

# **Title II Reporting Services**

## **Website User Guide**

**Federal Pass Rate Reporting**  
**for**  
**Institutions of Higher Education and**  
**Alternate Route Organizations**  
**Reporting Year 2021-22**

**Click here for [\*User Guide Supplement\*](#)**  
**for Current Reporting Schedule and Other**  
**Important Dates**

---

## TABLE OF CONTENTS

---

1. Introduction to Title II Reporting.....	5
1.1 Reporting Guidelines.....	5
1.2 The Rule of 10.....	7
2. Title II User Accounts.....	8
2.1 Add Title II Service to Existing Account .....	8
2.2 Create a New Account.....	9
2.2.1 Select the Type of Account.....	9
2.2.2 Select Services .....	10
2.2.3 Administrative Role .....	10
2.2.4 Verify Information .....	11
2.2.5 Create a User Name and Password .....	11
2.3 Title II Primary User Responsibilities.....	12
2.3.1 Approve a Pending Secondary Account .....	13
2.3.2 Reject a Pending Secondary Account .....	13
2.3.3 Remove Access for a Secondary User Account .....	13
2.3.4 Add a Secondary User Account .....	13
2.3.5 Reapprove Access for a Removed Secondary Account .....	14
2.4 Secondary User Account .....	14
2.5 Use of the Title II Website.....	14
2.6 Profile Maintenance: Change Password and/or Security Question.....	15
3. Entering Student Data .....	16
3.1 Identify Students .....	16
3.2 Assign Program Type, Group, Licensure Area .....	17
3.2.1 Program Type .....	17
3.2.2 Student Category (Group) .....	17
3.2.3 Licensure Area .....	19
3.3 Enter Students.....	19
3.3.1 Option 1 – Upload Sheet .....	19
3.3.2 Option 2 – Individual Record Entry .....	24
4. Duplicate Records.....	26
5. Match to Scores.....	27
5.1 Score Match and Match Status .....	27

- 5.1.1 Match Not Run ..... 27
- 5.1.2 Not Found ..... 27
- 5.1.3 Found ..... 27
- 5.1.4 Matched to Scores ..... 27
- 5.2 Score Match Verification ..... 27
  - 5.2.1 Not Found ..... 28
  - 5.2.2 Found ..... 28
  - 5.2.3 Matched to Scores ..... 30
  - 5.2.4 Initial License Waivers ..... 30
  - 5.2.5 Score Match Criteria ..... 30
- 5.3 Editing Records ..... 30
  - 5.3.1 Edits on current year records ..... 31
  - 5.3.2 Georgia Edits ..... 31
- 5.4 Exporting the Student List ..... 31
- 5.5 ETS Data Compliance Monitoring ..... 32
- 6. Follow-Up Reporting ..... 34
- 7. Tests from Other Testing Companies ..... 35
  - 7.1 Secondary Vendor Exchange Process ..... 35
- 8. Resolution Period ..... 36
  - 8.1 Download Pass Rate Reports ..... 37
  - 8.2 Review Pass Rate Reports ..... 37
  - 8.3 Edits Performed During Resolution Period ..... 39
    - 8.3.1 Service ..... 40
    - 8.3.2 Address ..... 40
    - 8.3.3 Amount ..... 40
- 9. Site Use Terms and Conditions ..... 41
- 10. Supervised Clinical Experience & Nonclinical Coursework ..... 47
- 11. User Guide Supplement for AY 2021/22 ..... 48
  - 11.1 End-to-End Reporting Timeline ..... 48
  - 11.2 Student Reporting/Matching Timeline ..... 49
  - 11.3 Secondary Test Vendors by State ..... 50

**Table of Figures**

Figure 1 U.S. Department of Education Website for HEOA ..... 5

Figure 2 Example of Section III, IHE Report Card ..... 6

Figure 3 Add Service..... 8

Figure 4 Create Account Part I ..... 9

Figure 5 Create Account Part II ..... 10

Figure 6 Create Account Part II - Services ..... 10

Figure 7 Create User Name and Password ..... 11

Figure 8 Recommended Number of Approved Secondary Users ..... 12

Figure 9 Manage Profile ..... 15

Figure 10 Licensure Menu..... 17

Figure 11 View Student Category Definitions ..... 18

Figure 12 License Code List ..... 19

Figure 13 Download a Spreadsheet form ..... 19

Figure 14 Upload Student Data Formatting..... 21

Figure 15 Load Spreadsheet from Student List Page ..... 22

Figure 16 Load Spreadsheet from Home Page ..... 22

Figure 17 Student Record Count..... 23

Figure 18 Upload Error Messages ..... 23

Figure 19 Enter Individual Student Record ..... 25

Figure 20 Match Resolution Chart ..... 29

Figure 21 Delete Student Record..... 31

Figure 22 Comparison of Report to Website ..... 36

Figure 23 Downloaded Report File ..... 37

Figure 24 Report Location..... 37

Figure 25 Example of Groups Included in Summary Report..... 38

Figure 25 Example of Groups included in Assessment Report ..... 38

Figure 27 Resolution Period Review Chart ..... 39

# 1. INTRODUCTION TO TITLE II REPORTING

This guide provides information, instruction, and assistance to teacher preparation programs to enter student data in order for ETS® to prepare and make available pass rate reports to satisfy Section III of the Institutional and Program Report Card (IPRC) on the Quality of Teacher Preparation. See an [IPRC sample](#).

The Higher Education Opportunity Act of 2008 calls for annual reports from states and IHEs on the quality of teacher preparation and state teacher certification and licensure ([Pub. L. 110–315, sections 205–208](#)). The purpose of the reports is to provide greater accountability in the preparation of the nation’s teaching force and to provide information and incentives for its improvement.

Sections 205 through 208 of Title II of the *Higher Education Act (HEA)*, as amended in 2008, (PL 110-315) call for accountability for programs that prepare teachers. Section 205 of Title II requires reports from each IHE that conducts a traditional teacher preparation program or an alternative route to state certification or licensure program and that enrolls students receiving federal assistance under *HEA* (e.g., Title IV). In addition, states must be able to report on alternative routes to teacher certification or licensure that are operated by entities that are not institutions of higher education, referred to as AROs. The law can be accessed at <http://www2.ed.gov/policy/highered/leg/hea08/index.html>.

Figure 1 U.S. Department of Education Website for HEOA

Skip to main content | About Us | Contact Us | FAQs | Language Assistance

U.S. Department of Education

Student Loans | Grants | Laws | Data

LAWS & GUIDANCE / HIGHER EDUCATION

## Higher Education Opportunity Act - 2008

The Higher Education Opportunity Act (Public Law 110-315) (HEOA) was enacted on August 14, 2008, and reauthorizes the Higher Education Act of 1965, as amended (HEA). This page provides information on the Department's implementation of the HEOA.

- Dear Colleague Letter
- Negotiated Rulemaking
- IPEDS
- Reports and Studies

Some parts of the law will be implemented through new or revised regulations. The negotiated rulemaking process will be used for some regulations, as explained below. Other areas will be regulated either through the usual notice and comment process or, where regulations will merely reflect the changes to the HEA and not expand upon those changes, as technical changes.

As we move through the implementation process, we will be updating this page, so check back often.

Higher Education Opportunity Act (P.L. 110-315)

Text | PDF

Dear Colleague Letter

The Department has published a [Dear Colleague Letter](#) which provides a summary of each

What's New

In accordance with the Higher Education Opportunity Act of 2008 (HEOA), by October 29, 2011, each postsecondary institution in the United States that participates in Title IV student aid programs must post a net price calculator on its Web site that uses institutional data to provide estimated net price information to current and prospective students and their families based on a student's individual circumstances. To assist institutions in meeting this obligation, The National Center for Education Statistics, in cooperation with the Office of Postsecondary Education and

How Do I Find...

- Student loans, forgiveness
- College accreditation
- Every Student Succeeds Act (ESSA)
- FERPA
- FAFSA
- 1098-E Tax Form

More >

Information About...

- Transforming Teaching
- Family and Community Engagement
- Early Learning
- K-12 Reforms

Related Topics

- Office of Federal Student Aid

## 1.1 REPORTING GUIDELINES

A teacher preparation program is a state-approved course of study, the completion of which signifies that an enrollee has met the state’s educational and/or training requirements for initial certification or licensure to teach in the state’s elementary, middle, or secondary schools. A teacher preparation program may be either a traditional program or an alternative route to certification program, as defined by the state. Also, an alternate route program may be within or outside an institution of higher education. For purposes of Title II reporting, all traditional teacher preparation programs at a single institution of higher education are considered to be a single program.

Teacher preparation programs, both traditional and alternative, report to their states, which report to the United States Department of Education (USDOE). Since 2001, the [Office of Postsecondary Education](#) at the USDOE has collected data from states on teacher preparation programs and their students, as well as states’ assessment and licensing of teacher candidates. State certification requirements and policy-related information have also been collected.

The Secretary of [the USDOE may impose a fine not to exceed \\$27,500](#) on an institution of higher education for failure to provide information in a timely or accurate manner.

While annual Title II reporting is required by law, the mechanisms IHEs use to report are determined by the state. ETS, as primary test vendor in a state, provides the service of collecting data and preparing pass rate reports for the state’s department of education to satisfy the requirements of **Section III of the IHE Report Card** as well as [Section V of the Title II State Report Card on the Quality of Teacher Preparation](#).

ETS has developed the [ETS Title II website](https://tlcs.ets.org), (<https://tlcs.ets.org>), which is an online application to collect student data from the institutions in which they are enrolled during a specific academic year, and match the records to test scores. The test scores are housed in a separate database and are matched to the students entered by teacher preparation programs. Additionally, because the federal regulations require that one report be submitted by each state containing the combined pass rates of all teacher licensure tests offered, ETS’s data collection application is designed with the capability to add the tests and results of secondary vendors in states where ETS is the primary vendor (i.e., ES Pearson, ACTFL, ALTA and ABCTE).

**Figure 2 Example of Section III, IHE Report Card**

Section III. Pass rates and scaled scores						
Note:		This table is populated from files provided by the testing company or state. The table provides information on the performance of the students in your teacher preparation program on each teacher credential assessment used by your state. In cases where a student has taken a given assessment more than once, the highest score on that test is used. In the case of a teacher preparation program with fewer than 10 scores reported on any single initial teacher credential assessment during an academic year, the program shall collect and publish information with respect to an average pass rate and scaled score on each state credential assessment taken over a three-year period. (§205(a)(1)(B))				
Key Terms:		pass rate, scaled score, teacher credential assessment				
Assessment name Assessment code Test company code Group	Number taking test	Average scaled score	Number passing test	Pass rate (%)	Statewide average pass rate (%)	Statewide average scaled score
All enrolled students who have completed all nonclinical courses						
Other enrolled students,						
All program completers						
All program completers, (prior year)						
All program completers, (two prior years)						

Section III of the IHE Report Card requires information on the performance of students in the teacher preparation program on each teacher certification/licensure assessment used by the state. ETS will provide reports in a user-friendly format for IHE review and records. ETS will submit pass rate data files to Trewon Technologies, the research organization contracted by the USDOE, for upload to the individual report cards.

When a student has taken an assessment multiple times, only the highest score will be used provided it was achieved within the testing window for the current reporting year.

## **1.2 THE RULE OF 10**

The production and verification of pass rates, which involves personally identifiable student information, will be handled in accordance with all applicable state and federal laws, including [FERPA](#) and other privacy laws.

Institutions and organizations are not required by law to publish Title II summary pass rates. The individual institutional pass rates are published in Section V of the State Report Card and included in the Secretary's Annual Report on Teacher Quality.

The list of students' matched score data should be retained to allow verification of pass rate reports; this can be accomplished by [exporting the student list](#).

## 2. TITLE II USER ACCOUNTS

It is the responsibility of each teacher preparation program to maintain a Title II primary user account with the primary user actively employed and available to manage secondary accounts and participate in federal pass rate reporting on an annual basis. Individuals who will be on sabbatical, medical leave, out of the country, or away from their institution for any length of time cannot effectively manage secondary accounts or comply with the federal reporting schedule, so should not assume the role of Title II primary user. Additionally, Primary users should remove the accounts of any secondary user who will be on sabbatical, medical leave, out of the country, or away from their institution for any length of time as a measure of data security.

ETS sends communications to approved users to keep them informed of annual reporting requirements, submission deadlines, report availability, etc. Changes to personnel within an institution is not a valid reason for failure to comply with student data submission and score match verification responsibilities which are part of federal reporting requirements. ETS assists by sending notifications and reconciling all non-deliverable emails, but it is ultimately each institution that bears the responsibility for federal pass rate reporting and is subject to the [USDOE fine of up to \\$27,500](#) for noncompliance.

