

# 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

# 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

Attendance Rate  
94%

Average Salary  
\$59,575

Avg. Years of Experience  
17

Lead or Senior Teachers  
4

<https://reportcard.education.ohio.gov>

	All Schools in the District	High Poverty Schools	Low Poverty Schools
Percentage of teachers with at least a Bachelor's Degree	98.2	98.0	0.0
Percentage of teachers with at least a Master's Degree	45.4	44.8	0.0
Percentage of inexperienced teachers	6.1	6.5	0.0
Percentage of inexperienced principals	14.3	15.4	0.0
Percentage of teachers who are not teaching in the subject or field for which the teacher is certified or licensed	5.5	5.6	
Percentage of teachers teaching with temporary or conditional credentials	1.6	1.5	

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.



# TLCs Data Uses

TLC data will also be used

- by the **ODE Federal Programs Office** to audit the use of Title I Funds
- to generate the **ESSA State Licensure Assurances Report**
  - 20###L\_PRIN\_ESSA\_Licensure\_Assurances\_<file date>.pdf
  - Arrived as a Received file in FY21 in February 2021
  - Displays all core courses, by staff member, and building
  - Report contains instructions and ODE contact information
  - See EMIS Validation and Report Explanations > File Descriptions on the ODE website for additional information
  - ESSA requires schools and programs receiving Title I funds to ensure that all teachers and paraprofessionals working in a program supported with these funds meet applicable State certification and licensure requirements

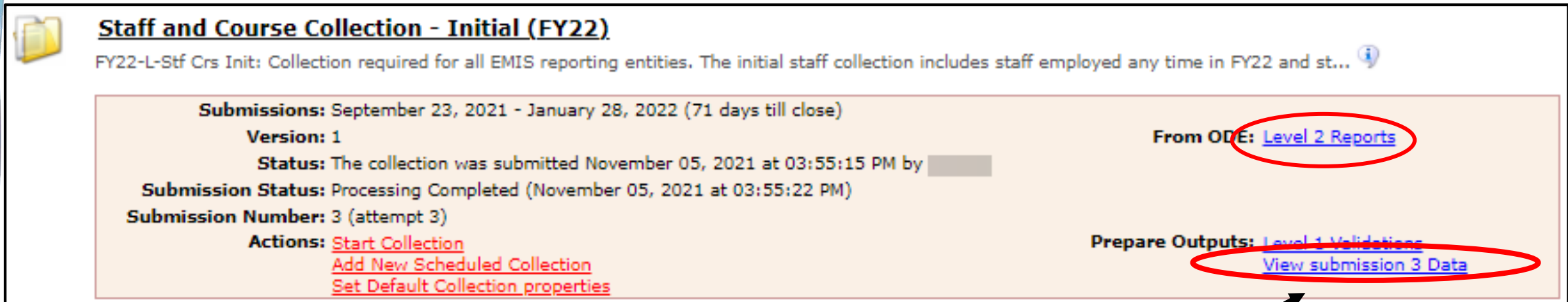
# TLCS Data Uses, cont'd

TLC data will also be used

- by the ODE Office of Educator Effectiveness to provide districts the Equitable Access Analysis Tool to use for Title I equity planning
  - Contains Percent and FTE of teachers who are not properly certified
  - Uses previous year's data - 2021-2022 reporting will be used by your district in 2022-2023
  - Local\_Equity\_Analysis\_Tool\_2021\_<IRN>.xlsx
  - Populated in ODE's Forms application for SY2021 in January 2021
  - This year, the plan is for districts to access this via the SDC in January
  - See EMIS Validation and Report Explanations > File Descriptions on the ODE website for additional information
  - Questions – [equity@education.ohio.gov](mailto:equity@education.ohio.gov)

# TLC Status Report

To access the TLC Status Report, select the Level 2 Reports link from the Staff and Course Collection – Initial (FY22)



**Staff and Course Collection - Initial (FY22)**  
FY22-L-Stf Crs Init: Collection required for all EMIS reporting entities. The initial staff collection includes staff employed any time in FY22 and st... ⓘ

**Submissions:** September 23, 2021 - January 28, 2022 (71 days till close)  
**Version:** 1  
**Status:** The collection was submitted November 05, 2021 at 03:55:15 PM by [redacted]  
**Submission Status:** Processing Completed (November 05, 2021 at 03:55:22 PM)  
**Submission Number:** 3 (attempt 3)  
**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

