Troubleshooting the Teacher Licensure Course Status Report



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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].



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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

Attendance Rate	Average Salary	Avg. Years of Experi	Avg. Years of Experience 17		Lead or Senior Teachers 4	
94%	\$59,575	17				
ttps://reportcard	l.education.ohio.	gov	All Schools in	High Poverty	Low Poverty	
			the District	Schools	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		



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



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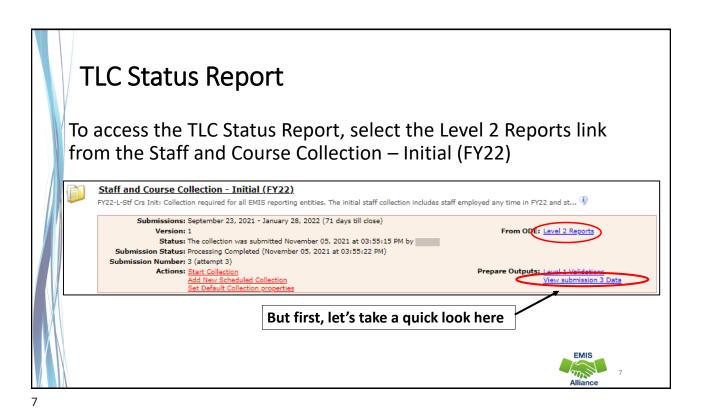
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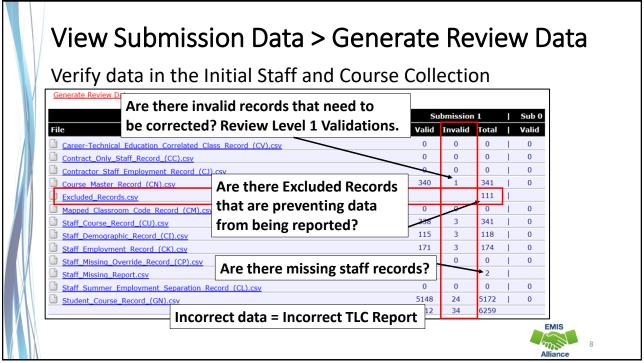
TLCS Data Uses, cont'd

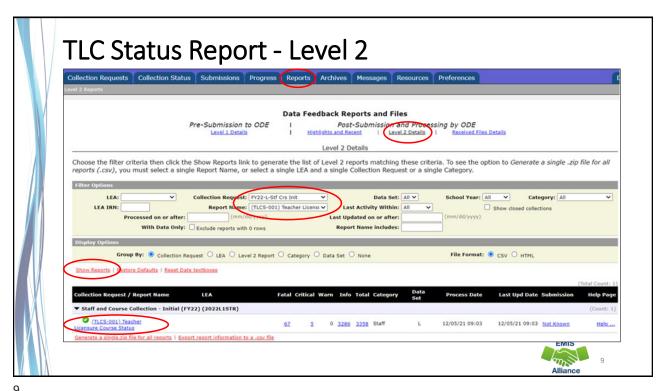
TLC data will also be used

- 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









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



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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



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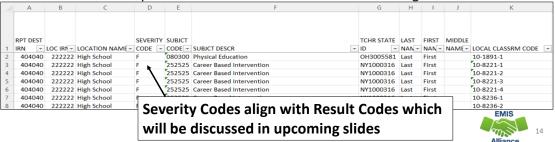
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TLC Status Report Data

Contains one row per Local Classroom Code

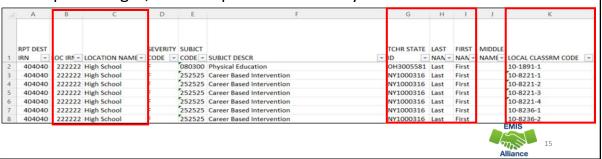
- First 11 columns include:
 - Location IRN of the building where the course is being taught
 - Subject Code, Description, and Local Classroom Code
 - Teacher of Record and State Staff ID
 - Blank or incorrect staff name could be due to upper- and lower-case letters in state staff ID

Create helpdesk ticket to ask ODE about blank or missing names if needed



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



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



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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

