CONNECTICUT STATE DEPARTMENT OF EDUCATION

Leveraging EDS:
Certification, TEAM and Successful Completion

2018 Performance Matters Forum

Purpose

This session is designed to highlight how districts can use the Educator Data System (EDS) to access certification data on their educators, improve their review of certification data, and better track and report completion of the TEAM process.

Important: This session is not a training on EDS, TEAM, CECS or any educator data collection or system.

Staff Data Systems

Presenter	CSDE Office	Area of Expertise
Raymond Martin	Performance Office	Educator Data System
Julianne Frost	Talent Office	Certification
Gady Weiner	Talent Office	TEAM

Staff Data Systems

- ❑ Educator Data System (EDS)

- ❑ Connecticut Educator Certification System (CECS)

- ❑ TEAM

- ❑ Non-Certified Staff Report (ED162)

- ❑ Teacher-Course-Student Collection (TCS)

- ❑ Fall Hiring Survey

- ❑ Educator Evaluation Data Collection (EEDC)

About the CECS

The Connecticut Educator Certification System (CECS) is a database that allows the Bureau of Educator Standards and Certification to collect information about an individual's education and professional teaching experience to determine eligibility for certification. This information allows for issuance of new certificates and endorsements, as well as renewal and/or advancement of existing certificates. The CECS also allows educators to view their certification status, submit new applications, and identify any missing documentation needed to process a pending application. Districts can view an educator's certification status through the CECS as well.

The endorsements in CECS define the roles that an educator <u>may legally hold</u> in Connecticut public schools.

About the EDS

The Educator Data System is a collection of information about **people occupying roles which require certification, not just staff holding certification**.

When an educator begins working in your district, a record must be created for that person as soon as possible ***even if*** the person does not hold an active certificate at the time of hire or if they are contracted staff employed by another agency.

When a person leaves a district, the staff file record must be updated with the leave information as soon as possible. Having duplicate records in the staff file (i.e., having it appear that a person is working full-time in two different districts) negatively impacts other data systems.
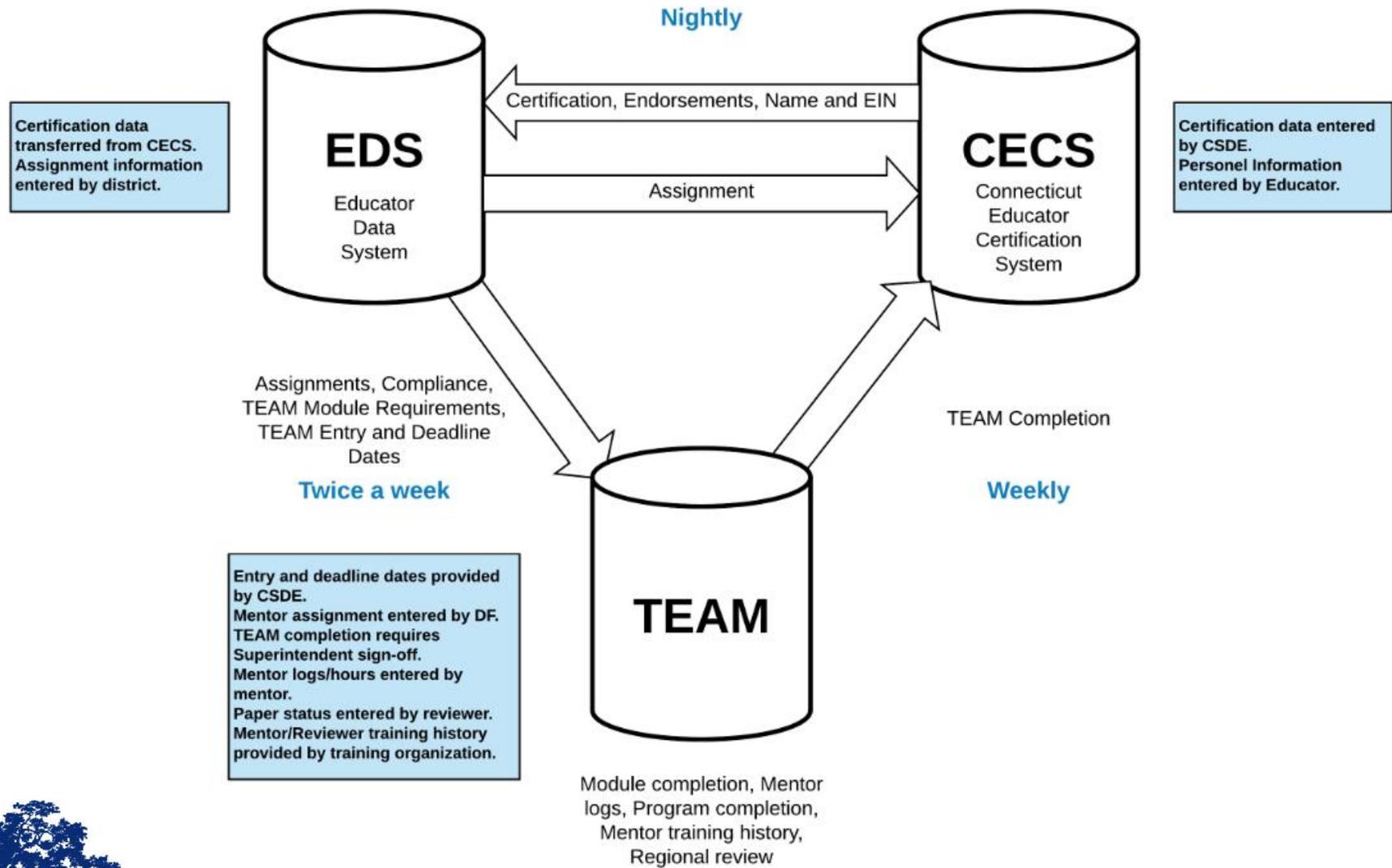
About Teacher Education
And Mentoring (TEAM)

