Troubleshooting the Teacher Licensure Course Status Report



The Ohio Department of Education funds development of EMIS training materials as part of the EMIS Alliance grant. There is an expectation that ITCs will utilize these materials in training provided to your districts. That said, there are restrictions on use of the EMIS Alliance materials as follows: Materials developed as part of the EMIS Alliance program must be provided at no cost to your training participants. If you utilize the EMIS Alliance training materials – in whole or in part – you must not charge participants a fee to attend the class where the materials are used. Likewise, you may not use the materials or any portion thereof in any event where a fee is charged to attend. Exceptions must be approved in writing by the Department of Education in advance of scheduling/promoting any event which may violate these restrictions.

Questions regarding appropriate use of EMIS Alliance materials, or requests for exception to the restrictions noted above, should be directed to Melissa Hennon [Melissa.Hennon@education.ohio.gov].



Overview

- Teacher Licensure Course (TLC) Status Report
 - Includes all courses reported to EMIS and the proper certification status of the teacher of record
 - Is generated for all EMIS reporting entities and updated nightly
 - Is used to provide data for Local Report Cards (LRC), certain state and federal funding, and for ODE program evaluation and planning
- This presentation will focus on troubleshooting the TLC Status Report, which is generated during the Initial Staff and Course (L) Collection



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Certification Data on LRC

The LRC contains data from the Initial Staff and Course Collection that is used to populate the school or district details

Attendance Rate	Average Salary	Avg. Years of Experience		Lead or Senior Teachers		
95.1%	\$59,440	12		3		
			All Schools in the District	High Poverty Schools	Low Poverty Schools	
Percentage of teachers with at least a Bachelor's Degree			100.0	100.0	0.0	
Percentage of teachers with at least a Master's Degree Percentage of inexperienced teachers Percentage of inexperienced principals			58.8 16.1 0.0	58.9 16.3 0.0	0.0	
Percentage of teachers who are not teaching in the subject or field for which the teacher is certified or licensed			3.5	3.5		
Percentage of teachers teaching with temporary or conditional credentials			0.0	0.0		

Certification Data and ESSA

- TLC data will also be used
 - to generate the ESSA State Licensure Assurances Report
 - 2020L_PRIN_ESSA_Licensure_Assurances_<file date>.pdf
 - Arrived as a Received file in FY19 on June 25, 2019
 - Uses the TLC IRN as the basis for compiling courses
 - by the ODE Federal Programs Office in auditing the use of Title funds
 - by ODE to calculate the percentage of courses as part of the Equity Analysis Tools that are provided to districts



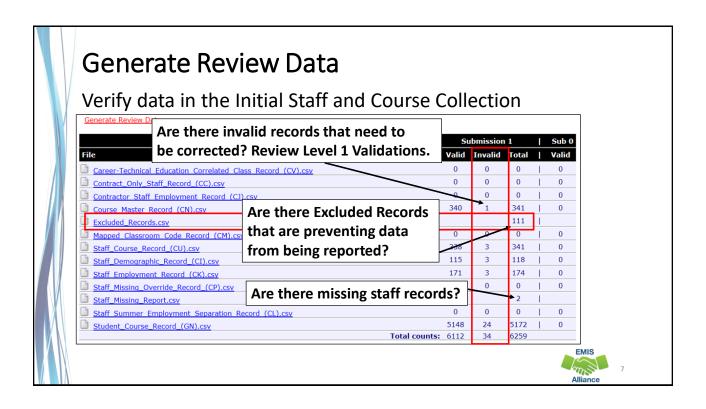
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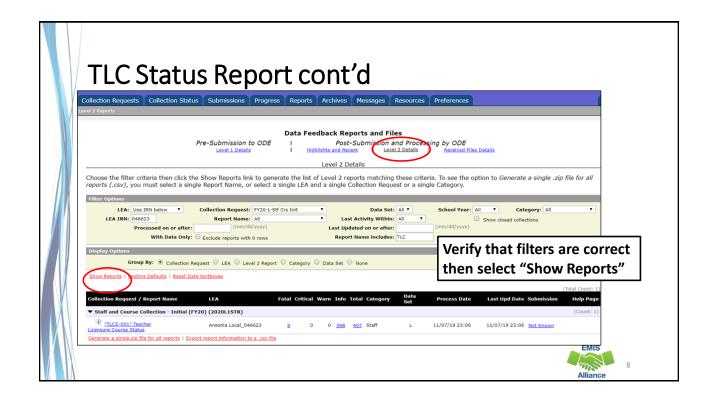
TLC Status Report

To access the TLC Status Report, select the Level 2 Reports link from the Staff and Course Collection – Initial (FY20)









Formatting the TLC Status Report

- Open the (TLCS-001) Teacher Licensure Course Status Report
 - Wrap text header row
 - Freeze top row
 - Expand all columns
 - Apply filters
 - Better yet, use your macro!



