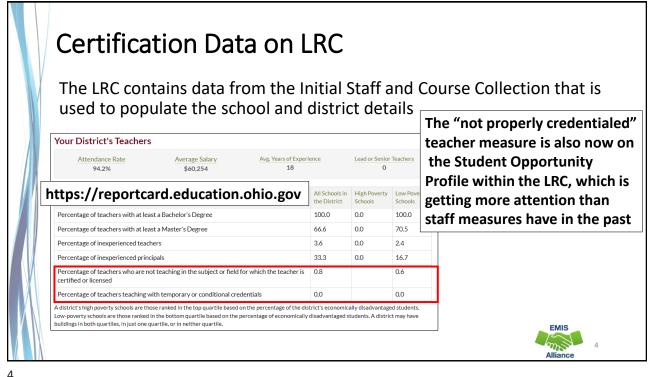


The Department of Education and Workforce funds development of EMIS training materials as part of the EMIS Alliance grant. There is an expectation that ITCs will utilize these materials in training provided to your districts. That said, there are restrictions on use of the EMIS Alliance materials as follows: Materials developed as part of the EMIS Alliance program must be provided <u>at no cost</u> to your training participants. If you utilize the EMIS Alliance training materials – in whole or in part – you must <u>not</u> charge participants a fee to attend the class where the materials are used. Likewise, you may <u>not</u> use the materials or any portion thereof in any event where a fee is charged to attend. Exceptions must be approved in writing by the Department of Education and Workforce in advance of scheduling/promoting any event which may violate these restrictions.

Questions regarding appropriate use of EMIS Alliance materials, or requests for exception to the restrictions noted above, should be directed to Melissa Hennon [Melissa.Hennon@education.ohio.gov].

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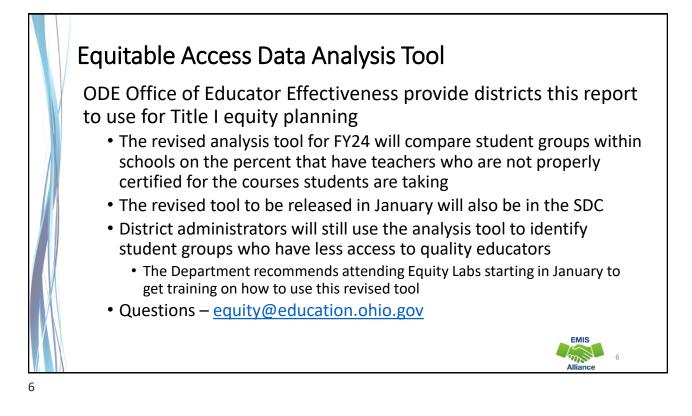
ESSA State Licensure Assurances Report

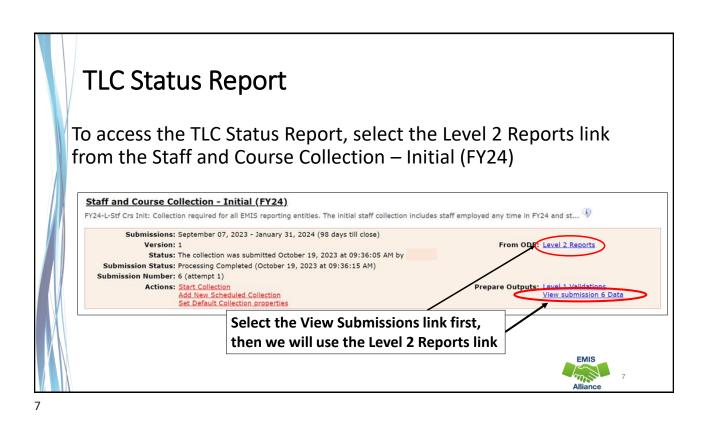
- Reflects the State certification and licensure determination for each core academic course, building, and teacher from the TLCS report
 - ESSA requires schools and programs receiving Title I funds to ensure that all teachers and paraprofessionals working in a program supported with these funds meet 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

5

• Be sure to report correct credential IDs and staff names and question when either does not appear correctly on any of your reports