# View Submission Data > 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.**

File	Submission 1			Sub 0
	Valid	Invalid	Total	Valid
<a href="#">Career-Technical Education Correlated Class Record (CV).csv</a>	0	0	0	0
<a href="#">Contract Only Staff Record (CC).csv</a>	0	0	0	0
<a href="#">Contractor Staff Employment Record (CJ).csv</a>	0	0	0	0
<a href="#">Course Master Record (CN).csv</a>	340	1	341	0
<a href="#">Excluded Records.csv</a>			111	
<a href="#">Mapped Classroom Code Record (CM).csv</a>	0	0	0	0
<a href="#">Staff Course Record (CU).csv</a>	338	3	341	0
<a href="#">Staff Demographic Record (CI).csv</a>	115	3	118	0
<a href="#">Staff Employment Record (CK).csv</a>	171	3	174	0
<a href="#">Staff Missing Override Record (CP).csv</a>		0	0	0
<a href="#">Staff Missing Report.csv</a>			2	
<a href="#">Staff Summer Employment Separation Record (CL).csv</a>	0	0	0	0
<a href="#">Student Course Record (GN).csv</a>	5148	24	5172	0
	12	34	6259	

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

**Are there missing staff records?**

**Incorrect data = Incorrect TLC Report**



# TLC Status Report - Level 2

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:  | Collection Request: **FY22-L-Stf Crs Init** | Data Set: All | School Year: All | Category: All

LEA IRN:  | Report Name: **(TLCS-001) Teacher Licens** | Last Activity Within: All |  Show closed collections

Processed on or after:  (mm/dd/yyyy) | Last Updated on or after:  (mm/dd/yyyy)

With Data Only:  Exclude reports with 0 rows | Report Name includes:

**Display Options**

Group By:  Collection Request |  LEA |  Level 2 Report |  Category |  Data Set |  None | File Format:  CSV |  HTML

[Show Reports](#) | [Restore Defaults](#) | [Reset Date textboxes](#)

(Total Count: 1)

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 (FY22) (2022L1STR) (Count: 1)												
<b>(TLCS-001) Teacher Licensure Course Status</b>		62	1	0	3286	3358	Staff	L	12/05/21 09:03	12/05/21 09:03	Not Known	Help...

[Generate a single .zip file for all reports](#) | [Export report information to a .csv file](#)

# 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?
- Have you corrected Level 1 Validation errors, excluded records, and missing staff?
- Are you able to open and format your TLC Status report?

# Understanding the TLC Status Report

# TLC Status Report Data

- Data from the following collections are 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
- Verify data is correct and complete in ALL noted collections
- Report is generated nightly with data submitted by 5pm throughout the Initial Staff and Course Collection
- The TLC Status Report is finalized at the close of the Initial Staff and Course (L) Collection

# TLC Status Report Data

Contains one row per Local Classroom Code

- First 11 columns include:
  - 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
  - Blank or incorrect staff name could be due to upper- and lower-case letters in state staff ID
    - Create helpdesk ticket to ask ODE about blank or missing names if needed

	A	B	C	D	E	F	G	H	I	J	K
1	RPT DEST IRN	LOC IRN	LOCATION NAME	SEVERITY CODE	SUBJECT CODE	SUBJECT DESCR	TCHR STATE ID	LAST NAM	FIRST NAM	MIDDLE NAME	LOCAL CLASSRM CODE
2	404040	222222	High School	F	080300	Physical Education	OH3005581	Last	First		10-1891-1
3	404040	222222	High School	F	252525	Career Based Intervention	NY1000316	Last	First		10-8221-1
4	404040	222222	High School	F	252525	Career Based Intervention	NY1000316	Last	First		10-8221-2
5	404040	222222	High School	F	252525	Career Based Intervention	NY1000316	Last	First		10-8221-3
6	404040	222222	High School	F	252525	Career Based Intervention	NY1000316	Last	First		10-8221-4
7	404040	222222	High School	F	252525	Career Based Intervention	NY1000316	Last	First		10-8236-1
8	404040	222222	High School	F	252525	Career Based Intervention	NY1000316	Last	First		10-8236-2

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

# Verify Staff and Courses

- Do not focus on errors only; review the entire report for accuracy and completeness
  - Are all building IRNs appearing on the report?
  - Are all teaching staff appearing as they should?
  - Are all courses for each building appearing on the report?
- Remember that total courses are the denominator for Local Report Card staff percentages, so it's important that every course is accounted for

