

# 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

## Your District's Teachers

Attendance Rate	Average Salary	Avg. Years of Experience	Lead or Senior Teachers
93.7%	\$64,132	11	9

<https://reportcard.education.ohio.gov>

	All Schools in the District	High Poverty Schools	Low Pov Schools
Percentage of teachers with at least a Bachelor's Degree	95.2	93.8	97.9
Percentage of teachers with at least a Master's Degree	41.5	42.2	63.2
Percentage of inexperienced teachers (2 Years or less of experience)	37.6	22.7	40.0
Percentage of inexperienced principals (2 Years or less of experience)	42.7	44.4	0.0
Percentage of teachers who are not teaching in the subject or field for which the teacher is certified or licensed	24.0	14.8	30.5
Percentage of teachers teaching with temporary or conditional credentials	0.0	0.0	0.0

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

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.

# ESSA State Licensure Assurances Report

- Reflects the State certification and licensure determinations 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!
  - Arrives as a *Received* file in FY25 in January and February of 2025
    - 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

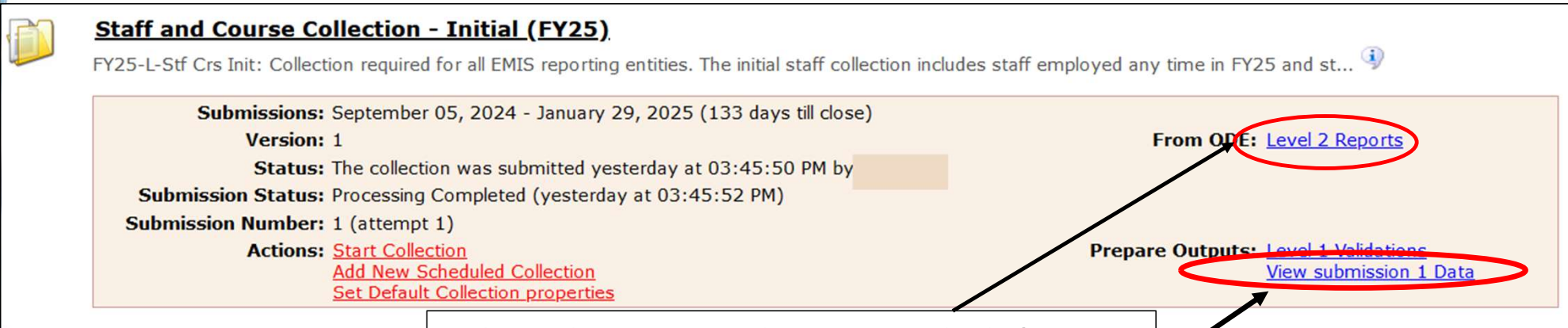
# Equitable Access Data Analysis Tool

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

- The revised analysis tool compares student groups within schools on the percent that have teachers who are not properly certified for the courses students are taking
- The revised tool is in the SDC
- District administrators will still use the analysis tool to identify student groups who have less access to quality educators
- Questions – [equity@education.ohio.gov](mailto: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 (FY25)



**Staff and Course Collection - Initial (FY25)**  
FY25-L-Stf Crs Init: Collection required for all EMIS reporting entities. The initial staff collection includes staff employed any time in FY25 and st...

**Submissions:** September 05, 2024 - January 29, 2025 (133 days till close)  
**Version:** 1  
**Status:** The collection was submitted yesterday at 03:45:50 PM by [redacted]  
**Submission Status:** Processing Completed (yesterday at 03:45:52 PM)  
**Submission Number:** 1 (attempt 1)  
**Actions:** [Start Collection](#)  
[Add New Scheduled Collection](#)  
[Set Default Collection properties](#)

**From OPE:** [Level 2 Reports](#)

**Prepare Outputs:** [Level 1 Validations](#)  
[View submission 1 Data](#)

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

# View Submission Data > Generate Review Data

Verify data in the Initial Staff and Course Collection

[Generate Review Data](#)