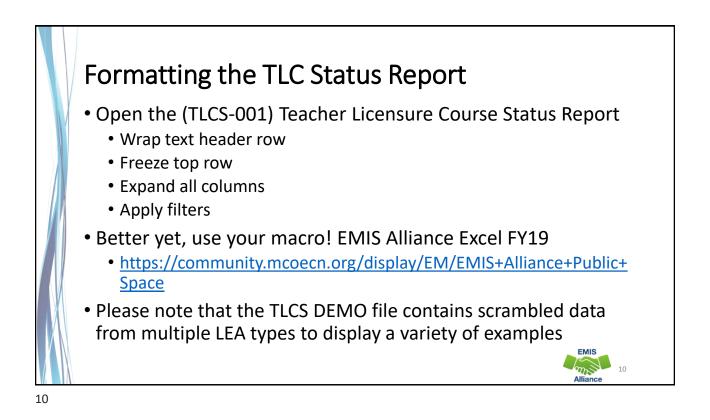






	View Submission Data > (Verify data in the Initial Staff and						/ Data
	Generate Review Data	Su	bmission :	22			nvalid records
	File Incorrect data = Incorrect TLC Report	Valid	Invalid	Total	, 、 tha	it need t	o be corrected?
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	Contract_Only_Staff_Record_(CC).csv	0	0	1	0	0 0	
	Contractor Staff Employment Record (CJ).csv	0	0 /	0	0	Are th	ere Excluded
	Course Master Record (CN).csv	1809	10	1819	1795		
	Excluded Records.csv			1449	ſ	Record	ds that are
	Mapped Classroom Code Record (CM).csv	0	0	0	0	prevei	nting data
	Staff Course Record (CU).csv	1847	10	1857	1833	from k	peing reported?
	Staff Demographic Record (CI).csy	630	9	639	629	10 630	
	Staff Employment_Record_(CK).csy	780	14	794	779	Are th	ere missing
	Staff_Missing_Override_Record_(CP),csv	0	0	0		staff r	ecords?
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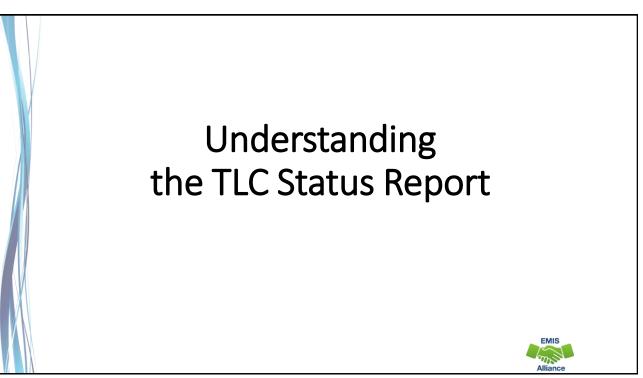
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Filter Options		e chighe carrier o offigire concettori ricqui		
LEA: Use IRN below	Collection Request: FY24-L-	-Stf Crs Init Data Set:	School Year: All V Catego	ory: All 🗸
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	Data Only: Exclude reports with 0 rows	Report Name includes:	· · · · · · · · · · · · · · · · · · ·	
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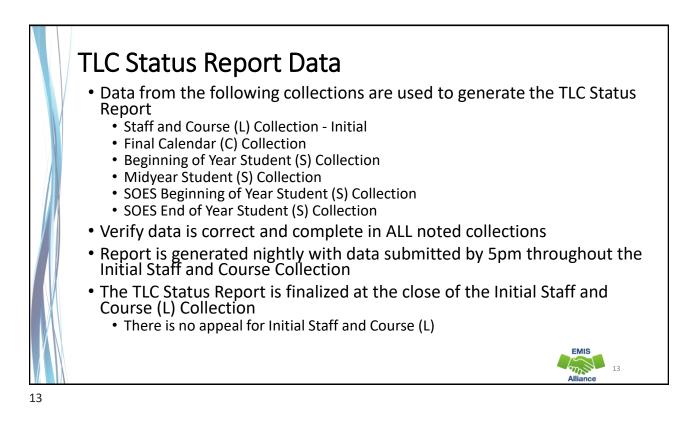


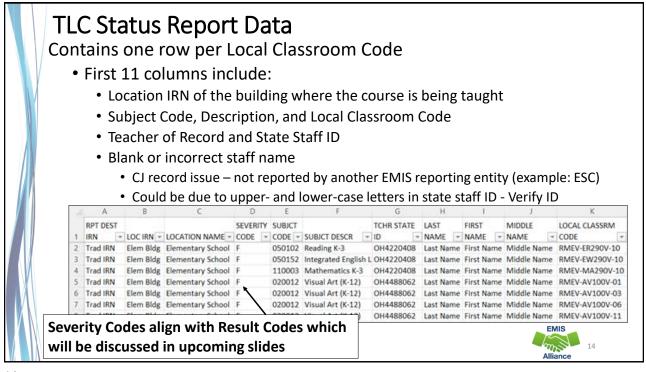
The TLC Status Report is updated nightly and should be reviewed throughout the Initial Staff and Course Collection. Data on your report could appear based on another entity's reporting, so review the report even when you are not reporting any changes.

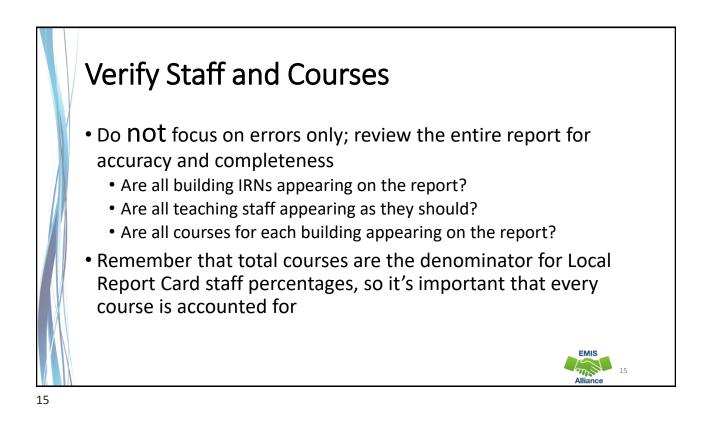
- Are you using the most recent version of the report?
- Have you corrected Level 1 Validation errors, excluded records, and missing staff?
- Are you able to open and format your TLC Status report?