	A	B	C	D	E	F	G	H	I	J	K
	RPT DEST			SEVERITY	SUBJECT		TCHR STATE	LAST	FIRST	MIDDLE	
1	IRN	LOC IRN	LOCATION NAME	CODE	CODE	SUBJECT DESCR	ID	NAN	NAN	NAME	LOCAL CLASSRM CODE
2	404040	222222	High School	F	080300	Physical Education	OH3005581	Last	First		10-1891-1
3	404040	222222	High School	F	252525	Career Based Intervention	NY1000316	Last	First		10-8221-1
4	404040	222222	High School	F	252525	Career Based Intervention	NY1000316	Last	First		10-8221-2
5	404040	222222	High School	F	252525	Career Based Intervention	NY1000316	Last	First		10-8221-3
6	404040	222222	High School	F	252525	Career Based Intervention	NY1000316	Last	First		10-8221-4
7	404040	222222	High School	F	252525	Career Based Intervention	NY1000316	Last	First		10-8236-1
8	404040	222222	High School	F	252525	Career Based Intervention	NY1000316	Last	First		10-8236-2

# 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
- See ODE ITC EMIS Training November 2021 for additional information
  - <https://education.ohio.gov/Topics/Data/EMIS/Resources-for-EMIS-Professionals/EMIS-Training>



# 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
- Misaligned dates can cause teachers to appear as not properly certified

# Location IRN

The building IRN where course is being taught

- District IRN should not be reported as the Location IRN
- Applies to LEAs that have both district and building IRNs
- Refer to reporting instructions in the EMIS Manual for Location IRN in section 4.2 Course Master (CN) Record
- Filter TLC Report for Location IRN
  - Unselect local building IRNs
  - Verify Location IRN's reported outside of District
  - Local district IRN should be changed to building IRN (when applicable)

# Location IRN

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

Moving to the right, the next set of columns L through P contain

- Result Codes with Descriptions
- Proper Certification Flag (Yes or No)
- Calculated TLC IRN (derived from reported data)
- LEA IRN (IRN of the LEA 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 COI
TL0001	Course is Properly Certified and is a core course	Y	222222	404040	OT	FF	NO	RG
TL0001	Course is Properly Certified and is a core course	Y	222222	404040	OT	FF	NO	RG
TL0001	Course is Properly Certified and is a core course	Y	222222	404040	OT	FF	NO	RG
TL0001	Course is Properly Certified and is a core course	Y	222222	404040	OT	FF	NO	RG
TL0001	Course is Properly Certified and is a core course	Y	222222	404040	OT	FF	NO	RG
TL0001	Course is Properly Certified and is a core course	Y	222222	404040	OT	FF	NO	RG
TL0001	Course is Properly Certified and is a core course	Y	222222	404040	OT	FF	NO	RG
TL0001	Course is Properly Certified and is a core course	Y	222222	404040	OT	FF	NO	RG

# TLC Status Report Columns, cont'd

Course elements – appear on the report for ease in troubleshooting

- Curriculum Code
- Delivery Method Code
- Education Options Code
- Student Population - Population of students for whom the curriculum is intended and not about the students who are actually enrolled

L	M	N	O	P	Q	R	S	T
RESULT CODE	RESULT CODE DESCR	PROPER CERT FLAG	CALC TLC IRN	LEA IR	CRCULM CODE	DLVR METHOD CODE	EDUC OPTION CODE	STDNT POP COI
TL0001	Course is Properly Certified and is a core course	Y	222222	404040	OT	FF	NO	RG
TL0001	Course is Properly Certified and is a core course	Y	222222	404040	OT	FF	NO	RG
TL0001	Course is Properly Certified and is a core course	Y	222222	404040	OT	FF	NO	RG
TL0001	Course is Properly Certified and is a core course	Y	222222	404040	OT	FF	NO	RG
TL0001	Course is Properly Certified and is a core course	Y	222222	404040	OT	FF	NO	RG
TL0001	Course is Properly Certified and is a core course	Y	222222	404040	OT	FF	NO	RG
TL0001	Course is Properly Certified and is a core course	Y	222222	404040	OT	FF	NO	RG
TL0001	Course is Properly Certified and is a core course	Y	222222	404040	OT	FF	NO	RG

