Troubleshooting the Teacher Licensure Course Status Report

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Overview

- Teacher Licensure Course (TLC) Status Report
  - Includes all Course Master (CN) Records 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, 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

Outline

- Understanding TLC Status Report Data
- CORE Educator Search and Certification and Licensure Search
- Accessing and Formatting the TLC Status Report
- Troubleshooting the TLC Status Report

Understanding TLC Status Report Data

TLC Status Report Data

- Data from the following collections is used to generate the TLC Status Report
  - Initial Staff and Course (L) Collection
  - Final Calendar (C) Collection
  - Beginning of Year Student (S) Collection
  - Midyear Student (S) Collection
  - SOES Beginning of Year Student (S) Collection
  - SOES End of Year Student (S) Collection
- Report is generated nightly with data submitted by 5pm throughout the Initial Staff and Course Collection

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Course Master (CN) Record Data

- Local Classroom Code

- Location IRN

- Subject Code

- Curriculum Code

- Delivery Method

- Student Population
  - The population of students for whom the curriculum is intended and not about the students who are actually enrolled

- Educational Option

Staff Demographic (CI) Record Data

- Staff Name
  - If reported as 999999999 the name will appear as *

- State Staff ID
  - Cannot be a ZID and be properly certified

- Education Level
  - Is not directly used in the certification process
  - A valid value must be reported and the highest, most correct value should be reported
  - Refer to the EMIS Manual Staff Demographic (CI) Record for valid values

Staff Course (CU) Record Data

- Local Classroom Code

- Staff Provider IRN Element
  - The district IRN of the entity who employs the contracted staff
  - Courses reported with a Staff Provider IRN of another LEA will appear on both LEA's TLC Status Reports

- TLC IRN (HQT IRN)
  - Indicates where a course will count for accountability purposes
  - See section 4.3 Staff Course (CU) Record for reporting rules

Data From Other Records

- Staff Employment (CK) Record Data
  - Assignment Area
  - Type of Appointment
- Student Course (GN) Record
  - Local Classroom Code
- Student Attributes – Effective Date (FD) Record
  - Disability Condition
  - State Equivalent Grade Level
- Contractor Staff Employment (CJ) Record

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
  - Students who are counted as being in the class
  - Teacher who was with the course the longest

Multiple Teachers on a Course

Determination of 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

Generate Review Data

Verify data in the Initial Staff and Course Collection

Generate Review Data

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

File	Submission 1				Sub 0
	Valid	Invalid	Total	|	Valid
Career-Technical_Education_Correlated_Class_Record_(CV).csv	0	0	0	|	0
Contract_Only_Staff_Record_(CC).csv	0	0	0	|	0
Contractor_Staff_Employment_Record_(CJ).csv	0	0	0	|	0
Course_Master_Record_(CN).csv	340	1	341	|	0
Excluded_Records.csv			111	|	
Mapped_Classroom_Code_Record_(CM).csv	0	0	0	|	0
Staff_Course_Record_(CU).csv	338	3	341	|	0
Staff_Demographic_Record_(CI).csv	115	3	118	|	0
Staff_Employment_Record_(CK).csv	171	3	174	|	0
Staff_Missing_Override_Record_(CP).csv		0	0	|	0
Staff_Missing_Report.csv			2	|	
Staff_Summer_Employment_Separation_Record_(CL).csv	0	0	0	|	0
Student_Course_Record_(GN).csv	5148	24	5172	|	0
Total counts:	6112	34	6259		

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

Are there missing staff records?

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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?

- Have you shared the data with staff who can assist with data verification?

- Have you corrected Level 1 Validation errors, excluded records, and missing staff?

