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

Attendance Rate	Average Salary	Avg. Years of Experience	Lead or Senior Teachers
94.2%	$60,254	18	0

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	100.0	0.0	100.0
Percentage of teachers with at least a Master's Degree	66.6	0.0	70.5
Percentage of inexperienced teachers	3.6	0.0	2.4
Percentage of inexperienced principals	33.3	0.0	16.7
Percentage of teachers who are not teaching in the subject or field for which the teacher is certified or licensed	0.8		0.6
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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TLCS Data Uses

- **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 FY22 in February 2022
  - 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
  - Wrong staff name on ESSA report?
    - two districts report the same state ID but with different names attached
    - Incorrect name does not impact actual data since ODE only uses State Staff ID

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TLCS Data Uses, cont'd

- 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
  - Same as last year, districts will access this via the ***SDC in January***
    - Uses previous year's data – FY22 reporting will be used by your district in FY23
  - Questions – equity@education.ohio.gov
  - Local equitable access planning requirement in the ED STEPS
    - The tool allows educators to identify where, and to what extent, any inequities in access to excellent educators exist
    - https://education.ohio.gov/Topics/Teaching/Educator-Equity/Educator-Equity-in-Ohio/Local-Equity-Plan-1

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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 (FY23)

Staff and Course Collection - Initial (FY23)

FY23-L-Stf Crs Init: Collection required for all EMIS reporting entities. The initial staff collection includes staff employed any time in FY23 and st... ⓘ

Submissions: September 08, 2022 - January 31, 2023 (62 days till close)	
Version: 6	**From ODE:** Level 2 Reports
Status: The collection was submitted yesterday at 03:05:35 PM by	
Submission Status: Processing Completed (yesterday at 03:05:38 PM)	
Submission Number: 7 (attempt 1)	**Submit Errors:** None (has other errors or warnings)
Actions: Start Collection	**Prepare Outputs:** Level 1 Validations
Add New Scheduled Collection	View submission 7 Data
Set Default Collection properties	

But first, let's take a quick look here

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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.

	Submission 22			Submission 21		
	Valid	Invalid	Total	Valid	Invalid	Total
Career-Technical_Education_Correlated_Class_Record_(CV).csv	0	0	0	0	0	0
Contract_Only_Staff_Record_(CC).csv	0	0	0	0	0	0
Contractor_Staff_Employment_Record_(CJ).csv	0	0	0	0	0	0
Course_Master_Record_(C	809	10	1819	1795	26	1821
Excluded_Records.csv			1449			0
Mapped_Classroom_Code	0	0	0	0	0	0
Staff_Course_Record_(CU	847	10	1857	1833	26	1859
Staff_Demographic_Record_(CI).csv	630	9	639	629	10	639
Staff_Employme	780	14	794	779	15	794
Staff_Missing_Override_Record_(CP).csv	0	0	0	0	0	0
Staff_Missing_Report.csv			46			0
Staff_Summer_Employment_Separation_Record_(CL).csv	0	0	0	0	0	0
Student_Cours		123	31829	31513	281	31794
		166	38433	36549	358	36907

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

Are there missing staff records?

Incorrect data = Incorrect TLC Report

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TLC Status Report - Level 2

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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! EMIS Alliance Excel
  - https://community.mcoecn.org/display/EM/FY22+EMIS+Alliance+Using+Excel+to+Troubleshoot+EMIS+Data
  - https://community.mcoecn.org/display/EM/FY21+EMIS+Alliance%3A+Using+Excel+to+Troubleshoot+EMIS+Data
  - https://community.mcoecn.org/display/EM/FY20+EMIS+Alliance%3A+Using+Excel+to+Troubleshoot+EMIS+Data
  - https://community.mcoecn.org/display/EM/FY19+EMIS+Alliance%3A+Using+Excel+to+Troubleshoot+EMIS+Data
  - https://community.mcoecn.org/display/EM/EMIS+Alliance%3A+FY18+Using+Excel+to+Troubleshoot+EMIS+Data