File	Submission 22		
	Valid	Invalid	Total
<a href="#">Career-Technical_Education_Correlated_Class_Record_(CV).csv</a>	0	0	0
<a href="#">Contract_Only_Staff_Record_(CC).csv</a>	0	0	0
<a href="#">Contractor_Staff_Employment_Record_(CJ).csv</a>	0	0	0
<a href="#">Course_Master_Record_(CN).csv</a>	1809	10	1819
<a href="#">Excluded_Records.csv</a>			1449
<a href="#">Mapped_Classroom_Code_Record_(CM).csv</a>	0	0	0
<a href="#">Staff_Course_Record_(CU).csv</a>	1847	10	1857
<a href="#">Staff_Demographic_Record_(CI).csv</a>	630	9	639
<a href="#">Staff_Employment_Record_(CK).csv</a>	780	14	794
<a href="#">Staff_Missing_Override_Record_(CP).csv</a>	0	0	0
<a href="#">Staff_Missing_Report.csv</a>			46
<a href="#">Staff_Summer_Employment_Separation_Record_(CL).csv</a>	0	0	0
<a href="#">Student_Course_Record_(GN).csv</a>	31706	123	31829
<b>Total counts:</b>	<b>36772</b>	<b>166</b>	<b>38433</b>

**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?





# TLC Status Report - Level 2

Collection Requests | Collection Status | Submissions | Progress | **Reports** | Archives | Messages | Resources | Preferences

Level 2 Reports

### Data Feedback Reports and Files

Pre-Submission to ODE | Post-Submission and Processing by ODE  
[Level 1 Details](#) | [Highlights and Recent](#) | **[Level 2 Details](#)** | [Received Files Details](#)

Level 2 Details

Choose the filter criteria then click the Show Reports link to generate the list of Level 2 reports matching these criteria. To see the option to *Generate a single .zip file for all reports (.csv)*, you must select a single Report Name, or select a single LEA and a single Collection Request or a single Category.

**Filter Options**

LEA: Use IRN below | Collection Request: **FY25-L-Stf Crs Init** | Data Set: All | School Year: 2025 | Category: All

LEA IRN: | Report Name: **(TLC-001) Teacher Licensure** | Last Activity Within: All |  Show closed collections

Processed on or after: | Last Updated on or after: | (mm/dd/yyyy)

With Data Only:  Exclude reports with 0 rows | Report Name includes: |

**Display Options**

Group By:  Collection Request |  LEA |  Level 2 Report |  Category |  Data Set |  None

File Format:  HTML |  CSV |  CSV by Building IRN |  CSV by Other Field (see Field Name in the table below)

[Show Reports](#) | [Restore Defaults](#) | [Reset Date textboxes](#)

(Total Count: 1)

Collection Request / Report Name	LEA	Fatal	Critical	Warn	Info	Total	Category	Data Set	Field Name	Process Date	Last Upd Date	Submission	Help Page
▼ Staff and Course Collection - Initial (FY25) (2025L1STR) (Count: 1)													
<b>(TLC-001) Teacher Licensure Course Status</b>			78	4	0	1053	1135	Staff	L	09/28/24 21:39	09/28/24 21:39	0 Unknown	Help Page

[Generate a single.zip file for all reports](#) | [Export report information to a .csv file](#)

**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?

# Understanding the TLC Status Report



# TLC Status Report Data

- Data from the following collections are used to generate the TLC Status Report
  - Staff and Course (L) Collection - Initial
  - Final Calendar (C) Collection
  - Beginning of Year Student (S) Collection
  - Midyear Student (S) Collection
  - SOES Beginning of Year Student (S) Collection
  - SOES End of Year Student (S) Collection
- Verify data is correct and complete in ALL noted collections
- Report is generated nightly with data submitted by 5pm throughout the Initial Staff and Course Collection
- The TLC Status Report is finalized at the close of the Initial Staff and Course (L) Collection
  - There is no appeal for Initial Staff and Course (L)

# TLC Status Report Data

Contains one row per Local Classroom Code

- First 11 columns (A-K) 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			SEVERITY	SUBJECT		TCHR STATE	LAST	FIRST	MIDDLE	LOCAL CLASSRM
1	IRN	LOC IRN	LOCATION NAME	CODE	CODE	SUBJECT DESCR	ID	NAME	NAME	NAME	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
8	Trad IRN	Elem Bldg	Elementary School	F	020012	Visual Art (K-12)	OH4488062	Last Name	First Name	Middle Name	RMEV-AV100V-11

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

# 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 seen 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
- It is important to report all courses as soon as possible during the year because the Department uses this data to provide the US Department of Education with a list of areas requiring more teachers, determining 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

# 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 Status 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 cont'd

## 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

# TLC Status Report Columns

Moving to the right, the next set of columns L through P contain

- Result Codes with Descriptions
- Proper Certification Flag (Yes or No)
- Calculated TLC IRN (derived from reported data)
- LEA IRN (IRN of the LEA reporting the course)

L	M	N	O	P
RESULT CODE	RESULT CODE DESCR	PROPER CERT FLAG	CALC TLC IRN	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			m Bldg IRN	Trad IRN
TL0007			m 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.