**An institution-affiliated email address is required on all accounts.** For data security reasons, an email address affiliated with the user’s institution or organization must be used when creating an account. Primary accounts will not be approved by the ETS administrator and secondary accounts should not be approved by the primary user without an institution-affiliated email address present; secondary accounts without an institution-related email address will be removed and those users will no longer have access to the service.

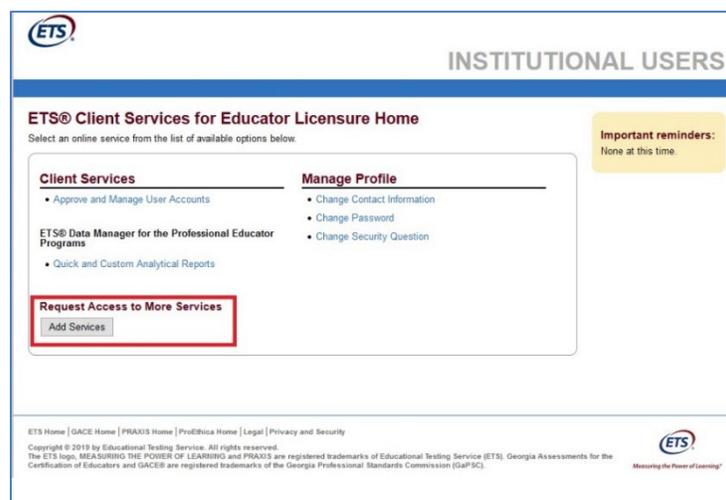
Each individual is required to have an approved account in order to access the [ETS Title II website](#). If a new Title II user does not yet have an account for another ETS Client Services for Educator Licensure service, the creation of a new account will be necessary. See 2.2 below.

However, if an approved account for any of our services already exists, such as Test Taker Score Reports or Quick & Custom Analytical Reports, then Title II Reporting Services can be added to the existing account profile. See 2.1 below.

### 2.1 ADD TITLE II SERVICE TO EXISTING ACCOUNT

Sign in to ETS Client Services for Educator Licensure using your existing user name and password. Once on the Home page, select the “Add Services” button on the lower left corner of the page (see Figure 3, below).

Figure 3 Add Service



The Create Account window will appear with the information previously provided to ETS. Check the box on the left to select service(s) for which you want access and, if required, indicate your role type for each selected service and select “Continue.” Verify that all the information submitted is correct and select “Continue.” If required, a Site Use Agreement will appear. Read the Agreement and provide your consent by checking the box.

Once you have submitted your information, your request will be sent to either the ETS Administrator or the Primary User for your institution for approval and confirmation will be sent to the email address provided. Once approved, you will receive an email advising that your access has been approved. The service will then appear in your list of services as a link at next login.

## 2.2 CREATE A NEW ACCOUNT

Enter the required contact information on the Create Account (Part I) page (see Figure 4) and select “Continue.” Please note that items marked with an asterisk (\*) are required fields.

Figure 4 Create Account Part I

**ETS® Client Services for Educator Series**

**Create an Account(Part-I)**

Individuals from approved ETS institutions, organizations, or states can create an ETS Client Services account and request access to the services listed below. If you do not see your organization contact a [Client Services Administrator](#).

\* Required field

\* First Name:

Middle Initial:

\* Last Name:

Job Title:  *(Required field)*

\* Email Address:  All ETS Client Services communications will be emailed to this address. Please add @ets.org to your address book or safe email list.

\* Re-enter Email Address:

\* Address Line 1:

Address Line 2:

\* City:

\* State:

\* ZIP/Postal Code:  Example: 012340000

\* Primary Phone Number:  Example: 1234567890

Alternate Phone Number:

Fax Number:

Cancel  Continue

Enter the institution-assigned title for the position you currently hold at your agency, institution, or organization

An institution-affiliated email is required

### 2.2.1 Select the Type of Account

Accounts are available to agencies or institutions that have an ETS Professional Educator Programs Attending Institution (AI) code or Designated Institution (DI) code. There are two levels of access: *State or National Agency* and *Institution or Organization*.

- **State or National Agency accounts** are available for members of a state licensing agency or national association (such as ASHA). Select the radio button for State or National Agency. Select your state from the first drop-down box and your agency name from the second drop-down box.
- **Institution or Organization accounts** are available for educator preparation programs (EPPs) and other similar organizations. Select the radio button for Institution or Organization. Select your state name from the first drop-down box and then select your institution’s or organization’s name from the second drop-down box.

Figure 5 Create Account Part II

## 2.2.2 Select Services

Once you have identified your Type of Account and your Institution or Organization, you will be presented with a list of available services (see Figure 6). Check the box on the left to select service(s) for which you want access and, if required, indicate your role type for each selected service. When all services have been selected, click “Continue.” Please take care to request access to required services, those that are not appropriate will not be approved.

Additionally, the Web Service option (Test Taker Score Reports via Web Service) should only be selected if your intention is to program a web service to pull scores from our system and automatically load them into your system. (The assistance of your Information Technology department may be needed to set up this service.)

Figure 6 Create Account Part II - Services

## 2.2.3 Administrative Role

State or National Agency accounts do not have a specific type of role. Access is managed by staff at ETS, as directed by the State or Agency.

Institution or Organization accounts have two administrative roles, either Primary User or Secondary User, and are managed by a single Primary User at each institution. The Primary User is not required to use the services; he or she is only required to manage access for users at his or her institution. Note, there can only be one Primary User for each service at an institution. Other staff requesting access to services should sign up as Secondary Users. Each service has recommendations for who should serve as the Primary User.

- **Title II Reporting Services:** The Primary User should be the Title II Coordinator or staff member at the level of a dean, assistant dean or other position who would be able to monitor and approve/remove access for staff at the institution.
- **ETS Data Manager—Quick and Custom Analytical Reports:** The Primary User should be at the level of a dean, assistant dean or other position who would be able to monitor and approve/remove access for staff at the entire institution.
- **ETS Data Manager—Test Taker Score Reports or Test Taker Score Reports via Web Service:** The Primary User should be the current score recipient, dean, assistant dean or other position for the institution who would be able to monitor and approve/remove access for staff at the entire institution.
- **ETS Data Manager—Roster of Attending Students:** The Primary User should be the current Primary User for the Test Taker Score Reports application.

All Primary Users are approved by the ETS Administrator. All Secondary Users are approved by their institution’s Primary User. A Primary User must create an account first to approve Secondary Users within his/her institution. If you are not the Primary User, you should be certain that your Primary User has created an account before you proceed.

## 2.2.4 Verify Information

On the next screen, confirm that your account information is correct. To make corrections to your contact information, select “Edit Personal Information.” To make changes to the services you require, click “Edit Service Information.” If all information is correct, select “Continue.”

## 2.2.5 Create a User Name and Password

The Create User Name and Password page asks you to create a user name and password as well as set your security question (see Figure 7). Please note that items marked with an asterisk (\*) are required fields. Please be sure that both your user name and password meet the guidelines posted on the page. Existing users of other ETS Programs, a new account and unique user name is required for ETS Client Services for the Professional Educator Program account creation.

Figure 7 Create User Name and Password

**Create User Name and Password**

\* Required field

\* User Name:  User Name must be between 6 and 16 characters (letters and/or numbers only).

\* Password:  Passwords must...

1. Not be one of the 5 previous passwords
2. Not contain more than two consecutive characters from the user's account name or parts of the user's full name
3. Be at least eight characters in length
4. Contain characters from three of the following four categories:
  - a. Uppercase letters (A through Z)
  - b. Lowercase letters (a through z)
  - c. Numbers (0 through 9)
  - d. Non-alphabetic characters (for example, !, \$, #, %)

\* Re-enter Password:

If you forget your user name or password, you will be asked to respond to your security question to verify your identity.  
Select a question and answer below.

\* Security Question:

\* Security Answer:

Read the Site Use Agreement and provide your consent by checking the box. You can print a copy of this Agreement from this page if you wish.

Once you have submitted your information, your request will be sent to either the ETS Administrator or the approved Primary User for the service for approval, and confirmation will be sent to the email address provided. Once approved, you will receive an email advising that your access has been approved. Proceed to the website and enter the user name

and password created during the sign-up process and access ETS Title II Reporting Services and, if applicable, the ETS Data Manager.

**IMPORTANT:** When a primary account is removed, the accounts of all secondary users previously approved by that primary are also removed. Therefore, it is important that the new primary create an account as soon as possible so receipt of communications from ETS about Title II pass rate reporting are not interrupted and submission deadlines are not missed. The new primary user will be able to re-approve the same secondary users through the *manage user accounts* function. There is no action required by secondary users to have a new primary user reapprove their accounts. The primary user may also [invite other individuals to create secondary accounts](#) which the primary will be prompted by auto-generated email to approve; these emails are from the [TLClientServices@ets.org](mailto:TLClientServices@ets.org) mailbox (please add this to your safe sender list).

Please note that it is against security protocol to share or re-use Title II accounts. Each individual who needs to access the Title II site for purposes of federal pass rate reporting must have an approved account in their own name and affiliated with their institution-issued email address.

Based on 20 years of historical data, below is the number of approved secondary users necessary to handle Title II tasks based on program size. Adherence to this recommendation is important in order to maintain a safe environment for student personally identifiable information (PII).

**Figure 8 Recommended Number of Approved Secondary Users**

Enrolled Students	Approved Secondary Users
1 – 200	One
201 – 400	Two
401+	Three

The following information will assist primary users with the approval and management of secondary accounts.

### 2.3 TITLE II PRIMARY USER RESPONSIBILITIES

A Primary User for ETS Title II Reporting Services is most often the Dean of Education or Interim Dean, however, also eligible for approval are Department Chair, Associate Dean, Provost, or Director. The Title II primary user is the individual responsible for both State and Federal reporting for the institution’s teacher preparation program. Each institution will have a Title II primary user approved by the ETS Administrator with the key responsibility of managing and maintaining secondary accounts and access to your students’ PII. For small programs, the primary may also be the individual who enters and verifies student data and a secondary account is not necessary. The Title II website holds multiple years of PII necessary to prepare federally mandated pass rate reports. To assure the security of this data in accordance with the USDOE Family Educational Rights and Privacy Act (FERPA), which prohibits improper disclosure of PII derived from education records, a primary user should maintain the number of approved secondary accounts proportionate to the number of enrolled students in the program. Instructions for performing the tasks of a primary user are provided in the sections below.

### 2.3.1 Approve a Pending Secondary Account

Follow the steps below when notified by email that a secondary account is pending approval.

1. Go to <https://tlcs.ets.org> or use the link provided in the notification email and log in
2. Select *Approve and Manage User Accounts* under Client Services
3. User Group: Title II Reporting Services
4. Status: Pending Users
5. Place a check next to the pending account(s) to be approved
6. Select *Approve* from the Action drop-down menu
7. Click *Apply*

### 2.3.2 Reject a Pending Secondary Account

If an individual chooses the Title II Service in error and does not need to have access to Title II data, the pending account should be rejected.

1. Go to <https://tlcs.ets.org> or use the link provided in the notification email and log in
2. Select *Approve and Manage User Accounts* under Client Services
3. User Group: Title II Reporting Services
4. Status: Pending Users
5. Put a check next to the account to be rejected
6. Select *Reject* from the *Actions* drop-down menu
7. Click *Apply*

### 2.3.3 Remove Access for a Secondary User Account

When a secondary user is no longer employed by the institution or changes roles and no longer needs access to the Title II website, the account should be removed.

1. Go to <https://tlcs.ets.org> and log in
2. Select *Approve and Manage User Accounts* under Client Services
3. User Group: Title II Reporting Services
4. Status: Approved Users
5. Select *Search* button
6. Put a check next to the account to be removed
7. Select *Reject* from the *Actions* drop-down menu
8. Click *Apply*

### 2.3.4 Add a Secondary User Account

A secondary user should create an account or add Title II Reporting Services to an existing account as detailed on page 8 . No action is required by the primary user until the secondary user has completed the account creation process at which time the primary user will receive an auto-generated email notice that an account is pending approval along with a link to the site to approve it.

### 2.3.5 Reapprove Access for a Removed Secondary Account

When a primary account is removed, so are the secondary accounts previously approved by that primary. The new primary can reapprove these accounts by following these steps:

1. Go to <https://tlcs.ets.org> and log in
2. Select *Approve* and *Manage User Accounts* under Client Services
3. User Group: Title II Reporting Services
4. Status: Show All Users
5. Select *Search* button
6. Place a check next to the secondary account to be reapproved
7. Actions: Approve
8. Click *Apply*

### 2.4 SECONDARY USER ACCOUNT

The Title II secondary user is the individual who will input, review, and verify student data. Each institution may have up to three accounts with the secondary role type, determined by the average number of enrolled students over a three-year period, see [Figure 8 Recommended Number of Approved Secondary Users](#). Adherence to this recommendation is important in order to maintain a safe environment for student personally identifiable information (PII).

