add Observation Record -							
Intern 🗸	TFAID							
Probationary -	227016al Q Search Q Reset							
ASEP 🗸								
Upload Clinical Experience								
Clinical Experience Records								
Upload Observations								
Observations								
Observations Report								
Field Supervisors								
Get Educator Data								
Upload Admissions								



	Candidate Observations								
Educator Information	Educator Information: TEA Test ID: 2270168 First Name: Awesome Last Name: Educator								
Enter TEA ID to Search fo	or Observations or Add Ob	servation Record							-
TEA ID 2270168	TEA ID 2270168 Q Search Q Reset Add Record								
Observations									-
Show 10 v entrie	es						Search: Fi	iter results	Lexport to CSV
Assignment Begin Date	🔷 Assignment End Date	🔶 Field Supervisor Name	🖨 Observation Date 🗧	Duration Hou	rs 💠 Comments	\$ Supervisor TEA II	D 🌲 Assignment Typ	e 븆 Observatio	n Setting 👻 Action 🜲
07/25/2023	01/25/2024	Individual, Test	08/25/2023	0:45	See log	2273651	CLIN	In Person	4

Removing a Record

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

Performance Gates

If you are SBEC approved to offer the residency route and "Awesome" is completing a residency clinical experience, another reporting step is required while participating in the clinical teaching experience. As "Awesome" progresses through the clinical teaching experience, your program manages and supports "Awesome's" progression through the residency dimensions and determine readiness to proceed to the next level of increased responsibility for student instruction during the residency. Part of this process includes establishing performance gates with performance tasks observed and evaluated by the field supervisor. Performance gates must be conducted at least four times a year and occur at least twice per semester, to complete a preparation program and be recommended for an Enhanced Standard Certificate. Your program supports "Awesome" by recording when each performance gate is met.

Note: If your EPP is an SBEC approved EPP to offer the Texas Teacher Residency Preparation Route, then you will be granted access to the **Performance Gate Records** and **Upload Performance Gates** sub-menu options under **ASEP** menu in ECOS. If you are not an SBEC approved EPP to offer the Texas Teacher Residency Preparation Route, then you will not see those sub-menu options in ECOS.



"Awesome's" reported performance gate dates:

- 1. Must fall within the residency model clinical teaching assignment begin date and end date.
- 2. Must be sequential.
 - i. Date of Performance Gate 1 must be after the begin date of the clinical teaching assignment.
 - ii. Date of Performance Gate 2 must be after Date of Performance Gate 1.
 - iii. Date of Performance Gate 3 must be after Date of Performance Gate 2.
 - iv. Date of Performance Gate 4 must be after Date of Performance Gate 3 and before the end date of the matched clinical teaching assignment.

Adding Performance Gates Manually

<u>Candidate's performance gate records may be created only after a clinical experience record is</u> <u>created</u>. Once the EPP reports a candidate's clinical experience record, they can then report the date when the candidate met the performance gate.

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

Main Menu	Performance Gate Records							
Standard Certification +	Instructions							
Permits -	Please select one of the filters below to begin your search. The filters are described below.							
View Payment History	Academic Year: Displays all Performance Gele Records for the academic year selected. An academic year is defined as 10 to 8.01 of the non-type.							
Educational Aides -								
Intern -	Search _							
Probationary -	Filters TEA ID							
ASEP -	TEA ID 2270168 Q Search O Reset							
Upload Clinical Experience Clinical Experience Records	Academic Year							
Upload Performance Gates Performance Gate Records								
Upload Observations Observations								

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

	Performance Gate Records							
	Educator Information: TEA Test ID: 2270168 First Name: Awesome Last Name: Educator							
	No Records found.							
	structions							
	Plassa setud one of the filters balanci to begin your search. The filters are described below. Academic Yauro (Daysa) all Performance date Records the teachemic year rais defined as 9°1 to 8/01 of the next year. TEA ID: Displays all Performance Gate Records are solutioned to a TEA ID. This provides the ability to add a new Performance Gate Record for the unlocked year.							
5	karch –							
	Filters TEA ID TEA ID 2270168 Q Search Reset Child Record 4							

5. Enter the date "Awesome" met the first performance gate in the **Performance Gate 1 Proficiency Met** field box, then click **Save.**