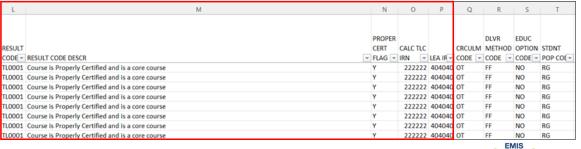


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TLC Status Report Columns

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)



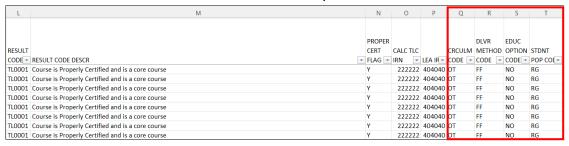


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TLC Status Report Columns, cont'd

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





Special Ed vs Regular Student Population

Student population reported based on the content of the course

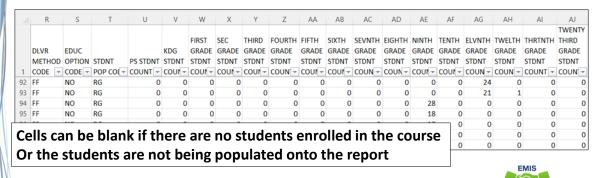
- If modified for special education population, report with an SE student population
 - Teacher must hold a special education license to appear as properly certified for an SE course
 - Certification and Licensure Search does not include courses coded with a student population = SE
- If not modified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

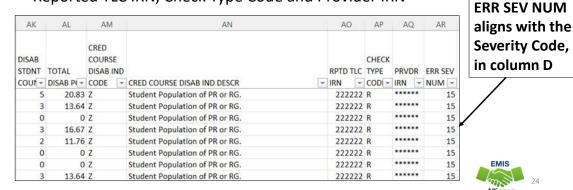


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TLC Status Report Columns, cont'd

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



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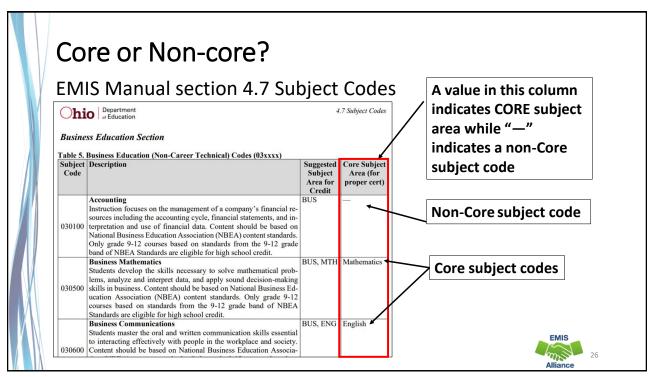
Reported TLC IRN

- 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
- 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



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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



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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



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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

22-1 Staff/Course Sep #2 **Completed**

Reverse COVID-related temporary license Teacher Licensure Course Status Report change. 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.

State law

First posted: 11/16/20 Completed: 9/23/21



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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



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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



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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



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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



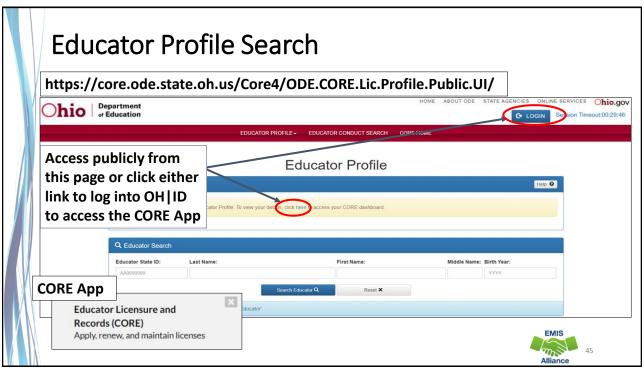
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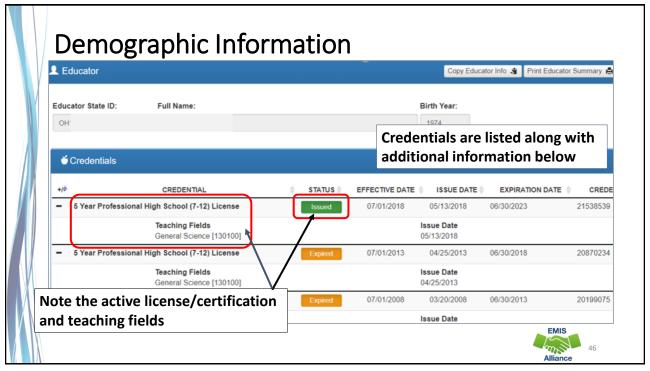
CORE Database