All secondary user accounts will be approved and managed by the primary user; ETS does not manage secondary user accounts. In smaller institutions it may not be necessary to approve secondary users if the primary user is performing the input and verification tasks.

### 2.5 USE OF THE TITLE II WEBSITE

Please read the full text of [Site Use Terms and Conditions](#); below is an excerpt as it pertains to the security of account login credentials.

When a new Title II account is created, or when the Title II service is added to an existing profile, users are bound by the terms and conditions for use of the site. Set out in full in [Section 9](#), the Agreement requires, in part, that **Credentials may only be used by the Authorized User to whom they are assigned and that the Credentials may not be shared with or used by any other person, including other Authorized Users.** The primary user will manage his/her roster of Authorized Users and will promptly deactivate an Authorized User's Credentials or notify ETS to deactivate an Authorized User's Credentials if the Authorized User is no longer an Eligible Person or he/she otherwise wishes to terminate the Authorized User's access to the Services.... You are responsible for all use of the Services accessed with Credentials issued to Your Authorized Users, whether such access is by Authorized Users or by any individual who is not an Authorized User ("User"). You will use reasonable commercial efforts to prevent unauthorized use of the Credentials assigned to Your Authorized Users and will promptly notify ETS, in writing, if You suspect that any Credentials are lost, stolen, compromised, or misused. ETS may suspend or terminate any Authorized User's rights to access and use the Services and Materials at any time without cause and/or prior notice.

**In short, the sharing of login credentials (user name and password) or the transfer of an account from an approved user to another individual is prohibited. The security of student PII is paramount and any individual or program failing to comply with this policy will lose rights to access the site and use of the Service. A primary user is to remove the account of secondary users as soon as they leave the program or are otherwise no longer required to perform federal pass rate reporting tasks.**

## 2.6 PROFILE MAINTENANCE: CHANGE PASSWORD AND/OR SECURITY QUESTION

From the ETS Client Services for Educator Licensure Home page, approved users will have the option to make changes to their profile under the Manage Profile section of the home page. By selecting *Change Contact Information*, users can update demographic information such as name, phone number, email address, etc.; user name cannot be changed once created.

Figure 9 Manage Profile



### 3. ENTERING STUDENT DATA

**IMPORTANT:** The information in ETS® Data Manager for the Professional Educator Programs, including the Roster of Attending Students and Quick & Custom Analytical Reports, **is a different dataset from the data in Title II.** The Roster of Attending Students is not what is used to populate the Title II Student List because of the differences between the two datasets as identified in the chart below.

Title II Data	ETS Data Manager Data
Obtains student data directly from IHEs	Obtains student data from students at time of test registration. This information is optional and not confirmed by ETS to be complete or accurate.
Students assigned to one of three program types (IHE alternate, IHE traditional, alternate outside IHE)	Does not include program type of students
Students assigned to completer or all but clinical role must be linked to a valid license for their state	Does not identify a student's license
Pass rates calculated only on tests required by license assigned to the record	Includes all tests taken, not limited by licensure area
Calculates pass rates on 10 or more test takers	Calculates pass rates on 5 or more test takers
Students' personally identifiable information provided by the IHE may be different than that provided by the test taker at registration which would prevent the scores from matching to the student record; scores not matched to a student record cannot be included in the pass rate calculation	Both test takers and scores are taken from the same database with no matching required
Applies federal requirements, i.e. includes only highest score from tests used for initial classroom teacher licensure taken within the last 5 years. Does not include test taken more than 5 years prior, non-classroom teacher tests, i.e. Guidance Counselor, School Principal or Superintendent, etc.	Includes all tests taken by an individual for the past 10 years
Applies state licensure rules based on Boolean logic which will include the best outcome for the report	Applies no license logic.
Includes only tests taken by students attending a specific state institution receiving federal funding	Could include tests taken by candidates from other states or attending private institution that does not use federal funding
Timeline dictated by Title II law: Sept 1 through Aug 31	Timeline chosen by user

#### 3.1 IDENTIFY STUDENTS

To assure the accuracy of the student list, be sure to enter only students who were

- officially enrolled in the program between September 1 and August 31 of current reporting year, and
- seeking initial certification (not an endorsement), and
- seeking a position as a classroom teacher (not principal, vice principal, school administrator, guidance counselor, school social worker, speech/language pathologist or other school support personnel).

The testing activity of students should **not** be a factor when considering which students to include on the list. If a student fits the above criteria, a record should be entered regardless of whether the student has taken or passed a teacher licensure test. Your final and accurate student list should not contain students who dropped from the program at any time during the academic year being reported (prior to August 31).

## 3.2 ASSIGN PROGRAM TYPE, GROUP, LICENSURE AREA

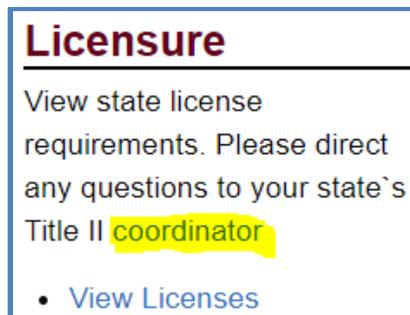
### 3.2.1 Program Type

The type(s) of approved programs for an institution is information provided by each state Title II coordinator. The designations are:

- Traditional (R), only traditional route students can be entered
- Alternate (A), only alternate route students can be entered
- Both, can enter both traditional (R) and alternate route (A) students
- ARO (O), an alternate route organization outside of an institution is able to enter only alternate route students (example: Teach for America)

If a program's route type designation is not known or needs to be changed, contact your state Title II Coordinator. Contact information can be found at <https://title2.ed.gov/Public/ContactsState.aspx>, or by clicking the *coordinator* link on the Title II Home page.

Figure 10 Licensure Menu



Each student enrolled in an institution of higher education must be assigned a Program Type, either Traditional or Alternate. As noted above, some institutions can enter both Traditional and Alternate student data if both program types are approved for the institution. An Alternate Route Organization **outside of an institution** can enter only **ARO** students identified as an "O" on the upload sheet. Please note that if a record is assigned a program type other than the program's designated type, an error message will be received: *Program Type is invalid for the institution.*

### 3.2.2 Student Category (Group)

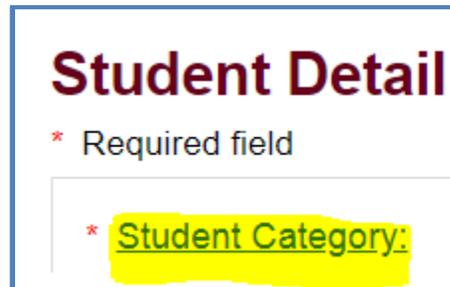
Whether students are entered individually or by bulk upload (see [Option 1 – Upload Sheet](#)), each record must be assigned to one of three categories:

1. All enrolled students who have completed all nonclinical courses (**Enrolled All But Clinical**) or
2. Other Enrolled, or
3. Completed.

If students fit into more than one category during the academic year, assign whichever category they were in as of 8/31 of the academic year being reported.

The definition for each category, provided below, can also be viewed on the website by choosing **Student Category** on the Title II Home page.

Figure 11 View Student Category Definitions



The image shows a screenshot of a web form titled "Student Detail". Below the title, there is a legend indicating that an asterisk (\*) denotes a "Required field". Below this, there is a text input field with the label "\* Student Category:" highlighted in yellow. The input field is currently empty.

Additional information can be found at <https://title2.ed.gov/Public/TA.aspx>.

### 3.2.2.1 Enrolled All But Clinical, Group 1

Students who have completed all nonclinical courses; nonclinical coursework is: Any course in the teacher preparation program curriculum that focuses on content, such as academic subject matter, and does not require students to participate in the activities of supervised clinical experience as described in [Supervised Clinical Experience and Nonclinical Coursework](#), may be counted as nonclinical coursework. The curriculum policies of each state and its institutions will identify coursework that is nonclinical or clinical.

**NOTE:** If a program requires additional coursework during or after student teaching, there will be no students in the Enrolled All But Clinical category for that program.

### 3.2.2.2 Other Enrolled, Group 2

Students who have been admitted to a teacher preparation program but have not yet completed the program.

**NOTE:** The definition of an enrolled student does not include taking classes or doing an active clinical. However, if a student withdraws from the program during the academic year, do not include him/her in the count of enrolled students.

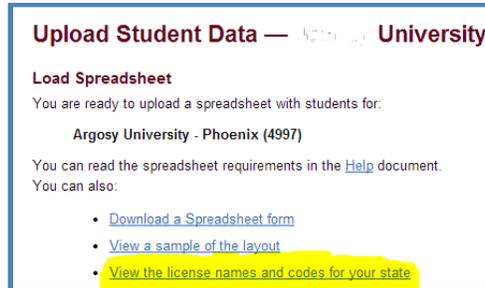
If a student is already licensed and returning to earn additional endorsements, or has completed a teacher preparation program previously, whether the student became licensed or not, the student should not be included in Title II reporting. Title II reporting is to include students working toward their INITIAL certification only. Initial certification is defined as the first teaching certificate or license sought by an individual. The specific certificates or licenses classified as initial certification in each state are defined by the state.

### 3.2.2.3 Completed, Group 3

Students who meet all the requirements of a state-approved teacher preparation program. Program completers include all those who are documented as having met such requirements. Documentation may take the form of a degree, institutional certificate, program credential, transcript, or other written proof of having met the program's requirements. In applying this definition, the fact that an individual has or has not passed all licensure tests and/or has or has not been recommended to the state for or been granted initial certification or licensure may not be used as a criterion for determining who is a program completer.

When entering students directly in the website, there is a dropdown box from which to choose a license or multiple licenses for each record. When entering students by upload sheet, the license code is necessary; a list of state license codes can be accessed by choosing **View the license names and codes for your state** from the *Upload Student Data* page.

Figure 12 License Code List



### 3.2.3 Licensure Area

Each student in the *Enrolled All But Clinical* and *Completed* categories must be assigned at least one certification area or license, and can be assigned up to ten. ETS determines the correct test(s) to use in the pass rate reports based on the tests required by the license associated with each student record. By assigning the correct licensure area for which the program is preparing the student, the program will be held accountable for tests taken for those areas only. Students in the *Other Enrolled* category who have not yet chosen a certification/licensure area can be assigned as *undeclared*. When entering an *undeclared* student on the upload sheet, leave the cell in Column T blank. Please note that a student listed as *undeclared* will be matched to any test taken within the last five years that is required for any initial classroom teacher license in the state.

In order to maintain an accurate count of students for a given academic year, there is a license that some states use that does not have a test requirement; this allows a program to enter a student seeking initial classroom teacher certification in an area that does not require an assessment. The license is *No Test Required (0000)*, and in order to assign this license to a student record, the state would be required to add it to its list of licenses. All questions about this license should be directed to the state Title II coordinator.

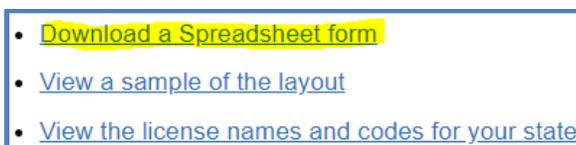
## 3.3 ENTER STUDENTS

When all necessary information is gathered and available, it is time to enter student records into the website so ETS can include them in match run processing. There are two options for entering student records.

### 3.3.1 Option 1 – Upload Sheet

The first step is to download and save the Excel spreadsheet (the sheet) that has the proper field headings for uploading student data. It can be downloaded from the site by selecting *Load Spreadsheet* from the Title II Home page under the *Students* heading, then choosing *Download a Spreadsheet form*:

Figure 13 Download a Spreadsheet form



It is recommended that the sheet be saved as either an .xls or .xlsx file and student data be entered into the saved document so that all Excel tools are available for your use. Please note that it is important to maintain the formatting of the entire sheet as TEXT in order for the file to load. Also, do not change the page layout, i.e. margins, orientation, color fill, number formatting, text bolding, lines, etc.

There is field-specific requirements (i.e. field length, character restrictions) for the upload sheet in order that it load successfully into the Title II student database. The format requirement for each field can be viewed by choosing **View a sample of the layout** on the Upload Student Data page, Figure 13.