Add Performance Gate Record								
ducator Information: TEA Test ID: 2270168 First Name: Awesome Last Name: Educator								
	Details							
	Clinical Teaching Record	d Assignment:						
Begin Date	09/16/2024	End Date 05/31/2025						
	Performance Gate 1 Proficiency Met	0/10/2024 5						
	Performance Gate 2 Proficiency Met							
	Performance Gate 3 Proficiency Met							
	Performance Gate 4 Proficiency Met							
	🖺 Save	O Cancel						

- 6. Your screen will display a green banner with the success message 'Successfully added the Performance Gate record.'
- 7. The 1st performance gate is now recorded for "Awesome".
- 8. As "Awesome" meets more performance gates, more dates may be recorded by using the pencil icon under the **Action** column at the end of the performance gate record.

		Performance Gate Records							
Successfully added the Performance Gate record.	Successfully added the Performance Gate record.								
Instructions									
Please setul one of the filters below to begin your search. The filters are described below. Academic Year: Displays all Performance Gate Records for the academic year selected. An academic year is defined as SH to 8/31 of the next year. TER Di: Displays all Performance Gate Records for the academic year is defined as the Academic Year and to edit Part Di: Displays all Performance Gate Records are the SH of the Academic Year State Record and to edit or defete a record for the unlocked year.									
Search						-			
Filters Academic Year Academic Year 2024 - 25	-	Q Search O Reset							
Performance Gate Records						-			
Show 10 v entries					Search: Filter results	o CSV			
Candidate TEA ID 🔺 Candidate Name 👙 Assignment Begin Date	Assignment End Date	Performance Gate 1 Proficiency Met	Performance Gate 2 Proficiency Met	Performance Gate 3 Proficiency Met	♦ Performance Gate 4 ♦ Action Proficiency Met	¢			
2270168 Educator, Awesome 9/16/2024	5/31/2025	10/10/2024	7		(8) 🛶 🖍 i 🏛				
Showing 1 to 1 of 1 entries					Previous 1	Next			
4						Þ			

Upload Multiple Performance Gate Records

If the EPP has multiple clinical teachers participating in Residency like "Awesome", then the EPP can upload all records simultaneously via a bulk upload.

- 1. Select **Upload Performance Gates** from the **ASEP** drop-down menu.
- Create your .csv file. Use the upload instruction in the Upload Performance Gate Records screen to create your file. Please refer to <u>Appendix 5: Creating a .csv File</u> for guidance on preparing and resolving issues in a .csv file. There should be exactly seven columns when you are done. At least one Performance Gate Proficiency Met Date must be included in the upload.

Note: A Performance Gate Proficiency Date that has previously been added cannot be changed via upload. Updates can be made from the candidate's individual Performance Gate Records.



- 3. Use the **Browse** button to browse and select your .csv file for uploading.
- 4. Click Upload.
- 5. Check the upload: Click on **Upload Status** from the **ASEP** menu.
- 6. Check the related upload in the Upload Type column and look for errors in the Upload Results column. Review the performance gate records for a sample of candidates to ensure the upload was complete and accurate.

Main Menu						
Standard Certification +		Upload Performance Gate Records				
Intern -	Click Browse to Select File to Upload					
Probationary -	Name Size Prog	Actions				
ASEP -	See Deserver					
Upload Clinical Experience		and success				
Unical Experience Records						
Performance Gate Records		Upload Instruction				
Upload Observations Observations	Performance Gates Upload Format Note A1 uploads MUST be in CSV (comma separated value) format. Please remove headers prior to upload. Upload files saved as CSV (Macritosh) file types cannot be processed. Please save your upload files as CSV (Mindows) files.					
Observations Report Field Supervisors Get Educator Data	CANDIDATES MUST BE ENROLLED IN THE RESIDENCY ROUTE FOR PERFORMANCE GATE RECORDS TO BE UPLI THE PROFICIENCY DATES FOR PERFORMANCE GATES MUST BE SEQUENTIAL	DADED.				
Upload Admissions Admissions Search Maint Admissions Upload Finishers Maint Finishers Student Search Upload Status Test Search	Upland format: Incide all required faith [1] 1. Candidate Earth (2) max, setting TEAT(0) 2. Candidate Last Namer (25 max) 3. Candidate Isst Namer (25 max) 4. Particimate Calls / Proficiency Mid Data (monodityyyy) 4. Particimate Calls / Proficiency Mid Data (monodityyy) 6. Particimate Calls 2 Proficiency Mid Data (monodityyy) 7. Particimate Calls 4 Proficiency Mid Data (monodityyy)	Conditionally-Benzine Erable A least one Performance Gate Proticiancy Met Date must be included in the upload. A Performance Gate Protic Date but has previously been added cannot be changed via upload. Updates can be made from the candidates individual Performance Gates record.	ncy			
View Pass Rates Other Reports Supervisor Ratio Annual Performance Report	Example File_ 122495786 cand, jname cand, fname 09/28/2023, 11/16/2023, 02:05/2024, 05:01/2024 987854321, cand_jname,cand_fname,09/28/2023, 11/16/2023,					