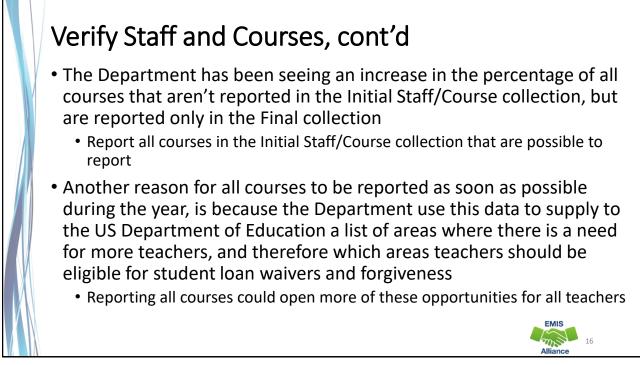


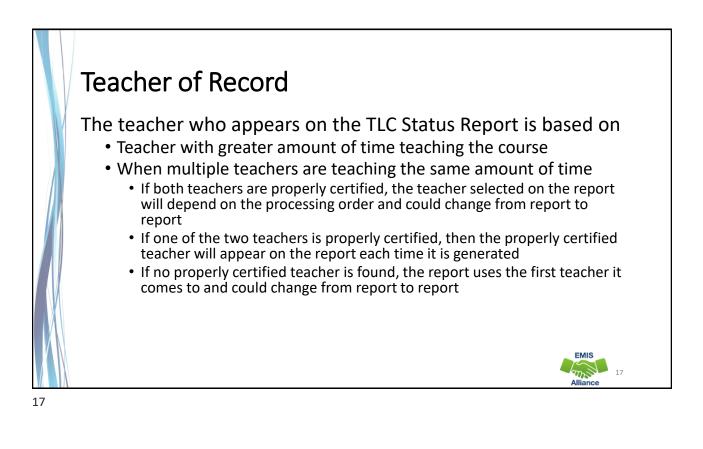


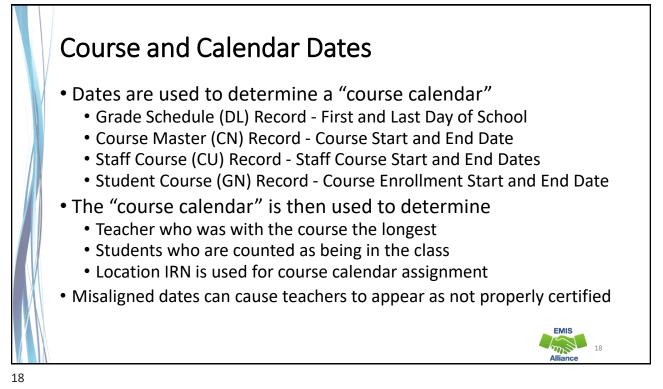


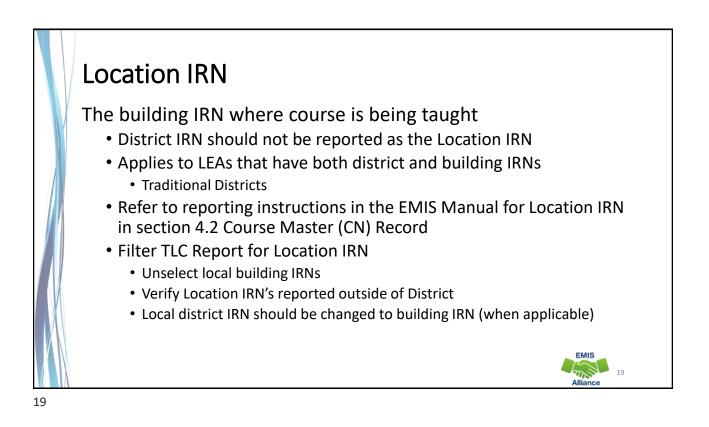


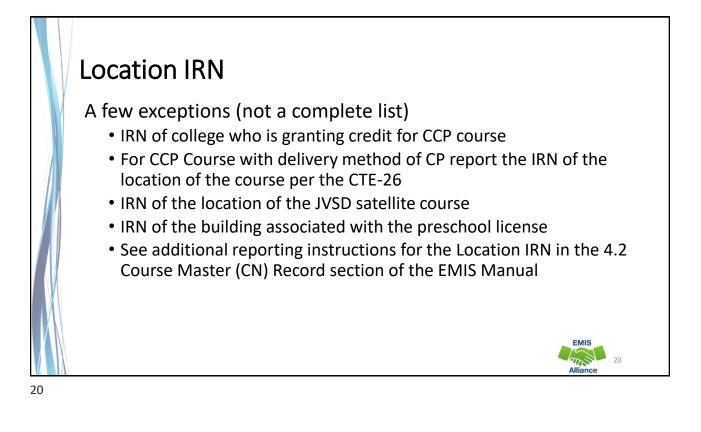


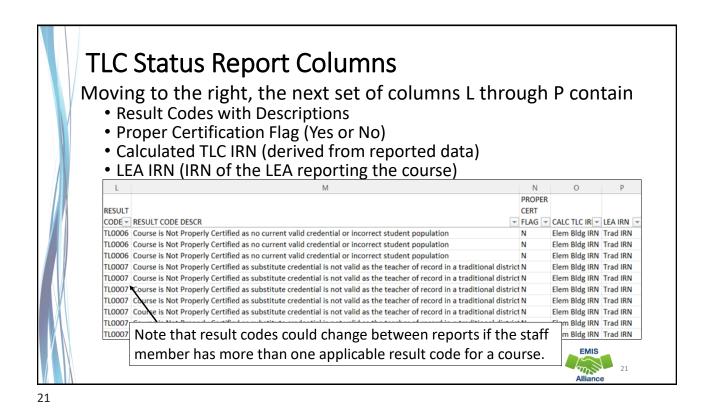


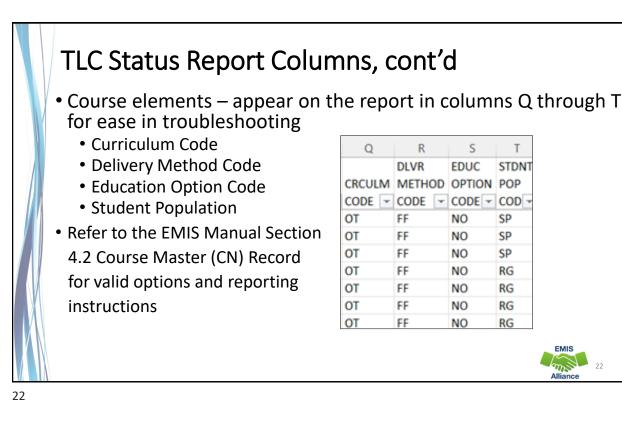










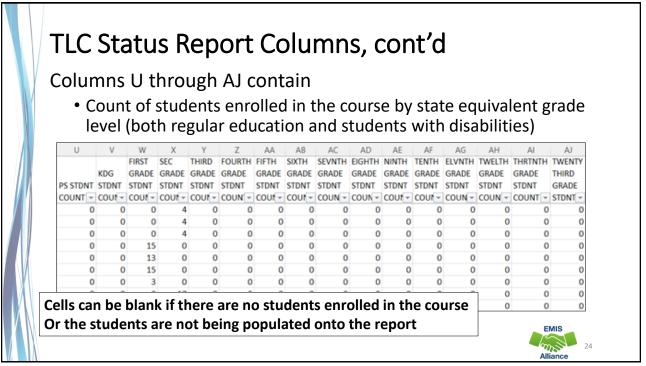


Special Ed vs Regular Student Population

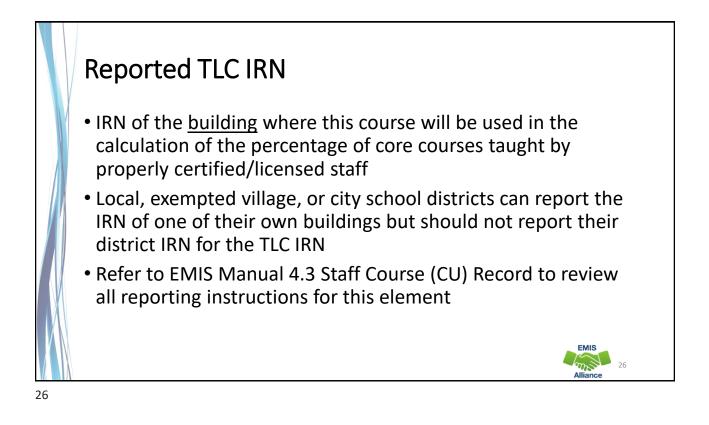
Student population is reported based on the content of the course

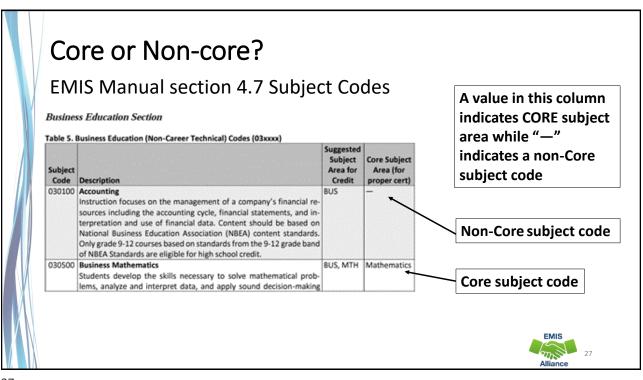
- If the content was modified for a special education population, report with an SE student population
 - Teacher must hold a special education license to appear as properly certified to teach a course with a student population of SE
- If the content is not modified for special education population,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