CORE Educator Search and Certification and Licensure Search

CORE Database

The TLC Status Report

- looks at each course and at data regarding the teacher's current credentials from the CORE database
- determines if the staff member is appropriately credentialed to teach the
  - subject code
  - student population
  - grade level(s) of the students scheduled in the course

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Educator Search

https://coreprodint.ode.state.oh.us/CORE2.3/ODE.CORE.EducatorProfile.UI/EducatorSearch.aspx

Demographic Information

Search for the educator and then select "Credentials"

Search for Teaching Certificates and Licenses

Credential Summary

Sort By: Issue Date (Descending) ▾

Credential

Credential: 5 Year Pupil Activity Permit - N/A **Status:** Issued

Note the active license/certification and teaching fields

Effective Year: 2018   Original Issue Date: 07/12/2018 Last Print Date: 07/12/2018

Effective Date: 07/01/2018   Expiration Date: 06/30/2023

Credential: 5 Year Professional License - Adolescence to Young Adult (7-12) Status: Issued   Credential Number:

Effective Year: 2017   Original Issue Date: 04/01/2017 Last Print Date: 04/01/2017

Effective Date: 07/01/2017   Expiration Date: 06/30/2022

Teaching Fields:

Integrated Social Studies (150004)   Issue Date: 04/01/2017   End Date: 06/30/2022

Credential: 3 Year Pupil Activity Permit - N/A Status: Expired   Credential Number:

Effective Year: 2015   Original Issue Date: 08/12/2015 Last Print Date: 08/12/2015

Effective Date: 07/01/2015   Expiration Date: 06/30/2018

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Teacher with Two Licenses

Credential Summary

Sort By: Issue Date (Descending) ▾

Credential

Credential: 1 Year Supplemental License - Middle Childhood (4-9)   Status: Issued

Effective Year: 2018   Original Issue Date: 09/13/2018   Last Print Date: 09/13/2018

Effective Date: 07/01/2018   Expiration Date: 06/30/2019

Valid In: Reynoldsburg City(047001)

Mail To: Reynoldsburg City(047001)

Endorsements:

Gifted Intervention Specialist (K-12) (196210) **Issue Date:** 09/13/2018   **End Date:** 06/30/2019

Limitations:

Limited To 2 Renewals (888002)   **Issue Date:** 09/13/2018   **End Date:** 06/30/2019

Credential: 4 Year Resident Educator License - Middle Childhood (4-9)   Status: Issued

Effective Year: 2018   Original Issue D

Effective Date: 07/01/2018   Expiration Date

Teaching Fields:

Mathematics (4-9) (110100)   **Issue Date:** 06/19/2018   **End Date:** 06/30/2022

Science (4-9) (130102)   **Issue Date:** 06/19/2018   **End Date:** 06/30/2022

This teacher has a one year GIS endorsement that is only valid at this district

This teacher also has a license with two teaching fields

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Certification and Licensure Search

Home > Data > EMIS > Certification and Licensure Search

READ ME

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

Certification and Licensure Search

QUICK LINKS

» EMIS Basics
» Documentation
» EMIS Reporting Responsibilities
» Reference Lists
» Resources
» EMIS Technical Documentation
» Certification and Licensure Search

