

Troubleshooting the Teacher Licensure Course Status Report



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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

Your District's Teachers <https://reportcard.education.ohio.gov>

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			58.8	58.9	0.0
Percentage of inexperienced teachers			16.1	16.3	
Percentage of inexperienced principals			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	

A district's high poverty schools are those ranked in the top quartile based on the percentage of the district's economically disadvantaged students. Low-poverty schools are those ranked in the bottom quartile based on the percentage of economically disadvantaged students. A district may have buildings in both quartiles, in just one quartile, or in neither quartile.



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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)

Staff and Course Collection - Initial (FY20)
 FY20-L-Stf Crs Init: Collection required for all EMIS reporting entities. The initial staff collection includes staff employed any time in FY20 and st...

Submissions: October 01, 2019 - January 31, 2020 (109 days till close)
Version: 1
Status: The collection was submitted today at 09:46:10 AM by [redacted]
Submission Status: Pending Processing (today at 09:46:26 AM)
Submission Number: 3 (attempt 4)
Actions: [Start Collection](#)
[Add New Scheduled Collection](#)
[Set Default Collection properties](#)

From ODE: [Level 2 Reports](#)

Prepare Outputs: [Level 1 Validations](#)
[View submission 3 Data](#)

But first, let's take a quick look here



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Generate Review Data

Verify data in the Initial Staff and Course Collection

Generate Review Data

Are there invalid records that need to be corrected? Review Level 1 Validations.

Are there Excluded Records that are preventing data from being reported?

Are there missing staff records?

File	Submission 1			Sub 0
	Valid	Invalid	Total	Valid
Career-Technical Education Correlated Class Record (CV).csv	0	0	0	0
Contract Only Staff Record (CC).csv	0	0	0	0
Contractor Staff Employment Record (C).csv	0	0	0	0
Course Master Record (CN).csv	340	1	341	0
Excluded Records.csv			111	
Mapped Classroom Code Record (CM).csv	0	0	0	0
Staff Course Record (CU).csv	238	3	341	0
Staff Demographic Record (CI).csv	115	3	118	0
Staff Employment Record (CK).csv	171	3	174	0
Staff Missing Override Record (CP).csv		0	0	0
Staff Missing Report.csv			2	
Staff Summer Employment Separation Record (CL).csv	0	0	0	0
Student Course Record (GN).csv	5148	24	5172	0
Total counts:	6112	34	6259	



TLC Status Report cont'd

Collection Requests | Collection Status | Submissions | Progress | Reports | Archives | Messages | Resources | Preferences

Level 2 Reports

Data Feedback Reports and Files

Pre-Submission to ODE | Post-Submission and Processing by ODE

Level 1 Details | Highlights and Recent | **Level 2 Details** | Received Files Details

Level 2 Details

Choose the filter criteria then click the Show Reports link to generate the list of Level 2 reports matching these criteria. To see the option to Generate a single .zip file for all reports (.csv), you must select a single Report Name, or select a single LEA and a single Collection Request or a single Category.

Filter Options

LEA: Use IRN below | LEA IRN: 046623 | Collection Request: FY20-L-Stf Crs Init | Report Name: All | Data Set: All | School Year: All | Category: All

Processed on or after: (mm/dd/yyyy) | Last Activity Within: All | Last Updated on or after: (mm/dd/yyyy) | Report Name includes: TLC

With Data Only: Exclude reports with 0 rows | Show closed collections

Display Options

Group By: Collection Request | LEA | Level 2 Report | Category | Data Set | None

Show Reports | Restore Defaults | Reset Date textboxes

Collection Request / Report Name	LEA	Fatal	Critical	Warn	Info	Total	Category	Data Set	Process Date	Last Upd Date	Submission	Help Page
▼ Staff and Course Collection - Initial (FY20) (2020L1STR)												(Count: 1)
⚙️ (TLC-001) Teacher Licensure Course Status	Ansonia Local_046623	2	0	0	398	407	Staff	L	11/07/19 23:06	11/07/19 23:06	Not Known	

Generate a single .zip file for all reports | Export report information to a .csv file

Verify that filters are correct then select "Show Reports"



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!