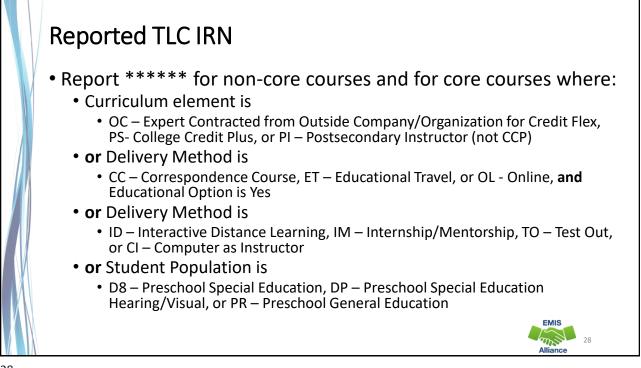


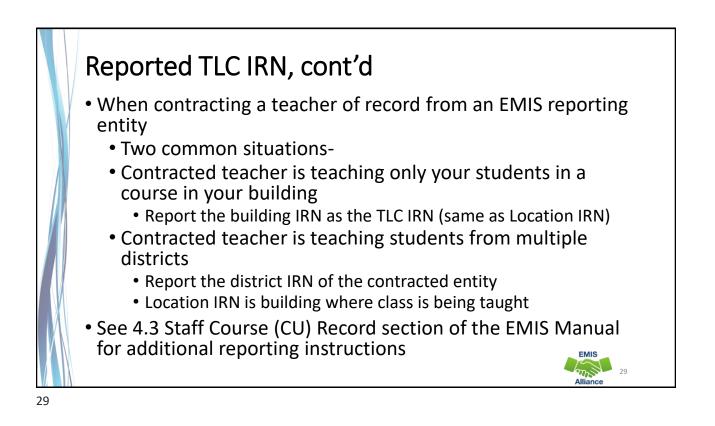


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3											
٠	Cou	nts	of stu	students with disabilities and the percentage of those students							
in the course											
	mu	ie c	ourse	2							
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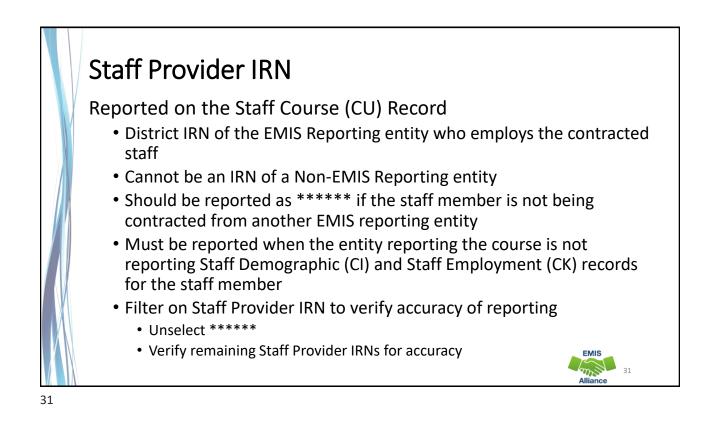


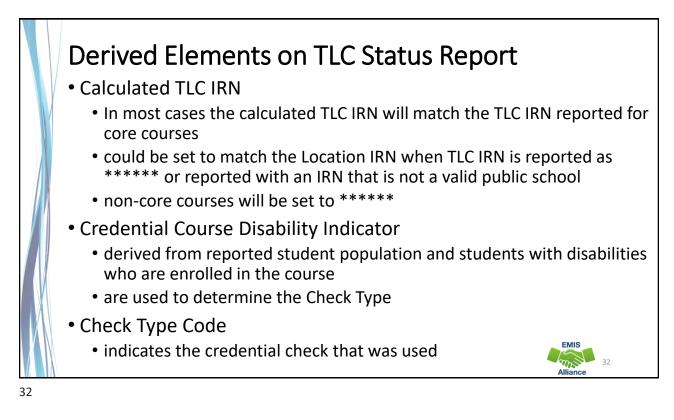


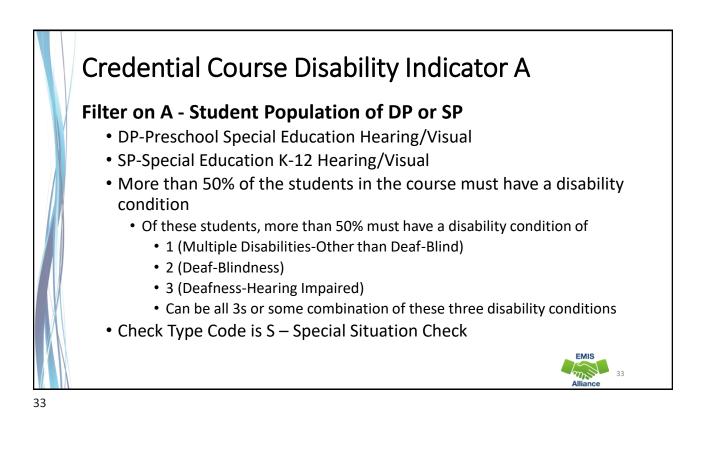


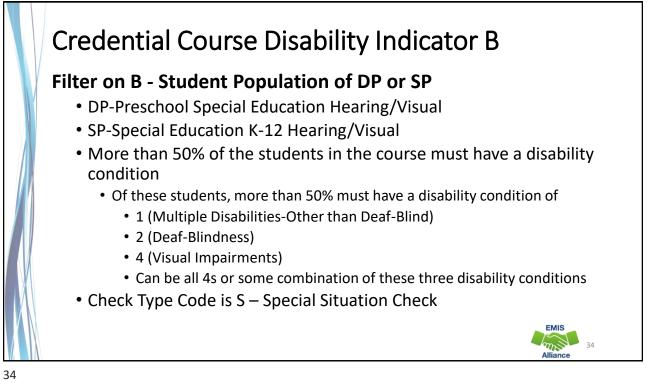
- correctly
 Contractor Staff Employment (CJ) Records are required to be reported by the entity employing the staff member but are not needed for the course and staff to appear on both contracted entities' TLC Status report
- Work with contracted EMIS Reporting entities to verify that teachers and their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