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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?
  - TLC
  - ESSA State Licensure Assurances
  - Equity Analysis
- 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

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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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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
    - CJ record issue – not reported by another EMIS reporting entity (example: ESC)
    - Could be due to upper- and lower-case letters in state staff ID - Verify 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 RN	LOC IRN	LOCATION NAME	SEVERITY CODE	SUBJCT CODE	SUBJCT DESCR	TCHR STATE ID	LAST NAME	FIRST NAME	MIDDLE NAME	LOCAL CLASSRM CODE
2	404040	222222	High School	F	145005	Information Technology	OH142	LAST	FIRST	M.	751-01
3	404040	222222	High School	F	145005	Information Technology	OH142	LAST	FIRST	M.	751-02
4	404040	222222	High School	F	145005	Information Technology	OH142	LAST	FIRST	M.	751-06
5	404040	222222	High School								
6	404040	222222	High School								
7	404040	222222	High School								
8	404040	222222	High School								

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

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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
1	RPT DEST RN	LOC IRN	LOCATION NAME	SEVERITY CODE	SUBJCT CODE	SUBJCT DESCR	TCHR STATE ID	LAST NAME	FIRST NAME	MIDDLE NAME	LOCAL CLASSRM CODE
2	404040	222222	High School	F	145005	Information Technology	OH142	LAST	FIRST	M.	751-01
3	404040	222222	High School	F	145005	Information Technology	OH142	LAST	FIRST	M.	751-02
4	404040	222222	High School	F	145005	Information Technology	OH142	LAST	FIRST	M.	751-06
5	404040	222222	High School	F	145005	Information Technology	OH142	LAST	FIRST	M.	751-07
6	404040	222222	High School	F	150700	Geography	TU101	LAST	FIRST	M.	HST412-01
7	404040	222222	High School	F	153001	Financial Literacy	TU101	LAST	FIRST	M.	FIN LIT-01
8	404040	222222	High School	F	153001	Financial Literacy	TU101	LAST	FIRST	M.	FIN LIT-02

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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 report uses the first teacher it comes to
      - It could change from report to report depending on the processing order
  - No proper credential found
    - Uses first teacher reported on the course
- See ODE ITC EMIS Training November 2021 & 2022 for additional information
  - https://education.ohio.gov/Topics/Data/EMIS/EMIS-Resources/EMIS-Training

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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 is used for course calendar assignment
- 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
  - Traditional Districts
- 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)

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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)

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
TL0006	Course is Not Properly Cer...	N	******	404040	VM	FF	NO	RG
TL0006	Course is Not Properly Cer...	N	******	404040	VM	FF	NO	RG
TL0006	Course is Not Properly Certified as no current valid credential or incorrect student population	N	******	404040	VM	FF	NO	RG
TL0006	Course is Not Properly Certified as no current valid credential or incorrect student population	N	******	404040	VM	FF	NO	RG
TL0006	Course is Not Properly Certified as no current valid credential or incorrect student population	N	222222	404040	OT	FF	NO	RG
TL0006	Course is Not Properly Certified as no current valid credential or incorrect student population	N	222222	404040	OT	FF	NO	RG
TL0006	Course is Not Properly Certified as no current valid credential or incorrect student population	N	222222	404040	OT	FF	NO	RG
TL0009	Course is Not Properly Certified as students enrolled are outside the grade range for the relevant credential	N	222222	404040	OT	FF	NO	RG
TL0002	Course is Properly Certified and is not a core course	Y	******	404040	OT	FF	NO	PR
TL0002	Course is Properly Certified and is not a co...	Y	******	404040	OT	FF	NO	RG

Calculated TLC IRN is derived from reported data

LEA IRN is entity 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

Different errors for the same staff member over multiple reports
- Both result codes (TLxxxx) could apply
- Error can change due to the order in which things are processed
- Could potentially change from report to report