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



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



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

	A	B	C	D	E	F	G	H	I	J	K
	RPT DEST	LOC IRN	LOCATION NAME	SEVERITY CODE	SUBJECT CODE	SUBJECT DESCR	TCHR STATE	LAST NAME	FIRST NAME	MIDDLE NAME	LOCAL CLASSROOM CODE
1	IRN	LOC IRN	LOCATION NAME	SEVERITY CODE	SUBJECT CODE	SUBJECT DESCR	TCHR STATE	LAST NAME	FIRST NAME	MIDDLE NAME	LOCAL CLASSROOM CODE
24	Dist IRN	Elem IRN	Elementary School	I	50154	Integrated English Language Arts 4-6	OH4200046	Last Name	First Name		Local Classroom Code
25	Dist IRN	Elem IRN	Elementary School	I	110003	Mathematics K-3	OH4200046	Last Name	First Name		Local Classroom Code
26	Dist IRN	Elem IRN	Elementary School	I	110150	Mathematics 4-6	OH4200046	Last Name	First Name		Local Classroom Code
27	Dist IRN	Elem IRN	Elementary School	I	132110	Science (PreK-3)	OH4200046	Last Name	First Name		Local Classroom Code
28	Dist IRN	Elem IRN	Elementary School	I	132120	Science (4-6)	OH4200046	Last Name	First Name		Local Classroom Code
29	Dist IRN	Elem IRN	Elementary School	I	151209	Social Studies (K-3)	OH4200046	Last Name	First Name		Local Classroom Code
30	Dist IRN	Elem IRN	Elementary School	I	151210	Social Studies (4-6)	OH4200046	Last Name	First Name		Local Classroom Code
31	Dist IRN	HS IRN	High School	I	110301	Algebra I	OH4242482	Last Name	First Name		Local Classroom Code
32	Dist IRN	HS IRN	High School	I	110301	Algebra I	OH4242482	Last Name	First Name		Local Classroom Code
33	Dist IRN	HS IRN	High School	I	110301	Algebra I	OH4242482	Last Name	First Name		Local Classroom Code
34	Dist IRN	HS IRN	High School	I	110301	Algebra I	OH4242482	Last Name	First Name		Local Classroom Code
35	Dist IRN	HS IRN	High School	I	110301	Algebra I	OH4242482	Last Name	First Name		Local Classroom Code

Severity Codes align with Result Codes which will be discussed in upcoming slides



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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



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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



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

L	M	N	O	P	Q	R	S	T	
RESULT CODE	RESULT CODE DESCR	PROPER CERT FLAG	CALC TLC IRN	LEA IRN	CRCULM CODE	DLVR METHOD CODE	EDUC OPTION CODE	STDNT POP CODE	
24	TL0001	Course is Properly Certified and is a core course	Y	*****	Dist IRN	OT	FF	NO	SE
25	TL0001	Course is Properly Certified and is a core course	Y	*****	Dist IRN	OT	FF	NO	SE
26	TL0001	Course is Properly Certified and is a core course	Y	*****	Dist IRN	OT	FF	NO	SE
27	TL0001	Course is Properly Certified and is a core course	Y	*****	Dist IRN	OT	FF	NO	SE
28	TL0001	Course is Properly Certified and is a core course	Y	*****	Dist IRN	OT	FF	NO	SE
29	TL0001	Course is Properly Certified and is a core course	Y	*****	Dist IRN	OT	FF	NO	SE
30	TL0001	Course is Properly Certified and is a core course	Y	*****	Dist IRN	OT	FF	NO	SE
31	TL0001	Course is Properly Certified and is a core course	Y	*****	Dist IRN	OT	FF	NO	SE
32	TL0001	Course is Properly Certified and is a core course	Y	*****	Dist IRN	OT	FF	NO	SE
33	TL0001	Course is Properly Certified and is a core course	Y	*****	Dist IRN	OT	FF	NO	SE
34	TL0001	Course is Properly Certified and is a core course	Y	*****	Dist IRN	OT	FF	NO	SE
35	TL0001	Course is Properly Certified and is a core course	Y	*****	Dist IRN	OT	FF	NO	SE

Calculated TLC IRN is derived from reported data

Course elements reported for the course will appear here for ease in troubleshooting



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)

U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ
PS STDNT COUNT	KDG STDNT COUNT	FIRST GRADE STDNT COUNT	SEC GRADE STDNT COUNT	THIRD GRADE STDNT COUNT	FOURTH GRADE STDNT COUNT	FIFTH GRADE STDNT COUNT	SIXTH GRADE STDNT COUNT	SEVENTH GRADE STDNT COUNT	EIGHTH GRADE STDNT COUNT	NINTH GRADE STDNT COUNT	TENTH GRADE STDNT COUNT	ELVNTH GRADE STDNT COUNT	TWELTH GRADE STDNT COUNT	THRTNTH GRADE STDNT COUNT	TWENTY THIRD GRADE STDNT COUNT
24	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0
25	0	0	0	3	1	0	0	0	0	0	0	0	0	0	0
26	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0
27	0	0	0	3	1	0	0	0	0	0	0	0	0	0	0
28	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0
29	0	0	0	3	1	0	0	0	0	0	0	0	0	0	0
30	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0
31	0	0	0	0	0	0	0	0	0	14	0	0	0	0	0
32	0	0	0	0	0	0	0	0	0	4	0	0	0	0	0
33	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0