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

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

LATEST NEWS

EMIS Newsflash – October 31, 2018

EMIS Newsflash – October 26, 2018

EMIS Newsflash – Octobe 2018

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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
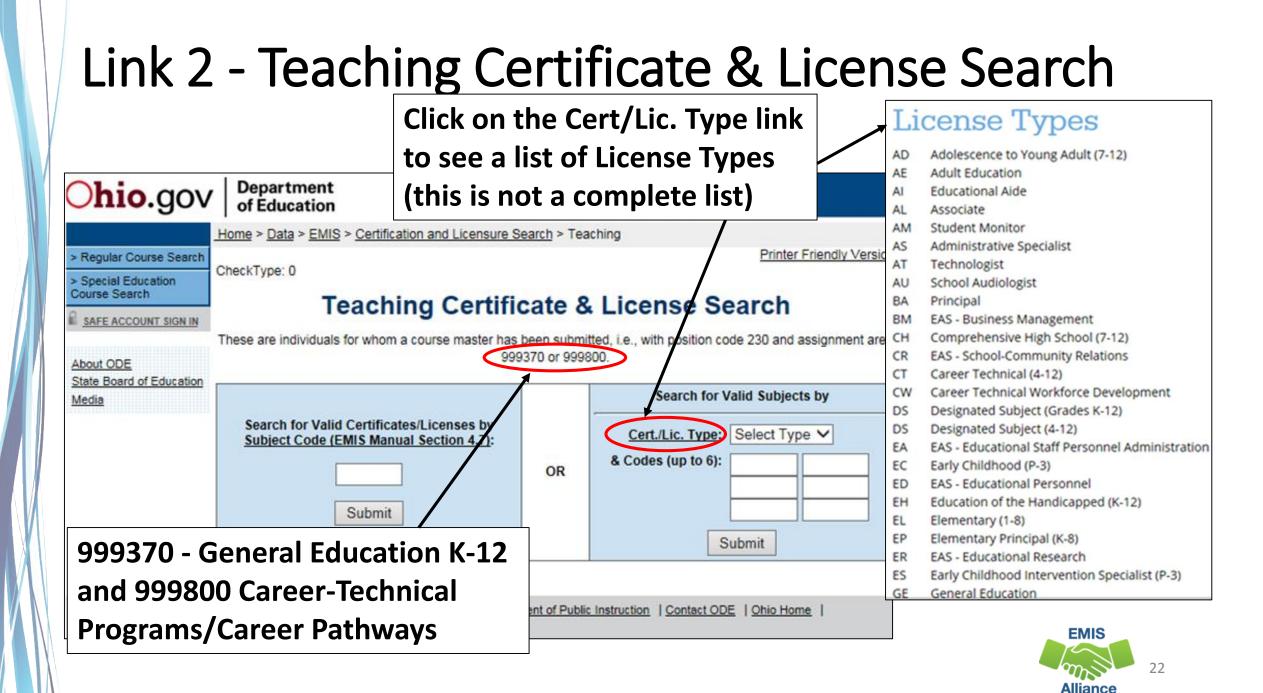**SP – Special Education K-12 Hearing/Visual**
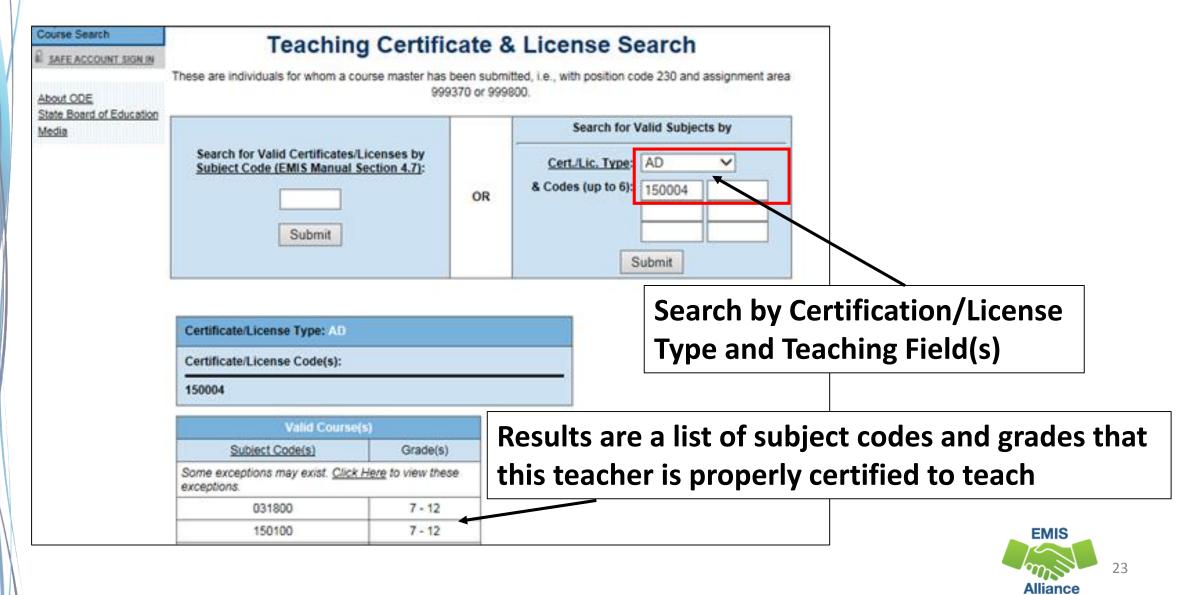
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Link 1 – Special Education