# Special Ed vs Regular Student Population

Student population reported based on the content of the course

- If modified for special education population, report with an SE student population
  - Teacher must hold a special education license to appear as properly certified for an SE course
  - Certification and Licensure Search does not include courses coded with a student population = SE
- If not modified for special education population, *report with an RG student population*
  - Teacher must hold a regular education license to appear as properly certified for an RG 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)

	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ
	DLVR	EDUC			KDG	FIRST	SEC	THIRD	FOURTH	FIFTH	SIXTH	SEVNTH	EIGHTH	NINTH	TENTH	ELVNTH	TWELTH	THRTNTH	TWENTY
1	METHOD	OPTION	STDNT	PS STDNT	STDNT	GRADE	GRADE	GRADE	GRADE	GRADE	GRADE	GRADE	GRADE	GRADE	GRADE	GRADE	GRADE	GRADE	THIRD
	CODE	CODE	POP CO	COUNT	COUN	COUN	COUN	COUN	COUN	COUN	COUN	COUN	COUN	COUN	COUN	COUN	COUN	COUN	COUN
92	FF	NO	RG	0	0	0	0	0	0	0	0	0	0	0	0	24	0	0	0
93	FF	NO	RG	0	0	0	0	0	0	0	0	0	0	0	0	21	1	0	0
94	FF	NO	RG	0	0	0	0	0	0	0	0	0	0	28	0	0	0	0	0
95	FF	NO	RG	0	0	0	0	0	0	0	0	0	0	18	0	0	0	0	0
															0	0	0	0	0
															0	0	0	0	0
															0	0	0	0	0

**Cells can be blank if there are no students enrolled in the course  
Or the students are not being populated onto the report**

# 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, Check Type Code and Provider IRN

AK	AL	AM	AN	AO	AP	AQ	AR
DISAB	TOTAL	CRED COURSE DISAB IND CODE	CRED COURSE DISAB IND DESCR	RPTD TLC IRN	CHECK TYPE COD	PRVDR IRN	ERR SEV NUM
5	20.83	Z	Student Population of PR or RG.	222222	R	*****	15
3	13.64	Z	Student Population of PR or RG.	222222	R	*****	15
0	0	Z	Student Population of PR or RG.	222222	R	*****	15
3	16.67	Z	Student Population of PR or RG.	222222	R	*****	15
2	11.76	Z	Student Population of PR or RG.	222222	R	*****	15
0	0	Z	Student Population of PR or RG.	222222	R	*****	15
0	0	Z	Student Population of PR or RG.	222222	R	*****	15
3	13.64	Z	Student Population of PR or RG.	222222	R	*****	15

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





# 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
- 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
- Refer to EMIS Manual 4.3 Staff Course (CU) Record to review all reporting instructions for this element


# Core or Non-core?

## EMIS Manual section 4.7 Subject Codes

A value in this column indicates CORE subject area while “—” indicates a non-Core subject code

Non-Core subject code

Core subject codes

 **Ohio** Department of Education

4.7 Subject Codes

**Business Education Section**

**Table 5. Business Education (Non-Career Technical) Codes (03xxxx)**

Subject Code	Description	Suggested Subject Area for Credit	Core Subject Area (for proper cert)
030100	<b>Accounting</b> Instruction focuses on the management of a company’s financial resources including the accounting cycle, financial statements, and interpretation and use of financial data. Content should be based on National Business Education Association (NBEA) content standards. Only grade 9-12 courses based on standards from the 9-12 grade band of NBEA Standards are eligible for high school credit.	BUS	—
030500	<b>Business Mathematics</b> Students develop the skills necessary to solve mathematical problems, analyze and interpret data, and apply sound decision-making skills in business. Content should be based on National Business Education Association (NBEA) content standards. Only grade 9-12 courses based on standards from the 9-12 grade band of NBEA Standards are eligible for high school credit.	BUS, MTH	Mathematics
030600	<b>Business Communications</b> Students master the oral and written communication skills essential to interacting effectively with people in the workplace and society. Content should be based on National Business Education Association (NBEA) content standards. Only grade 9-12 courses based on standards from the 9-12 grade band of NBEA Standards are eligible for high school credit.	BUS, ENG	English