Data Verification

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

Exceptions and Errors

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

Common Exceptions

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

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

Common Observation Exceptions

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

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

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Common Principal Survey Exceptions

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

Common Teacher Survey Exceptions

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





- 3. Candidate was in the classroom for less than five months.
- 4. Candidate left the position before working for five months.

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

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

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

Data Verification Affidavit

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

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

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

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

Note: If your EPP is an SBEC approved EPP to offer the Texas Teacher Residency Preparation Route and "Awesome" applied to your EPP through Residency route, then "Awesome" will be exempt from completing PPR/edTPA.

To view a candidate's pass rates:

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



The test pass rates will open in a new window.





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

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

Test Pass Rates for the Completion Year 2023 (First 2 Attempts)										
Period	All	Female	Male	African American	Hispanic	Other	White			
9/1/2022-8/31/2023 — Pedagogy Tests	<u>97%(36)</u>	100%(32)	75%(4)	100%(2)	<u>100%(6)</u>	<u>100%(1)</u>	<u>96%(27)</u>			
9/1/2022-8/31/2023 — Content Pedagogy Tests	<u>93%(81)</u>	<u>92%(68)</u>	<u>100%(13)</u>	<u>100%(11)</u>	<u>92%(12)</u>	<u>100%(1)</u>	<u>92%(57)</u>			
Poderow Pod				0						
Pedagogy lests				Content	redagogy lests					
All:	97%		All:			93%				
Male: 75%	10070		Male:			100%				
African American: Hispanic:	100%		African American: Hispanic:			92%				
Other: White:	100%		Other:			92%				
		Back One Year	Forward One Year							
		Close	Window							

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

All Groups' Tests for the Completion Year 2023 (First 2 Attempts) Content Pedagogy Test Reports Requested						
Certification Description		Tests Taken	Tests Passed	Pass Rate		
Core Subjects EC-6		<u>22</u>	20	90.9%		
Educational Diagnostician EC-12		2	2	100%		
English Language Arts and Reading 7-12		<u>3</u>	<u>3</u>	100%		
History 7-12		<u>3</u>	3	100%		
Mathematics 4-8		<u>2</u>	2	100%		
Performance Assessment for School Leaders (PASL)		<u>15</u>	15	100%		

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

	All Groups, That Have Taken the Test: 391-Core Subjects EC-6 for the Completion Year 2023 (First 2 Attempts) Content Pedagogy Test Reports Requested							
Name SSN Admin Date Ethnicity Gender								
C	Educator, Awesome		09/27/2022	White	F	Р		
			11/25/2022	Am Indian/Alaska Nat	F	Р		
			10/10/2022	White	F	Р		
			08/04/2023	Black/African Amer	F	Р		

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



View Admissions

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

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

Main Menu		Admitted Candidates List					
Standard Certification -							
Intern 🗸		Program Admission Date	Range				
Probationary -	Reporting Year	From		TEA ID	Last Name		
ASEP -	2023-24 🗸	mm/dd/yyyy	mm/dd/yyyy	Î			
Upload Clinical Experience	Search						
Clinical Experience Records	Jocarch						
Observations							
Observations Report							
Field Supervisors							
Get Educator Data							
Admissions Search							
Maint Admissions]						
Upload Finishers							
Maint Finishers Student Search							
Upload Status							