Figure 14 Upload Student Data Formatting

Column	Title	Content	Required Field	Type	Length
A	AI-CDE	Institution Code	Yes	Text	10
B	PROGRAM	Program Type: R = Traditional A = Alternate O = Alternate Outside Organization	Yes	Text	1
C	CATEGORY	Category Type: 1 = Enrolled All but Clinical 2 = Other Enrolled 3 = Completed	Yes	Text	1
D	LAST-NAME	Last Name	Yes	Text	15
E	LAST-NAME2	Additional Last Name (1st)	No	Text	15
F	LAST-NAME3	Additional Last Name (2nd)	No	Text	15
G	LAST-NAME4	Additional Last Name (3rd)	No	Text	15
H	LAST-NAME5	Additional Last Name (4th)	No	Text	15
I	FIRST-NAME	First Name	Yes	Text	12
J	MI	Middle Initial (no period)	No	Text	1
K	DOB	Date of Birth (MMDDYYYY - no hyphens)	Yes or SSN	Text	8
L	SSN	Social Security Number (no dashes)	Yes or DOB	Text	9
M	CAND-ID	PRAXIS Candidate ID Number (8 Digit Number)	No	Text	8
N	CAND-ID2	PRAXIS Candidate ID Number (8- Digit Number)	No	Text	8
O	CAND-ID3	PRAXIS Candidate ID Number (8- Digit Number)	No	Text	8
P	CAND-ID4	PRAXIS Candidate ID Number (8- Digit Number)	No	Text	8
Q	STREET-ADDR	Street Address	No	Text	30
R	CITY	City	No	Text	15
S	ST	State (XX if foreign country)	Yes	Text	2
T	LICENSE	State License Code or Undeclared (Can be Alpha, Numeric, or AlphaNumeric)	Yes Unless Undeclared	Text	10
U	LICENSE2	State License Code or Undeclared (Can be Alpha, Numeric, or AlphaNumeric)	No	Text	10
V	LICENSE3	State License Code or Undeclared (Can be Alpha, Numeric, or AlphaNumeric)	No	Text	10
W	LICENSE4	State License Code or Undeclared (Can be Alpha, Numeric, or AlphaNumeric)	No	Text	10
X	LICENSE5	State License Code or Undeclared (Can be Alpha, Numeric, or AlphaNumeric)	No	Text	10
Y	LICENSE6	State License Code or Undeclared (Can be Alpha, Numeric, or AlphaNumeric)	No	Text	10
Z	LICENSE7	State License Code or Undeclared (Can be Alpha, Numeric, or AlphaNumeric)	No	Text	10
AA	LICENSE8	State License Code or Undeclared (Can be Alpha, Numeric, or AlphaNumeric)	No	Text	10
AB	LICENSE9	State License Code or Undeclared (Can be Alpha, Numeric, or AlphaNumeric)	No	Text	10
AC	LICENSE10	State License Code or Undeclared (Can be Alpha, Numeric, or AlphaNumeric)	No	Text	10

**NOTE: A single error on an uploaded sheet *prevents all records on the sheet from loading*. The spreadsheet must be properly formatted and error free in order to load. Always confirm the upload by reviewing the Student List.**

After all required fields of data have been added to the sheet, it is ready to load. From either the Title II Home page or the Student List page, select *Load Spreadsheet* then select *Choose File* and enter the location of the saved file or browse and choose it from its saved location.

Figure 15 Load Spreadsheet from Student List Page

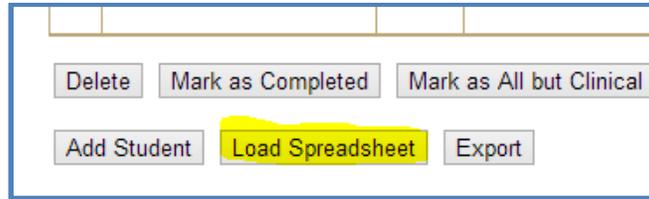


Figure 16 Load Spreadsheet from Home Page



If a large number of records are being loaded, it may take a few minutes. Refrain from clicking the *Load* button multiple times during this process as it will restart the load from the beginning of the sheet and multiples of the same records will be included.

When completed, one of two messages will be received:

- a) [x] number of records have successfully loaded
- b) the sheet had Load Errors and did not load at all

If the *Load Errors* message is received, there will also be a list of the errors along with their location on the sheet. Proceed in one of two ways:

1. Correct ALL errors on the spreadsheet and reload it. Note that any error left on the sheet and uncorrected will cause the entire load to fail.
2. Remove the rows that have errors to another sheet and load the original sheet again, containing just those lines that were error free.

If option 2 is chosen, be sure to delete the empty rows left by the removal of those with errors, then correct the records with errors and load them separately. The first sheet of a workbook is the one that loads, so be sure to move the sheet with the corrected errors to that position in the workbook prior to loading.

**After the upload finishes, take note of the number of records indicated as successfully loaded. A review of the student list after completing an upload will confirm the number of records loaded.**

Figure 17 Student Record Count

**Student List — AF  
Year 2015-2016**

Student Category:

Reporting Year:

Last Name:

Program Type:

31 records retrieved. Last Match

Below is a list of error messages along with the field names to which they can apply.

Figure 18 Upload Error Messages

Data entered in [LAST-NAME] field exceeds the maximum field length of [15]; truncate the data in this field to maximum length to resolve error.
Data entered in [FIRST-NAME] field contains illegal character(s) [list all illegal characters for all fields]. Remove the character to resolve the error
Data entered in cell C14 is improperly formatted. All data must be “text” formatted.
Data entered in [PROGRAM] field is incorrect for your institution’s program type.
Data is required in [AI-CODE] field.
Data is required in [CATEGORY] field. Options are: 1) Enrolled All But Clinical, 2) Other Enrolled, 3) Completed.
Data is required in [FIRST NAME] field.
Data is required in [LAST NAME] field.
Data is required in either the [DOB or SSN] field.
Data is required in the [LICENSE] field unless student is Undeclared.
Data is required in the [PROGRAM TYPE] field.
Data is required in the [STATE] field.
Additional formatting has been added to your sheet in [field name or cell number] field. Please make sure: the sheet is not password protected; column filters are not in use; there are no frozen header panes, borders, bolding, highlighting, justification, font changes, etc.
A record already exists with this student’s last name as an alternate last name. Please contact <a href="mailto:title2@ets.org">title2@ets.org</a> and provide this reference number for assistance: [title 2 id].
Data entered in [DOB] field does not meet the required field length of 8; enter a valid DOB formatted as mmddyyyy to correct the error.
Data entered in [SSN] field does not meet the required field length of 9; enter a valid SSN to correct the error.

### 3.3.1.1 Spreadsheet formatting tips

Even when a spreadsheet is formatted as text when empty, it can assume the format of the data being entered. To make certain the upload sheet is text formatted

- highlight the entire sheet and right click, and
- select Format, Number tab, and make sure the word Text is highlighted.

Numbers can cause an issue when changed to text. If a number drops a lead zero, or does not format as text, follow the steps outlined below.

Date of Birth, Column K:

1. Highlight Column K
2. Right click and select Cut
3. Open Notepad, TextPad®, or any basic text-editing program
4. Right click and paste the data cut from Column K into text-editing program
5. Return to the sheet, block Column K
6. Right click, select Format Cells, select Text
7. Return to text-editing program, copy the list of data (do not copy DOB field heading)
8. Return to Column K on the sheet
9. Click in cell K2, right click and select Paste

### 3.3.2 Option 2 – Individual Record Entry

Records can also be entered individually, directly in the website. Select *Enter Student* from the Title II Home page under *Students*, or by choosing *Add Student* from the Student List page. Either way will open the *Student Detail* page where required fields of data are marked with a red asterisk. Be sure to select *Save* to move the record to the Student List.

Figure 19 Enter Individual Student Record

Sharen Virginadmin, acting as ADMIN DOE    SIGN OUT    TITLE II HOME    ETS CLIENT SERVICES HOME    HELP

 **ETS ADMINISTRATOR**

### Student Detail

**\* Required field**

\* Student Category:            Current year: 2017-2018

\* Program Type:       

\* Institution Name/Code:       

\* First or Given Name:   

    Middle Initial:   

\* Last or Family Name:   

    Alternate Last Names:      
    
    
  

\* Enter either or both:

    Date of Birth:   

    SSN:   

A better match will result if both are entered.  
Example: mm/dd/yyyy  
Example: 123456789

Address Line 1:   

City:   

\* Home State/Province:       

ETS Testing ID:      
                                    
                                    
                                    
                                    
                                  

Undeclared   

\* Certificate/Licensure/Program(s):          
(Select at least one)

## 4. DUPLICATE RECORDS

---

In accordance with federal reporting guidelines, students can be reported as completing a program only once. Therefore, students who were reported as completing a program in a prior academic year cannot be reported again by another program in a future academic year. If a program attempts to enter the record of a student who was previously reported as completing a program, an error message will be delivered advising why the record cannot be entered. Programs should not attempt to force the record to be saved by changing the SSN or DOB. ETS Title II Reporting Services routinely runs duplicate record checks to identify such records and will contact the program about removing the record. See the [ETS Data Compliance Monitoring](#) section for additional information.

Also in accordance with federal reporting guidelines, a student can be included in reporting only once in an academic year. Therefore, two institutions cannot enter the same student in the same year and an institution cannot enter a student more than once in the same year.

The institution in which the candidate last enrolled would report the candidate for Title II, HEA purposes. Allowing multiple entities to report on a candidate in a given academic year would provide duplicate counts at the state level yielding inaccurate counts of candidates in the teacher pipeline. Pass rates would also be attributed to the schools where the candidate last enrolled regardless of where he/she was studying when he/she took the credentialing exam. The entity where the student last enrolled assumes responsibility for that student by accepting him/her into the program.

When attempting to enter a record that already exists, an error message will be delivered advising that the record is present for the **current** reporting year. You should first search for this record on your own list by [exporting](#) it and searching for the SSN, DOB, etc. If you do not locate the record on your list, contact [title2@ets.org](mailto:title2@ets.org) with the reference number provided in the message.

Another message that is delivered advises that the student is **currently** being reported by another program and it provides the name and code of that program. If you believe the student should be deleted from the other program's list so your program can claim the student, contact [title2@ets.org](mailto:title2@ets.org) with the reference number provided for the contact information of the program so you can request that they delete the record from their list. Please do not contact an EPP to request that a **prior year** record be deleted because the site will not allow the deletion of records from a prior year. In this case, it means the student was reported in the prior year as completing the named program and, according to federal reporting requirements, the student cannot be reported again in any category by any program.

## 5. MATCH TO SCORES

---

### 5.1 SCORE MATCH AND MATCH STATUS

ETS uses the student demographic data entered on the Title II records to obtain test score information; this is done by a process referred to as a Score Match. Score Matches against the test score database occur during non-business hours every week night (Mon-Fri) during the time the site is open to EPPs as identified in the current academic year [Supplement to the Website User's Guide](#) (the *Supplement*). The score match process will copy test and score information to the Title II record as long as the test is listed in the license affiliated with the student record. Please note that secondary vendor tests are not included in ETS weekly score match process, only ETS tests, with the exception of the *PPAT* Assessment, are included in weekly score matches. Also important to note is that the Boolean logic that is referred to as the *license rule* is not applied during the score match process; rather, it is applied when the data is extracted for the creation of the reports. The license rule, when applied, will determine which tests to include in the report, for example:

- Which test to use if two equivalent tests were taken,
- Which test or group of tests to use when tests from two groups were taken

For this reason, there will be both *passed* and *not passed* tests matched to a record; the one that is not passed will be dropped when the license rule is applied if it is in an *OR* scenario with another test taken and that was passed. The license rule will always select the tests that give the best outcome for the student and ultimately the pass rate report. The license rule should be reviewed to determine if a test that was not passed will be included or dropped.

Every entered record will have a match status; below are match status definitions.

#### 5.1.1 Match Not Run

A record is either a) newly entered or b) recently edited and a match run has not yet occurred since the entry or edit.

#### 5.1.2 Not Found

A score file cannot be located based on the demographic information provided by the EPP in the Title II record.

#### 5.1.3 Found

A score file was found for the student, but scores from the file, if present, are not eligible for matching to the Title II record.

#### 5.1.4 Matched to Scores

The Title II record is matched to score(s).

### 5.2 SCORE MATCH VERIFICATION

This is the process where each EPP performs a review of the match status for each Title II record to verify if the match status is valid. An appropriate amount of time should be planned for this task to assure accurate pass rate reports. Historically, it is the EPPs that do not perform match verification that need to perform edits during the [Resolution Period](#) for which a fee is charged. It may take several edits and score matches to complete match verification for all records entered, so a sufficient amount of time should be planned for this work. See the [Supplement](#) for specific dates.

An efficient way to accomplish match verification is to filter the student list by match status, and focus on one group at a time. The list can be exported, in its entirety or by group, for review in spreadsheet format (on which notes can be taken) rather than from the website page.

## 5.2.1 Not Found

Student Category:	All	License Name:	All
Reporting Year:	2017-2018	Test Name:	All
Last Name:		Institution Name/Code:	
Program Type:	All	Match Status:	Not Found
			<a href="#">Reset</a> <input type="button" value="Search"/>

When performing match verification on this group, compare the demographic information on the Title II record to that on the student's score report(s). Even if the information on the score report is different from that in the school records or inaccurate in some way, the Title II record must contain the same information as the score report in order for the scores to match to it. Special attention should be paid to the student's last name as it must be an exact match between both records. If a score report cannot be located or retrieved and it is not known for certain that a student has taken a test, which is common for newly-enrolled students, the record can be considered verified.

