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) and for certain state and federal funding
  - Is used to create the ESSA State Licensure Assurances Report
  - Is used to create the Educator Access Data Analysis Tool
- 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 and district details

The "not properly credentialed" teacher measure is also now on the Student Opportunity Profile within the LRC, which is getting more attention than staff measures have in the past

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 Pove[rty] 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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ESSA State Licensure Assurances Report

- Reflects the State certification and licensure determination for each core academic course, building, and teacher from the TLCS report
  - 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
  - Finalized with the close of Initial Staff and Course (No Appeal)
    - Be sure to verify the TLCS report before the collection closes!
  - Arrived as a *Received* file in FY23 in January and February of 2023
    - 20##L_PRIN_ESSA_Licensure_Assurances_<file date>.pdf
    - Be sure to report correct credential IDs and staff names and question when either does not appear correctly on any of your reports

Equitable Access Data Analysis Tool

ODE Office of Educator Effectiveness provide districts this report to use for Title I equity planning

- The revised analysis tool for FY24 will compare student groups within schools on the percent that have teachers who are not properly certified for the courses students are taking

- The revised tool to be released in January will also be in the SDC

- District administrators will still use the analysis tool to identify student groups who have less access to quality educators

    - The Department recommends attending Equity Labs starting in January to get training on how to use this revised tool

- Questions – 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 (FY24)

Staff and Course Collection - Initial (FY24)

FY24-L-Stf Crs Init: Collection required for all EMIS reporting entities. The initial staff collection includes staff employed any time in FY24 and st...

Submissions: September 07, 2023 - January 31, 2024 (98 days till close)

Version: 1

Status: The collection was submitted October 19, 2023 at 09:36:05 AM by

Submission Status: Processing Completed (October 19, 2023 at 09:36:15 AM)

Submission Number: 6 (attempt 1)

Actions: Start Collection
Add New Scheduled Collection
Set Default Collection properties

From ODE: Level 2 Reports

Prepare Outputs: Level 1 Validations
View submission 6 Data

Select the View Submissions link first, then we will use the Level 2 Reports link

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View Submission Data > Generate Review Data

Verify data in the Initial Staff and Course Collection

Generate Review Data

Incorrect data = Incorrect TLC Report

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

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

Are there missing staff records?

File	Submission 22						
	Valid	Invalid	Total		V		
Career-Technical_Education_Correlated_Class_Record_(CV).csv	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		
Course_Master_Record_(CN).csv	1809	10	1819		1795		
Excluded_Records.csv			1449				
Mapped_Classroom_Code_Record_(CM).csv	0	0	0		0		
Staff_Course_Record_(CU).csv	1847	10	1857		1833		
Staff_Demographic_Record_(CI).csv	630	9	639		629	10	630
Staff_Employment_Record_(CK).csv	780	14	794		779		
Staff_Missing_Override_Record_(CP).csv	0	0	0		0		
Staff_Missing_Report.csv			46				0
Staff_Summer_Employment_Separation_Record_(CL).csv	0	0	0		0	0	0
Student_Course_Record_(GN).csv	31706	123	31829		31513	281	31794
Total counts:	**36772**	**166**	**38433**		**36549**	**358**	**36907**

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TLC Status Report - Level 2

Verify that filters are correct then select "Show Reports"

Formatting the TLC Status Report

- Open the (TLCS-001) Teacher Licensure Course Status Report
  - Wrap text header row
  - Freeze top row
  - Expand all columns
  - Apply filters
- Better yet, use your macro! EMIS Alliance Excel FY19
  - https://community.mcoecn.org/display/EM/EMIS+Alliance+Public+Space
- Please note that the TLCS DEMO file contains scrambled data from multiple LEA types to display a variety of examples

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

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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
  - There is no appeal for Initial Staff and Course (L)

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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