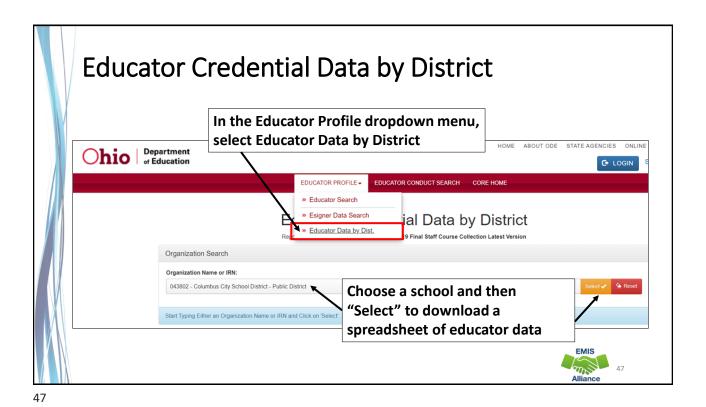
The TLC Status Report

- 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

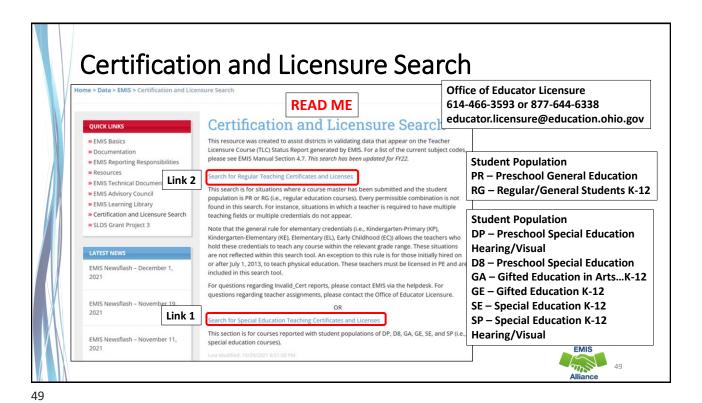


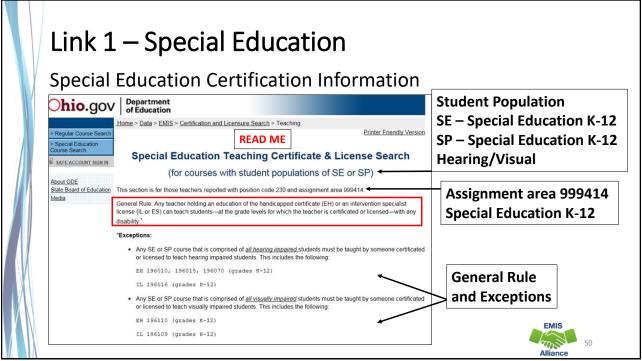


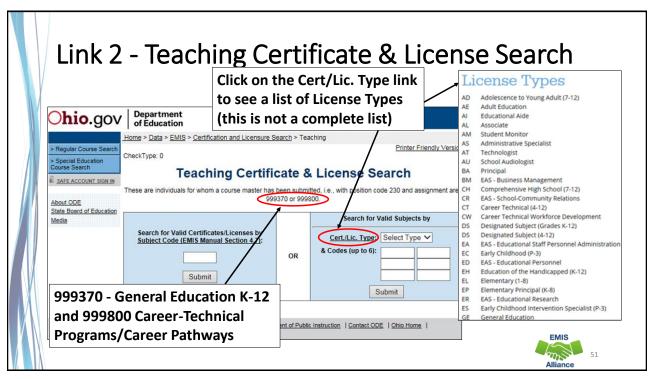


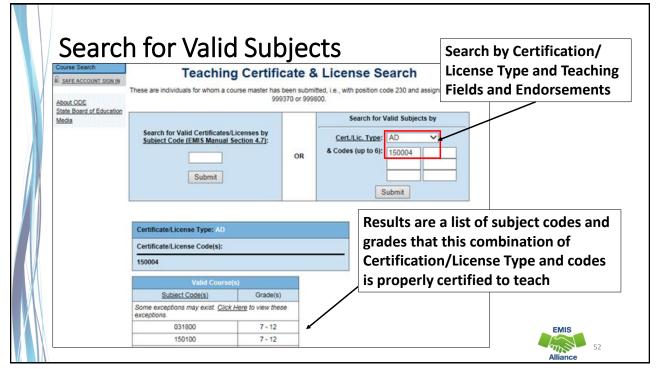


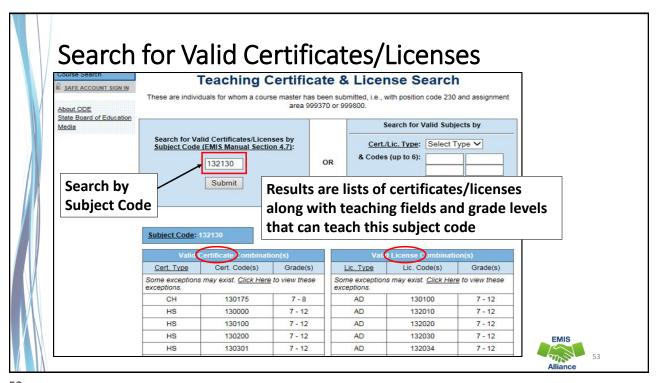
Teacher with Two Licenses Click to Hide -CREDENTIAL NUMBER CREDENTIAL STATUS EFFECTIVE DATE ISSUE DATE EXPIRATION DATE 1 Year Supplemental Adolescence to Young Adult (7-12) License 06/30/2020 21741573 Valid In Organization: Akron City [043489] Issue Date This teacher has a one-year Teaching Fields Integrated Social Studies [150004] 07/07/2019 Issue Date license that is only valid in Limited To 2 Renewals [888002] 07/07/2019 this district as well as a 5 5 Year Professional Comprehensive High School (7-12) License 07/01/2018 year license 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] 02/02/201 Note any limitations, teaching 5 Year Pupil Activity N/A Permit 07/01/2017 fields, or endorsements that 07/01/2013 5 Year Professional Comprehensive High School (7-12) License may be listed 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 **EMIS**











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?



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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
- 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

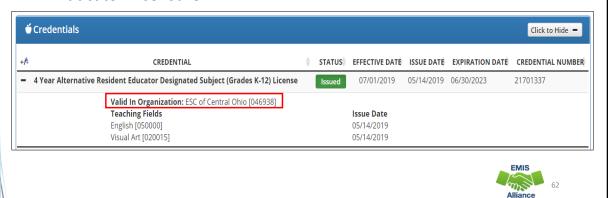


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Not Properly Certified - Org IRN

Org IRN Not Matching