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Quick Check

The TLC Status Report is updated nightly and should be reviewed throughout the Initial Staff and Course Collection. Data on your report could appear based on another entity's reporting, so review the report even when you are not reporting any changes.

- Are you using the most recent version of the report?
- Are you able to open and format the CSV report to begin the review process?
- Have you corrected Level 1 Validation errors, excluded records, and missing staff?



Understanding the TLC Status Report



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TLC Status Report Data

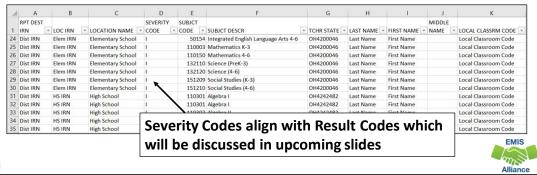
- Data from the following collections is used to generate the TLC Status Report
 - Staff and Course (L) Collection Initial
 - Final Calendar (C) Collection
 - Beginning of Year Student (S) Collection
 - Midyear Student (S) Collection
 - SOES Beginning of Year Student (S) Collection
 - SOES End of Year Student (S) Collection
- Report is generated nightly with data submitted by 5pm throughout the Initial Staff and Course Collection



LZ

TLC Status Report Data

- Contains one row per Local Classroom Code
- First 11 columns include ID
 - Location IRN of the building where the course is being taught
 - Subject Code, Description, and Local Classroom Code
 - Teacher of Record and State Staff ID



Teacher of Record

The teacher who appears on the TLC Status Report is based on

- Teacher with greater amount of time teaching the course
- Multiple teachers teaching the same amount of time
 - Uses first teacher the report finds who is properly certified
 - If none are properly certified the first teacher on the course will appear
- No proper credential found
 - Uses first teacher reported on the course



Course and Calendar Dates

- Dates are used to determine a "course calendar"
 - Grade Schedule (DL) Record First and Last Day of School
 - Course Master (CN) Record Course Start and End Date
 - Staff Course (CU) Record Staff Course Start and End Dates
 - Student Course (GN) Record Course Enrollment Start and End Date
- The "course calendar" is then used to determine
 - Teacher who was with the course the longest
 - Students who are counted as being in the class



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Location IRN

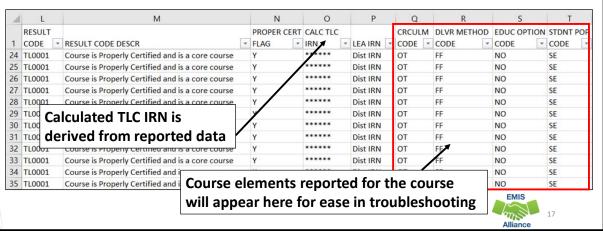
- Location IRN
 - The building IRN where course is being taught
 - A few exceptions (not a complete list)
 - IRN of college who is granting credit for CCP course
 - For CCP Course with delivery method of CP report the IRN of the location of the course per the CTE-26
 - IRN of the location of the JVSD satellite course
 - IRN of the building associated with the preschool license
 - See additional reporting instructions for the Location IRN in the 4.2 Course Master (CN) Record section of the EMIS Manual



TLC Status Report Columns, cont'd

Moving to the right, the next set of columns contain

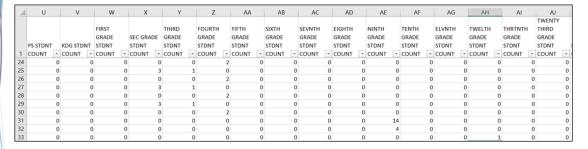
- Result Codes with Descriptions, and Proper Certification Flag (Yes or No)
- LEA IRN is entity reporting the course



TLC Status Report Columns, cont'd

Columns U through AJ contain

• Count of students enrolled in the course by state equivalent grade level (both regular education and students with disabilities)