You are not being asked to match each of your student records to a test score; rather, you want to verify that when a record is not matched to scores, it is for a valid reason and that editing the record would not change the match status. It is expected that there will be records on the student list with a status of *Not Found* that are valid. The Match Resolution Chart (Figure 19 – Match Resolution Chart) below provides the possible reasons and resolutions for records that are *Not Found*. This is the tool to use when performing match verification.

## 5.2.2 Found

Student Category:	All	License Name:	All
Reporting Year:	2017-2018	Test Name:	All
Last Name:		Institution Name/Code:	
Program Type:	All	Match Status:	Found
			<a href="#">Reset</a> <input type="button" value="Search"/>

When a record is found in the test database but scores are not matched to the record, there is always a reason. The task is to either identify the reason as valid and move on, or change the match status to Matched to Scores by performing edits to the record.

The goal is not to match every record to a score; it is expected that there will be records on the student list with a valid status of *Found* or *Not Found*. The goal is to validate the reason for the match status of each record. Figure 19 – Match Resolution Chart, below, provides the possible reasons and resolutions for records that are not matched to scores, in other words, records with the match status of *Not Found* and *Found*. This is the tool to use when performing match verification.

Figure 20 Match Resolution Chart

REASON	RESOLUTION (where applicable)
<b>A:</b> Information entered in key fields of Title 2 record (last name, first name, SSN, DOB, ETS Testing ID) are different than the student's test score record	<b>To resolve</b> , review the student's score report (either in your files or in Test Taker Score Reports service) to make sure that the key fields of data entered into Title II match what is on the score report and review the Score Match Criteria in Section 5.2.6 below
<b>B:</b> The wrong license is listed for the student	<b>To resolve</b> , confirm the student's area of study within the preparation program; review the list of state licenses to make sure the student record is listed with the correct one
<b>C:</b> The student took a test not required by the license*	<b>No resolution.</b> If a student took a test that is not a requirement of the licensure area for which the program trained him, there is nothing that can be done to resolve this; however, the student should remain on the list as they might take the correct test at a later date and the record will be updated at that time
<b>D:</b> The student took the test outside of the testing window for the current reporting year; see the <a href="#">Supplement</a> for specific dates	<b>No resolution.</b> Exceptions made for licensing are not applied to pass rate reporting; if a student took a test outside of the testing window, the score from that test will not be included in the pass rate calculations even if it was accepted for licensure
<b>E:</b> The student took the test before it became effective for your state**	<b>No resolution.</b> To determine if this is the cause, view the effective date of the test on the License Detail Page
<b>F:</b> The student took the test after it was expired for your state**	<b>No resolution.</b> To determine if this is the cause, view the expiration date of the test on the License Detail Page against the test date on the student's score report
<b>G:</b> The student registered to test but has not yet tested	<b>No resolution.</b> If a score report cannot be located for a student, it's possible the student has not yet tested; there is nothing more that can be done to resolve the record
<b>H:</b> A student has an outstanding balance with ETS or the score file is on hold for security reasons, either making the scores unavailable in the record to be used in Title II.	This seldom occurs. If none of the above reasons fit, contact us directly to check for this reason

\*All questions about licensure and test requirements should be directed to the State Title II Coordinator.

\*\*A review of the license detail, achieved by clicking the license name, will provide test effective and expiration dates.

### 5.2.3 Matched to Scores

Student Category:	All	License Name:	All
Reporting Year:	2017-2018	Test Name:	All
Last Name:		Institution Name/Code:	
Program Type:	All	Match Status:	Matched To Scores
			<a href="#">Reset</a> <input type="button" value="Search"/>

It is important to verify records that are matched to scores for purposes of accuracy. A student can create multiple test records when different demographic information is provided at subsequent registrations. When verifying these records, be sure to confirm that the highest score earned by the student within the last 5 years is present.

### 5.2.4 Initial License Waivers

ACT®, SAT®, and GRE® assessments are not designed to test the knowledge of a beginning teacher; for this reason they are not included in federal pass rate reporting. In some states, scores from such tests, as well as a student's GPA, are accepted in place of a passing score on an initial certification assessment such as the Core Academic Skills for Educators: Reading/Writing/Math assessments. If a student does not take a *Praxis* test because of a test waiver, it does not count against the report, there is just no test score included for that student in the pass rate calculation. However, if a state does accept Core for initial licensure and a student takes a Core test, even if it wasn't passed and not used to obtain teacher licensure, it will be included in Title II pass rate reporting. If a program has a number of students that fit this scenario, an explanation can be added to Section VII, Contextual Information, of the IHE Report Card which is an optional section that allows EPPs to provide additional information to describe the teacher preparation program or give context to its pass rates.

### 5.2.5 Score Match Criteria

Title II records will be matched to tests on a student's test score record based on the following criteria. Note that this criteria may not apply to secondary vendor score matching; all questions or concerns about match criteria used by an other vendor should be directed to that vendor.

1. Last Name (or alternate last name), First Name, ETS Testing ID
2. Last Name (or alternate last name), SSN, DOB
3. Last Name (or alternate last name), SSN
4. Last Name (or alternate last name), First name, DOB
5. Last Name (or alternate last name), ETS Testing ID, DOB

Each criteria includes an **exact match to the Last Name or an Alternate Last Name** (up to four alternate last name fields are available on the Title II record). In addition, when attempting to match with criteria 1 or 4, the first name must be an exact match; a Title II record with the first name of Elizabeth will not match to a score record with the first name of Beth, even if the DOB/Testing ID and Last Name do match.

## 5.3 EDITING RECORDS

To improve the match status, it may be necessary to edit Title II records based on the score match criteria outlined above. To edit student data in the current reporting year, select the student's last name which will open the Match Detail Page. If the record is matched to scores, select *update student data* (upper left corner); if the record has not yet matched to scores, editing can occur on the first screen.

### 5.3.1 Edits on current year records

Below are the types of edits that can be made on current year records.

- change student category\*
- change program type
- add up to four alternate last names
- add/edit/delete date of birth and/or social security number
- add/edit Testing Company ID
- add/change Certificate/Licensure/Program(s)
- mark as completed
- mark as all but clinical
- mark as other enrolled

\*Changes to Student Category can also be made directly from the student list without opening the record; check the box next to the record or multiple records and choose one of the options at the bottom of the page.

Deleting a record is done directly from the student list. To delete a record, click the box next to the record and select *Delete* button at the bottom of the page as identified in Figure 20.

**Figure 21 Delete Student Record**



The last name field is not editable, but up to four alternate last names can be added to the record. The first name field is not editable on a rolled-over record, but is editable on a newly entered record. If the first name on a rolled-over record is incorrect, delete the record and re-enter it with the correct first name.

### 5.3.2 Georgia Edits

The information about editing records in the Title II website does not apply to EPPs in the state of Georgia. GA EPPs enter and edit student data in the state's TPMS or NTRS data collection systems and a student data file will be submitted to ETS in October. EPPs in Georgia are required to assure the accuracy of their student data, including licensure/certification area assignments, prior to the October file delivery date (which will be provided by the GaPSC annually).

Questions about federal pass rate reporting for Georgia can be addressed as follows:

- TPMS/NTRS: [TPMS@gapsc.com](mailto:TPMS@gapsc.com)
- ETS' Title II Reporting System: [Title2@ets.org](mailto:Title2@ets.org)
- Title II process: [annemarie.fenton@gapsc.com](mailto:annemarie.fenton@gapsc.com).
- Program questions: email your *Program Approval Specialist*

## 5.4 EXPORTING THE STUDENT LIST

**IMPORTANT:** Please note that Title II student data contains multiple pieces of students' personally identifiable information (PII) and strict adherence to data security procedures should be practiced when removing this data from the

secure website. All student data, once downloaded from our site, should be stored in a secure location on a limited-access server. Removal of SSN and DOB columns is recommend prior to long-term storage.

Whether to maintain a record of score matches or to assist with match verification/resolution, the student list and all demographic and matched score data can be exported to a spreadsheet. The export will include four additional fields of data (columns K-N) not shown in the website but collected from the student at registration: K) Gender, L) Ethnicity, M) Race, and N) Academic Major. This additional information could be useful when completing Section 1.c (Enrollment) of the IHE Report Card. Keep in mind this additional information is submitted by the student and ETS does not validate it in any way and cannot guarantee its accuracy. A program can export the entire list or select specific records to export. The filters at the top of the page can be used to identify groups of students to export, i.e. not matched, seeking a specific license, all completers, alternate route only, etc.

To perform an export, follow these steps:

1. From the Title II Home page, select *View Student List*, under the heading *Students*.
2. Check the box next to *Student Category* to export the entire list, otherwise choose just the records to be exported.
3. To export a subset of the student list, filters can be applied, i.e., Student Category, Match Status, Program Type, etc. The *Search* button must be clicked to activate each filter change or addition.
4. Once the records have been chosen, select *Export* at the bottom of the page.
5. The file can be opened or saved.

The format of the exported file is Comma Separated Values, or csv. To convert the file to Excel format, perform a *Save As* rather than a *Save*, and choose Excel Workbook as the 'Save as' type. The data in columns containing numbers where lead zeroes are present (i.e., SSN, DOB, and Testing Company ID) are preceded by an apostrophe ('). To remove the apostrophe, block the column(s) and do a *Search and Replace*, search for the apostrophe and replace it with nothing.

## 5.5 ETS DATA COMPLIANCE MONITORING

During the time the website is open to IHEs for the entry and edit of student data (see the [Supplement](#) for exact dates), ETS will monitor the data and score matches to assist with federal reporting compliance. Below are the reports that will be generated. Please note that programs will be notified and the results of the report(s) will be shared only when necessary as noted.

1. **Duplicate entries.** The online application is designed to prevent the entry of duplicate records. However, duplicates can still be entered when certain fields of data are present and/or absent from a record. These reports are run weekly during the months of September and October and programs will be notified when duplicate entries are present that require resolution. Any duplicates that are not resolved when the site closes will be resolved by an ETS administrator to keep program compliant.
2. **Students reported for 7 or more consecutive years.** Students entered in groups 1 and 2 (non-completers) will be rolled over from the prior year to pre-populate the student list for the current reporting year. If a student drops from or completes the program, the record should be deleted or changed to *Completed*. We will identify students who have been on a program's list for 7 or more consecutive years, so a determination can be made by the program about how to handle those records.
3. **Large number of unmatched Completer records.** It is expected that by the time a student completes a program, they will have taken at least one test to become licensed to teach. Of course, there are always exceptions (test waivers, out of state licensure, etc.). We will identify and notify programs who have 50% or more completers not

matched to scores so that the program can determine which records should be matched to scores in order to focus the effort to edit those records.

4. **Large Completer difference.** ETS will average the number of students reported as completing over the previous 3-year period and compare that result to the number of completers listed for the current year. Programs with a 50% or greater change (either decrease or increase) in the number of completers will be notified and asked to review for accuracy.

The fact that ETS monitors irregularities, anomalies, and trends in the data submissions should not be interpreted as a substitute for each program's review of the matched data (see [Score Match Verification](#)), nor does it make ETS liable for inaccurate or incomplete data submitted by an institution for federal pass rate reporting. The final submission of matched student data is the sole responsibility of the institution and the compliance monitoring performed by ETS is intended as guidance and assistance, and should not be considered a final or sufficient review of your federal data submission.

## 6. FOLLOW-UP REPORTING

---

Please refer to the [Supplement](#) for dates of specific cohorts and testing windows included in follow up reporting for the current reporting cycle.

The purpose of follow-up reporting is to capture testing activity that has occurred since the close of the reporting window for the academic year students completed the program. This is done for the two prior academic years and includes the completer group only.

Match verification should be performed on these records similar to the way it is done for all groups in the current year. Because follow-up reporting applies to completer records only, the student list should be filtered to show just these records when performing match verification; there is no reason to review the other two groups of students as they are no longer included in match runs or reports.

In order to maintain the integrity of the reports as originally published, federal guidelines do not allow changes to the following fields of data on a prior year completer record.

- Student category (Other Enrolled, Completed, etc.)
- Program Type (Alternate, Traditional)
- Certificate/Licensure

**Important to note:** These three fields of data should be carefully confirmed as accurate on current-year completer records; once the report becomes final, edits to these fields are not an option.

## 7. TESTS FROM OTHER TESTING COMPANIES

Please refer to the [Supplement](#) to determine if your state uses initial licensure tests other than those administered by ETS.

Federal regulations require the combined pass rates of all teacher licensure tests offered in the state to be submitted in a single report. Therefore, ETS includes the scores of other test vendors in states where ETS is the primary but not only test vendor; the other vendors are referred to as *secondary vendors*. See [Secondary Vendor Exchange Process](#) below.