	A	B	C	D	E	F	G	H	I	J	K
	RPT DEST IRN	LOC IRN	LOCATION NAME	SEVERITY CODE	SUBJCT CODE	SUBJCT DESCR	TCHR STATE ID	LAST NAME	FIRST NAME	MIDDLE NAME	LOCAL CLASSRM CODE
2	Trad IRN	Elem Bldg	Elementary School	F	050102	Reading K-3	OH4220408	Last Name	First Name	Middle Name	RMEV-ER290V-10
3	Trad IRN	Elem Bldg	Elementary School	F	050152	Integrated English L	OH4220408	Last Name	First Name	Middle Name	RMEV-EW290V-10
4	Trad IRN	Elem Bldg	Elementary School	F	110003	Mathematics K-3	OH4220408	Last Name	First Name	Middle Name	RMEV-MA290V-10
5	Trad IRN	Elem Bldg	Elementary School	F	020012	Visual Art (K-12)	OH4488062	Last Name	First Name	Middle Name	RMEV-AV100V-01
6	Trad IRN	Elem Bldg	Elementary School	F	020012	Visual Art (K-12)	OH4488062	Last Name	First Name	Middle Name	RMEV-AV100V-03
7	Trad IRN	Elem Bldg	Elementary School	F	020012	Visual Art (K-12)	OH4488062	Last Name	First Name	Middle Name	RMEV-AV100V-06
							OH4488062	Last Name	First Name	Middle Name	RMEV-AV100V-11

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

Verify Staff and Courses, cont'd

- The Department has been seeing an increase in the percentage of all courses that aren't reported in the Initial Staff/Course collection, but are reported only in the Final collection
  - Report all courses in the Initial Staff/Course collection that are possible to report
- Another reason for all courses to be reported as soon as possible during the year, is because the Department use this data to supply to the US Department of Education a list of areas where there is a need for more teachers, and therefore which areas teachers should be eligible for student loan waivers and forgiveness
  - Reporting all courses could open more of these opportunities for all teachers

Teacher of Record

The teacher who appears on the TLC Status Report is based on
- Teacher with greater amount of time teaching the course
- When multiple teachers are teaching the same amount of time
  - If both teachers are properly certified, the teacher selected on the report will depend on the processing order and could change from report to report
  - If one of the two teachers is properly certified, then the properly certified teacher will appear on the report each time it is generated
  - If no properly certified teacher is found, the report uses the first teacher it comes to and could change from report to report

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)

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 RESULT CODE	M RESULT CODE DESCR	N PROPER CERT FLAG	O CALC TLC IRN	P LEA IRN
TL0006	Course is Not Properly Certified as no current valid credential or incorrect student population	N	Elem Bldg IRN	Trad IRN
TL0006	Course is Not Properly Certified as no current valid credential or incorrect student population	N	Elem Bldg IRN	Trad IRN
TL0006	Course is Not Properly Certified as no current valid credential or incorrect student population	N	Elem Bldg IRN	Trad IRN
TL0007	Course is Not Properly Certified as substitute credential is not valid as the teacher of record in a traditional district	N	Elem Bldg IRN	Trad IRN
TL0007	Course is Not Properly Certified as substitute credential is not valid as the teacher of record in a traditional district	N	Elem Bldg IRN	Trad IRN
TL0007	Course is Not Properly Certified as substitute credential is not valid as the teacher of record in a traditional district	N	Elem Bldg IRN	Trad IRN
TL0007	Course is Not Properly Certified as substitute credential is not valid as the teacher of record in a traditional district	N	Elem Bldg IRN	Trad IRN
TL0007	Course is Not Properly Certified as substitute credential is not valid as the teacher of record in a traditional district	N	Elem Bldg IRN	Trad IRN
TL0007	Course is Not Properly Certified as substitute credential is not valid as the teacher of record in a traditional district	N	Elem Bldg IRN	Trad IRN
TL0007			m Bldg IRN	Trad IRN

Note that result codes could change between reports if the staff member has more than one applicable result code for a course.

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TLC Status Report Columns, cont'd

- Course elements – appear on the report in columns Q through T for ease in troubleshooting
    - Curriculum Code
    - Delivery Method Code
    - Education Option Code
    - Student Population
- Refer to the EMIS Manual Section 4.2 Course Master (CN) Record for valid options and reporting instructions

Q	R	S	T
CRCULM CODE	DLVR METHOD CODE	EDUC OPTION CODE	STDNT POP COD
OT	FF	NO	SP
OT	FF	NO	SP
OT	FF	NO	SP
OT	FF	NO	RG
OT	FF	NO	RG
OT	FF	NO	RG
OT	FF	NO	RG

Special Ed vs Regular Student Population

Student population is reported based on the content of the course

- If the content was modified for a special education population, report with an SE student population
  - Teacher must hold a special education license to appear as properly certified to teach a course with a student population of SE
- If the content is not modified for special education population, report with an RG student population
  - Teacher must hold an appropriate regular education license to appear as properly certified to teach a course with a student population of RG