The teacher education and mentoring (TEAM) program provides guided teacher support and coaching and requires the completion of instructional modules.

The mission of the TEAM Program is to promote excellence, equity, and high achievement for Connecticut students by engaging teachers in the purposeful exploration of professional practice through guided support and personal reflection.

- ❖ Be entered in EDS
- ❖ Hold an initial certificate
- ❖ Pass the certification compliance check
- ❖ Hold an endorsement that is on the list of participating endorsements (Categories I and II)
- ❖ Have not successfully completed TEAM

How the Systems are Connected

Nightly

Certification, Endorsements, Name and EIN

EDS — Educator Data System

CECS — Connecticut Educator Certification System

Assignment

Certification data transferred from CECS. Assignment information entered by district.

Certification data entered by CSDE. Personel Information entered by Educator.

Assignments, Compliance, TEAM Module Requirements, TEAM Entry and Deadline Dates

Twice a week

TEAM Completion

Weekly

Entry and deadline dates provided by CSDE.
Mentor assignment entered by DF.
TEAM completion requires Superintendent sign-off.
Mentor logs/hours entered by mentor.
Paper status entered by reviewer.
Mentor/Reviewer training history provided by training organization.

TEAM

Module completion, Mentor logs, Program completion, Mentor training history, Regional review

What Data are Shared?

o Educator Identification Number (EIN)
o Date of Birth
o Educator Name
o Certification Information
  • Level
  • Endorsements
  • Effective Dates
o Assignment Data
  • Course/Role Descriptor
  • Grades Served
  • Dates of Service
  • Assigned Facility
o Course Information
o Educator Compliance Status
o Years of Experience
o TEAM Completion

CECS and EDS
EDS Records and Educators' Certification

Information entered in the EDS appears in the CECS and is vital in:

- Ensuring educators are working within the bounds of their certification. Both an educator's assignment and grades serving are critical in this effort.