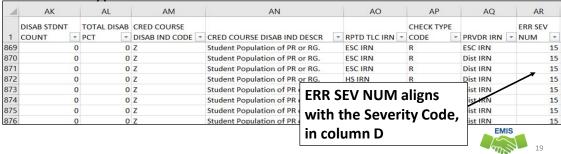




TLC Status Report Columns, cont'd

Far right columns contain

- Counts of students with disabilities and the percentage of those students in the course
- Credential Course Disability Indicator Code with Description
- Reported TLC IRN and Provider IRN
- Check Type Code



Reported TLC IRN

IRN of the building where this course will be used in the calculation of the percentage of core courses taught by properly certified/licensed staff

- Report ******
 - For non-core courses
 - For courses where
 - Curriculum element is OC, PS, or PI, or
 - Delivery Method is CC, ET, or OL, and Education Option is Yes
 - Delivery Method is ID, IM, TO, or CI, or
 - Student Population is D8, DP, or PR
- See 4.3 Staff Course (CU) Record section of the EMIS Manual for additional reporting instructions and 4.7 Subject Code section for core versus non-core courses



Reported TLC IRN, cont'd

- Local, exempted village, or city school districts can report the IRN of one of their own buildings but should not report their district IRN for the TLC IRN
- When contracting a teacher of record from an EMIS reporting entity
 - Contracted teacher is teaching only your students in a course in your building
 - Report the building IRN as the TLC IRN (same as Location IRN)
 - Contracted teacher is teaching students from multiple districts
 - Report the district IRN of the contracted entity (Location IRN is building where class is being taught)
- See 4.3 Staff Course (CU) Record section of the EMIS Manual for additional reporting instructions



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Reported TLC IRN, cont'd

- Courses reported with a TLC IRN of another EMIS Reporting LEA should appear on both LEA's TLC Status Reports when reported correctly
 - Contractor Staff Employment (CJ) Records are required to be reported by the entity employing the staff member but are not needed for the course and staff to appear on both contracted entity's TLC Status report
- Work with contracted EMIS Reporting entities to verify that teachers and their courses are appearing correctly



Staff Provider IRN

- Reported on the Staff Course (CU) Record
- District IRN of the EMIS Reporting entity who employs the contracted staff
- Cannot be an IRN of a Non-EMIS Reporting entity
- Should be reported as ***** if the staff member is not being contracted from another EMIS reporting entity
- Must be reported when the entity reporting the course is not reporting Staff Demographic (CI) and Staff Employment (CK) records for the staff member



Derived Elements on TLC Status Report

- Calculated TLC IRN
 - typically the TLC IRN that was reported
 - could be set to match the Location IRN when TLC IRN is reported as ***** or reported with an IRN that is not a valid public school
- Credential Course Disability Indicator
 - derived from reported student population and students with disabilities who are enrolled in the course
 - · are used to determine the Check Type
- Check Type Code
 - Indicates the credential check that was used



Credential Course Disability Indicator

Filter on A - Student Population of DP or SP

- DP-Preschool Special Education Hearing/Visual
- SP-Special Education K-12 Hearing/Visual
- More than 50% of the students in the course must have a disability condition
 - Of these students, more than 50% must have a disability condition of
 - 1 (Multiple Disabilities-Other than Deaf-Blind)
 - 2 (Deaf-Blindness)
 - 3 (Deafness-Hearing Impaired)
 - can be all 3s or some combination of these three disability conditions
- Check Type Code is S Special Situation Check



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Credential Course Disability Indicator, cont'd

Filter on B - Student Population of DP or SP

- DP-Preschool Special Education Hearing/Visual
- SP-Special Education K-12 Hearing/Visual
- More than 50% of the students in the course must have a disability condition
 - Of these students, more than 50% must have a disability condition of
 - 1 (Multiple Disabilities-Other than Deaf-Blind)
 - 2 (Deaf-Blindness)
 - 4 (Visual Impairments)
 - · can be all 4s or some combination of these three disability conditions
- Check Type Code is S Special Situation Check



Credential Course Disability Indicator, cont'd

Filter on C - Student Population of D8 or SE

- D8 Preschool Special Education
- SE Special Education K-12
- More than 50% of the students enrolled in the course must have a disability condition
- Course cannot fit into codes A or B
- Check Type Code is S Special Situation Check