# 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
	DLVR	EDUC	STDNT
CRCULM	METHOD	OPTION	POP
CODE ▾	CODE ▾	CODE ▾	COD ▾
OT	FF	NO	SE
OT	FF	NO	SE
OT	FF	NO	SE
OT	FF	NO	SE
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
	KDG	FIRST	SEC	THIRD	FOURTH	FIFTH	SIXTH	SEVNTH	EIGHTH	NINTH	TENTH	ELVNTH	TWELTH	THRTNTH	TWENTY
PS STDNT	STDNT	GRADE	GRADE	GRADE	GRADE	GRADE	GRADE	GRADE	GRADE	GRADE	GRADE	GRADE	GRADE	GRADE	THIRD
COUNT	COUF	COUF	COUF	COUF	COUF	COUF	COUF	COUF	COUF	COUF	COUF	COUF	COUF	COUF	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

**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 COU	TOTAL DISAB PCT	CRED COURSE DISAB IND CO	CRED	COURSE	DISAB IND	RPTD TLC IR	CHECK TYPE COD	PRVDR IR
			DESCR					
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	*****

## Reported TLC IRN

- IRN of the building where this course will be used in the calculation of the percentage of core courses taught by properly certified/licensed staff
- Local, exempted village, or city school districts can report the IRN of one of their own buildings but should not report their district IRN for the TLC IRN
- Refer to EMIS Manual 4.3 Staff Course (CU) Record to review all reporting instructions for this element

# 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	<b>Accounting</b> 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	<b>Business Mathematics</b> 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

# 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

## 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

# 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 Teacher Licensure Course Status Search Tool



# 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

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

Access publicly  
from this page

**Ohio** | Department  
of Education

HOME ABOUT ODE STATE AGENCIES ONLINE SERVICES Ohio.gov

LOGIN

Session Timeout:00:29:46

EDUCATOR PROFILE ▾ EDUCATOR CONDUCT SEARCH CORE HOME

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

## Educator Profile

Help

To view your details, [click here](#) to access your CORE dashboard.

Q Educator Search

Educator State ID:

AA9999999

Last Name:

First Name:

Middle Name: Birth Year:

YYYY

Search Educator

Reset

OR  
CORE App

Educator Licensure and  
Records (CORE)

Apply, renew, and maintain licenses



# Demographic and Credential Information

Educator

[Copy Educator Info](#)
[Print Educator Summary](#)
[Back to search](#)

Educator State ID:  Full Name:

Credentials
Click to Hide

+/-	CREDENTIAL	STATUS	EFFECTIVE DATE	ISSUE DATE	EXPIRATION DATE	CREDENTIAL NUMBER
	1 Year Educational Aide Educational Aide Permit	Expired	07/01/2023	05/10/2023	06/30/2024	22286788
-	2 Year Resident Educator Middle Childhood (4-9) License	Issued	07/01/2023	12/01/2023	06/30/2025	22395218
	<b>Teaching Fields</b> Mathematics (4-9) [110100]			<b>Issue Date</b> 12/01/2023		
	<b>Limitations</b> 3 Sem. Hrs. Phonics Required Before License Expires [880193]			<b>Issue Date</b> 12/01/2023		
	3 Sem. Hrs. Reading Required before License Expires [880183]			12/01/2023		
-	1 Year Educational Aide Educational Aide Permit	Expired	07/01/2022	07/28/2022	06/30/2023	22176411
	Valid In Organization: Mason City [050450]					
	3 Year Pupil Activity N/A Permit	Issued	07/01/2022	08/19/2022	06/30/2025	22193044