ETS Title II Reporting Services will engage in two rounds of data exchange with secondary vendors. The first round will occur shortly after the site opens in September. Therefore, if your program resides in a state that uses secondary vendors, **the focus should be on entering students who have taken non-ETS tests before the date of the first data exchange**; doing so will assure your program has an opportunity to review secondary vendor match results while the site is open and edits can be made. The second and final round of data exchange occurs after the site closes in November when the student dataset is static. The results of changes made to the student data after the first exchange (either in the ETS system or in the secondary vendor's system) will not be available for review until after the scores are received during the second exchange. All programs in states with secondary vendors will be notified by email when each round of secondary vendor scores are loaded and available for review. Please refer to the [Supplement](#) for specific data exchange dates as well as dates on which the match results are expected to become available for review.

### 7.1 SECONDARY VENDOR EXCHANGE PROCESS

1. ETS will create files of student data provided by the institutions, by state, consisting of those students with a license accepting a secondary vendor test.
2. ETS will send the student data files in a secure manner to each secondary vendor, for each state noted in the [Supplement](#).
3. The secondary vendor will use the student data to match to the highest score achieved on tests taken within the current testing window. Please refer to the [Supplement](#) for specific dates.
4. Within a pre-determined period of time, the secondary vendors will return test/score data in a secure manner and ETS will append the scores to the Title II records and include them in pass rate calculations as dictated by the license rule.

Please note that ETS cannot guarantee the accuracy or timeliness of the data returned by secondary vendors. Score data returned late may not be included in pass rate reports in order to avoid missing the federal reporting deadline.

Data exchanges will take place as noted in the [Supplement](#), the first exchange occurring shortly after the site opens and the final exchange occurring in November after the site closes. In order to review secondary vendor match results while the site is open for editing, **be sure to enter all students who took a secondary vendor test before the start of the first data exchange as noted in the [Supplement](#)**. Any discrepancies with or questions about matches to secondary vendor tests must be addressed with the secondary vendor or the Title II state coordinator who maintains the relationship with the vendor. ETS's role is limited to sending the student data to and loading the scores received from the secondary vendors; ETS has no means by which to investigate secondary vendor match issues.

## 8. RESOLUTION PERIOD

Please refer to the [Supplement](#) for specific dates of the Resolution Period for the current reporting year.

The purpose of the resolution period is to give institutions an opportunity to confirm that their pass rate reports accurately reflect the score-matched student data from the previous fall. To do this, filter your student list to *Completed* and *Matched to Scores*. The number of students with this criteria should match the number of students identified as “takers” in the Summary Pass Rate Report. This should also be done for the two prior academic years as well.

Figure 22 Comparison of Report to Website

The sample summary report below shows 54 as the *Number Taking Assessment*.

Group	Number Taking Assessment <sup>1</sup>	Number Passing Assessment <sup>2</sup>	Institutional Pass Rate
All program completers, 2019-20	54	49	91%

Below is the same program's student list filtered to completers matched to scores for the same academic year showing the number of records retrieved for the set criteria is 77.

Student Category: Completed License Name: All

Reporting Year: 2019-2020 Test Name: All

Last Name:

Program Type: All Match Status: Matched To Scores

[Reset](#) [Search](#)

54 records retrieved. Last Match Run 11/10/2020 [View Tests and Pass Status](#) | [Hide Tests and Pass Status](#)

If you find an inaccuracy in your report or have a question about your program's pass rates, ETS should be contacted immediately by email at [title2@ets.org](mailto:title2@ets.org). Please provide the following information in the subject line of the email:

- full name of institution or organization
- the state in which the institution or organization is approved
- the ETS institution code

ETS will perform a thorough investigation of any report of inaccuracy and offer a resolution wherever possible. If the error was the fault of ETS, it will be corrected at no charge. If the error was caused by the institution, the student data can be edited for a fee of \$1,500 which will result in revised Single Assessment and Summary reports for the program as well as revised statewide data for all institutions in the state. Errors discovered during the resolution period such as students assigned to incorrect program or category, low pass rates due to low or poor match results (failure to perform match verification), and zero or incorrect number of completers listed, are not ETS errors and a program would incur the fee to correct such issues during the resolution period.

## 8.1 DOWNLOAD PASS RATE REPORTS

Reports will become available for download at the beginning of the Resolution Period; please refer to the [Supplement](#) for specific dates.

To download reports, follow these steps:

- From the Title II Home page, select *Export Reports* under heading **View Reports**
- Select *Formatted Report*, and *Continue*
- Select the report to be opened if there are more than one

After choosing a hyperlinked file, your computer will provide the Excel file in the manner in which it is set to do so.

Figure 23 Downloaded Report File

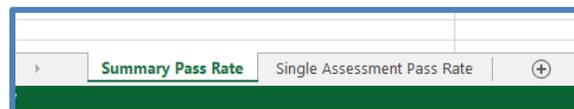


Select the file to open it and then save it to your computer for future reference.

There will also be a zip file available for download containing the report(s). A zip file is a data compression and archive format file that contains one or more files that have been compressed to reduce file size and can be stored as-is. For those with a Windows operating system version XP and later, the operating system has built-in support for zip files; just double-click a zip file and it will open like a folder. Double-click on a file inside the compressed folder to open that report. Operating systems older than XP, which would be pre-2000, will require the installation of a third-party application like Winzip in order to open a zip file.

There are also unformatted reports available for download. These are flat data files in the format sent to Trewon Technologies for upload into the IHE Report Cards. These files offer multiple options for sorting and filtering the pass rate results for those programs who want to perform additional data analysis.

Figure 24 Report Location



## 8.2 REVIEW PASS RATE REPORTS

The formatted pass rate report is an Excel® workbook that consists of two worksheets. The first tab contains the Summary Pass Rate and the second tab contains the Single Assessment report.

The groups of students in the reports are identified below. Please note the dates provided are for example only; the actual dates for the current reporting year should be obtained from the [Supplement](#).

**Figure 25 Example of Groups Included in Summary Report**

All program completers, 2021-22 ( <i>group 3</i> )
All program completers, 2020-21 ( <i>group 4</i> )
All program completers, 2019-20 ( <i>group 5</i> )
All program completers, 2019-2021 ( <i>group 6</i> )*

\*Group 6 will be present in the Summary report only when two or more of the three years have less than 10 takers.

When there are less than 10 takers in a group, no pass rate will be calculated and the number passing is not noted for confidentiality reasons. This is true for both Summary and Assessment Reports.

**Figure 26 Example of Groups included in Assessment Report**

All enrolled students who have completed all nonclinical courses, 2021-22 ( <i>group 1</i> )
Other enrolled students, 2021-22 ( <i>group 2</i> )
All program completers, 2021-22 ( <i>group 3</i> )
All program completers, 2020-21 ( <i>group 4</i> )
All program completers, 2019-20 ( <i>group 5</i> )

When reviewing the reports, take all of the following information into account.

- No single assessment pass rate will be calculated for any test where there are less than 10 takers.
- Tests taken after August 31 of the academic reporting year are not matched to records or included in report calculations for the current reporting year.
- Tests taken more than five years ago, prior to September 1, 20xx, are not included in report calculations. See the [Supplement](#) for test windows dates.
- To confirm a pass rate for an individual assessment, filter the student list to that test to view and confirm the number passing and not passing.
- The single assessment pass rates are counted at the test level, meaning that each test is calculated individually, regardless of the number of tests taken by a single student; therefore, the number of takers/passers will vary by test, and will not match the number of students noted in the Summary Report.
- The summary pass rates are counted at the license level and include only group 3 students (Completers). Students who have passed all tests taken for at least one area of licensure will be counted as a pass. Group 3 students who did not pass all tests taken for at least one license will be included in the summary pass rate as a “not pass.” To confirm this, filter the student list to all completers matched to scores.
- Not all errors require immediate resolution. Below are examples of the types of errors that can wait until next year and those that must be done during the resolution period.

Figure 27 Resolution Period Review Chart

Type of edit...	When edit can be done...
Group 1 or 2 students requiring edits to license, program type, DOB, SSN, name	Can be done next year when data is rolled over to pre-populate the student list
Group 3 students requiring license or program type edits	Requires edits during resolution period
Group 3 students requiring edits to DOB, SSN, last name	Can be done when the site opens for the next reporting cycle.
Failed to list a <i>few</i> completers	Can be done when the site opens for the next reporting cycle.
Failed to list <i>many</i> completers	Should be added during resolution period
Failed to change a <i>few</i> Group 1 or 2 to Group 3	Can be done when the site opens for the next reporting cycle.
Failed to change <i>many</i> Group 1 or 2 to Group 3	Requires edits during resolution period

### 8.3 EDITS PERFORMED DURING RESOLUTION PERIOD

A \$1,500 fee will be charged to each institution choosing to edit student data during the Resolution Period.

The \$1,500 fee covers the following:

- Access to Title II website for entry and edit of student data for a total of 2 business days
- Availability for one-on-one communication/assistance from ETS administrator for 2 business days or when edits are complete, whichever comes first
- Conducting a match run (two if necessary)
- Applying all quality control checks and reports on revised data
- Extracting data for all institutions in the state
- Preparing revised program report and updated statewide pass rate reports
- Loading replacement files to website for all institutions in the state
- Notifying institutions of revised reports and assisting with download

Requests to edit data during this time should be sent to [title2@ets.org](mailto:title2@ets.org).

IHEs making edits to student data during the resolution period should note the following:

1. A credit card number or purchase order in the amount of \$1,500 is required before edits can begin. For security, all credit card numbers are taken by phone instead of email.

2. Designated approved user(s) will be given access to the ETS Title II website for up to two business days to perform edits.
3. A match run will be scheduled when ETS is notified that edits are complete or after 2 days, whichever comes first.
4. The program will have an opportunity to review match results when available.
5. A second round of editing and matching can be requested if necessary and if time allows (two-day period).
6. The data will be sent to ETS Statistical Analysis staff for recalculation and regeneration of reports.
7. The final reports will be available for download from the website ***after the close of the resolution period***. Draft reports remain on the website through the open resolution period. All approved Title II users in the state will be notified by email when the final revised reports become available for download.

Final reports will be sent to the United States Department of Education via their contractor, Trewon Technologies, for inclusion into individual IHE Report Cards after the resolution period closes. At that time, no additional edits to the student data will be allowed until the following September when the site opens for the next reporting year. Review the information about making edits to prior-year completer data in Section 6, Follow-Up Reporting, above.

The information below may be helpful when requesting a purchase order.

### **8.3.1 Service**

Title II Edits during Resolution Period, Reporting Year [20xx-20xx]

### **8.3.2 Address**

Educational Testing Service  
PO Box 371986  
Pittsburgh, PA 15251-7986

### **8.3.3 Amount**

\$1,500

After the resolution period closes, ETS will send the report data files to Trewon Technologies for inclusion in each program's IHE Report Card. It is estimated that this process should be complete by mid-April, at which time the reports can be viewed in [the IPRC site](#). To do so, click Section III Assessment Pass Rates or Section III Summary Pass Rates.

Note that credit cards will not be charged until the files have been submitted to Trewon Technologies.

## 9. SITE USE TERMS AND CONDITIONS

---

When creating a new account, or whenever the Terms and Conditions are updated, all approved users will be asked to read the Agreement and provide consent.

Access and use of the Services (defined below) and Materials (defined below) made available through the Site (defined below) by an Authorized User (defined below) indicates Your (defined below) acceptance of the terms and conditions set forth below. All access and use of the Services and Materials through the Site is contingent upon acceptance of the following terms and conditions. IF YOU DO NOT AGREE TO THE FOLLOWING TERMS AND CONDITIONS YOU MUST EXIT THE SITE NOW AND NOT USE THE SERVICES OR ANY MATERIALS THEREIN.

### TERMS AND CONDITIONS

Last Update: October 10, 2018

The terms and conditions set forth below (the "Agreement") together with those terms and conditions set forth on [www.ETS.org/legal/terms](http://www.ETS.org/legal/terms), shall govern use of TLCS (the "Services") currently available through the ETS Client Services for the Educator Series website at <https://tlcs.ets.org> (the "Site"), and all data, content, printouts and other materials available therein ("Materials") provided by Educational Testing Service, and its licensors (collectively "ETS"). In the case of conflict in provisions set forth in the terms and conditions of [www.ETS.org/legal/terms](http://www.ETS.org/legal/terms) and the terms and conditions set forth below, these terms and conditions shall control.

**1. Consent to Terms.** The terms "You" and "Your" mean the government agency, institution of higher education or entity entering into this Agreement with ETS. If You do not agree with these Terms of Conditions, do not use the Services. ETS reserves the right, at its sole discretion, to change these terms at any time. Please check these terms periodically for changes. Use of the Services following the posting of changes to these terms and conditions shall constitute Your acceptance of the revised terms.