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
TL0006	Course is Not Properly Certified as no current valid credential or incorrect student population	N	******	404040	VM	FF	NO	RG
TL0006	Course is Not Properly Certified as no current valid credential or incorrect student population	N	******	404040	VM	FF	NO	RG
TL0009	Course is Not Properly Certified as students enrolled are outside the grade range for the relevant credential	N	222222	404040	OT	FF	NO	RG
TL0002	Course is Properly Certified and is not a core course	Y	******	404040	OT	FF	NO	PR
TL0002	Course is Properly Certified and is not a core course	Y	******	404040	OT	FF	NO	RG

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Special Ed vs Regular Student Population

Student population reported based on the content/structure 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
  - *As far as the TLC Status Report is concerned, someone with a special ed license can teach any subject in a special ed classroom*
- 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
- Do NOT modify student population to remove an error
- Always report "What is"

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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	SEVNTH GRADE STDNT COUNT	EIGHTH GRADE STDNT COUNT	NINTH GRADE STDNT COUNT	TENTH GRADE STDNT COUNT	ELVNTH GRADE STDNT COUNT	TWELFTH GRADE STDNT COUNT	THRTNTH GRADE STDNT COUNT	TWENTY THIRD GRADE STDNT COUNT
0	0	0	0	0	0	0	0	0	24	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	25	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	27	0	0	0	0	0	0
													0	0	0
													1	0	0
													15	0	0
													18	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	13	0	0
7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	17	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

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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

AK	AL	AM	AN	AO	AP	AQ
DISAB STDNT COUNT	TOTAL DISAB PCT	CRED COURSE DISAB IND CODE	CRED COURSE DISAB IND DESCR	RPTD TLC IRN	CHECK TYPE CODE	PRVDR IRN
0	0	Z	Student Population of PR or RG.	******	R	******
4	16	Z	Student Population of PR or RG.	******	R	******
3	11.11	Z	Student Population of PR or RG.	******	R	******
7	26.92	Z	Student Population of PR or RG.	******	R	******
1	12.5	Z	Student Population of PR or RG.	222222	R	******
1	6.67	Z	Student Population of PR or RG.	******	R	******
2	11.11	Z	Student Population of PR or RG.	******	R	******
3	23.08	Z	Student Population of PR or RG.	******	R	******

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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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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

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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

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Reported TLC IRN, cont'd

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

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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
  - Unselect ******
  - Verify remaining Staff Provider IRN for accuracy

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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

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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

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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

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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

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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

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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)

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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
- This does not apply to special education checks

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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?

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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

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Educator Licensure & Records > Educator Profile

Access publicly from this page

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

OR click either link to log into OH|ID to access the CORE App

OR CORE App

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Demographic Information

Credentials are listed along with additional information below

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

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Teacher with Two Licenses

Credentials

CREDENTIAL	STATUS	EFFECTIVE DATE	ISSUE DATE	EXPIRATION DATE	CREDENTIAL NUMBER
5 Year Professional Career Technical (4-12) License	Issued	07/01/2020	07/01/2021	06/30/2025	22018800
Teaching Fields: Business Information Systems [140200]			Issue Date 07/01/2021		
Endorsements: Teaching English to Speakers of Other Languages (PreK-12) [050275]			Issue Date 07/01/2021		
5 Year Professional Elementary (1-8) License	Issued	07/01/2020	05/15		
Endorsements: Computer/Technology (PreK-12) [111770]			Issue Date 05/15/2020		
5 Year Professional Career Technical (4-12) License	Expired	07/01/2016	03/23/2016	06/30/2021	21246398
Teaching Fields: Business Information Systems [140200]			Issue Date 03/23/2016		
Endorsements: Teaching English to Speakers of Other Languages (PreK-12) [050275]			Issue Date 05/18/2016		
1 Year Supplemental Career Technical Workforce Development License	Expired	07/01/2015			
Valid In Organization: Willard City [045096] Teaching Fields: Business Information Systems [140200]			Issue Date 07/10/2015		
Limitations: Limited To 2 Renewals [888002]			Issue Date 07/10/2015		

This teacher had 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

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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 FY22.

QUICK LINKS
- EMIS Basics
- Documentation
- EMIS Reporting Responsibilities
- Resources
- EMIS Technical Document **Link 2**
- EMIS Advisory Council
- EMIS Learning Library
- Certification and Licensure Search
- SLDS Grant Project 3

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.