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



# Teacher with Two Licenses

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

CREDENTIAL		STATUS	EFFECTIVE DATE	ISSUE DATE	EXPIRATION DATE
- 5 Year Professional Career Technical (4-12) License Teaching Fields Business Information Systems [140200] Endorsements Teaching English to Speakers of Other Languages (PreK-12) [050275]	Issued	07/01/2020	07/01/2021	06/30/2025	
- 5 Year Professional Elementary (1-8) License Endorsements Computer/Technology (PreK-12) [111770]	Issued	07/01/2020	05/15/2020	06/30/2025	



# Educator Credential Data by District

In the Educator Profile dropdown menu, select Educator Data by District

The screenshot shows the Ohio Department of Education website. At the top left is the logo for Ohio Department of Education. To the right are navigation links: HOME, ABOUT ODE, STATE AGENCIES, ONLINE, and a LOGIN button. Below the navigation is a red header bar with the following menu items: EDUCATOR PROFILE (with a dropdown arrow), EDUCATOR CONDUCT SEARCH, and CORE HOME. The dropdown menu for EDUCATOR PROFILE is open, showing three options: Educator Search, Esigner Data Search, and Educator Data by District (which is highlighted with a red box). Below the header is a search area for 'Educator Credential Data by District' with a 'Refine' button and a link to '9 Final Staff Course Collection Latest Version'. Below that is an 'Organization Search' section with a text input field containing '043802 - Columbus City School District - Public District', a 'Start Typing Either an Organization Name or IRN and Click on 'Select'' instruction, and two buttons: 'Select' (with a checkmark) and 'Reset'.

Choose a school and then "Select" to download a spreadsheet of educator data

# Teacher Licensure Course Status Search Tool

<https://education.ohio.gov/Topics/Teaching/Teacher-Licensure-Course-Status-Tool>

## Teacher Licensure Course Status Search Tool

This search tool is designed to assist districts in implementing the requirements that PreK-12 educators are assigned to classes they are validly credentialed to teach. It identifies the credentials required for teaching specific courses. Teachers are to hold one of the credentials identified in the search results for each course they teach. This search tool can also assist in validating data that appear on the Teacher Licensure Course (TLC) Status Report, distributed to districts daily during the Initial Staff/Course EMIS collection.

### How to...

... find which licenses and certificates qualify teachers for specific EMIS subject codes; select a course or courses here:

[Find Credentials Valid for Specific Subject Codes](#)

... see the EMIS subject codes and grade levels valid for a credential; select a credential type and teaching field(s) here:

[Find Subject Codes for Specific Credentials](#)

Learn more about:

[Elementary Credentials](#)

[Community School Courses](#)

[Special Education Courses](#)

# Teacher Licensure Course Status Search Tool

## Elementary Credentials

### Elementary Credentials

Elementary credentials include Kindergarten-Primary (K-3), Kindergarten-Elementary (K-8), Elementary (1-8), Primary (PreK-5), Early Childhood (P-3), and Primary (PreK-5).

The general rule allows teachers who hold these credentials to teach any course within the relevant grade range.

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 the search results for PE courses will include elementary credentials with the required teaching fields.

When searching any course other than physical education courses, the valid elementary credentials with their grade ranges will appear in the lower left-hand corner.

Clear All Selections

Choose 1 or More Subject Codes

- Social Studies (15xxxx)
  - 151201 - Social Studies (7-8)
  - 151209 - Social Studies (K-3)
  - 151210 - Social Studies (4-6)

Subject	Credential Type	Teaching Field/Endorsement	Additional Teaching Field/Endorsement	Grades
151209 - Social Studies (K-3)	Multi Age (P-12)	Integrated Social Studies [150004]		K - 12

Elementary Credentials

Credential Type	Grade Range
Early Childhood Education (P-3)	P - 3
Elementary (1-8)	1 - 8
Kindergarten-Elementary (K-8)	K - 8
Kindergarten-Primary (K-3)	K - 3
Primary (P-5)	P - 5



# Teacher Licensure Course Status Search Tool

## Community School Courses

### Community School Courses

Courses taught at a community school, with the exception of special education courses, can be taught by an educator who holds any issued teaching credential including Substitute licenses.

Special education courses at community schools have the same credential requirements as special education courses in public school districts.

**Important Note:  
Substitute licenses are not valid  
for Special Education Teachers!**

# Teacher Licensure Course Status Search Tool

## Special Education Courses

### Special Education Courses

Courses designed for students with disabilities should be reported with the appropriate Student Population Code on the EMIS Course Master record. See the [current EMIS manual](#) for detail on reporting courses.