Credential Course Disability Indicator, cont'd

Filter on D - Student Population of DP, D8, SE, or SP

- DP Preschool Special Education Hearing/Visual
- D8 Preschool Special Education
- SE Special Education K-12
- SP- Special Education K-12 Hearing/Visual
- 50% or fewer of the students enrolled in the course have a disability condition
- Check Type Code is R Regular Check



Credential Course Disability Indicator, cont'd

Filter on E - Student Population of GA or GE

- GA Gifted Education in arts delivered by trained arts instructor K-12
- GE Gifted Education K-12
- Check Type Code is S Special Situation Check

Filter on Z - Student Population of PR or RG

- PR Preschool General Education
- RG Regular/General Education
- Check Type Code is R Regular Check



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Regular Check Type Code

Filter on R - Regular Check

- Majority of courses
 - Educational Option = No
 - Student Population
 - RG Regular/General Students K-12
 - PR Preschool General Education
 - Delivery Method = FF Face to Face (most common)
 - Curriculum code
 - AP Advanced Placement
 - IA International Baccalaureate AB INITO
 - OT Curriculum not specifically covered by another option
 - · Career Tech Codes



Special Situation Check Type Code

Filter on S – Special Situation Check

- Educational Option = No
- Student Population
 - DP Preschool Special Education Hearing/Visual
 - D8 Preschool Special Education
 - GA Gifted Education in arts delivered by trained arts instructor K-12
 - GE Gifted Education K-12
 - SE Special Education K-12
 - SP Special Education K-12 Hearing/Visual



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Any Certification Check Type Code

Filter on A – Any Certification Check

- Educational Option = Y *OR*
- Delivery Method of
 - CI Computer as Instructor
 - ID Interactive Distance Learning
 - IM Internship/Mentorship



No Check Required Check Type Code Filter on N – No check required (must be a combination of all four elements below)

- Educational Option = N
- Student Population
 - RG Regular/General Students K-12
 - PR Preschool General Education
- Delivery Method *Not*
 - · CI- Computer as Instructor
 - ID Interactive Distance Learning
 - IM Internship/Mentorship
- Curriculum Element
 - OC Expert Contracted from Outside Company/Organization for Credit Flex
 - PI Postsecondary Instructor
 - PS College Credit Plus



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Community School Check Type Code

Filter on C - Community School Course

- Traditional district regular checks are run and if the Properly Certified Flag is set to N, additional checks are run that allow for any regular teaching license or any substitute license that is not a Short-Term Substitute license
- This does not apply to special education checks
- A Short-Term substitute license will never be considered as properly certified



Quick Check

The TLC Status Report uses a wide variety of data from many different collections. Taking time to verify that EMIS data is correctly reported will result in a clearer, more accurate TLC Status Report.

- Have you reviewed your EMIS data for accuracy and completeness?
- Are all of your courses and teaching staff appearing on the report?
- Have you shared the data with staff who can assist with data verification?



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CORE Educator Search and Certification and Licensure Search