# Reported TLC IRN, cont'd

- Report \*\*\*\*\* for non-core courses and for core courses where
  - Curriculum element is
    - OC – Expert Contracted from Outside Company/Organization for Credit Flex, PS- College Credit Plus, or PI – Postsecondary Instructor (not CCP)
  - **or** Delivery Method is
    - CC – Correspondence Course, ET – Educational Travel, or OL - Online, **and** Educational Option is Yes
  - **or** Delivery Method is
    - ID – Interactive Distance Learning, IM – Internship/Mentorship, TO – Test Out, or CI – Computer as Instructor
  - **or** Student Population is
    - D8 – Preschool Special Education, DP – Preschool Special Education Hearing/Visual, or PR – Preschool General Education

# Reported TLC IRN, cont'd

- When contracting a teacher of record from an EMIS reporting entity
  - Two common situations-
  - 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
- Filter on Staff Provider IRN to verify accuracy of reporting

# Derived Elements on TLC Status Report

- Calculated TLC IRN
  - In most cases the calculated TLC IRN will match the TLC IRN reported for core courses
  - 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
  - non-core courses will be set to \*\*\*\*\*
- 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 A

## 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 B

## 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 C

## 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 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 Indicators E and Z

## 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

## Filter on X – Does not fit into categories A, B, C, D, E, or Z

- Rare
- Means none of the above
- Verify proper certification flag has been set properly

# FY21 Check Type Code F - No Longer Applicable

For FY21 due to COVID related school closures, flexibility was put in place to allow teachers to teach outside their subject area and grade range

- That flexibility is not in place for FY22

<p>22-1 Staff/Course <del>Sep #2</del> Completed</p>	<p><i>Reverse COVID-related temporary license Teacher Licensure Course Status Report change.</i> HB 197 allowed the Department to issue temporary versions of licenses, which were treated as full licenses in FY21 only. This change reverses EMIS change 21-45.</p> <p><i>First posted: 11/16/20</i> <i>Completed: 9/23/21</i></p>	<p>State law</p>
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# Regular Check Type Code R

## 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 and OL – Online
  - 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 S

## 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 A or N

## Filter on A – Any Certification Check

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

## Filter on N – No check required

- Courses with Curriculum Element
  - OC – Expert Contracted from Outside Company/Organization for Credit Flex
  - PI – Postsecondary Instructor
  - PS – College Credit Plus
- Educational Options = YS
  - Delivery Method = TO, ET, IS, IM, OT (community service, work-based learning)



# Community School Check Type Code C

## 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 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
- Use the CORE Database/Educator Search to review teacher licensure information

# Educator Profile Search

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

OHIO Department of Education

HOME ABOUT ODE STATE AGENCIES ONLINE SERVICES OHIO.gov

Session Timeout:00:29:46

EDUCATOR PROFILE EDUCATOR CONDUCT SEARCH CORE HOME

## Educator Profile

Help

To view your details, [click here](#) to access your CORE dashboard.

### Educator Search

Educator State ID: AA9999999 Last Name: First Name: Middle Name: Birth Year: YYYY

Search Educator Reset

Access publicly from this page or click either link to log into OH|ID to access the CORE App

**CORE App**

Educator Licensure and Records (CORE)  
Apply, renew, and maintain licenses



# Demographic Information

Educator

Copy Educator Info Print Educator Summary

Educator State ID: OH Full Name: Birth Year: 1974

Credentials

	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
		Expired	07/01/2008	03/20/2008	06/30/2013	20199075

Credentials are listed along with additional information below

Note the active license/certification and teaching fields

# Educator Credential Data by District

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

The screenshot shows the Ohio Department of Education website. At the top left is the logo for Ohio Department of Education. To the right are navigation links: HOME, ABOUT ODE, STATE AGENCIES, ONLINE, and a LOGIN button. Below this is a dark red navigation bar with the following items: EDUCATOR PROFILE (with a dropdown arrow), EDUCATOR CONDUCT SEARCH, and CORE HOME. The dropdown menu for EDUCATOR PROFILE is open, showing three options: Educator Search, Esigner Data Search, and Educator Data by Dist. (highlighted with a red box). Below the navigation bar is a search area titled "Organization Search" with a text input field containing "043802 - Columbus City School District - Public District". To the right of the input field are "Select" and "Reset" buttons. A blue banner at the bottom of the search area contains the text: "Start Typing Either an Organization Name or IRN and Click on 'Select'."