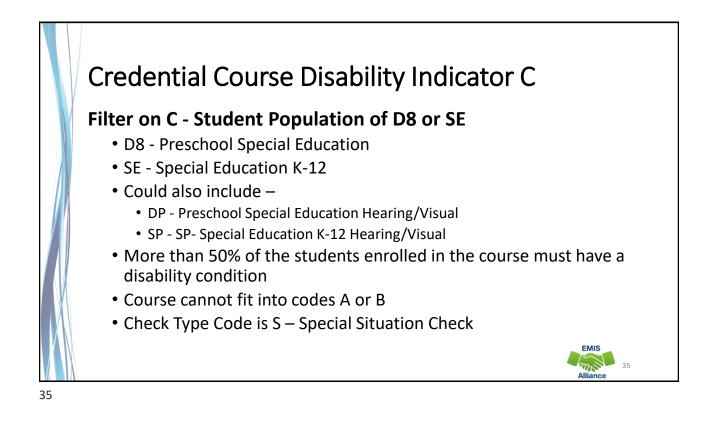
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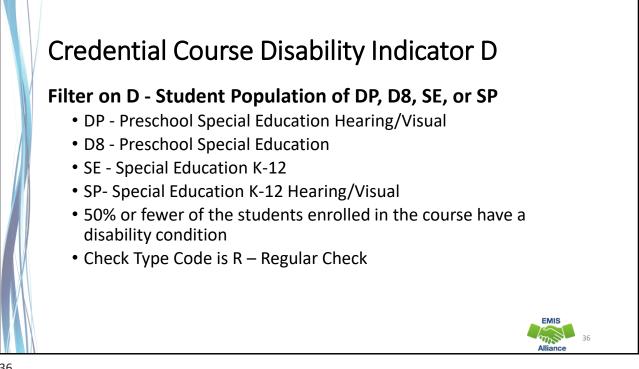


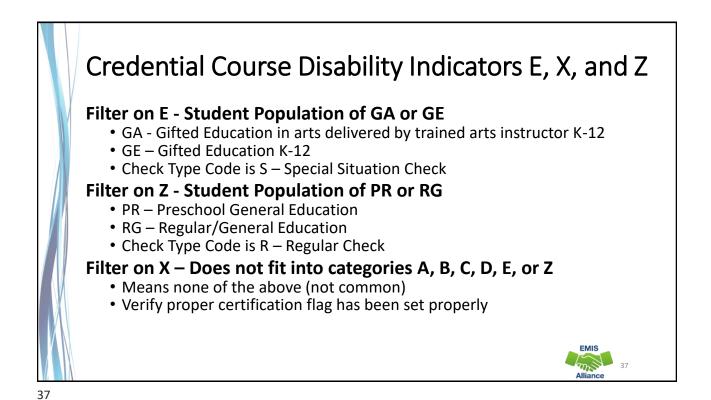


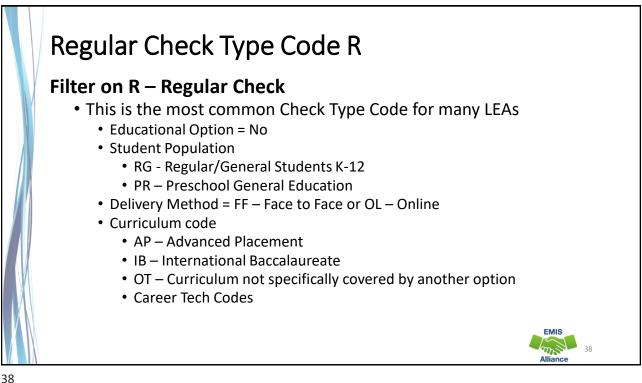


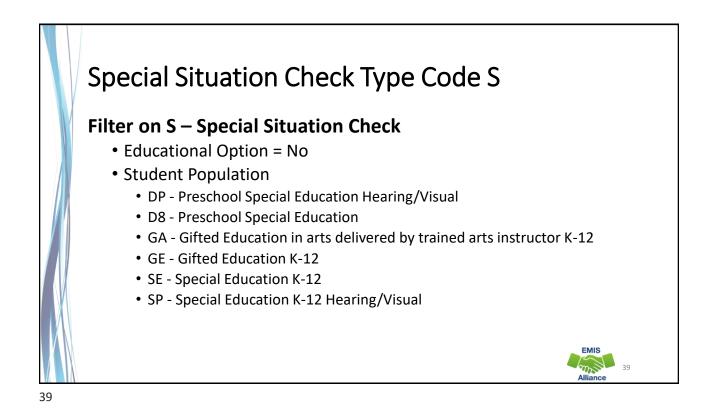


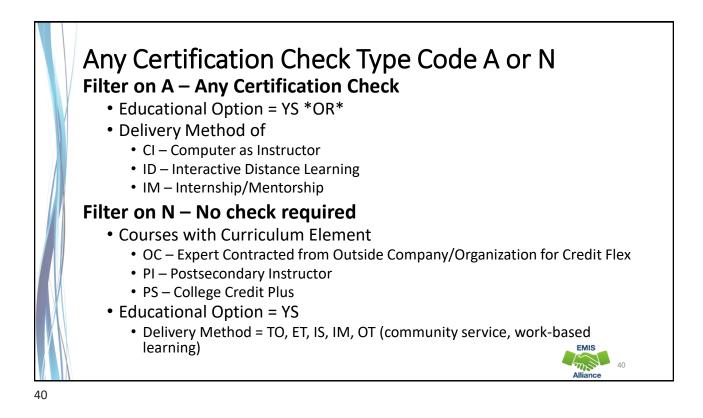


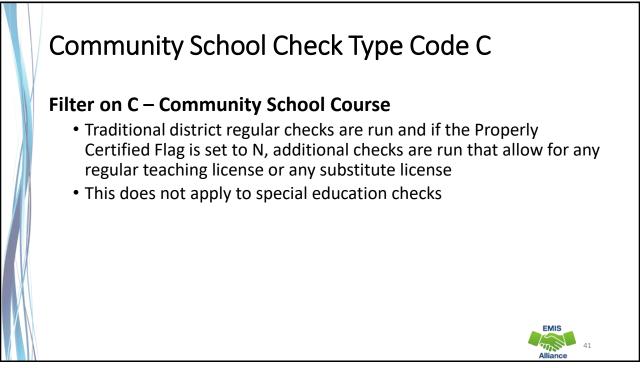












Check Type Code E

• 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

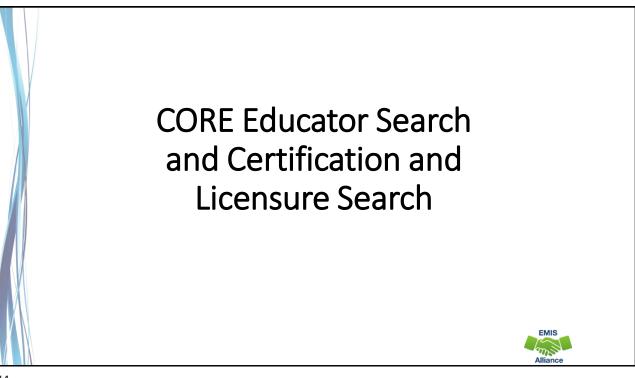
- Districts are notified by letter if they are one of the exempt districts
- Information can be found here
 - <u>https://education.ohio.gov/Topics/Data/Report-Card-Resources/Awards-and-Recognition</u>
- If it's an exempted district check that makes a teacher properly certified, the check type will show as an "E"