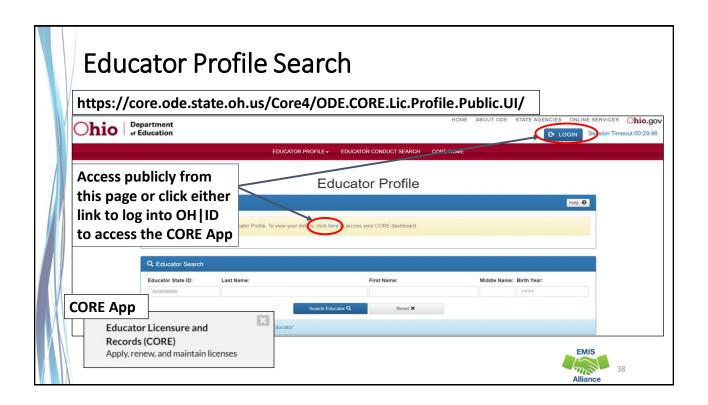


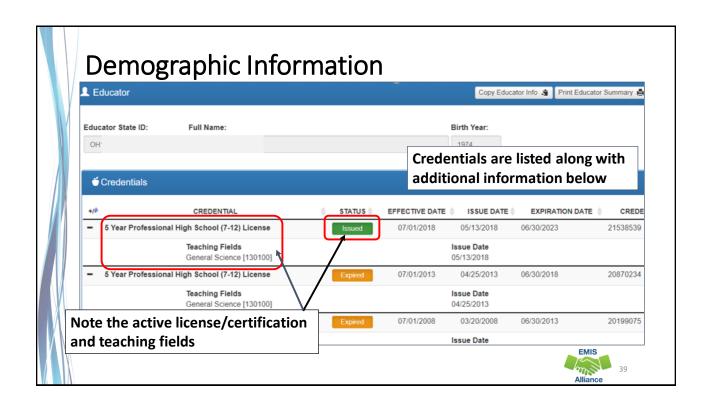
CORE Database

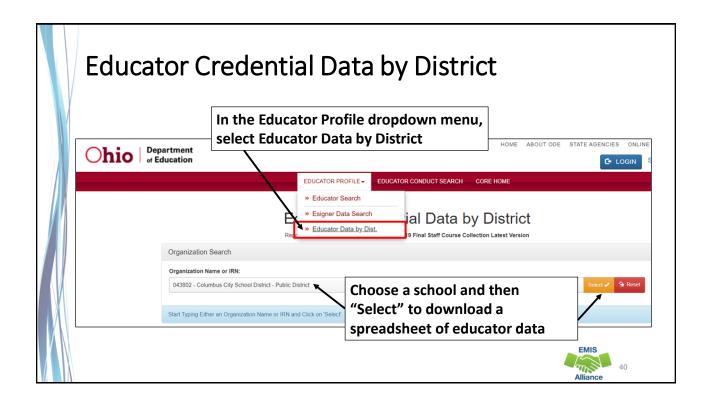
The TLC Status Report

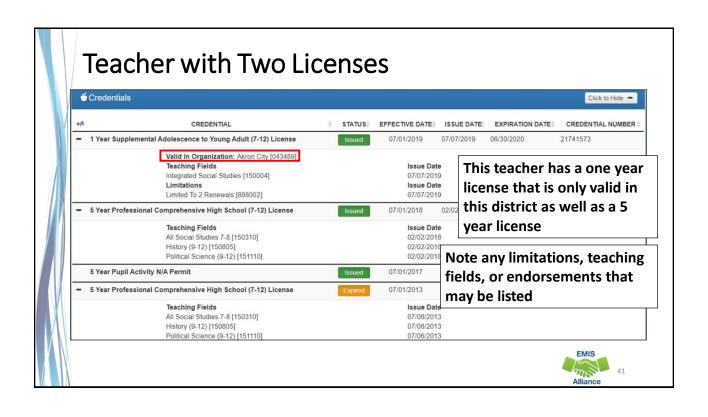
- looks at each course and at data regarding the teacher's current credentials from the CORE database
- determines if the staff member is appropriately credentialed to teach the
 - subject code
 - student population
 - grade level(s) of the students scheduled in the course