4. Review the resulting report.

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

	Admitted Candidates List																
Reporting 2023-24 Search Total 2 pers	Program Admission Date Range teporting Year Prom To TEA ID Last Name 2023-24 Imm/dd/yyyy Imm/dd/yyyy Search total 2 person(s) with 2 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 Approval
2270168	Educator, Awesome			09/19/2023	University Initial with Prep	1987-Early Childhood (PK-3)	Classroom Teacher	3.00	2.00	230) 3				Admissions	Finishers	Test App
2270143	Educator, Merry			09/20/2023	University Initial with Prep	1370- School Librarian (EC-12)	School Librarian	3.00	2.00	230) 3				Admissions	Finishers	Test App

View the Annual Performance Report (APR)

To view your EPPs APR information in ECOS:

- 1. Select the **Annual Performance Report** from the **ASEP** drop-down menu.
- 2. Select the **Reporting Year**. Then click **Search**.



- 3. Review and consider the following:
 - **Retained** is the number of Other Enrolled on your Finisher Records List. It is a snapshot of all the candidates in your program on August 31.
 - **Completed** is the number of persons listed as Finisher on your Finisher Records List.
 - Admitted, Retained, and Completed are continuously collected data, including anyone who moved in or out of those categories during the academic year.

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

View Observations

It is in your best interest to check all the observations reported for your program to ensure you haven't missed any observations and that your program meets SBEC observation requirements. ECOS allows you to list the observations you conducted during an academic year. Remember, this is only a list of the observations that have been reported. If a candidate should have been observed and not observed, the candidate will not appear in the report. All teacher candidates listed as Other Enrolled or Finisher on the Finisher Records List completing clinical teaching or an internship - including second- or third-year extensions - must be observed¹¹. Similarly, any non-teacher candidate listed as a Finisher on the Finisher Records List must have recorded observations.

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

Main Menu	Observations Report							
Standard Certification -	Instructions							
Intern -	e select one of the filters below to begin your search. The filters are described below.							
Probationary -	Academic Year: Displays all observation data for the academic year selected. An academic year is defined as 9/1 to 8/31 of the next year. Assignment Begin Date: Displays all observation data with an assignment begin date that falls inclusively in the date range defined. Maximum number of years for date range search is 1 year.							
ASEP -	Visit Date: Displays all observation data with a visit date that falls inclusively in the date range defined. Maximum number of years for date range search is 1 year.							
Upload Clinical Experience								
Clinical Experience Records	Filters Parameters 3							
Upload Observations	Academic Var							
Observations								
Observations Report	Academic year Academic year Assimment Beain Date							
Field Supervisors	Visit Date							
Get Educator Data	e records to display.							
Upload Admissions								
Admissions Search								
Maint Admissions								
Unload Einichere								

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

¹¹ See <u>TAC §229.4(a)(4)(A)</u>.



Supervisor Name	Assignment Begin Date	Candidate TEA ID	Candidate Name	Visit Date	Duration Hours	Comments	Supervisor TEA ID	Assignment Type ▲	Assignment End Date	Observation Setting
1000 AN	01/01/2021		terrer, Ballan	07/14/2021	0:45	The entropy of the second seco		CLIN	09/01/2021	
1000 AM	01/02/2021	-	teners. Bullet	07/15/2021	0:45	the ensurement of the end of the		CLIN	09/01/2021	
1010 AND	01/03/2021		terre, Ballan	07/16/2021	1:00	the ensurement of the second sec		CLIN	09/01/2021	
1000 UK	09/14/2020	_	terrer, Ballan	10/05/2020	0:45	the entropy of the en		CLIN141	12/17/2020	
and the second	09/14/2020	-	and the second se	10/12/2020	0:45	Conception of the Institute of the Insti	-	CLIN141	12/17/2020	

The resulting spreadsheet will look something like this.