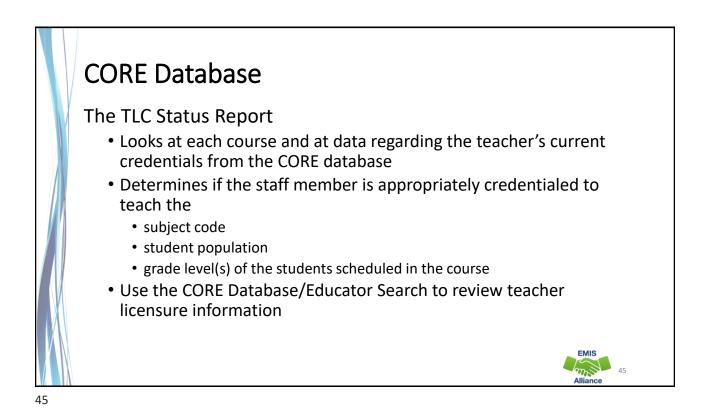


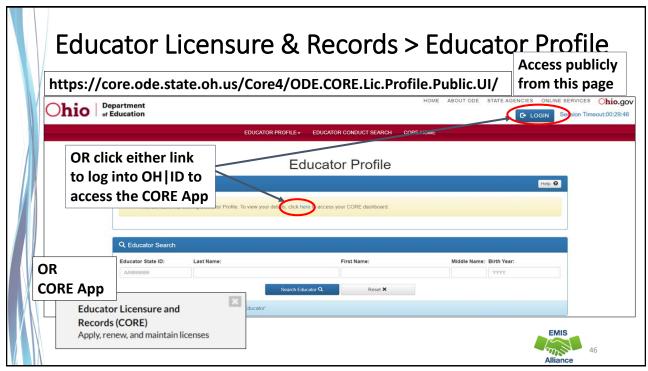
The TLC Status Report uses a wide variety of data from many different collections. Taking time to verify that EMIS data is correctly reported will result in a clearer, more accurate TLC Status Report.

- 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?







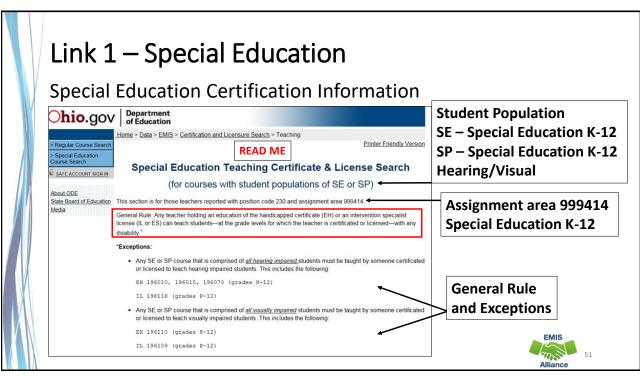


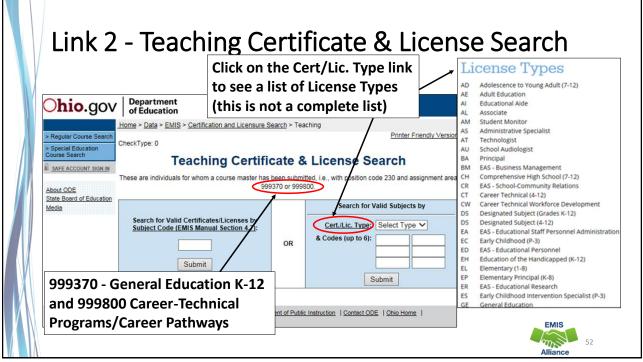
L Educator		Copy Educator Info 🛥 Print Educator Summa					
Educator State	ID: Full Name:	Note the active "Issued" license/certifi and teaching fields					
🝎 Credential	s						
- <i> </i> =	CREDENTIAL		EFFECTIVE DATE	ISSUE DATE	EXPIRATION DATE		
 5 Year Profe 	essional Adolescence to Young Adult (7-12) License	Issued	07/01/2019	01/16/2019	06/30/2024		
	Teaching Fields Integrated Mathematics [110094]		lssue Date 01/16/2019				
5 Year Profe	ssional Adolescence to Young Adult (7-12) License	Expired	07/01/2014	05/22/2014	06/30/2019		
	Teaching Fields Integrated Mathematics [110094]		lssue Date 05/22/2014				
3 Year Pupil	Activity N/A Permit	Expired	07/01/2012	03/15/2012	06/30/2015		

ú	Credentials	field	any limita s, or endoi be listed	-	-
+/=	CREDENTIAL 🔶	STATUS	EFFECTIVE DATE	ISSUE DATE	EXPIRATION DA
-	5 Year Professional Career Technical (4-12) License	Issued	07/01/2020	07/01/2021	06/30/2025
	Teaching Fields Business Information Systems [140200] Endorsements Teaching English to Speakers of Other Languages (PreK-12) [050:	275]	Issue Date 07/01/2021 Issue Date 07/01/2021		
-	5 Year Professional Elementary (1-8) License	Issued	07/01/2020	05/15/2020	06/30/2025
	Endorsements Computer/Technology (PreK-12) [111770]		lssue Date 05/15/2020		