- Determining whether a current educator can renew or advance an existing certificate

- Qualifying Educators for the TEAM program, completion of which is required for most beginning educators.

Important: If information in the EDS is not consistent with information provided on ED 126: Statement of Professional Experience forms, this can negatively impact the educator and district.

CECS and EDS Compliance

Information entered into the EDS is directly reflected in the annual Certification Compliance reports. It is important that assignment codes, service dates, and grade levels accurately reflect educators' role(s), regardless of their current certification status. An updated list of all assignment codes, descriptions of the corresponding responsibilities, and verification of appropriate endorsements for each assignment are provided on the EDS documents page. Contact the Compliance Coordinator (Julianne Frost) with additional questions regarding appropriate assignment codes.

Review information in the EDS **throughout the year** to confirm accuracy, check the status of educators' certification, and make updates when there are changes in assignment(s). For example: add educators who are hired throughout the school year, update EDS to reflect those educators who change positions or take a leave of absence, and enter end dates for educators who leave a position.

Incorrect information in the EDS can result in an educator being identified as "out of compliance" for the school year. This can impact the district and have a negative effect on an educator's TRB participation.

CECS and EDS
Compliance Review

Annually, the CSDE's Bureau of Educator Standards and Certification preforms an official compliance review. If educators are found to be working outside of their certification, they are included in a report to their district and the district is instructed to address the issue, either by correcting mistakes in EDS, making staff adjustments, or explaining the situation to the certification office.

When a district fails to adequately address a compliance issue, letters documenting the issue are sent to:
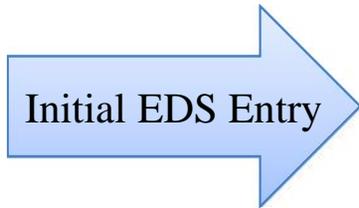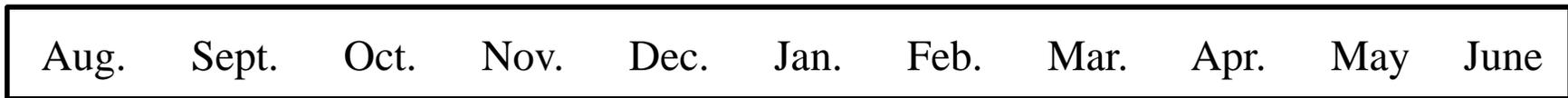- The educator in question
- The district superintendent
- The Teacher's Retirement Board (TRB)

These letters detail what the educator was eligible to teach, what the educator was reported as teaching, and the relevant statutes.

CECS and EDS Compliance Review

School Year

| Aug. | Sept. | Oct. | Nov. | Dec. | Jan. | Feb. | Mar. | Apr. | May | June |

Initial EDS Entry

Unofficial EDS Compliance Reports Available in EDS (Reports Section)

Official Reports

Districts Respond

Letters Sent

CSDE
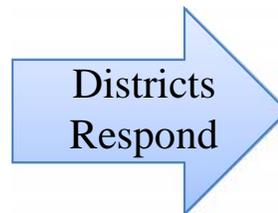
CECS and EDS
CECS Data in EDS

EDS uses data from the certification system in a number of ways:

- <u>Verification of Educators for Entry</u> – An educator needs to have a valid Educator Identification Number (EIN) with matching date of birth to be entered into EDS.

- <u>Educator Name</u> – EDS shows educators' names, but does not collect or edit them. EDS uses CECS as its source for names. If a name is wrong, the educator themselves needs to fix it in their CECS account.

- <u>Educators' Active Endorsements</u> – On each educator's EDS record page, there is a link to a page with their active endorsements.

- <u>Unofficial Compliance Information</u> – While the Department's annual compliance process only happens once a year, EDS runs the same compliance reports nightly to help districts identify problems early and keep on top of compliance issues that might arise during the school year.