For courses with student populations SE or SP, any teacher holding one of the following credentials can teach students with any disability,\* at the grade levels for which the teacher is certificated or licensed.

- Education of the Handicapped Certificate
- Intervention Specialist (K-12) License
- Primary Intervention Specialist (PreK-5) License
- Early Childhood Intervention Specialist (P-3) License

### Student Population

**SE – Special Education K-12**

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

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

### \*Exceptions:

Any SE or SP course comprised of all hearing impaired students must be taught by someone certificated or licensed to teach hearing impaired students. This includes the following:

- Education of the Handicapped, Deaf/Hearing K-12\* [196070]
- Education of the Handicapped, Hearing Handicapped [196015]
- Intervention Specialist (K-12), Hearing Impaired (PK-12) [196116]

Any SE or SP course comprised of all visually impaired students must be taught by someone certificated or licensed to teach visually impaired students. This includes the following:

- Education of the Handicapped, Visually Handicapped (K-12) [196110]
- Intervention Specialists, Visually Impaired (PK-12) [196109]

# Teacher Licensure Course Status Search Tool

Find Credentials Valid for Specific Subject Codes

## Searching by subject code:

- Enter the subject code in the search box, or
- Click on the category or subject code to add a checkmark

Clear All Selections		Subject	Credential Type	Teaching Field/Endorsement	Additional Teaching Field/Endorsement	Grades
Choose 1 or More Subject Codes						
080						
<input type="checkbox"/>	Dance (0803xx)	080300 - Physical Education	Adolescence to Young Adult (7-12)	Physical Education [080310]		7 - 12
<input type="checkbox"/>	Health Science (07xxxx)	080300 - Physical Education	High School (7-12)	Physical Education [080310]		7 - 12
<input type="checkbox"/>	Information Technology (14xxxx)	080405 - Lifetime Sports	Adolescence to Young Adult (7-12)	Physical Education [080310]		7 - 12
<input type="checkbox"/>	International Baccalaureate Courses for Dipl...	080405 - Lifetime Sports	High School (7-12)	Physical Education [080310]		7 - 12
<input type="checkbox"/>	Music (12xxxx)	080300 - Physical Education	High School (7-12)	Physical Education* [080300]		7 - 12
<input type="checkbox"/>	Physical Education (08xxxx)	080405 - Lifetime Sports	High School (7-12)	Physical Education* [080300]		7 - 12
<input checked="" type="checkbox"/>	080300 - Physical Education	080405 - Lifetime Sports	Special All Grades (K-12)	Adapted Physical Education [080505]		K - 12
<input checked="" type="checkbox"/>	080405 - Lifetime Sports	080505 - Adapted Physical Education	Special All Grades (K-12)	Adapted Physical Education [080505]		K - 12
<input checked="" type="checkbox"/>	080505 - Adapted Physical Education	080505 - Adapted Physical Education	Education of the Handicapped (K-12)	Phys-Ed/MSPR [196156]		K - 12
<input type="checkbox"/>	080900 - Outdoor Physical Education	080505 - Adapted Physical Education	Special All Grades (K-12)	Phys-Ed/MSPR [196156]		K - 12
<input type="checkbox"/>	080999 - Other Physical Education Course	080300 - Physical Education	Special All Grades (K-12)	Physical Education [180180]		K - 12
<input type="checkbox"/>	Technology Education (10xxxx)	080405 - Lifetime Sports	Special All Grades (K-12)	Physical Education [180180]		K - 12
<input type="checkbox"/>	Transportation Systems (17xxxx)	080405 - Lifetime Sports	Special All Grades (K-12)	Physical Education [180180]		K - 12
Elementary Credentials		080300 - Physical Education	Elementary (1-8)	Physical Education [180180]		K - 8
Credential Type		080300 - Physical Education	High School (7-12)	Physical Education, Elementary [180180]		K - 8
Grade Range		080300 - Physical Education	Kindergarten-Primary (K-3)	Physical Education, Elementary [180180]		K - 8
		080405 - Lifetime Sports	Elementary (1-8)	Physical Education, Elementary [180180]		K - 8
		080405 - Lifetime Sports	Kindergarten-Primary (K-3)	Physical Education, Elementary [180180]		K - 8

When reviewing available credential types make note of the scroll bar



# Teacher Licensure Course Status Search Tool

Find Subject Codes for Specific Credentials

**Searching by Credentials:**

- Choose the Credential Type
- Choose the Teaching field(s) click on box to add the specific field(s)

Clear All Selections

Choose a Credential Type

mid

Middle Childhood (4-9)

Middle School (4-9)

---

Choose a Teaching Field

Search

Any Standard Teaching Field/Endorsement

Language Arts and Reading (4-9) [050150]

Language Arts and Reading 4-6, Generalist [0...