### 2. Grant of Rights; Restrictions on Use.

**2.1 Grant.** You and Your Authorized Users (defined below in Section 2.2) are granted a nonexclusive, nontransferable, limited right to access and use the Services and Materials made available to you through this Site as listed below in Section 2.3 for your applicable Service. Further restrictions and applicable agreements are listed in Section 2.3 below.

**2.2 Authorized User.** Only Your employees, and/or temporary employees ("Eligible Persons") are eligible to access and use the Services and Materials. The term "Authorized User" means an Eligible Person whom You or ETS has approved for purposes of issuing Credentials and who You have authorized to access and use the Services and Materials on Your behalf. For purposes hereof, "Credentials" mean (a) access or authentication information required or supplied by ETS to enable access to the Service by Authorized Users; (b) passwords or password parameters issued by ETS to an Authorized User; and (c) passwords and other access information issued by You or stemming from the foregoing, including without limitation, log-in, password and other information of Authorized Users, all as changed from time to time. You agree that Credentials may only be used by the Authorized User to whom they are assigned and that the Credentials may not be shared with or used by any other person, including other Authorized Users. You will manage Your roster of Authorized Users and will promptly deactivate an Authorized User's Credentials or notify ETS to deactivate an Authorized User's Credentials if the Authorized User is no longer an Eligible Person or You otherwise wish to terminate the Authorized User's access to the Services. You will cause such User (defined below) to cease any and all access and use of the Service and Materials. You are responsible for all use of the Services accessed with Credentials issued to Your Authorized Users, whether such access is by Authorized Users or by any individual who is not an Authorized User ("User"). You will use reasonable commercial efforts to prevent unauthorized use of the Credentials assigned to Your Authorized Users and will promptly notify ETS, in writing, if You suspect that any

Credentials are lost, stolen, compromised, or misused. ETS may suspend or terminate any Authorized User's rights to access and use the Services and Materials at any time without cause and/or prior notice.

### 2.3 TYPE OF SERVICE:

#### (A) TITLE II Reporting Services:

Materials include, student data, reports and analyses generated therefrom for statistical compilation and pass rate reports only. You are granted the rights as follows:

- (i) The right to make copies of the Materials retrieved from the Services for Your internal use;
- (ii) The right to email, fax, download or make printouts using the commands of the Services and the right to create a single printout of Materials accessed or downloaded by any other means (collectively, "Authorized Printouts");
- (iii) The right to download using the commands of the Services and store in machine readable form, for Your exclusive use, a single copy of insubstantial portions of those Materials included in any individually searchable file or content source in the Services; and
- (iv) The right to access a password-protected site to view and download individual student pass rate data.
- (v) Notwithstanding anything to the contrary herein, the right to (1) excerpt or quote insubstantial portions of Materials in documents prepared in the ordinary course of Your business ("Reports"); (2) store and/or distribute Authorized Printouts and Reports to the extent required for internal policy, legal or regulatory compliance.

#### TITLE II USERS:

You represent that You are currently a duly authorized employee or agent of an institution of higher education with a state-approved teacher preparation program or alternative route to state certification or licensure program that enrolls students receiving federal assistance under *HEA*. As a requirement of the U.S. Department of Education, the Institution/Agency must collect and forward score information to other test vendors, to the state and Westat, the organization by the U.S. Department of Education, for inclusion in Section III of the federally mandated Institutional and Program Report Card on the Quality of Teacher Preparation (IHE Report Card). Therefore, you have a need to know the data provided through the Service for a legitimate business purpose of the Institution/Agency and are authorized by your Institution/Agency to use the Service. You are also bound by the requirements of the Website User's Guide (available for download from the Site) specific to the responsibilities of a primary user to manage the accounts of secondary users within their Institution/Agency. E T S recognizes a student's right to control score information stored by E T S whose policies are designed to safeguard student score information from unauthorized disclosure. Title II student data may contain test scores for which the student did not authorize the institution be a recipient. They are made available through this service for purposes of federal pass rate reporting only. Therefore, approved users to this service should be limited to just those who are required to work on federal pass rate reporting for the program.

#### (B) PRAXIS AND PERFORMANCE ASSESSMENTS - SCORE RECIPIENTS:

Materials include, data, reports and analyses generated therefrom for statistical research and test taker score reports only. You are granted the rights as follows:

- (i) The right to make copies of the Materials retrieved from the Services for Your internal use;
- (ii) The right to email, fax, download or make printouts using the commands of the Services and the right to create a single printout of Materials accessed or downloaded by any other means (collectively, "Authorized Printouts");
- (iii) The right to download using the commands of the Services and store in machine readable form, for Your exclusive use, a single copy of insubstantial portions of those Materials included in any individually searchable file or content source in the Services; and
- (iv) The right to access a password-protected site to view and download individual student score reports.

(D) GEORGIA:

Materials include, data, reports and analyses generated therefrom for statistical research only.

(E) PPAT Assessment:

Materials include, data, reports and analyses generated therefrom for statistical research. You are granted the rights as follows:

- (i) The right to make copies of the Materials retrieved from the Services for Your internal use;
- (ii) The right to email, fax, download or make printouts using the commands of the Services and the right to create a single printout of Materials accessed or downloaded by any other means (collectively, "Authorized Printouts");
- (iii) The right to download using the commands of the Services and store in machine readable form, for Your exclusive use, a single copy of insubstantial portions of those Materials included in any individually searchable file or content source in the Services; and
- (iv) The right to access the Performance Assessments Submission Center, a password-protected site to view and download resources and information related to your test takers.

(F) MISSOURI Performance Assessments:

Materials include, data, reports and analyses generated therefrom for statistical research. You are granted the rights as follows:

- (i) The right to make copies of the Materials retrieved from the Services for Your internal use;
- (ii) The right to email, fax, download or make printouts using the commands of the Services and the right to create a single printout of Materials accessed or downloaded by any other means (collectively, "Authorized Printouts");
- (iii) The right to download using the commands of the Services and store in machine readable form, for Your exclusive use, a single copy of insubstantial portions of those Materials included in any individually searchable file or content source in the Services; and
- (iv) The right to access the Performance Assessments Submission Center a password-protected site to view and download resources and information related to your test takers.

(G) PROETHICA:

Materials include, data, reports and analyses generated therefrom for statistical research, test taker score reports, curricula, training materials, test items, resources and editorial content provided by ETS and other sources or references available in the ProEthica Enrollment Management System only. ETS retains all right, title and interest in and to ProEthica, including the Materials, software, trademarks, functionalities and features used by or made available via ProEthica, and any derivative works, modifications or improvements to the foregoing, and all intellectual property rights therein. You shall obtain no rights in the foregoing except that You are granted the limited rights as follows:

- (i) The right to make copies of the Materials retrieved from the Services and the ProEthica Enrollment Management System for Your internal use only;
- (ii) The right to email, fax, download or make printouts using the commands of the Services and the right to create a single printout of Materials accessed or downloaded by any other means (collectively, "Authorized Printouts");
- (iii) the right to create a single printout of Materials accessed or downloaded by other means;
- (iv) The right to download using the commands of the Services and the ProEthica Enrollment Management System, and store in machine readable form, for Your exclusive use, a single copy of insubstantial portions of those Materials included in any individually searchable file or content source in the Services; and

(v) The right to access a password-protected site to view and download individual student score reports. Notwithstanding Section 13, You may have an additional agreement with ETS governing Your use of and access to ProEthica, including terms governing the payment of fees by You and the term of your access to ProEthica ("ProEthica Agreement"). In the event of termination or expiration of the ProEthica Agreement or Your rights to access or use ProEthica, any license or other right granted to You or your Authorized Users relating to the Materials will terminate and You shall and You shall ensure that Your Authorized Users destroy all Materials, including printouts and copies, in Your or Your Authorized Users' possession or reasonable control, and You and Your Authorized Users shall make no further use thereof.

**2.4 No Robots.** Use of the Services via mechanical, programmatic, robotic, scripted or any other automated means is strictly prohibited with the exception of the Web Service tool. Unless otherwise agreed to by ETS in writing, use of the Services is permitted only via manually conducted, discrete, individual search and retrieval activities.

**2.5 Modifications.** The Services, including, without limitation, any feature functionality therein, as well as Materials, may be enhanced, added to, withdrawn, or otherwise changed by ETS without notice.

**2.6 Unauthorized Users.** The Services and the Materials are protected by U.S. and international intellectual property laws and treaties, and other laws that prevent unauthorized access and use. No one other than an Authorized User may access or use the Services for any purpose whatsoever. If You permit other Users to nevertheless access and use the Services or Materials without authorization, such User's access and use will be governed by these Terms and Conditions and You will be liable to ETS for any breach of the Terms and Conditions as well as for unauthorized access.

**3. Representations.** User represents that he/she is currently an Eligible Person and has been authorized by his/her employer to be an Authorized User of the Services.

**4. Credentials.** Authorized User has been assigned user credentials (i.e., set password and security questions/responses) for access and use of the Services on Your behalf. Neither the Authorized User nor You may share such credentials or use any other party's credentials.

**5. Restricted Access.** The content, layout and other features and functionality of the Services may have restricted access rights and are subject to change without notice. One or more Authorized Users' access rights may be modified at any time as requested by You or ETS, including suspending or terminating such rights without notice.

6. Data Protection.

**6.1** The Service or Site may include personally identifiable information of an individual ("PII") or aggregated test taker data, which is not PII. If You, any Authorized User, or other User hereunder accesses any PII in or through use of the Services or the Site, You shall not, and shall not permit any other Users or unauthorized third parties to use such PII in an unauthorized manner and shall promptly notify ETS of any unauthorized use of PII . All Authorized Users shall treat all PII and all other Materials received through the Site or Services about an individual as confidential information of ETS; and may access and use such data only in compliance with this Agreement and any other Agreement You may have with ETS, Your privacy policy, all applicable data protection, privacy, and security laws and regulations, including, but not limited to, FERPA. You will ensure that each Authorized User will immediately notify You if they know of any unauthorized access to any portion of the Site or the Services. You will ensure that only Authorized Users will have access to PII and other Materials through Your Service account, systems or files (electronic or non-electronic).

**6.2** You agree to use commercially reasonable security to protect the Service from unauthorized access by anyone who is not an Authorized User, and to cause Authorized Users not to exceed their authorized access to

the Service and the Site. For clarification, primary users are solely responsible for their secondary users and any unauthorized access.

6.3 You or Your Authorized Users shall immediately notify ETS of any suspected or actual unauthorized access, use, deletion, processing, modification, or copying (collectively "Processing") or Processing exceeding an Authorized User's authorization to use or access the Site or Services, or any PII accessed or obtained through the Site or Services ("**Security Incident**"), and take, immediate action to investigate, mitigate and contain the Security Incident and implement reasonable and appropriate measures to prevent further Security Incidents and any misuse of data. You shall provide complete information and assistance regarding a Security Incident to ETS. If applicable law requires ETS to give notice regarding a Security Incident to government or regulatory officials or affected individuals, You shall reimburse ETS for all expenses incurred by ETS to comply with applicable law and to provide any mitigation of a Security Incident provided by ETS in its sole discretion (including but not limited to costs of identity theft monitoring services and costs of altering the Site or Service). You shall indemnify and hold ETS harmless from and against all expenses, losses and damages incurred by ETS relating to the Security Incident. If applicable law requires You to give notice of the Security Incident to government or regulatory officials or affected individuals, You may not do so without first: (a) consulting with ETS and providing ETS with a copy of all proposed communications with government or regulatory officials or affected individuals in time for ETS to approve the content of any such communications; and (b) obtaining approval of any law enforcement authority with whom ETS may be consulting about the Security Incident.

**7. Consents.** ETS may verify process, disclose, store, and transfer all PII submitted by an Authorized User in accordance with ETS's privacy and security policy located at [www.ets.org](http://www.ets.org) as amended from time to time. You warrant that You have obtained all necessary consents before submitting any (if any) PII to ETS.