CECS and EDS
CECS Data in EDS

Home   Upload ▾   View/Enter/Edit Staff ▾   Data Warning   Reports   Search EIN   Administrative ▾

👤 Educator Detail

(Edit Educator)   (View Certification Information)

Name	JESSICA JESSICA	EIN	6865151392
Date of Birth	09/20/1977	Gender	Female (F)
Educational Degree	Master's	Experience Outside CT Public Schools	0
Position Type	Certified	Races	

On an Educator's page, you can click the View Certification Information button to get a pop-up of their active certificates.

| EIN | 1087101831 | Name | MCANAMARA |
| Date Of Birth | 11/10/1973 | | |

Cert Number	Cert Type	Eff Date	Exp Date	Status	Endorsements	
C042009001720	Provisional Educator	02/08/2008	2/7/2016 12:00:00 AM	Expired	013	Elementary - Kindergarten through Grade 6

CSDE

CECS and EDS

On the EDS help site (https://portal.ct.gov/SDE/Performance/Data-Collection-Help-Sites/EDS-Help-Site) in the Documentation section, there is a file called "*Course Descriptor Code to Certification Endorsement Crosswalk*". This excel file explains all of the Course/Role Descriptor Code and identifies all of the endorsements that educators can hold and legally teach the subject/fill the role.

	A	B	C	D
1	Course/ Role Descriptor Code	Description	Long Description	Endorsements and Grades Allowed to Serve
2	90010	Elementary Teacher	Provides instruction and is responsible for elementary students during a particular time period in all core content subjects; cannot be sole provider of art, dance, health, music, physical education or theatre arts	001 (1-6) 002 (1-6) 003 (1-3) 004 (1-6) 005 (1-6) 006 (4-6) 013 (1-6) 113 (1-3) 305 (1-6)
3	90011	Elementary Montessori	Provides Montessori instruction and is responsible for elementary students during a particular time period in all core content subjects; cannot be sole provider of art, dance, health, music, PE, or theatre arts	001 (1-6) 002 (1-6) 003 (1-3) 004 (1-6) 005 (1-6) 006 (4-6) 013 (1 6) 113 (1-3) 305 (1-6) 110: Montessori (1-6)

CSDE

CECS and EDS
CECS Data in EDS

Connecticut State Department of Education

Educator Data System

Home   Upload ▾   View/Enter/Edit Staff ▾   Data Warning   Reports   Search EIN

🌈 Reporting

Certification Reports

Note: The compliance review information presented below are for informational purposes ONLY and do not constitute the Department's official review of your educators' certification compliance status.

Staff Active Certificates List

Staff Certificates Expiring in Next 18 Months List

Staff Out of Compliance

Staff Out of Compliance With Assignment Codes (90990,90995,90996)

On the Reports Page of EDS, districts can access unofficial versions of the annual compliance reports. The share the same program as the compliance reports and allow districts to verify their staff on an ongoing basis.

The checks are run nightly.

CSDE

CECS and EDS
CECS Data in EDS
Sample Compliance Page

Educator Data System

Home   Upload ▾   View/Enter/Edit Staff ▾   Data Warning   Reports   Search EIN   TEAM   ProfessionalExperience   Administrative ▾

Back to Reports   Export Staff Out of Compliance Report to CSV

Important: The compliance review information presented below are for informational purposes ONLY and do not constitute the Department's official review of your educators' certification compliance status.

Staff Out of Compliance   Educators As of 4/30/2015 3:25:36 PM
Report

EIN	First Name	Last Name	District Name	School Name	Assignment Code	Assignment Description	Compliance Description	Assignment Start Date	Assignment FTE	Grades List	Endorsement Codes
7543340	LISA	Sample	Enfield School District	Enfield School District	90700	School Psychologist - General Ed.	Staff Assignment does not Match Valid Endorsement Code	08/30/2016	1.00		
3335588	JASON	Sample	Enfield School District	Enfield High School	90820	Principal - CTHSS	Staff Assignment does not Match Valid Endorsement Code	08/30/2016	1.00		106
849884	BARRY	Sample	Enfield School District	John F. Kennedy Middle School	90150	English	Staff Grade Level do not Match Endorsement Grade Level	08/30/2016	1.00		

Total Number of Rows : 3

CECS and EDS
Statement of Professional Experience

As part of their professional advancement, educator's successful service under their certifications needs to be tracked and documented. The ED126 (Statement of Professional Service) is submitted by districts for most educators looking to advance their level of certification. This form collects from districts information on the educator's service in the district and whether the district considers that service to be "Successful".