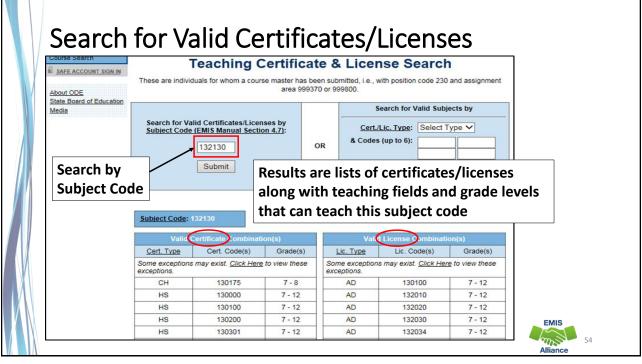
Edu	ucator C	Credential D	ata by District			
Ohi	Department or Education	In the Educator Pr select Educator Da	ofile dropdown menu, ata by District	IE ABOUT ODE STATE AGENCIES ONLINE		
	Organization	Ref. * Educate	R PROFILE DUCATOR CONDUCT SEARCH CORE HOME for Search r Data Search for Data by Dist. 9 Final Staff Course Collection Latest Version			
		Name or IRN: lumbus City School District - Public District	Choose a school and the "Select" to download a spreadsheet of educator			

ome > Data > EMIS > Certification and Lice		
QUICK LINKS	Certification and Licensure Search	
 » EMIS Basics » Documentation » EMIS Reporting Responsibilities 	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.	Student Population
» Resources » EMIS Technical Documen Link 2 » EMIS Advisory Council » EMIS Learning Library	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	PR – Preschool General Education RG – Regular/General Students K-1
» Certification and Licensure Search» SLDS Grant Project 3	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	Student Population DP – Preschool Special Education
LATEST NEWS EMIS Newsflash – December 1, 2021	are not reflected within this search tool. An exception to this rule is for those initially lined on or after July 1, 2013, to teach physical education. These teachers must be licensed in PE and are included in this search tool.	Hearing/Visual D8 – Preschool Special Education GA – Gifted Education in ArtsK-12
EMIS Newsflash - November 19 2021 Link 1	For questions regarding Invalid_Cert reports, please contact EMIS via the helpdesk. For questions regarding teacher assignments, please contact the Office of Educator Licensure. OR Search for Special Education Teaching Certificates and Licenses	GE – Gifted Education K-12 SE – Special Education K-12 SP – Special Education K-12
EMIS Newsflash – November 11, 2021	This section is for courses reported with student populations of DP, D8, GA, GE, SE, and SP (i.e., special education courses).	Hearing/Visual





Course Search Safe Account sign in About ODE State Board of Education	n for Valid Su Teaching Cer	tificate	cense Search License Type and Teachin
Media	Search for Valid Certificates/Licenses b Subject Code (EMIS Manual Section 4.7		Search for Valid Subjects by Cert/Lic. Type: AD Codes (up to 6): 150004 Submit
	Certificate/License Type: AD Certificate/License Code(s): 150004 Valid Course(s)		Results are a list of subject codes and grades that this combination of Certification/License Type and codes is properly certified to teach
		ade(s)	
	Some exceptions may exist. <u>Click Here</u> to vie exceptions.	ew these	
	031800 7	- 12	EMIS

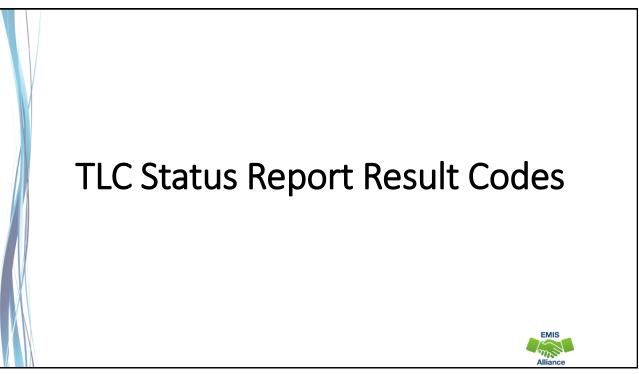


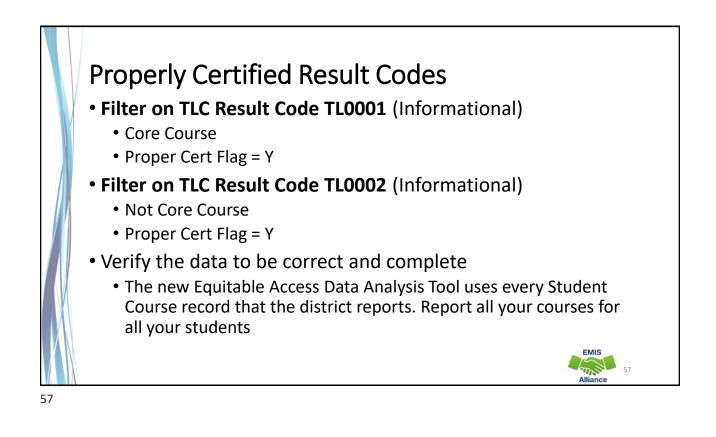
The TLC Status Report checks against the CORE database to determine if a teacher is properly certified to teach a specific course. Searching the database can aid in troubleshooting the report.

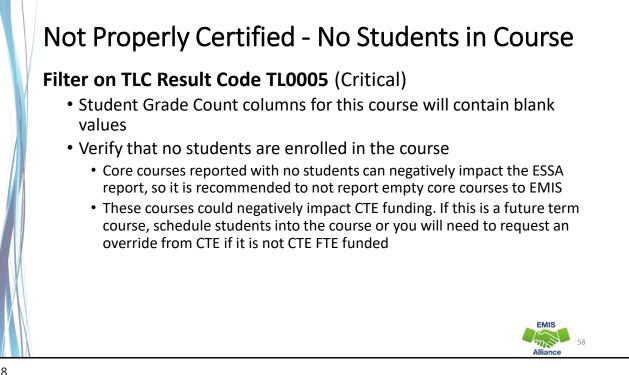
- Are you able to use the CORE Educator Search Tool to view certification data?
- Can you search using the Certification and Licensure Search by certification or subject code?
- Are you involving your district's Human Resources staff in this process?