	А	В	С	D	E	F	G	Н	I	J	к	L	М
1	Texas Education J	Agency											
2	Educator Certifica	ation Online Syste	m										
3	EPP Observations	Report for											
4	Download Date/T	ime: 9/6/2023 2:5	5:14 PM										
5													
6	User Se	arch Criteria											
7	Academic Year: 2	022-23											
8	User Se	arch Criteria											
9													
	Field Supervisor	Field Supervisor	Assignment		Candidate Last	Candidate First				Field Supervisor	Assignment	Assignment End	Observation
10	Last Name	First Name	Begin Date	Candidate TEA ID	Name	Name	Visit Date	Duration Hours	Comments	TEA ID	Туре	Date	Setting
11													
12			2/21/2022				9/15/2022	0:50	See candidate's E		INT	2/21/2023	v
13			2/21/2022				10/28/2022	0:45	See candidate's E		INT	2/21/2023	P
14			2/21/2022				11/18/2022	0:45	See candidate's E		INT	2/21/2023	P
15			1/9/2023				2/16/2023	0:55	See Candidate's E		CLIN	5/5/2023	P
16			1/9/2023				3/9/2023	1:09	See Candidate's E		CLIN	5/5/2023	p

Here are some things to consider as you review observation data for your program¹².

- 1. Are all the formal observations conducted by your field supervisors listed? Be sure to record all observations, not just the minimum required number.
- 2. Individual candidates should have only one beginning date (Assignment Begin Date) for their internship or clinical teaching.
- 3. Are the visits of sufficient duration at least 45 minutes for teacher candidates?
- 4. Did each candidate receive the minimum number of observations?
- 5. Are all the candidates who should have been observed included on the list? This would include anyone from your program with an active intern or probationary certificate, including extensions, and anyone completing clinical teaching or a practicum.

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

Get Educator Data

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

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

¹² See TAC §228.101 for specific field supervision requirements.



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

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

Retrieve Fingerprint Status:

To retrieve candidates' fingerprint status:

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

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

	А	В	С	D
1	2270168			
2				
2				

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

Main Menu		Ge	t Educator Data				
Standard Certification -			Upload File Type				
Intern -	Upload Type	Select Upload Type					
Probationary -		Select Upload Type Upload Graduate Files					
ASEP -		Retrieve Fingerprint Status Click Br	owse to Select File to Upload				
Upload Clinical Experience	Name	Size Progress	Status				
Clinical Experience Records							
Upload Observations			Browse				
Observations							
Observations Report							
Field Supervisors			Upload Instruction				
Get Educator Data	Maximum uploaded file size al	Maximum uploaded file size allowed is 20,000 records.					
Upload Admissions	All uploads MUST be in CSV	All uploads MUST be in CSV (Comma separated value) format. Please remove headers prior to upload.					
Admissions Search	Upload files saved as CSV (Magenta)	acintosh) file types cannot be processed. Please save your CSV upload files	; as CSV (Windows) files.				

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



			Get Educato	r Data					
			Upload File T	уре					
Upload Type	Retrieve F	ingerprint Status	~						
			Click Browse to Select I	File to Upload					
Name	Name Size Progress Status A								
Browse									
Maximum uploade All uploads MUS Upload files savec Result File(s) will Retrieve Fingerprint S File format is a sire	Maximum uploaded file size allowed is 20,000 records. All uploads MUST be in CSV (Comma separated value) format. Please remove headers prior to upload. Upload files saved as CSV (Macintosh) file types cannot be processed. Please save your CSV upload files as CSV (Windows) files. Result File(s) will be available for seven days. Retrieve Fingerprint Status File format is a single TEAID per line								
			Upload File St	atus					
Uploaded by	Upload Date/Time	Upload Processed	Upload File	Result File	Status				
	9/7/2023 2:59:06 PM	9/7/2023 2:59:06 PM	fingerprint.csv	Educator_Fingerprint_Status_Result_09072023_145906.csv	Complete	ed			

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

	A	В	С	D	E
1	TEA ID	First Name	Middle Name	Last Name	Fingerprint Status
2	2270168	Awesome		Educator	Fingerprint Process Complete
-					

Retrieve TEA IDs:

To retrieve candidates' TEA IDs:

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

Main Menu			Get Educator	[.] Data			
Standard Certification -			Upload File Ty	pe			
Intern -	Upload Type	Select Upload Type	~				
Probationary -		Select Upload Type					
ASEP -		Retrieve Fingeprint Status	Click Browse to Select F	ile to Upload			
Upload Clinical Experience	Name	Retrieve TEA IDs	Size Progress	Status			
Clinical Experience Records							
Upload Observations			Browse				
Observations							
Observations Report							
Field Supervisors			Upload Instruct	ion			
Get Educator Data	 Maximum uploaded file size allo 	wed is 20,000 records.					
Upload Admissions	All uploads MUST be in CSV Upload files saved as CSV (Ma	All uploads MUST be in CSV (Comma separated value) format. Please remove headers prior to upload. Upload files saved as CSV (Macintosh) file types cannot be processed. Please save your CSV upload files as CSV (Windows) files.					