Special Education Certification Information

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)

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

**Assignment area 999414
Special Education K-12**

**General Rule
and Exceptions**

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Link 2 - Teaching Certificate & License Search

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 are 999370 or 999800.

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

[Submit]

OR

Search for Valid Subjects by

Cert./Lic. Type: [Select Type ▼]

& Codes (up to 6):

[Submit]

ent of Public Instruction | Contact ODE | Ohio Home |

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

License Types

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

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Search for Valid Subjects

Teaching Certificate & License Search

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

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

OR

Search for Valid Subjects by

Cert./Lic. Type: AD

& Codes (up to 6): 150004

Submit

Certificate/License Type: AD

Certificate/License Code(s):

150004

Search by Certification/License Type and Teaching Field(s)

Results are a list of subject codes and grades that this teacher is properly certified to teach

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?

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Accessing and Formatting the TLC Status Report

TLC Status Report

TLC Status Report, cont'd

Collection Request / Report Name	LEA	Fatal	Critical	Warn	Info	Total	Category	Data Set	Process Date	Last Upd Date	Submission
▼ Initial Staff and Course Collection (FY19) (2019L1STR)											(Count: 8)
✅ (CTEA-000) CTE FTE Detail		1	0	0	230	231	Funding	L	10/22/18 00:00	10/23/18 00:00	1 Unknown
✅ (CTEA-004) CTE FTE Summary by Course		0	0	0	37	37	Funding	L	10/22/18 00:00	10/26/18 00:00	1 Unknown
✅ (CTEA-005) CTE FTE Summary by Category		0	0	0	37	37	Funding	L	10/22/18 00:00	10/26/18 00:00	1 Unknown
✅ (CTEA-007) CTE FTE Daily Summary Report - Students District is Educating									10/22/18 00:00	10/23/18 00:00	1 Unknown
✅ (CTEA-008) CTE FTE Daily Summary Report - Students Initially Funded at District									10/22/18 00:00	10/23/18 00:00	1 Unknown
✅ (CTEA-009) CTE FTE Daily Summary Report - Transfers									10/22/18 00:00	10/23/18 00:00	1 Unknown
✅ (GNIS-430) Gen Issues - Preschool - No Courses Reported		0	0	92	0	92	Gen Issues	L	10/21/18 00:00	10/23/18 00:00	Not Known
✅ (TLCS-001) Teacher Licensure Course Status		13	0	4	323	340	Staff	L	10/22/18 00:00	10/22/18 00:00	Not Known

(Total Count: 8)

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

Open individual files or generate a zip file, then open the TLC Status Report

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Formatting the TLC Status Report

- Open the (TLCS-001) Teacher Licensure Course Status Report
- The next series of slides will demonstrate these Excel basics
  - Wrap text header row
  - Freeze top row
  - Expand all columns
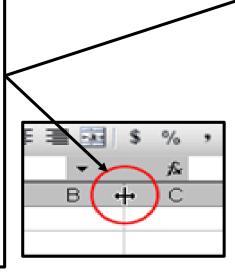 - Apply filters

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Wrap Text Header Row

Select the header row by clicking on the number "1"

Then select "Wrap Text"

Freeze Top Row

Select the "View" tab

Then select "Freeze Panes" and "Freeze Top Row"

Expand all Columns

Click on the triangle between Column A and Row 1 to select the entire spreadsheet

Place cursor between any two column headers and double click to expand all columns

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Apply Filters

From the "Data" tab choose "Filter"

Filters will be available to select in each column header

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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?
- Are you able to open and format the CSV report to begin the review process?
- Can you apply filters to all columns?