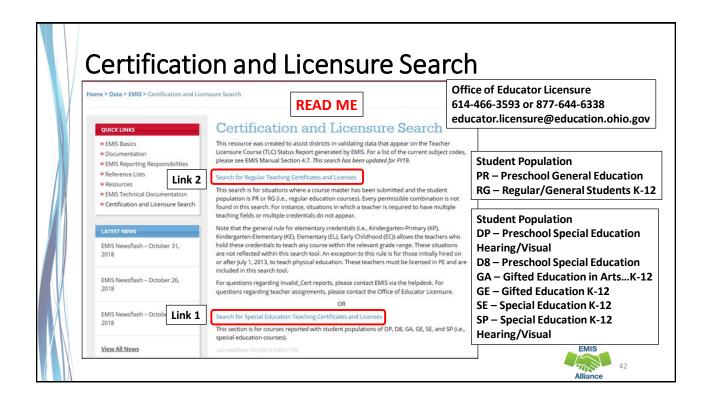


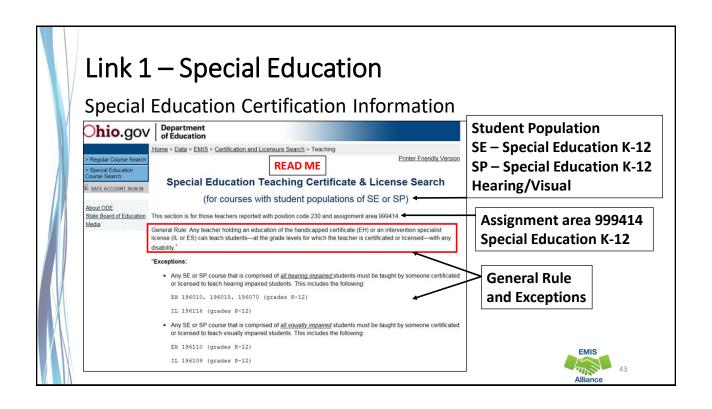


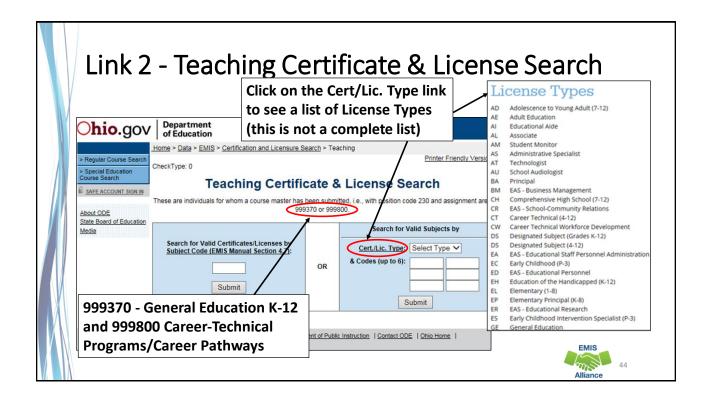


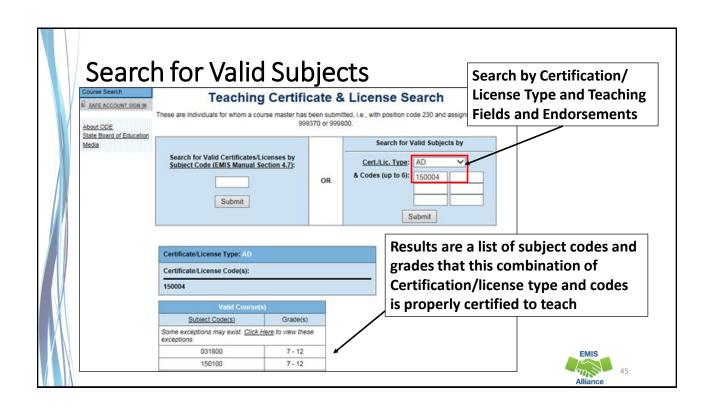


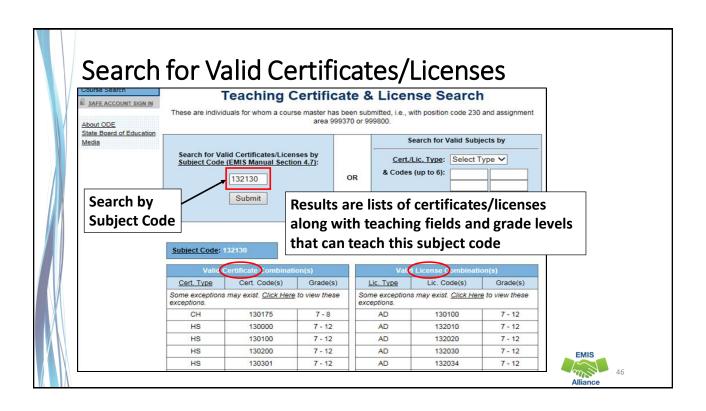












Quick Check

The TLC Status Report checks against the CORE database to determine if a teacher is properly certified to teach a specific course. Searching the database can aid in troubleshooting the report.

- Are you able to use the CORE **Educator Search Tool to view** certification data?
- Can you search using the Certification and Licensure Search by certification or subject code?
- Are you involving your district's Human Resources staff in this process?



TLC Status Report Result Codes



Properly Certified Result Codes

- Filter on TLC Result Code TL0001 (Informational)
 - Core Course
 - Proper Cert Flag = Y
- Filter on TLC Result Code TL0002 (Informational)
 - Not Core Course
 - Proper Cert Flag = Y
- Verify the data to be correct and complete



Not Properly Certified - No Students in Course Filter on TLC Result Code TL0005 (Critical)

- Student Grade Count columns for this course will contain blank values
- Verify that no students are enrolled in the course
 - These courses will not negatively impact the LRC and can be reported, however, the row will remain as a critical
- Are there students being reported as enrolled in the course?
 - Check the dates to be sure they are aligned
 - Calendar start and end dates
 - Uses the most common calendar dates for the majority of students in the
 - Course Master (CN) Record start and end dates
 - Staff Course (CU) Record start and end dates
 - · Student Course (GN) Record enrollment start and end dates