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



			Get Educate	or Data						
			Upload File	Туре						
Upload Type	Retrieve	e TEA IDs	~							
	Click Browse to Select File to Upload									
Name		Size	Progress	Status	Actions					
TEA_ID.csv		11		File Successfully uploaded	Outpload ★ Reset					
			Upload Instru	iction						
 Maximum uploa All uploads MU Upload files save Result File(s) w 	ded file size allowed is 20,000 rec JST be in CSV (Comma separate red as CSV (Macintosh) file types ill be available for seven days.	cords. ed value) format. Please remove het cannot be processed. Please save you	aders prior to upload. ur CSV upload files as CSV (Windo	vvs) files.						
Retrieve TEA IDsFile format is a	File format is a single SSN per line									
Upload File Status										
Uploaded by	Upload Date/Time	Upload Processed	Upload File	Result File	Status					
	9/7/2023 3:44:25 PM	9/7/2023 3:44:25 PM	TEA_ID.csv	Educator_TEA_IDs_Result_09072023_154425.csv	Completed					

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

	А	В	
1	SSN	TEA ID	
2		2270168	
-			

Test Search

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

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

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

Main Menu	Student Test Search
Standard Certification -	Enter search criteria below. Searches are limited to a year date range.
Intern 👻	Results will display in a new window.
Probationary -	Social Security Number
ASEP -	TEAID: Test: ~
Upload Clinical Experience	Last Name: First Test Admin Date:
Clinical Experience Records	Gender: Last Test Admin Date:
Upload Observations	Ethnicity:
Observations Report	
Field Supervisors	Search Cancel
Get Educator Data	
Upload Admissions	
Admissions Search	
Maint Admissions	
Upload Finishers	
Maint Finishers	
Student Search	
Upload Status	
Test Search	
View Pass Rates	



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

	Educator Certification O	nline System		
	Student History Test Search Resul	ts		
TEA ID:	SSN: Name:	Gender: Female	Ethnicity: White	DOB:
Test Type	Test		Admin Date	Result
TEXES	160 Pedagogy and Professional Responsibilities EC-12	!	12/4/2022	Р
TEXES	293 Science of Teaching Reading		11/7/2021	Р
TEXES	391 Core Subjects EC-6		2/6/2022	Р
ick <u>Here</u> to download the ick <u>Here</u> to download the	data in comma delimited form. data in text form.			
	Close Window			



Title II Reporting

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

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

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

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

Recording Data for Pearson Title II

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

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

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

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



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

Here are some ways to learn about Title II reporting:

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

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

Section 1. b & c. Admissions

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

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

Section Enrollment

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

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



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





Legislative Budget Board Reporting for Public Colleges and Universities

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

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

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

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

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

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

Your spreadsheet will look something like this:

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



7. Click Upload.

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Example File for an EPP with CDI 123456,2327162,Doe,Jane	<u>\ 123456</u>				

Viewing Legislative Budget Board Report for Public Colleges and Universities:

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

- 1. Click on **Other Reports** from the **ASEP** drop-down menu.
- 2. Select the "Annual LBB Performance Measure Report" radio button.
- 3. Select the 2023-24 LBB Reporting Year.

Note: This is the year AFTER your new teachers graduate from your college or university.