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

Link 1

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

LATEST NEWS

EMIS Newsflash – December 1, 2021

EMIS Newsflash – November 19, 2021

EMIS Newsflash – November 11, 2021

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

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Link 1 – Special Education

Special Education Certification Information

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)

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

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

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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

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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

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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

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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?
    - Check the students who are enrolled in the course to verify that they align with the student population element
  - Filter by that staff member to see all courses and student populations to verify

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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

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Not Properly Certified – Credential/Course, cont'd

- ODE ITC EMIS Training (Nov. 2022) Q/A
  - Q1. IF a CTE teacher is on the TLC Status Report as not properly certified, do we need to request a CTE override for that teacher?
  - *A1. Remember that the override allows the funding to flow but does not change that the teacher is not properly certified. These overrides impact your CTE FTE report, not your Teacher Licensure Course (TLC) Status Report; teachers will continue to appear as not properly certified even when an override is granted.*
  - Q2. I have teachers teaching courses without the appropriate credential. In the second semester, the teachers will change to those with proper licensure. Will that be reflected correctly in the Final Staff and Course (L) Collection?
  - *A2. Yes, the Final Staff and Course (L) Collection will have those teachers reported; however, remember that the TLC Status Report only uses data reported in the Initial Staff and Course (L) Collection. If the teacher change is not reported in the initial collection, the new teacher will not be reflected on the report.*

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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
- Substitute teachers who are providing instruction and assigning grades should be reported as the teacher of record, even if the teacher will be returning

	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			Issue Date		
	French [060230]			07/10/2018		

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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

	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
	Valid In Organization: ESC of Central Ohio [046938]					
	Teaching Fields			Issue Date		
	English [050000]			05/14/2019		
	Visual Art [020015]			05/14/2019		

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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

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

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Quick Check

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

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

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TLCS Excel Tips

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Color Fill and Sort

- Review the report by teacher
  - Clear all filters
  - Data tab > Sort by Proper Cert Flag column (A-Z)
  - Highlight all rows with Proper Cert Flag = N
    - Color Fill – select a color ☺
  - Select Cell A1
  - Data tab > 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 (non-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
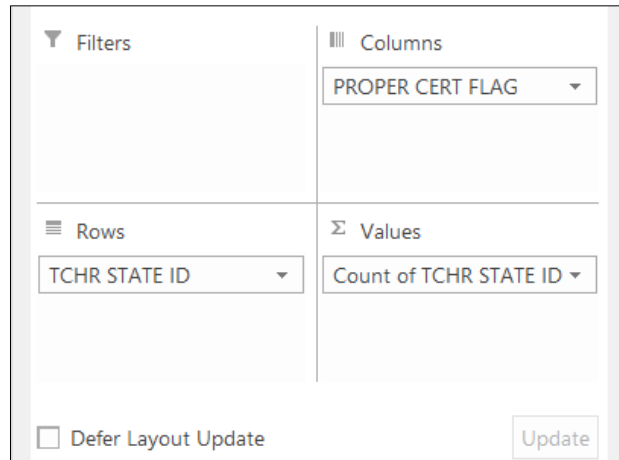
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Verify Teacher Course Pivot Table - Proper Cert Flag

Create Pivot Table

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

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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?

Count of TCHR STATE ID	Column Labels		
Row Labels	N	Y	Grand Total
----------	25		25
999999999	5	17	22
BG1032044		1	1
BW1000441		6	6
DF1000541		2	2
MK1002761	1		1
NY1000316	8		8
OH1041720		2	2
OH1202130		5	5
OH1210909		3	3
OH1220487		2	2
OH1239865		7	7
OH1302861	3		3
OH1317557	1		1
OH1318170		1	1
OH1345628		9	9
OH1411734	1		1
		7	7

Tip - Add "All Borders" from Home Tab

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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 Information
  - https://education.ohio.gov/Topics/Ohio-Education-Options/Credit-Flexibility-Plan

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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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