Important: If the service the district reports on the ED126 does not match the data reported on the EDS (and in some cases the prior staff system the ED163), the district's superintendent and/or Director of HR need to explain the difference.

Such data conflicts can delay an educator's application process and potentially lead to a lapse in their certification. Furthermore, it results in extra work for both the district and the CSDE.

CECS and EDS
Successful Completion

In an effort to reduce the burden of the ED126, later this year, the EDS will be adding a new module to collect an indicator of successful service on an annual basis for all educators working in your district in a given year. This indicator paired with the EDS records will work to reduce the number of ED126 forms needed and reduce burden. **It will not totally eliminate the ED126 and will take some time to have an impact , but it promises to reduce burden on districts.**

Below is a **Draft** of our concept for collection of Success in EDS

EIN	Educator Name	Months Active	Assignments	Credited Endorsements	District Considers the Educator's Service this year to be:	
					Successful	Unsuccessful
9876543210	Bear, Fozzie	8	Elementary	010	☐	☐
8765432109	Frog, Kermit D	10	Principal	092	☐	☐
7654321098	Honeydew, Bunson	10	Chemistry, Physics	031, 032	☐	☐
6543210987	Lee, Piggy	10	Drama	110	☐	☐
5432109876	Beaker, Meeps	6	Chemistry	031	☐	☐
4321098765	Eagle, Sam	10	History	026	☐	☐

TEAM and EDS
Teacher Education And Mentoring (TEAM)

The TEAM program uses a combination of CECS and EDS data to identify, qualify and monitor TEAM participants. To participate in TEAM an Educator must:

- ❖ Be entered in EDS
- ❖ Hold an initial certificate
- ❖ Pass the certification compliance check
- ❖ Hold an endorsement that is on the list of participating endorsements (Categories I and II)
- ❖ Have not successfully completed TEAM

Note: The TEAM data system is not housed or maintained by the CSDE. Instead, the TEAM Data are exported twice a week and sent to EASTCONN for inclusion in the TEAM data system.

TEAM Completion in EDS

TEAM Report

TEAM Completion in EDS

TEAM Report Features

List of your Educators' TEAM Statuses

Use TEAM Option on Navigation bar

Filter TEAM data By School

Enter dates of TEAM Completion Here (past dates only)

Educator Data System

Home   Upload ▾   View/Enter/Edit Staff ▾   Data Warning   Reports   Search EIN   TEAM   ProfessionalExperience   Administrative ▾

TEAM Educator List Report:

• Click here to view complete TEAM Educator List

Filter List:

Filter List By School: [Select School ▾]

Active TEAM Educator List: Count: 13

Row #	EIN	Last Name	First Name	School Name	Required Modules	Entry Date	Expected Completion	Deadline Date	Completion Date
1	2738545	Sample	JOHN	Journalism and Media High School	5	09/01/2016	09/01/2018	09/01/2019	
2	6542086	Sample	ANDREW	Pathways to Technology Magnet School	5	09/01/2015	09/01/2017	09/01/2018	
3	9228299	Sample	STEPHANIE	Kinsella Magnet School	5	09/01/2016	09/01/2018	09/01/2019	

Note: Only Staff with the Proper role will be able to certify TEAM Data.

Questions

Contact Information

Contact	Area	Email
Raymond Martin	Educator Data	Raymond.Martin@ct.gov
Julianne Frost	Certification Information	Julianne.Frost@ct.gov
Gady Weiner	TEAM Data	Gady.Weiner@ct.gov