	Other Reports
Annual LBB Performance Measure Report	LBB Reporting Year (Reporting Year is 1 year after graduation year) 2023-24 V
O EPP Candidate Exit Survey	Academic Year. Sept 2022-Aug 2023 🗸

4. Click Continue.



The report for your program will look something like this:

State Board for Educator Certification FY 2024 Annual LBB Performance Measure Report Certification Rates of Public Colleges and Universities										
		Select Repo	orting Year:	2023-24 🗸	Continue					
Organization	Total Teacher Education Graduated	Total Graduates Certified	Certification Rate	Not Certified but Recommended	Not Certified but Recommended Percent	Not Recommended but Tested	Not Recommended but Tested Percent	Not Recommended or Tested	Not Recommended or Tested Percent	
20 V Page 1 of 1 V	Displaying 1 to	1 of 1 items								



Appendix 1: Sample Letters and Forms

Sample Admission Letter

Use the Letterhead of EPP¹³ Date

Name Address City, State, Zip Code

Dear (Candidate Name):

This letter is an invitation of formal admission¹⁴ into (*Name of Educator Preparation Program*) to assist you in securing certification in (*Name of Certification*).

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

You have until (*Month, Day, Year*) to respond to our invitation of admission into our program. If we do not receive written communication of acceptance within that time frame, we will consider that you have declined our invitation¹⁶.

Sincerely,

(Name and Title of Person Extending the Invitation)

I accept the invitation of admission_____

I decline the invitation of admission

Signature:

Date:

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

¹³ See <u>19 TAC §227.17(b)</u>, "the EPP must notify the applicant of the offer of formal admission in writing by mail, personal delivery, facsimile, email, or an electronic notification".

¹⁴ See <u>19 TAC §227.5(12)</u>.

¹⁵ See <u>19 TAC §227.17(d)</u>, "The effective date of formal admission shall be included in the offer of formal admission".

¹⁶ See <u>19 TAC §227.17(e)</u>.



Sample Change of Certification Documentation

Use the Letterhead of EPP Date

Name Address City, State, Zip Code

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

Printed Name of Candidate

Signature of Candidate

Printed Name of EPP Program Approver

Signature of EPP Program Approver

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



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

You can obtain a copy of this form by visiting the <u>Program Provider Resources</u> webpage under Forms and Documents.

Please use the guideline document if you can't access the form.

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Appendix 2: Additional Accountability Data

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

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

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



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

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

*** \	Velcome to Texas Education Age × +										
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		Popular Applications	AskTED ECOS for Educators	Grant Opportunities	Secure Applications	TEAL Login	TSDS		\rightarrow	Help Desk	
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		Texas Education Agency				A - Z Index	c Contact Emj	ployment Sign Up for Up	dates TE	A Correspondence	
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Н	elp o Desk								Q		
W	elcome to the TEA He	lp Desk!									
CI	ck on an icon below to look up infor	mation or submit yo	our question to TEA st	aff. If you are u	nsure of which a	area to su	ıbmit your re	quest, please call			
51	2-463-9734 and we will do our best t	to route your reques	t to the right place.								
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		2		prog	rams?						
	Grants	GED - Certifi School Eq	cate of High uivalency	School	Network		Instruction	mentation			
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	000	G		TX	/SN		ł				
				Texas Virtual Sc	hool Network						
	Expenditure Reporting (ER) Questions	GED, HISET & T	ASC (TXCHSE)	Catalog Co Sci	nools		instructio	nal materials?			

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


Educator Testing and Preparation Programs	Select your topic to the right to browse through the Frequently Asked Questions. Use the Submit a Request button to submit your question to TEA.	Educator Testing Data Reporting	Preparation Programs			
Educator Testing and Preparation	n Programs FAQs/Articless - Data R Qs/Articles	eporting All FAQs/	Articles			
Where can Laccess ASEP Annua	al Reports?	Click on an article below for quick solutions to the most frequently asked questions.				
 <u>How can I get a TEAL account?</u> 		 Does TEA publish any educator related data or historical 				
Where do I get information on	the Accountability System for Educator	reports/studies? Where would I find this information on TEA's website?				
Preparation Programs (ASEP) re-	quirements?	 How can I find out general information 	ation about the Principal or Teacher			
 How do I log in to ECOS? 	2	Survey?				
How do I submit the required a Submit	a Request	How can I get a TEAL account? How do I get information on LBB reporting? How do I log in to ECOS?				