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

	AK	AL	AM	AN	AO	AP	AQ	AR
1	DISAB STDNT COUNT	TOTAL DISAB PCT	CRED COURSE DISAB IND CODE	CRED COURSE DISAB IND DESCR	RPTD TLC IRN	CHECK TYPE CODE	PRVDR IRN	ERR SEV NUM
869	0	0	Z	Student Population of PR or RG.	ESC IRN	R	ESC IRN	15
870	0	0	Z	Student Population of PR or RG.	ESC IRN	R	Dist IRN	15
871	0	0	Z	Student Population of PR or RG.	ESC IRN	R	Dist IRN	15
872	0	0	Z	Student Population of PR or RG.	HS IRN	R	Dist IRN	15
873	0	0	Z	Student Population of PR or RG.			Dist IRN	15
874	0	0	Z	Student Population of PR or RG.			Dist IRN	15
875	0	0	Z	Student Population of PR or RG.			Dist IRN	15
876	0	0	Z	Student Population of PR or RG.			Dist IRN	15

ERR SEV NUM aligns
with the Severity Code,
in column D



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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



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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



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



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



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



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



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?



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



Educator Profile Search

<https://core.ode.state.oh.us/Core4/ODE.CORE.Lic.Profile.Public.UI/>



Demographic Information

Credentials are listed along with additional information below

CREDENTIAL	STATUS	EFFECTIVE DATE	ISSUE DATE	EXPIRATION DATE	CREDE
5 Year Professional High School (7-12) License Teaching Fields General Science [130100]	Issued	07/01/2018	05/13/2018	06/30/2023	21538539
5 Year Professional High School (7-12) License Teaching Fields General Science [130100]	Expired	07/01/2013	04/25/2013	06/30/2018	20870234
5 Year Professional High School (7-12) License Teaching Fields General Science [130100]	Expired	07/01/2008	03/20/2008	06/30/2013	20199075

Note the active license/certification and teaching fields

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Educator Credential Data by District

In the Educator Profile dropdown menu, select Educator Data by District

Choose a school and then "Select" to download a spreadsheet of educator data

Ohio Department of Education

EDUCATOR PROFILE | EDUCATOR CONDUCT SEARCH | CORE HOME

- » Educator Search
- » Esigner Data Search
- » Educator Data by Dist.

Organization Search

Organization Name or IRN:
043802 - Columbus City School District - Public District

Select ✓ Reset

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Teacher with Two Licenses

+	CREDENTIAL	STATUS	EFFECTIVE DATE	ISSUE DATE	EXPIRATION DATE	CREDENTIAL NUMBER
-	1 Year Supplemental Adolescence to Young Adult (7-12) License	Issued	07/01/2019	07/07/2019	06/30/2020	21741573
	Valid In Organization: Akron City [043489]					
	Teaching Fields		Issue Date			
	Integrated Social Studies [150004]		07/07/2019			
	Limitations		Issue Date			
	Limited To 2 Renewals [888002]		07/07/2019			
-	5 Year Professional Comprehensive High School (7-12) License	Issued	07/01/2018	02/02/2018		
	Teaching Fields		Issue Date			
	All Social Studies 7-8 [150310]		02/02/2018			
	History (9-12) [150805]		02/02/2018			
	Political Science (9-12) [151110]		02/02/2018			
	5 Year Pupil Activity N/A Permit	Issued	07/01/2017			
-	5 Year Professional Comprehensive High School (7-12) License	Expired	07/01/2013			
	Teaching Fields		Issue Date			
	All Social Studies 7-8 [150310]		07/06/2013			
	History (9-12) [150805]		07/06/2013			
	Political Science (9-12) [151110]		07/06/2013			

This teacher has a one year license that is only valid in this district as well as a 5 year license

Note any limitations, teaching fields, or endorsements that may be listed



Certification and Licensure Search

Home > Data > EMIS > Certification and Licensure Search

READ ME

Certification and Licensure Search

This resource was created to assist districts in validating data that appear on the Teacher Licensure Course (TLC) Status Report generated by EMIS. For a list of the current subject codes, please see EMIS Manual Section 4.7. *This search has been updated for FY19.*

[Search for Regular Teaching Certificates and Licenses](#)

This search is for situations where a course master has been submitted and the student population is PR or RG (i.e., regular education courses). Every permissible combination is not found in this search. For instance, situations in which a teacher is required to have multiple teaching fields or multiple credentials do not appear.