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 COUN	FIRST GRADE STDNT COUN	SEC GRADE STDNT COUN	THIRD GRADE STDNT COUN	FOURTH GRADE STDNT COUN	FIFTH GRADE STDNT COUN	SIXTH GRADE STDNT COUN	SEVNTH GRADE STDNT COUN	EIGHTH GRADE STDNT COUN	NINTH GRADE STDNT COUN	TENTH GRADE STDNT COUN	ELVNTH GRADE STDNT COUN	TWELFTH GRADE STDNT COUN	THRTNTH GRADE STDNT COUNT	TWENTY THIRD GRADE STDNT
0	0	0	4	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	4	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	4	0	0	0	0	0	0	0	0	0	0	0	0
0	0	15	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	13	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	15	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	3	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

Columns AK through AQ 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 COUN	TOTAL DISAB PCT	CRED COURSE DISAB IND COL	CRED COURSE DISAB IND DESCR	RPTD TLC IR		CHECK TYPE COD	PRVDR IR
4	100	A	Student Population of DP or SP. More than 50%	Elem Bldg IRN	S		******
4	100	A	Student Population of DP or SP. More than 50%	Elem Bldg IRN	S		******
4	100	A	Student Population of DP or SP. More than 50%	Elem Bldg IRN	S		******
4	26.67	Z	Student Population of PR or RG.	Elem Bldg IRN	R		******
4	30.77	Z	Student Population of PR or RG.	Elem Bldg IRN	R		******
4	26.67	Z	Student Population of PR or RG.	Elem Bldg IRN	R		******
3	100	Z	Student Population of PR or RG.	Elem Bldg IRN	R		******
4	23.53	Z	Student Population of PR or RG.	Elem Bldg IRN	R		******
5	33.33	Z	Student Population of PR or RG.	Elem Bldg IRN	R		******

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Reported TLC IRN

- IRN of the <u>building</u> 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

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	**Accounting** 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	**Business Mathematics** Students develop the skills necessary to solve mathematical problems, analyze and interpret data, and apply sound decision-making	BUS, MTH	Mathematics

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

Non-Core subject code

Core subject code

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Reported TLC IRN

- 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 LEAs' 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 entities' 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

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 IRNs for accuracy

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
- Could also include –
  - DP - Preschool Special Education Hearing/Visual
  - SP - SP- Special Education K-12 Hearing/Visual
- 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, X, 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
- Means none of the above (not common)
- Verify proper certification flag has been set properly

Regular Check Type Code R

Filter on R – Regular Check
- This is the most common Check Type Code for many LEAs
  - Educational Option = No
  - Student Population
    - RG - Regular/General Students K-12
    - PR – Preschool General Education
  - Delivery Method = FF – Face to Face or OL – Online
  - Curriculum code
    - AP – Advanced Placement
    - IB – International Baccalaureate
    - 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

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 Option = 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
- This does not apply to special education checks

Check Type Code E

- Ohio Revised Code Section 3302.151 allows city, local and exempted village school districts that meet certain criteria on the Ohio School Report Cards to be exempt from the teacher qualification requirements under the third-grade reading guarantee, the mentoring component under the Ohio teacher residency program, standards prescribing a minimum class size and requirement for teachers to be licensed specifically in the grade level in which they are teaching, except unless otherwise prescribed by federal law
  - Districts are notified by letter if they are one of the exempt districts
  - Information can be found here
    - https://education.ohio.gov/Topics/Data/Report-Card-Resources/Awards-and-Recognition
  - If it's an exempted district check that makes a teacher properly certified, the check type will show as an "E"

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

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

Demographic Information

Educator

Copy Educator Info | Print Educator Summary

Educator State ID: OH1

Full Name:

Note the active "Issued" license/certification and teaching fields

Credentials

+/-	CREDENTIAL	STATUS	EFFECTIVE DATE	ISSUE DATE	EXPIRATION DATE
−	5 Year Professional Adolescence to Young Adult (7-12) License	Issued	07/01/2019	01/16/2019	06/30/2024
	Teaching Fields Integrated Mathematics [110094]			**Issue Date** 01/16/2019	
−	5 Year Professional Adolescence to Young Adult (7-12) License	Expired	07/01/2014	05/22/2014	06/30/2019
	Teaching Fields Integrated Mathematics [110094]			**Issue Date** 05/22/2014	
	3 Year Pupil Activity N/A Permit	Expired	07/01/2012	03/15/2012	06/30/2015

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Teacher with Two Licenses

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

Credentials

+A	CREDENTIAL	STATUS	EFFECTIVE DATE	ISSUE DATE	EXPIRATION DATE
−	**5 Year Professional Career Technical (4-12) License**	Issued	07/01/2020	07/01/2021	06/30/2025