Troubleshooting
the TLC Status Report

TLC Status Report Columns

First 11 columns contain
- where the course is being taught
- what is being taught
- who is teaching the course

	A	B	C	D	E	F	G	H	I	J	K
1	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	444444	123456	School Building	I	120400	Vocal/Choral Music	OH3301309	Last Name	First Name		123456SS1230A0000000
3	444444	123456	School Building	I	132130	Science (7-8)	OH3309997	Last Name	First Name		123456SS1240A0000000
4	444444	123456	School Building	I	132130	Science (7-8)	OH3309997	Last Name	First Name		123456SS1250A0000000
5	444444	123456	School Building	I	132130	Science (7-8)	OH3309997	Last Name	First Name		123456SS1260A0000000
6	444444	123456	School Building	I	120500	Instrumental Music	OH3175593	Last Name	First Name		123456SS1270A0000000
7	444444	123456	School Building	I	050014	Intervention English	OH3119773	Last Name	First Name		123456SS1280A0000000
8	444444	123456	School Building	I	050170	Integrated English Language Arts II	OH3119773	Last Name	First Name		123456SS1290A0000000

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

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TLC Status Report Columns, cont'd

Moving to the right, the next set of columns contain

- Result Codes and Descriptions
- Proper Certification Flag (Yes or No)
- IRNs and Course Elements
- CALC TLC IRN is typically the HQT IRN that was reported
  - If HQT IRN is reported as ******, or is not valid, then CALC TLC IRN will match the Location IRN from the Course Master (CN) Record

	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
2	TL0001	Course is Properly Certified and is a core course	Y	123456	444444	OT	FF	NO	RG
3	TL0001	Course is Properly Certified and is a core course	Y	123456	444444	OT	FF	NO	RG
4	TL0001	Course is Properly Certified and is a core course	Y	123456	444444	OT	FF	NO	RG
5	TL0001	Course is Properly Certified and is a core course	Y	123456	444444	OT	FF	NO	RG
6	TL0001	Course is Properly Certified and is a core course	Y	123456	444444	OT	FF	NO	RG
7	TL0001	Course is Properly Certified and is a core course	Y	123456	444444	OT	FF	NO	RG
8	TL0001	Course is Properly Certified and is a core course	Y	123456	444444	OT	FF	NO	RG

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TLC Status Report Columns, cont'd

One column per grade level

- 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
1	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	TWELTH GRADE STDNT COUNT	THRTNTH GRADE STDNT COUNT	TWENTY THIRD GRADE STDNT COUNT
2	0	0	0	0	0	0	0	0	15	17	0	0	0	0	0	0
3	0	0	0	0	0	0	0	0	22	0	0	0	0	0	0	0
4	0	0	0	0	0	0	0	0	16	0	0	0	0	0	0	0
5	0	0	0	0	0	0	0	0	0	20	0	0	0	0	0	0
6	0	0	0	0	0	0	0	0	0	0	33	25	13	5	0	0
7	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0
8	0	0	0	0	0	0	0	0	0	0	0	30	1	0	0	0

TLC Status Report Columns, cont'd

Far right columns contain

- Count of students with disabilities and the percentage of those students in the course
- Credential Course Disability Indicator Code and Description
- Reported TLC IRN (HQT IRN) and Provider IRN
- Check Type Code