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

# Teacher with Two Licenses

Credentials <span style="float: right;">Click to Hide -</span>						
	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
	<b>Valid In Organization: Akron City [043489]</b> Teaching Fields Integrated Social Studies [150004] Limitations Limited To 2 Renewals [888002]			Issue Date 07/07/2019	Issue Date 07/07/2019	
-	5 Year Professional Comprehensive High School (7-12) License	Issued	07/01/2018	02/02/2018		
	Teaching Fields All Social Studies 7-8 [150310] History (9-12) [150805] Political Science (9-12) [151110]			Issue Date 02/02/2018	Issue Date 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 All Social Studies 7-8 [150310] History (9-12) [150805] Political Science (9-12) [151110]			Issue Date 07/06/2013	Issue Date 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**

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

## QUICK LINKS

- » EMIS Basics
- » Documentation
- » EMIS Reporting Responsibilities
- » Resources
- » EMIS Technical Documents
- » EMIS Advisory Council
- » EMIS Learning Library
- » Certification and Licensure Search
- » SLDS Grant Project 3

Link 2

## 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 FY22.*

### 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: 10/29/2021 6:51:50 PM

## 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 1



# Link 1 – Special Education

## Special Education Certification Information

Ohio.gov | Department of Education

Home > Data > EMIS > Certification and Licensure Search > Teaching [Printer Friendly Version](#)

> Regular Course Search  
> Special Education Course Search  
SAFE ACCOUNT SIGN IN

### 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 certificated or licensed—with any disability.\*

**\*Exceptions:**

- Any SE or SP course that is comprised of *all hearing impaired* students must be taught by someone certificated 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 certificated 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**



# Link 2 - Teaching Certificate & License Search

Click on the Cert/Lic. Type link to see a list of License Types (this is not a complete list)

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 are 999370 or 999800.

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

Submit

OR

Search for Valid Subjects by

**Cert./Lic. Type:** Select Type ▼

& Codes (up to 6):

Submit

### 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

Department of Public Instruction | Contact ODE | Ohio Home

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

# Search for Valid Subjects

Search by Certification/  
License Type and Teaching  
Fields and Endorsements

**Course Search**

[SAFE ACCOUNT SIGN IN](#)

[About ODE](#)  
[State Board of Education](#)  
[Media](#)

## Teaching Certificate & License Search

These are individuals for whom a course master has been submitted, i.e., with position code 230 and assigned to position code 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:

& Codes (up to 6):

**Certificate/License Type: AD**

**Certificate/License Code(s):**

---

150004

Valid Course(s)	
Subject Code(s)	Grade(s)
Some exceptions may exist. <a href="#">Click Here</a> to view these exceptions.	
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

**Course Search**  
SAFE ACCOUNT SIGN IN

**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.

OR

**Search for Valid Subjects by**  
 Cert./Lic. Type:

& Codes (up to 6):

**Search by Subject Code**

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

**Subject Code: 132130**

Valid Certificate Combination(s)		
Cert. Type	Cert. Code(s)	Grade(s)
Some exceptions may exist. <a href="#">Click Here</a> to view these exceptions.		
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)
Some exceptions may exist. <a href="#">Click Here</a> to view these exceptions.		
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
  - These courses could negatively impact CTE funding. If this is a future term course, schedule students into the course or you will need to request an override from CTE if it is not CTE FTE funded

# Not Properly Certified - No Students in Course, cont'd

## Continue filtering on TLC Result Code TL0005 (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
- If there are truly no students enrolled in the course at any point during the school year and this is not a CTE course, then result code can be ignored

# Not Properly Certified – Credential/Course

## 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

# Not Properly Certified – Credential/Course, cont'd

Could be a career technical course that requires an override

- VM overrides are now automated
- Questions regarding CTE overrides can be sent to
  - [CTETeacherOverride@education.ohio.gov](mailto:CTETeacherOverride@education.ohio.gov)
- Will continue to be not properly certified on the TLCS Report

# Not Properly Certified - Substitute

## Substitute Credential for traditional districts

- **Filter on TLC Result Code TL0007 (Fatal)**
  - A long-term substitute can appear as properly certified when reported by a community school
  - Any short-term substitute license will never be properly certified
  - Substitute teachers who are providing instruction and assigning grades should be reported as the teacher of record, even if the teacher will be returning

Credentials <span>Click to Hide -</span>						
+/-	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		