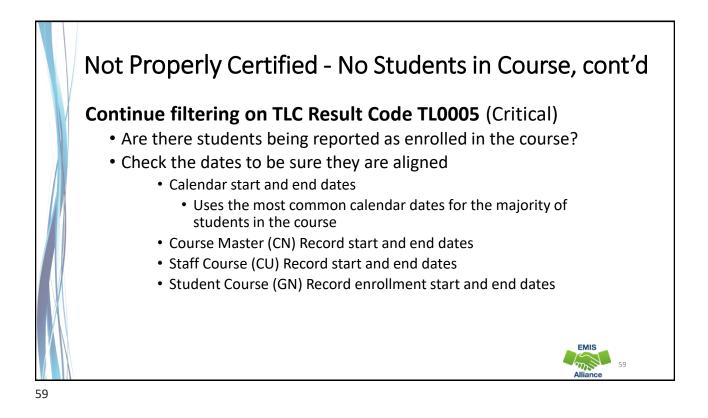


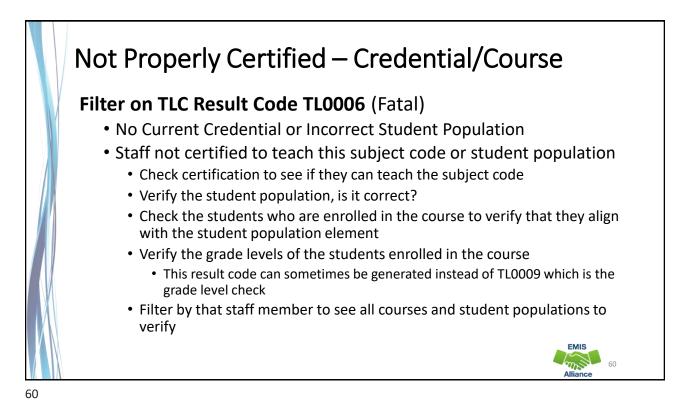


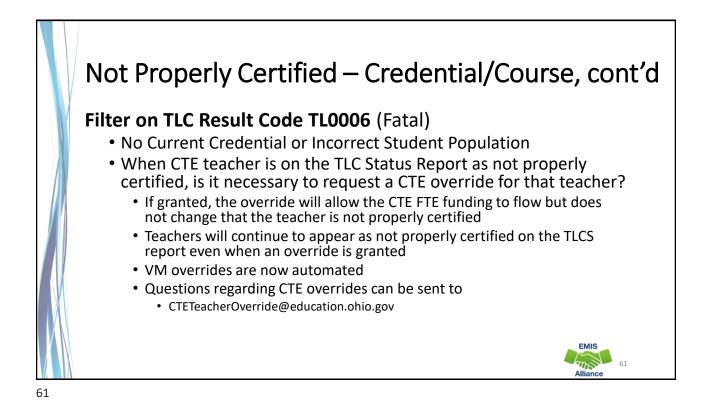


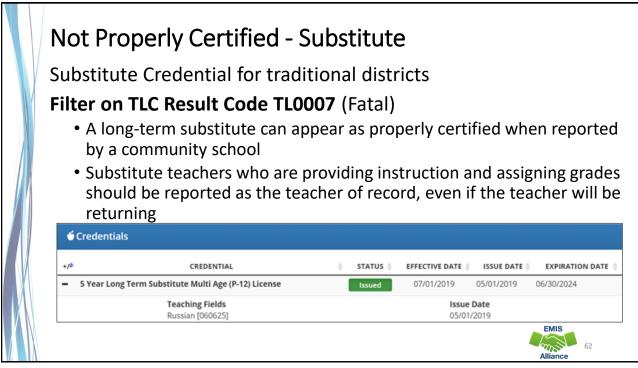


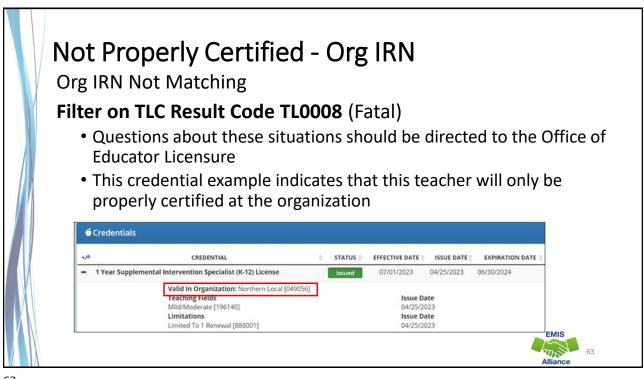




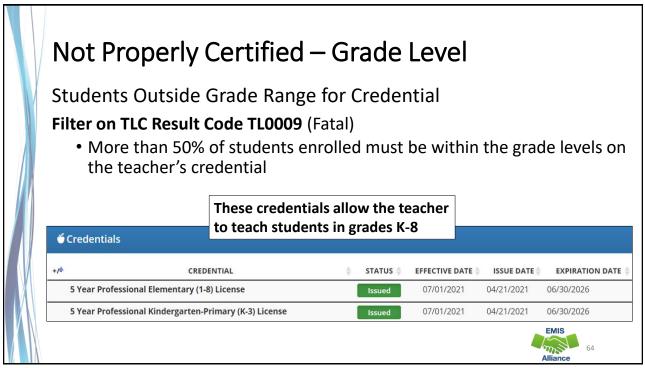


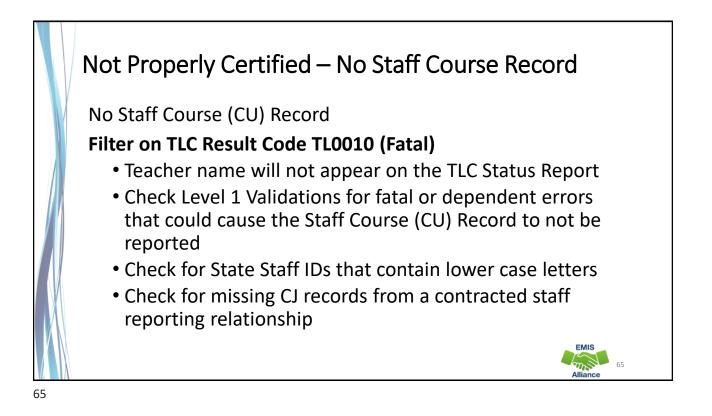


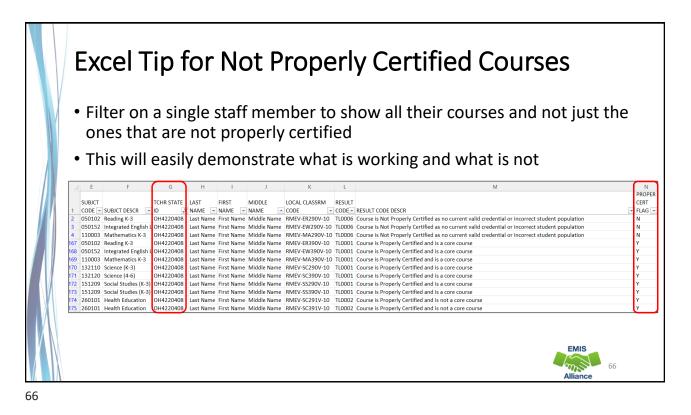












The TLC Status Report performs teacher certification checks using your EMIS data, as well as data from other LEAs, against the CORE database. Verify that your data is correct prior to the close of the Initial Staff and Course Collection.

- 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?



EMIS

68



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