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

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

Topic*		Topic*	
Submit ASEP Data		 Submit a Request for Exception 	Form
		·	
Please select all that apply:	*	Please select all that apply: *	:
GPA Spreadsheet	Applied Count	Test Approval List	Observation
🗆 Affidavit	□ Other	Principal Survey	Teacher Survey
Attachments		Attachments	
A	dd file or drop files here	Ad	d file or drop files here
<u>To Attach a File</u> 1. Click Add file . 2. Locate your attachment in the 3. Select the file you wish to att 4. Click Open .	e browser window. ach.	To Attach a File 1. Click Add file . 2. Locate your attachment in the 3. Select the file you wish to atta 4. Click Open .	browser window. ch.



Appendix 4: List of EPPs Abbreviated Names for Affidavit Filename

CDN	Program Name	Affidavit Name				
227703	240 CERTIFICATION	240Cert				
108703	A CAREER IN TEACHING - CORPUS CHRISTI	ACITCC				
108708	A CAREER IN TEACHING - MCALLEN	ACiTMcAllen				
101714	A+ TEXAS TEACHERS	ATT				
221502	ABILENE CHRISTIAN UNIVERSITY	ACU				
101723	ACT - HOUSTON AT DALLAS	ACTHoustonDallas				
108701	ACT - RIO GRANDE VALLEY	ACTRGV				
015709	ALAMO COLLEGES	Alamo				
057508	AMBERTON UNIVERSITY	Amberton				
057715	AMERICAN COLLEGE OF EDUCATION	AmericanCOE				
002901	ANDREWS ISD TEACHER ACADEMY ACP	AISD				
226501	ANGELO STATE UNIVERSITY	ASU				
220703	ARLINGTON BAPTIST UNIVERSITY	ABU				
091502	AUSTIN COLLEGE	AustinCollege				
227502	AUSTIN COMMUNITY COLLEGE	ACC				
161503	BAYLOR UNIVERSITY	Baylor				
227505	CONCORDIA UNIVERSITY	Concordia				
057702	CRISWELL COLLEGE	Criswell				
057504	DALLAS BAPTIST UNIVERSITY	DBU				
057703	DALLAS CHRISTIAN COLLEGE	DCC				
057905	DALLAS ISD	DISD				
116501	EAST TEXAS A&M UNIVERSITY	ETAMU				
102501	EAST TEXAS BAPTIST UNIVERSITY	ETBU				
220701	EDUCATION CAREER ALTERNATIVES PROGRAM	ECAP				
221501	HARDIN-SIMMONS UNIVERSITY	HSU				
101000	HARRIS COUNTY DEPARTMENT OF EDUCATION	HCDE				
101510	HOUSTON CHRISTIAN UNIVERSITY	НСИ				
101506	HOUSTON COMMUNITY COLLEGE SYSTEM ACP	НСС				
101912	HOUSTON ISD ACP	HISD				
025501	HOWARD PAYNE UNIVERSITY	HPUX				
227503	HUSTON-TILLOTSON UNIVERSITY	HTU				
057848	INTERNATIONAL LEADERSHIP OF TEXAS (ILT)	ILTX				
057709	ITEACHTEXAS	ITeach				
250501	JARVIS CHRISTIAN COLLEGE	Jarvis				
101914	KATY ISD TEA+CH ACP	KISD				
123501	LAMAR UNIVERSITY Lamar					

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



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



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



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



Appendix 5: Creating a .csv File

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

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



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

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

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

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4													

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

Common issues when uploading a CSV file:

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



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

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• File upload was unsuccessful due to an incorrect number of delimiters or argument was out of the range of valid values.

One reason for that error is that you may have entered more than the required fields. For example, the upload would fail if the required fields were seven, but you entered 8. Another example is if you use the same .csv file for a different upload requiring a different number of required fields, the upload will fail.

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



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

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

	A	В	с	D	E	F	G	
1	Test	Educator	Awesome	2273651	Individual	INT	No	
2								

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



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



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



Appendix 6: ShareFile Usage and Access

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

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

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



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

	С	DN_EPP …
Iten	าร	
		Name 🔺
☆		Archive
☆	XLS	CDN_ obs 240903.xlsx



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

🦰 Ar	Chive More Options
🗅 Items	
_	
	Name 🔺
🗆 ☆ 🫅	Reporting Year 2021-2022
🗆 🏠 🦰	Reporting Year 2022-2023
🗆 ☆ 🦰	Reporting Year 2023–2024

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