Note that the general rule for elementary credentials (i.e., Kindergarten-Primary (KP), Kindergarten-Elementary (KE), Elementary (EL), Early Childhood (EC)) allows the teachers who hold these credentials to teach any course within the relevant grade range. These situations are not reflected within this search tool. An exception to this rule is for those initially hired on or after July 1, 2013, to teach physical education. These teachers must be licensed in PE and are included in this search tool.

For questions regarding Invalid_Cert reports, please contact EMIS via the helpdesk. For questions regarding teacher assignments, please contact the Office of Educator Licensure.

OR

[Search for Special Education Teaching Certificates and Licenses](#)

This section is for courses reported with student populations of DP, D8, GA, GE, SE, and SP (i.e., special education courses).

Last Modified: 10/2/2018 3:50:37 PM

Office of Educator Licensure
614-466-3593 or 877-644-6338
educator.licensure@education.ohio.gov

Student Population
PR – Preschool General Education
RG – Regular/General Students K-12

Student Population
DP – Preschool Special Education
Hearing/Visual
D8 – Preschool Special Education
GA – Gifted Education in Arts...K-12
GE – Gifted Education K-12
SE – Special Education K-12
SP – Special Education K-12
Hearing/Visual

Link 2

Link 1



Link 1 – Special Education

Special Education Certification Information

Ohio.gov Department of Education

Home > Data > EMIS > Certification and Licensure Search > Teaching

READ ME

Special Education Teaching Certificate & License Search

(for courses with student populations of SE or SP)

This section is for those teachers reported with position code 230 and assignment area 999414

General Rule: Any teacher holding an education of the handicapped certificate (EH) or an intervention specialist license (IL or ES) can teach students—at the grade levels for which the teacher is certified or licensed—with any disability.

Exceptions:

- Any SE or SP course that is comprised of *all hearing impaired* students must be taught by someone certified or licensed to teach hearing impaired students. This includes the following:
 - EH 196010, 196015, 196070 (grades K-12)
 - IL 196116 (grades P-12)
- Any SE or SP course that is comprised of *all visually impaired* students must be taught by someone certified or licensed to teach visually impaired students. This includes the following:
 - EH 196110 (grades K-12)
 - IL 196109 (grades P-12)

Student Population
SE – Special Education K-12
SP – Special Education K-12 Hearing/Visual

Assignment area 999414
Special Education K-12

General Rule and Exceptions

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Link 2 - Teaching Certificate & License Search

Ohio.gov Department of Education

Home > Data > EMIS > Certification and Licensure Search > Teaching

CheckType: 0

Teaching Certificate & License Search

These are individuals for whom a course master has been submitted, i.e., with position code 230 and assignment area 999370 or 999800

Search for Valid Certificates/Licenses by Subject Code (EMIS Manual Section 4.7):

OR

Search for Valid Subjects by

Cert./Lic. Type Select Type

& Codes (up to 6):

999370 - General Education K-12 and 999800 Career-Technical Programs/Career Pathways

License Types

- AD Adolescence to Young Adult (7-12)
- AE Adult Education
- AI Educational Aide
- AL Associate
- AM Student Monitor
- AS Administrative Specialist
- AT Technologist
- AU School Audiologist
- BA Principal
- BM EAS - Business Management
- CH Comprehensive High School (7-12)
- CR EAS - School-Community Relations
- CT Career Technical (4-12)
- CW Career Technical Workforce Development
- DS Designated Subject (Grades K-12)
- DS Designated Subject (4-12)
- EA EAS - Educational Staff Personnel Administration
- EC Early Childhood (P-3)
- ED EAS - Educational Personnel
- EH Education of the Handicapped (K-12)
- EL Elementary (1-8)
- EP Elementary Principal (K-8)
- ER EAS - Educational Research
- ES Early Childhood Intervention Specialist (P-3)
- GE General Education

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Search for Valid Subjects

Search by Certification/
License Type and Teaching
Fields and Endorsements

Teaching Certificate & License Search

These are individuals for whom a course master has been submitted, i.e., with position code 230 and assignment area 999370 or 999800.