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

AK	AL	AM	AN	AO	AP	AQ	AR
DISAB STDNT COUNT	TOTAL DISAB PCT	CRED COURSE DISAB IND CODE	CRED COURSE DISAB IND DESCR	RPTD TLC IRN	CHECK TYPE CODE	PRVDR IRN	ERR SEV NUM
4	12.5	Z	Student Population of PR or RG.	123456	R	******	15
1	4.55	Z	Student Population of PR or RG.	123456	R	******	15
1	6.25	Z	Student Population of PR or RG.	123456	R	******	15
1	5	Z	Student Population of PR or RG.	123456	R	******	15
2	2.63	Z	Student Population of PR or RG.	123456	R	******	15
0	0	Z	Student Population of PR or RG.	123456	R	******	15
2	6.45	Z	Student Population of PR or RG.	123456	R	******	15

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Credential Course Disability Indicator

- Six different codes and descriptions
  - derived from reported student population and students with disabilities who are enrolled in the course
  - are used to determine the Check Type

AK	AL	AM	AN	AO	AP
DISAB STDNT COUNT	TOTAL DISAB PCT	CRED COURSE DISAB IND CODE	CRED COURSE DISAB IND DESCR	RPTD TLC IR	CHECK TYPE CODE
18	100	A	Student Population of DP or SP. More than 50% of the students must have a disability condition. More than 50% must have a disability condition of 1, 2, or 3.	666666	S
6	100	B	Student Population of DP or SP. More than 50% of the students must have a disability condition. More than 50% must have a disability condition of 1, 2, or 4.	666666	S
9	90	C	Student Population of D8 or SE. More than 50% of the students enrolled in the course must have a disability condition and the course cannot fit into categories A or B.	123456	S
	0	D	Student Population of DP, D8, SE, or SP. 50% or fewer of the students enrolled in the course have a disability condition.	123456	R
1	6.25	E	Student Population of GA or GE.	123456	S
10	47.62	Z	Student Population of PR or RG.	013864	A
2	8.33	Z	Student Population of PR or RG.	******	C
4	21.05	Z	Student Population of PR or RG.	******	C
2	40	Z	Student Population of PR or RG.	******	N

Credential Course Disability Indicator

Filter on A - Student Population of DP or SP

- DP-Preschool Special Education Hearing/Visual
- SP-Special Education K-12 Hearing/Visual
- More than 50% of the students in the course must have a disability condition
  - Of these students, more than 50% must have a disability condition of
    - 1 (Multiple Disabilities-Other than Deaf-Blind)
    - 2 (Deaf-Blindness)
    - 3 (Deafness-Hearing Impaired)
    - can be all 3s or some combination of these three disability conditions
- Check Type Code is S – Special Situation Check

Credential Course Disability Indicator, cont'd

Filter on B - Student Population of DP or SP

- DP-Preschool Special Education Hearing/Visual
- SP-Special Education K-12 Hearing/Visual
- More than 50% of the students in the course must have a disability condition
  - Of these students, more than 50% must have a disability condition of
    - 1 (Multiple Disabilities-Other than Deaf-Blind)
    - 2 (Deaf-Blindness)
    - 4 (Visual Impairments)
    - can be all 4s or some combination of these three disability conditions
- Check Type Code is S – Special Situation Check

Credential Course Disability Indicator, cont'd

Filter on C - Student Population of D8 or SE

- D8 - Preschool Special Education
- SE - Special Education K-12
- More than 50% of the students enrolled in the course must have a disability condition
- Course cannot fit into codes A or B
- Check Type Code is S – Special Situation Check

Credential Course Disability Indicator, cont'd

Filter on D - Student Population of DP, D8, SE, or SP

- DP - Preschool Special Education Hearing/Visual
- D8 - Preschool Special Education
- SE - Special Education K-12
- SP- Special Education K-12 Hearing/Visual
- 50% or fewer of the students enrolled in the course have a disability condition
- Check Type Code is R – Regular Check

Credential Course Disability Indicator, cont'd

Filter on E - Student Population of GA or GE

- GA - Gifted Education in arts delivered by trained arts instructor K-12
- GE – Gifted Education K-12
- Check Type Code is S – Special Situation Check