Not Properly Certified

No Current Credential or Incorrect Student Population

- Filter on TLC Result Code TL0006 (Fatal)
- Staff not certified to teach this subject code or student population
 - · Check certification to see if they can teach the subject code
 - · Check the student population, is it correct?
 - Filter by that staff member to see all courses and student populations to verify
- Check the students who are enrolled in the course to verify that they align with the student population element
- Could be a career technical course that requires an override
 - Contact the Office of Career Tech

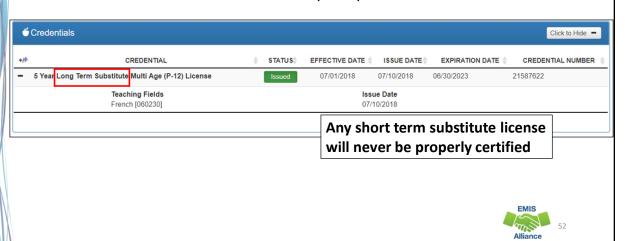


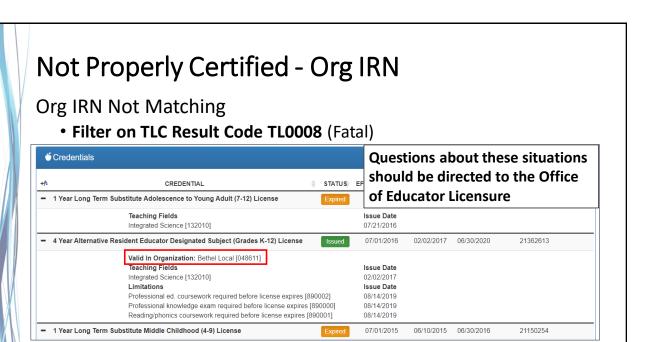
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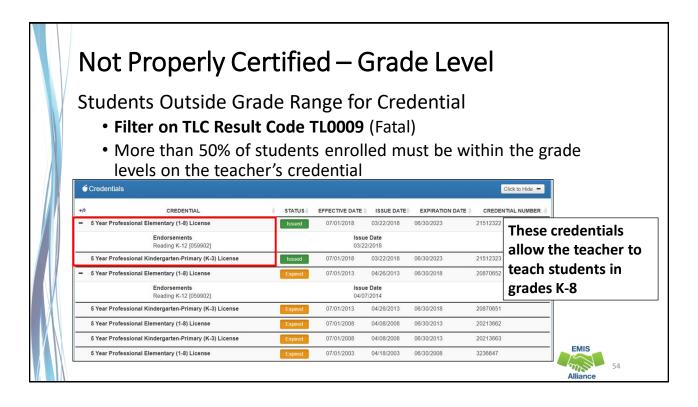
Not Properly Certified - Substitute

Substitute Credential for traditional districts

• Filter on TLC Result Code TL0007 (Fatal)







Not Properly Certified – No Staff Course Record

No Staff Course (CU) Record

- Filter on TLC Result Code TL0010 (Fatal)
- Teacher will not appear on the TLC Status Report
- Check Level 1 Validations for fatal or dependent errors that could cause the Staff Course (CU) Record to not be reported
- Check for State Staff IDs that contain lower case letters
- Check for missing CJ records from a contracted staff reporting relationship



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Quick Check

The TLC Status Report performs teacher certification checks using your EMIS data, as well as data from other LEAs, against the CORE database. Verify that your data is correct prior to the close of the Initial Staff and Course Collection.

- Are you reviewing the TLC Status Report regularly?
- Are you reporting data accurately to EMIS?
- Are you working with district staff to verify the data?



Summary

- The TLC Status Report contains both data to verify and issues to correct
- Some issues can be corrected and some are simply stating the fact
- Work with district staff to verify that the data is both correct and complete
- "No errors" does not necessarily mean that your data is complete and accurate



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Resources

- (TLCS-001) Teacher Licensure Course Status Report Explanation
 - ODE Home > Data > EMIS > Documentation > EMIS Validation and Report Explanations
- EMIS Manual
 - ODE Home > Data > EMIS > Documentation > EMIS Manual
- EMIS Certification and Licensure Search Tool
- Certification and Licensure Dictionary
- Office of Educator Licensure
 - 614-466-3593 or 877-644-6338
 - educator.licensure@education.ohio.gov
- Your district staff and your ITC