Search for Valid Certificates/Licenses by Subject Code (EMIS Manual Section 4.7):

OR

Search for Valid Subjects by

Cert./Lic. Type: AD
& Codes (up to 6): 150004

Certificate/License Type: AD
Certificate/License Code(s): 150004

Valid Course(s)

Subject Code(s)	Grade(s)
031800	7 - 12
150100	7 - 12

Results are a list of subject codes and grades that this combination of Certification/license type and codes is properly certified to teach



Search for Valid Certificates/Licenses

Search by
Subject Code

Results are lists of certificates/licenses along with teaching fields and grade levels that can teach this subject code

Teaching Certificate & License Search

These are individuals for whom a course master has been submitted, i.e., with position code 230 and assignment area 999370 or 999800.

Search for Valid Certificates/Licenses by Subject Code (EMIS Manual Section 4.7):

OR

Search for Valid Subjects by

Cert./Lic. Type: Select Type
& Codes (up to 6):

Subject Code: 132130

Valid Certificate Combination(s)

Cert. Type	Cert. Code(s)	Grade(s)
CH	130175	7 - 8
HS	130000	7 - 12
HS	130100	7 - 12
HS	130200	7 - 12
HS	130301	7 - 12

Valid License Combination(s)

Lic. Type	Lic. Code(s)	Grade(s)
AD	130100	7 - 12
AD	132010	7 - 12
AD	132020	7 - 12
AD	132030	7 - 12
AD	132034	7 - 12



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
 - 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



Not Properly Certified - Substitute

Substitute Credential for traditional districts

- **Filter on TLC Result Code TL0007 (Fatal)**

Credentails							
	CREDENTIAL	STATUS	EFFECTIVE DATE	ISSUE DATE	EXPIRATION DATE	CREDENTIAL NUMBER	
-	5 Year Long Term Substitute Multi Age (P-12) License	Issued	07/01/2018	07/10/2018	06/30/2023	21587622	
	Teaching Fields French [060230]			Issue Date 07/10/2018			

Any short term substitute license will never be properly certified



Not Properly Certified - Org IRN

Org IRN Not Matching

- Filter on TLC Result Code TL0008 (Fatal)

CREDENTIAL		STATUS	EF
1 Year Long Term Substitute Adolescence to Young Adult (7-12) License		Expired	
Teaching Fields Integrated Science [132010]		Issue Date 07/21/2016	
4 Year Alternative Resident Educator Designated Subject (Grades K-12) License		Issued	07/01/2016 02/02/2017 06/30/2020 21362613
Valid In Organization: Bethel Local [048611] Teaching Fields Integrated Science [132010]		Issue Date 02/02/2017	
Limitations Professional ed. coursework required before license expires [890002] Professional knowledge exam required before license expires [890000] Reading/phonics coursework required before license expires [890001]		Issue Date 08/14/2019 08/14/2019 08/14/2019	
1 Year Long Term Substitute Middle Childhood (4-9) License		Expired	07/01/2015 06/10/2015 06/30/2016 21150254

Questions about these situations should be directed to the Office of Educator Licensure



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Not Properly Certified – Grade Level

Students Outside Grade Range for Credential

- Filter on TLC Result Code TL0009 (Fatal)
- More than 50% of students enrolled must be within the grade levels on the teacher’s credential

CREDENTIAL	STATUS	EFFECTIVE DATE	ISSUE DATE	EXPIRATION DATE	CREDENTIAL NUMBER
5 Year Professional Elementary (1-8) License	Issued	07/01/2018	03/22/2018	06/30/2023	21512322
Endorsements Reading K-12 [059902]	Issue Date 03/22/2018				
5 Year Professional Kindergarten-Primary (K-3) License	Issued	07/01/2018	03/22/2018	06/30/2023	21512323
5 Year Professional Elementary (1-8) License	Expired	07/01/2013	04/26/2013	06/30/2018	20870652
Endorsements Reading K-12 [059902]	Issue Date 04/07/2014				
5 Year Professional Kindergarten-Primary (K-3) License	Expired	07/01/2013	04/26/2013	06/30/2018	20870651
5 Year Professional Elementary (1-8) License	Expired	07/01/2008	04/08/2008	06/30/2013	20213662
5 Year Professional Kindergarten-Primary (K-3) License	Expired	07/01/2008	04/08/2008	06/30/2013	20213663
5 Year Professional Elementary (1-8) License	Expired	07/01/2003	04/18/2003	06/30/2008	3236647

These credentials allow the teacher to teach students in grades K-8



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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



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



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



Questions?