Mathematics (4-9) [110100]

Mathematics 4-6, Generalist [110155]

Reading (4-9) [050123]

Science (4-9) [130102]

---

All Teaching Credentials apply to these Courses

Subject	Grades
300010 - Career Exploration	4-12
300020 - Community Service (Volunteer Program)	K-12
300030 - Study Skills	K-12
300040 - School Publications	K-12
300050 - Wellness	K-12
370010 - Research	K-12
370015 - Seminar	K-12

Credential Type	Teaching Field/Endorsement	Additional Teaching Field/Endorsement	Subject	Grades
Middle Childhood (4-9)	Mathematics (4-9) [110100]		110010 - Mathematics 1	4 - 9
Middle Childhood (4-9)	Mathematics (4-9) [110100]		110060 - Advanced Mathematics 7	4 - 9
Middle Childhood (4-9)	Mathematics (4-9) [110100]		110065 - Advanced Mathematics 8	4 - 9
Middle Childhood (4-9)	Mathematics (4-9) [110100]		110150 - Mathematics 4-6	4 - 9
Middle Childhood (4-9)	Mathematics (4-9) [110100]		110175 - Mathematics 7-8	4 - 9
Middle Childhood (4-9)	Mathematics (4-9) [110100]		110190 - Transition to High School Mathematics	4 - 9
Middle Childhood (4-9)	Mathematics (4-9) [110100]		110301 - Algebra 1	4 - 9
Middle Childhood (4-9)	Mathematics (4-9) [110100]		110480 - Applied Algebra or Applied Mathematics 1	4 - 9
Middle Childhood (4-9)	Mathematics (4-9) [110100]		111950 - Intervention Mathematics	4 - 9
Middle Childhood (4-9)	Mathematics (4-9) [110100]		111960 - Mathematics Response to Intervention Support 1	4 - 9
Middle Childhood (4-9)	Mathematics (4-9) [110100]		320050 - IB Mathematics	4 - 9
Middle Childhood (4-9)	Mathematics (4-9) [110100]		320150 - IB Mathematical Studies	4 - 9
Middle Childhood (4-9)	Mathematics (4-9) [110100]		321800 - IB Mathematics (Middle Years - Grades 7-8)	4 - 9
Middle Childhood (4-9)	Mathematics (4-9) [110100]		321850 - IB Mathematics (Middle Years - Grades 4-6)	4 - 9
Middle Childhood (4-9)	Mathematics (4-9) [110100]	600100 - Career-Based Intervention	251110 - CBI Mathematics	4 - 9

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



## 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?
- Have you reviewed and used the new Teacher Licensure Course Status Search Tool searching 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 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 not to 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 the DEW CTE office 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

# 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 CTE override is 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](mailto:CTETeacherOverride@education.ohio.gov)

# Not Properly Certified - Substitute

## Filter on TLC Result Code TL0007 (Fatal)

- Substitute teachers in traditional districts are not properly certified
- Substitute teachers who are providing instruction and assigning grades should be reported as the teacher of record, and they must be reported with the position code of 230, even if the original teacher will be returning

Credentials <span style="float: right;">Click to Hide -</span>						
+/-	CREDENTIAL	STATUS	EFFECTIVE DATE	ISSUE DATE	EXPIRATION DATE	CREDENTIAL NUMBER
-	1 Year Substitute Multi-Age PK-12 License	Issued	07/01/2024	07/02/2024	06/30/2025	22494160
	Teaching Fields Music [120050]			Issue Date 07/02/2024		

# Not Properly Certified - Org IRN

## Filter on TLC Result Code TL0008 (Fatal)

### Org IRN Not Matching

- Questions about these situations should be directed to State Board of Education (SBOE) at <https://sboe.ohio.gov/help-center>
- This credential example indicates that this teacher will only be properly certified at the organization