**8. NO WARRANTIES.** EXCEPT AS OTHERWISE SET FORTH IN A WRITTEN AGREEMENT SIGNED BY ETS AND YOU WHICH EXPRESSLY STATES THAT IT SUPERCEDES THIS AGREEMENT, THE SERVICES AND MATERIALS, INCLUDING ALL RELATED SYSTEMS (INCLUDING SOFTWARE AND HARDWARE), DATA, AND INFORMATION THEREOF, ARE PROVIDED "AS IS" AND WITH ALL FAULTS AND THE ENTIRE RISK AS TO SATISFACTORY QUALITY, PERFORMANCE, ACCURACY, EFFORT AND RESULTS IS WITH YOU AND AUTHORIZED USERS AND OTHER USERS. NEITHER ETS NOR ANYONE ELSE MAKES ANY OTHER COMMITMENT OR WARRANTY AND ETS DISCLAIMS ANY (IF ANY) IMPLIED AND/OR STATUTORY WARRANTIES, INDEMNITIES, CONDITIONS AND STATUTORY OR COMMON LAW OR OTHER DUTIES, INCLUDING BUT NOT LIMITED TO ANY: (A) OF MERCHANTABILITY, (B) OF FITNESS FOR PURPOSE OR USE, (C) OF RESULTS, ACCURACY, COMPLETENESS OF INFORMATION OR FUNCTIONALITY, (D) OF LACK OF NEGLIGENCE OR LACK OF REASONABLE OR PROFESSIONAL CARE OR EFFORT, AND (E) CREATED BY TRADE USAGE, COURSE OF DEALING OR COURSE OF PERFORMANCE. IF ANY DUTY CANNOT BE DISCLAIMED THAT DUTY WILL BE MEASURED BY WILLFUL MISCONDUCT OF ETS, ITS AGENTS OR SERVICE PROVIDERS. ALSO, THERE IS NO WARRANTY AGAINST INFRINGEMENT OR OF TITLE OR OF INTERFERENCE WITH USE OR ENJOYMENT OF THE ETS SERVICES.

**9. EXCLUSION OF CERTAIN DAMAGES.** EXCEPT AS OTHERWISE SET FORTH IN A WRITTEN AGREEMENT SIGNED BY ETS AND YOU THAT EXPRESSLY STATES THAT IT SUPERCEDES THIS AGREEMENT, ETS WILL NOT BE LIABLE TO YOU OR ANY OTHER USER OR PERSON FOR ANY DAMAGES ARISING OUT OF YOUR ACCESS, INABILITY TO ACCESS OR USE OF THE SERVICES, THE MATERIALS, AND THE SITE, WHETHER DIRECT, INDIRECT, SPECIAL, CONSEQUENTIAL, INCIDENTAL DAMAGES, OR PUNITIVE DAMAGES, INCLUDING, WITHOUT LIMITATION FOR DAMAGES FOR LOST PROFITS, LOSS OF PRIVACY, SECURITY OR DATA, FAILURE TO MEET ANY DUTY (INCLUDING BUT NOT LIMITED TO ANY DUTY OF LACK OF NEGLIGENCE OR OF WORKMANLIKE OR PROFESSIONAL EFFORT), OR FOR ANY OTHER INDIRECT DAMAGES WHATSOEVER, THAT ARISE OUT OF OR ARE RELATED TO THE SERVICES EVEN IF ETS (OR AN AFFILIATE, SERVICE PROVIDER OR AGENT) HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES AND EVEN IN THE EVENT OF FAULT, TORT (INCLUDING NEGLIGENCE) OR STRICT OR PRODUCT LIABILITY OR MISREPRESENTATION.

**10. Governing Law and Jurisdiction.** These Terms and Conditions shall be governed by the laws of the State of New Jersey, without regard to its conflict of laws principles. You agree and hereby submit to the exclusive personal jurisdiction and venue of the state and federal courts in New Jersey for the resolution of any disputes arising from these Terms and Conditions.

**11. Notice.** ETS may, but is not obligated to, send notice to You and/or Your Authorized Users who must relay communications internally, as necessary. You will check the Service periodically for notices posted by ETS and disseminate them as appropriate to Authorized Users. ETS may elect to provide notices and other information related to Service activities to You in electronic form: (a) via e-mail; (b) on the Service; or (c) by non-electronic methods, at Your address in ETS records. You may deliver notices related to Service activities to ETS by sending it to "ETS, Rosedale Road, Mailstop 51L, Princeton, NJ 08541.

**12. Amendments.** ETS reserves the right to change or modify this Agreement, which will take effect upon the posting of notice of such changes to You. If any Authorized User accesses the Service after the effective date of the revised version, or if the You or any Authorized User fails to terminate Credentials by the Effective Date, then You shall be deemed to have accepted the revised Agreement on behalf of itself and each Authorized User as of said effective date.

**13. Miscellaneous.** If any provision of this Agreement is found by a court of competent jurisdiction to be invalid, its remaining provisions shall remain in full force and effect, provided that the allocation of risks described herein is given effect to the fullest extent possible. ETS's failure to act with respect to a breach by You or any Authorized User or other User does not waive its right to act with respect to subsequent or similar breaches. This Agreement constitutes the entire agreement of the parties with respect to its subject matter and replaces and supersedes any prior written or verbal communications, representations, proposals or quotations on that subject matter. Nothing in this Agreement waives any of ETS's legal rights.

By clicking "I Agree," You are signing this Agreement; and represent and warrant to ETS that You are authorized to legally bind Your organization/institution to this Agreement. If this is a new account, this Agreement will not become effective until it has been accepted by ETS, which acceptance (if any) will be evidenced by ETS issuance of Credentials to each Authorized User; the effective date of the Agreement will be the date upon which such account is approved. For existing accounts, this Agreement will become effective upon clicking "I Agree".

## 10. SUPERVISED CLINICAL EXPERIENCE & NONCLINICAL COURSEWORK

---

The reporting requirements under Title II of the Higher Education Act, as amended in 2008, call for data on supervised clinical experience and pass rates, and scaled scores for enrolled individuals who have completed all nonclinical coursework.

For this data collection, supervised clinical experience is defined as a series of supervised field experiences (including student teaching) with PreK–12 students that occur as a sequenced, integral part of the preparation program prior to the candidate becoming the teacher of record. Section 202 (d)(2) of the Higher Education Act, as amended in 2008, describes features of clinical experience. Courses in the curriculum that include the activities described in Section 202(d)(2) may be considered clinical coursework. Nonclinical coursework is defined as any course in the teacher preparation program curriculum that focuses on content, such as academic subject matter, and does not require individuals to participate in the activities of supervised clinical experience as described in the definition of supervised clinical experience. The curriculum policies of each state and its institutions will identify coursework as nonclinical or clinical. Alternative route programs can work with their state to determine what courses are supervised clinical experiences if the alternative route program's courses do not meet the definitions above.

# 11. USER GUIDE SUPPLEMENT FOR AY 2021/22

Students enrolled between 9/1/2021 and 8/31/2022

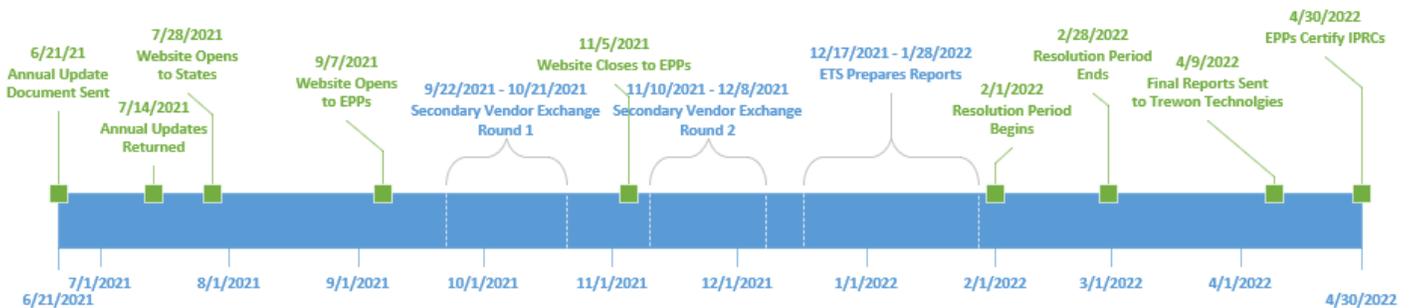
## September 6, 2022: ETS Title II Website Opens

September 6 – November 4, 2022	IHEs enter/edit student data, verify match results
September 19, 2022	Students taking another vendor’s test submission deadline
October 20, 2022	Vendors’ scores scheduled to be returned (Round 1)

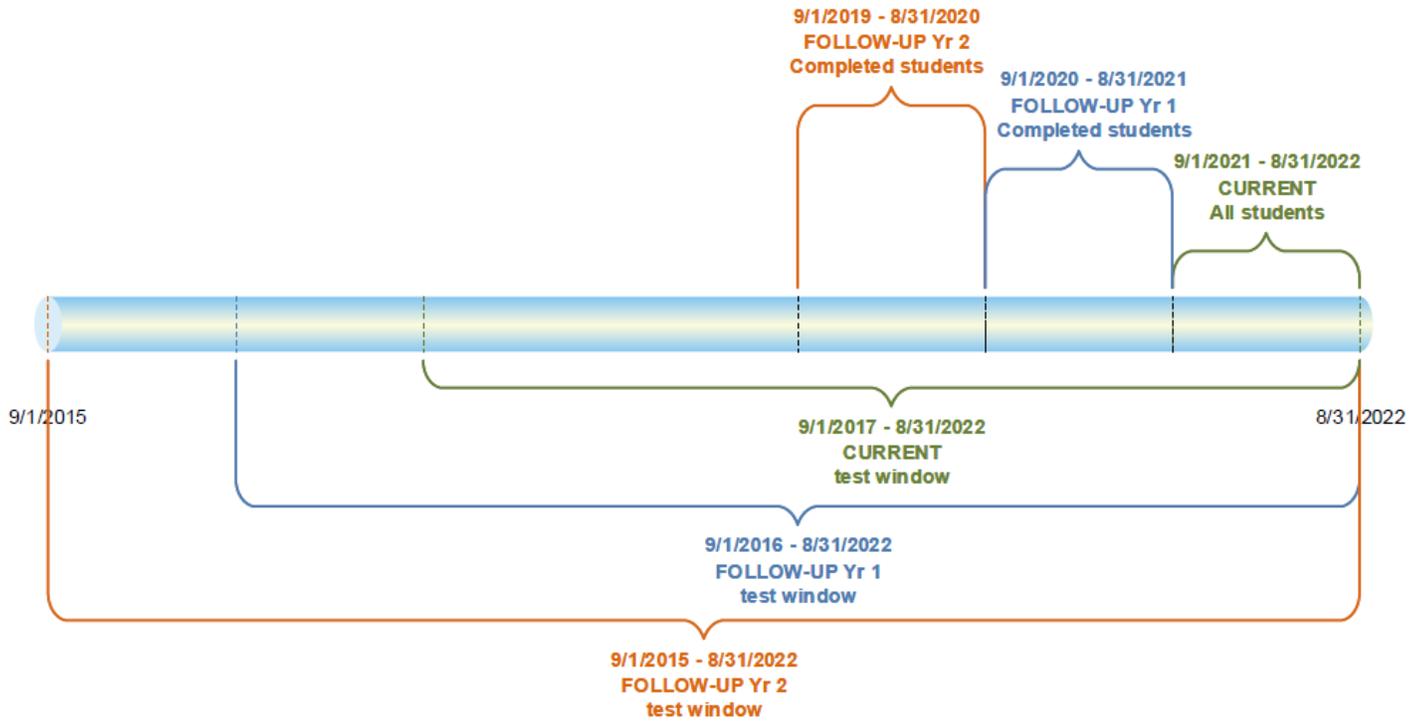
## November 4, 2022: ETS Title II Website Closes

November 7 – December 8, 2022	Secondary Vendor Data Exchange, Round 2
December 9, 2022 – January 20, 2023	ETS compiles data and prepares draft reports
February 1 – February 28, 2023	Resolution period
March 1 – April 5, 2023	ETS prepares final reports
April 5, 2023	ETS sends pass rate data files to Trewon Technologies
April 5 – 30, 2023	IHEs Certify Report Cards in the IPRC site

## 11.1 END-TO-END REPORTING TIMELINE



## 11.2 STUDENT REPORTING/MATCHING TIMELINE



### 11.3 SECONDARY TEST VENDORS BY STATE

ABCTE: American Board for Certification of Teacher Excellence

ACTFL: American Council on the Teaching of Foreign Languages

ESP: ES Pearson

Secondary Vendor States	Vendor/Test
AL	ESP
AR	ABCTE, ACTFL, ESP
CO	ESP (2019-20, 2020-21)
CT	ACTFL, ESP
DE	ACTFL, ESP (2019-20)
HI	ACTFL
ID	ABCTE
IN	ESP
MD	ACTFL, ESP
MS	ABCTE, ESP
NC	ACTFL, ESP
NH	ABCTE (2019-20, 2020-21), ESP
NJ	ACTFL, ESP
NM	ESP
PA	ABCTE, ACTFL, ESP
SC	ABCTE, ACTFL, ESP
TN	ESP
UT	ABCTE, ACTFL
VT	ACTFL
WI	ACTFL, ESP
WV	ACTFL

Copyright © 2022 by Educational Testing Service. All rights reserved.  
ETS, the ETS logo, and PRAXIS are registered trademarks  
of Educational Testing Service (ETS). All other trademarks are property of their respective owners.