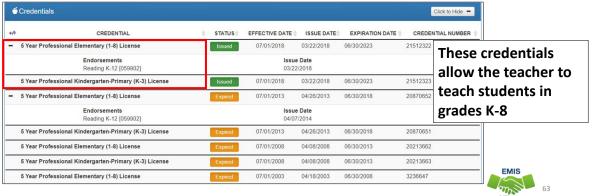
- Filter on TLC Result Code TL0008 (Fatal)
- Questions about these situations should be directed to the Office of Educator Licensure



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



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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?



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)



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Pivot Table – Proper Cert Flag by Teacher

Create Full Name Column using Concatenate

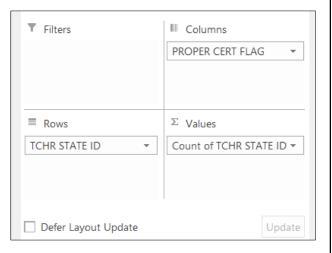
- Select column K
- Right click and select "Insert"
- Select cell K1, add title "Full Name"
- Select cell K2
- Enter the formula =CONCAT(H2," ", I2, " ", J2)
- Copy formula down (double-click or drag down + in corner of cell)
- Select column K
- Right click and select "Copy"
- Right click again and select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





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?

	А	В	С	D
1				
2				
3	Count of TCHR STATE ID	Column Labels 🔻		
4	Row Labels 🔻	N	Y	Grand Total
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
	Homo Tah	<u> </u>	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



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



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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
- Your district staff and your ITC



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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



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