# Not Properly Certified - Org IRN

## Org IRN Not Matching

- **Filter on TLC Result Code TL0008 (Fatal)**
- Questions about these situations should be directed to the Office of Educator Licensure

Credentials <span style="float: right;">Click to Hide -</span>						
+/-	CREDENTIAL	STATUS	EFFECTIVE DATE	ISSUE DATE	EXPIRATION DATE	CREDENTIAL NUMBER
-	4 Year Alternative Resident Educator Designated Subject (Grades K-12) License	Issued	07/01/2019	05/14/2019	06/30/2023	21701337
	<b>Valid In Organization:</b> ESC of Central Ohio [046938]					
	<b>Teaching Fields</b>			<b>Issue Date</b>		
	English [050000]			05/14/2019		
	Visual Art [020015]			05/14/2019		

# 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

Credentials <span>Click to Hide</span>						
	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

# 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?

# TLCS Excel Tips

# Highlight and Sort

- Review the report by teacher
  - Clear all filters
  - Sort by Proper Cert Flag column (A-Z)
  - Highlight all rows with Proper Cert Flag = N
  - Sort by Last Name and First Name
- Scroll through report and note-
  - Staff member's courses are showing as properly certified
  - Staff member's courses are showing as not properly certified (highlighted rows)
  - Staff member's courses are appearing with some courses properly certified and some not properly certified (highlighted rows)

# Pivot Table – Proper Cert Flag by Teacher

## Create Full Name Column using Concatenate

- Select column K
- Right click and select “Insert”
- Select cell K1, add title “Full Name”
- Select cell K2
- Enter the formula =CONCAT(H2," ", I2, " ", J2)
- Copy formula down (double-click or drag down + in corner of cell)
- Select column K
- Right click and select “Copy”
- Right click again and select - Paste Value 123 icon

# Verify Teacher Course Pivot Table - Proper Cert Flag

## Create Pivot Table

- From Insert Tab, select Pivot Table
- Select OK
- Pivot Table Fields to select:
  - Columns
    - PROPER CERT FLAG
  - Rows
    - FULL NAME
  - Values
    - Count of TCHR STATE ID

Filters	Columns
	PROPER CERT FLAG
Rows	Values
TCHR STATE ID	Count of TCHR STATE ID

Defer Layout Update Update

# Verify Teacher Course Pivot Table, cont'd

## Verify Total by Teacher

- Why is the teacher certified in some courses but not others?
- Does the teacher have too many courses?
- Do all teachers appear in the pivot table?

	A	B	C	D
1				
2				
3	<b>Count of TCHR STATE ID</b>	<b>Column Labels</b> ▼		
4	<b>Row Labels</b> ▼	<b>N</b>	<b>Y</b>	<b>Grand Total</b>
5	-----	25		25
6	999999999	5	17	22
7	BG1032044		1	1
8	BW1000441		6	6
9	DF1000541		2	2
10	MK1002761	1		1
11	NY1000316	8		8
12	OH1041720		2	2
13	OH1202130		5	5
14	OH1210909		3	3
15	OH1220487		2	2
16	OH1239865		7	7
17	OH1302861	3		3
18	OH1317557	1		1
19	OH1318170		1	1
20	OH1345628		9	9
21	OH1411734	1		1
			7	7

**Tip - Add "All Borders" from Home Tab**

# 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
- Use Excel functions to make troubleshooting easier

# 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
- Credit Flex Information-  
<http://education.ohio.gov/getattachment/Topics/Ohio-Education-Options/Credit-Flexibility-Plan/Credit-Flexibility-Guidance-and-Information-2018.pdf.aspx?lang=en-US>



# Resources, cont'd

- Educator Search
  - <https://core.ode.state.oh.us/Core4/ODE.CORE.Lic.Profile.Public.UI/>
  - OH|ID Portal App - Educator Licensure and Records (CORE)
- Certification and Licensure Dictionary
  - <https://education.ohio.gov/Topics/Teaching/Licensure/Additional-Information/Certification-and-Licensure-Dictionary>
- Office of Educator Licensure
  - 614-466-3593 or 877-644-6338
  - [educator.licensure@education.ohio.gov](mailto:educator.licensure@education.ohio.gov)
- Your district staff and your ITC

# Questions?

**If you would like a certificate of attendance for this training, you must complete the below feedback form within 5 business days of this training**

<https://tinyurl.com/EA-District-Feedback>