Filter on Z - Student Population of PR or RG

- PR – Preschool General Education
- RG – Regular/General Education
- Check Type Code is R – Regular Check

Regular Check Type Code

Filter on R – Regular Check

- Majority of courses
  - Educational Option = No
  - Student Population
    - RG - Regular/General Students K-12
    - PR – Preschool General Education
  - Delivery Method = FF – Face to Face (most common)
  - Curriculum code
    - AP – Advanced Placement
    - IA – International Baccalaureate AB INITO
    - OT – Curriculum not specifically covered by another option
    - Career Tech Codes

Special Situation Check Type Code

Filter on S – Special Situation Check
- Educational Option = No
- Student Population
  - DP - Preschool Special Education Hearing/Visual
  - D8 - Preschool Special Education
  - GA - Gifted Education in arts delivered by trained arts instructor K-12
  - GE - Gifted Education K-12
  - SE - Special Education K-12
  - SP - Special Education K-12 Hearing/Visual

Any Certification Check Type Code

Filter on A – Any Certification Check

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

No Check Required Check Type Code

Filter on N – No check required

- Educational Option = N
- Student Population
  - RG - Regular/General Students K-12
  - PR – Preschool General Education
- Delivery Method *Not*
  - CI- Computer as Instructor
  - ID – Interactive Distance Learning
  - IM - Internship/Mentorship
- Curriculum Element
  - OC – Expert Contracted from Outside Company/Organization for Credit Flex
  - PI – Postsecondary Instructor
  - PS – College Credit Plus

Community School Check Type Code

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 credentialed teacher or a long term substitute
- This does not apply to special education checks
- A substitute certification other than a long term substitute will never be considered as properly certified for any check

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Properly Certified Result Codes

- Core Course
  - **Filter on TLC Result Code TL0001** (Informational)
  - Proper Cert Flag = Y

- Not Core Course
  - **Filter on TLC Result Code TL0002** (Informational)
  - Proper Cert Flag = Y

- Verify the data to be correct and complete

Not Properly Certified - No Students in Course

Filter on TLC Result Code TL0005 (Critical)

- Student Grade Count columns for this course will contain blank values
- Verify that no students are enrolled in the course
  - These courses will not negatively impact the LRC and can be reported, however, the row will remain as a critical
- Are there students being reported as enrolled in the course?
  - Check the dates to be sure they are aligned
    - Calendar start and end dates
      - Uses the most common calendar dates for the majority of students in the course
    - Course Master (CN) Record start and end dates
    - Staff Course (CU) Record start and end dates
    - Student Course (GN) Record enrollment start and end dates

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Not Properly Certified

No Current Credential or Incorrect Student Population

- **Filter on TLC Result Code TL0006** (Informational)
- Staff not certified to teach this subject code or student population
  - Check certification to see if they can teach the subject code
  - Check the student population, is it correct?
  - Filter by that staff member to see all courses and student populations to verify
- Check the students who are enrolled in the course to verify that they align with the student population element
- Could be a career technical course that requires an override
  - Contact the Office of Career Tech

Not Properly Certified - Substitute

Substitute Credential for traditional districts

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

Any short term substitute license will never be properly certified

Not Properly Certified - Org IRN

Org IRN Not Matching

- **Filter on TLC Result Code TL0008** (Fatal)

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

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

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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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Summary

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

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

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

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

Resources

- (TLCS-001) Teacher Licensure Course Status Report Explanation
  - ODE Home > Data > EMIS > Documentation > EMIS Validation and Report Explanations
- EMIS Manual
  - ODE Home > Data > EMIS > Documentation > EMIS Manual
- EMIS Certification and Licensure Search Tool
- Certification and Licensure Dictionary
- Office of Educator Licensure
  - 614-466-3593 or 877-644-6338
  - educator.licensure@education.ohio.gov
- Your district staff and your ITC

Questions?