Teaching Fields — Issue Date
Business Information Systems [140200] — 07/01/2021
Endorsements — Issue Date
Teaching English to Speakers of Other Languages (PreK-12) [050275] — 07/01/2021

+A	CREDENTIAL	STATUS	EFFECTIVE DATE	ISSUE DATE	EXPIRATION DATE
−	**5 Year Professional Elementary (1-8) License**	Issued	07/01/2020	05/15/2020	06/30/2025

Endorsements — Issue Date
Computer/Technology (PreK-12) [111770] — 05/15/2020

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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

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
» EMIS Advisory Council
» EMIS Learning Library
» Certification and Licensure Search
» SLDS Grant Project 3

Link 2 — 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

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

The screenshot shows:

Ohio.gov | Department of Education

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

> Regular Course Search
> Special Education Course Search
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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)

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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

> Regular Course Search

> Special Education Course Search

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CheckType: 0

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Teaching Certificate & License Search

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

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

[   ]

Submit

OR

Search for Valid Subjects by

Cert./Lic. Type: Select Type ▼

& Codes (up to 6): [   ][   ]
[   ][   ]
[   ][   ]

Submit

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

License Types

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

ent of Public Instruction | Contact ODE | Ohio Home |

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Search for Valid Subjects

Search by Certification/ License Type and Teaching Fields and Endorsements

Teaching Certificate & License Search

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

Course Search

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

[ ]

Submit

OR

Search for Valid Subjects by

Cert./Lic. Type: AD ▾

& Codes (up to 6): 150004 [ ]

[ ] [ ]

Submit

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

Certificate/License Type: AD

Certificate/License Code(s):
150004

Valid Course(s)	
Subject Code(s)	Grade(s)
Some exceptions may exist. Click Here to view these exceptions.	
031800	7 - 12
150100	7 - 12

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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

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
  - The new Equitable Access Data Analysis Tool uses every Student Course record that the district reports. Report all your courses for all your students

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
  - Core courses reported with no students can negatively impact the ESSA report, so it is recommended to not report empty core courses to EMIS
  - 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

Not Properly Certified – Credential/Course

Filter on TLC Result Code TL0006 (Fatal)

- No Current Credential or Incorrect Student Population
- Staff not certified to teach this subject code or student population
  - Check certification to see if they can teach the subject code
  - Verify 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
  - Verify the grade levels of the students enrolled in the course
    - This result code can sometimes be generated instead of TL0009 which is the grade level check
  - 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

Filter on TLC Result Code TL0006 (Fatal)

- No Current Credential or Incorrect Student Population
- When CTE teacher is on the TLC Status Report as not properly certified, is it necessary to request a CTE override for that teacher?
  - If granted, the override will allow the CTE FTE funding to flow but does not change that the teacher is not properly certified
  - Teachers will continue to appear as not properly certified on the TLCS report even when an override is granted
  - VM overrides are now automated
  - Questions regarding CTE overrides can be sent to
    - CTETeacherOverride@education.ohio.gov

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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

🍎 Credentials

+/⁴	CREDENTIAL	STATUS	EFFECTIVE DATE	ISSUE DATE	EXPIRATION DATE
═	5 Year Long Term Substitute Multi Age (P-12) License	Issued	07/01/2019	05/01/2019	06/30/2024
	Teaching Fields Russian [060625]			**Issue Date** 05/01/2019	

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
- This credential example indicates that this teacher will only be properly certified at the organization

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

🍎 Credentials				
+/▲ **CREDENTIAL**	**STATUS**	**EFFECTIVE DATE**	**ISSUE DATE**	**EXPIRATION DATE**
5 Year Professional Elementary (1-8) License	Issued	07/01/2021	04/21/2021	06/30/2026
5 Year Professional Kindergarten-Primary (K-3) License	Issued	07/01/2021	04/21/2021	06/30/2026

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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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Excel Tip for Not Properly Certified Courses

- Filter on a single staff member to show all their courses and not just the ones that are not properly certified

- This will easily demonstrate what is working and what is not

Quick Check

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

- Are you reviewing the TLC Status Report regularly?

- Are you reporting data accurately to EMIS?

- Are you working with district staff to verify the data?

Summary

- The TLC Status Report contains both data to verify and issues to correct

- Some issues can be corrected, and some are simply stating the fact

- Work with district staff to verify that the data is both correct and complete

- "No errors" does not necessarily mean that your data is complete and accurate

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

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

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