Credentialed							Click to Hide -
	CREDENTIAL	STATUS	EFFECTIVE DATE	ISSUE DATE	EXPIRATION DATE	CREDENTIAL NUMBER	
-	1 Year Temporary Substitute Multi-Age PK-12 License	Issued	07/01/2024	06/18/2024	06/30/2025	22483015	
	Valid In Organization: Performance Academy Eastland [010182]						
	Teaching Fields			Issue Date			
	General Substitute [999370]			06/18/2024			
	Limitations			Issue Date			
	Non-Bachelors Substitute [888570]			06/18/2024			





# Not Properly Certified – Grade Level

## Filter on TLC Result Code TL0009 (Fatal)

### Students Outside Grade Range for Credential

- More than 50% of students enrolled must be within the grade levels on the teacher's credential

The combination of credentials shown below allows a 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

# Not Properly Certified – No Staff Course Record

## **Filter on TLC Result Code TL0010 (Fatal)**

### No Staff Course (CU) Record

- 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 lowercase letters
- Check for missing CJ records from a contracted staff reporting relationship

# 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

	E	F	G	H	I	J	K	L	M	N
1	SUBJECT CODE	SUBJECT DESCR	TCHR STATE ID	LAST NAME	FIRST NAME	MIDDLE NAME	LOCAL CLASSRM CODE	RESULT CODE	RESULT CODE DESCR	PROPER CERT FLAG
2	050102	Reading K-3	OH4220408	Last Name	First Name	Middle Name	RMEV-ER290V-10	TL0006	Course is Not Properly Certified as no current valid credential or incorrect student population	N
3	050152	Integrated English L	OH4220408	Last Name	First Name	Middle Name	RMEV-EW290V-10	TL0006	Course is Not Properly Certified as no current valid credential or incorrect student population	N
4	110003	Mathematics K-3	OH4220408	Last Name	First Name	Middle Name	RMEV-MA290V-10	TL0006	Course is Not Properly Certified as no current valid credential or incorrect student population	N
167	050102	Reading K-3	OH4220408	Last Name	First Name	Middle Name	RMEV-ER390V-10	TL0001	Course is Properly Certified and is a core course	Y
168	050152	Integrated English L	OH4220408	Last Name	First Name	Middle Name	RMEV-EW390V-10	TL0001	Course is Properly Certified and is a core course	Y
169	110003	Mathematics K-3	OH4220408	Last Name	First Name	Middle Name	RMEV-MA390V-10	TL0001	Course is Properly Certified and is a core course	Y
170	132110	Science (K-3)	OH4220408	Last Name	First Name	Middle Name	RMEV-SC290V-10	TL0001	Course is Properly Certified and is a core course	Y
171	132120	Science (4-6)	OH4220408	Last Name	First Name	Middle Name	RMEV-SC390V-10	TL0001	Course is Properly Certified and is a core course	Y
172	151209	Social Studies (K-3)	OH4220408	Last Name	First Name	Middle Name	RMEV-SS290V-10	TL0001	Course is Properly Certified and is a core course	Y
173	151209	Social Studies (K-3)	OH4220408	Last Name	First Name	Middle Name	RMEV-SS390V-10	TL0001	Course is Properly Certified and is a core course	Y
174	260101	Health Education	OH4220408	Last Name	First Name	Middle Name	RMEV-SC291V-10	TL0002	Course is Properly Certified and is not a core course	Y
175	260101	Health Education	OH4220408	Last Name	First Name	Middle Name	RMEV-SC391V-10	TL0002	Course is Properly Certified and is not a core course	Y

## 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
- Locating the Equitable Access Analysis Tool:
  - [Locating-the-Equitable-Access-Analysis-Tool-1.pdf.aspx \(ohio.gov\)](http://education.ohio.gov/Topics/Equitable-Access-Analysis-Tool-1.pdf.aspx)
- Using the Equitable Access Analysis Tool:
  - [Using-the-Equitable-Access-Analysis-Tool.pdf.aspx \(ohio.gov\)](http://education.ohio.gov/Topics/Using-the-Equitable-Access-Analysis-Tool.pdf.aspx)
- 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)
- Teacher Licensure Course Status Tool
  - <https://education.ohio.gov/Topics/Teaching/Teacher-Licensure-Course-Status-Tool>
- Office of Educator Licensure
  - 614-466-3593 or 877-644-6338
  - [educator.licensure@education.ohio.gov](mailto: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>

