Website User’s Guide

ETS® Title II Reporting Services

Pass Rate Reports for IHE Report Card

For

Institutions of Higher Education

And

Alternate Route Organizations

Updated for the 2015/16 Academic Reporting Year

Reporting on Students Enrolled between 9/1/2015 through 8/31/2016

Including tests taken between 9/1/2011 and 8/31/2016
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1 Introduction to Title II Reporting

This guide provides instruction and guidance for teacher preparation programs within Institutions of Higher Education (IHEs) and Alternate Route Agencies (AROs) 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 on the Quality of Teacher Preparation (IHE Report Card).

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 forces 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 — HEOA Website
A teacher preparation program is a state-approved course of study, the completion of which signifies that an enrollee has met all 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, it may be within or outside an institution of higher education. For the 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 U.S. Department of Education. Since 2001, the Office of Postsecondary Education at the U.S. Department of Education 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 U.S. Department of Education may impose a fine not to exceed $27,500 on an IHE for failure to provide the data 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 your state, provides the service of collecting data and preparing pass rate reports for your 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 an online application (ETS Title II website [https://tlcs.ets.org](https://tlcs.ets.org)) to collect student data and match it to students’ test scores. The test scores are housed in our Praxis Test database and are matched to the students entered by teacher preparation programs. The federal regulations require one report to be submitted by each state containing the combined pass rates of all teacher licensure tests offered in the state. ETS’s data collection application was designed with the capability to add the tests and results of secondary vendors where applicable (i.e. ACTFL and ABCTE tests).

Section III of the IHE Report Card requires information on the performance of the students in your teacher preparation program on each teacher certification/licensure assessment used by your state. ETS will provide you with reports in a user-friendly format for your review and records. ETS Title II Reporting Services will also submit the pass rate reports in flat data file format to Westat (the research organization contracted by the U.S. Department of Education to oversee the Title II process) for upload into individual IHE report cards.

In cases where a student has taken an assessment more than once, the highest score on all tests taken within the last five years will be used in the pass rate calculations. There must be at least 10 students in each category taking the same assessment in an academic year for data on that assessment to be reported; for summary data, there must also be at least 10 students (although not necessarily taking the same assessment) for data to be reported. In cases where there are less than 10 students taking the same assessment and the assessment pass rate is not reported, those students will be included in the summary data. This is referred to as the “rule of 10.” The production and verification of pass rates, which involves personally identifiable data, will be handled in accordance with all applicable state and federal laws, including privacy laws. In accordance with HEA, pass rates on tests taken by fewer than 10 examinees will not be reported.
In the case of a teacher preparation program with fewer than 10 completers reported in at least two out of the three completer groups for the summary pass rates, the program shall collect and publish information by combining the 3 completer years into Group 6 and calculating statistics based upon the combined data (as long as there are 10 or more completers). Group 6 data is included in the summary pass rate reports only.

Your institution or organization is not required by law to publish Title II summary pass rates. Please retain the individual assessment data for each student that will allow you to verify these summary pass rates.
2 Reporting Timeline — New for 2015/16 Reporting

Sep 6 - Nov 9, 2016  IHEs update and enter student data and verify match results

Oct 4 – Oct 19, 2016  ETS exchanges data with secondary vendors (round 1); Match results available after 10/21

**November 9, 2016**  **ETS Title II Website Closes**

Nov 11 – Nov 29, 2016  ETS exchanges data files with secondary vendors (final round)

Dec 20, 2016 - Jan 16, 2017  ETS compiles data and prepares draft reports

Feb 17 - Mar 10, 2017  Resolution period

Mar 17 – Apr 15, 2017  ETS prepare final reports

April 15, 2017  ETS sends pass rate data files to Westat

April 30, 2017  IHEs Certify IHE Report Cards in Westat’s IPRC site

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**Figure 2 — 2015/16 Reporting Timeline**

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sep 6 - Nov 9, 2016</td>
<td>IHEs update and enter student data and verify match results</td>
</tr>
<tr>
<td>Oct 4 – Oct 19, 2016</td>
<td>ETS exchanges data with secondary vendors (round 1); Match results available after 10/21</td>
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<tr>
<td>April 30, 2017</td>
<td>IHEs Certify IHE Report Cards in Westat’s IPRC site</td>
</tr>
</tbody>
</table>
Figure 3 — Students and Scores Included in Reports
3 User Accounts

To access the ETS Title II website go to https://tlcs.ets.org.

All individuals accessing the ETS Title II website for the first time must create a new user account. From the ETS Client Services for Educator Licensure homepage, select the Create Account button under New User:

![Figure 4 — Login Screen](image)

To create an account, fill in the information requested on the ETS Client Services for Educator Licensure Account screen. Be sure to fill in all required fields noted with a red asterisk *.

**AN EMAIL ADDRESS AFFILIATED WITH YOUR INSTITUTION MUST BE USED ON ALL TLCS PROFILES.** Primary accounts with email addresses not institution-affiliated will not be approved. The ETS administrator routinely monitors approved secondary profiles for these types of email addresses (i.e. gmail, Hotmail, etc.) and will remove an account in violation of this policy.

3.1 Types of Accounts

There are two types of user accounts:

a. **State or National Agency** — User has the ability to enter/edit tests, enter/edit/accept licenses, activate/deactivate/add new institutions, enter/upload student information on behalf of an institution, monitor institution activity, view student data entered by institutions, view match results, and download all institution reports within their state. State or Agency users do not have primary and secondary role types.

b. **Institution or Organization** — User has the ability to enter/upload student information for both traditional and alternate route students within their institution, view and edit their student data and match results, and download their institution’s pass rate reports. An institutional user account is designated with either a primary or secondary role type.
A new user must indicate which role they will have for this service within their organization: Primary User or Secondary User. Each institution may have only one Primary User account.

3.2 Responsibilities of a Primary User

A Primary User is the person who oversees federal reporting at each institution, usually the Dean of Education, Interim Dean, Department Chair, Provost, etc. It is the person who the state department of education will contact with questions or issues about federal reporting for your institution and or certifies the annual IHE Report Card with Westat. The primary user will oversee secondary user accounts; he/she will be responsible for approving such accounts and removing them from the application when the secondary user no longer needs access to the website (due to employment termination or changing roles and no longer working on Title II reporting). The role and responsibilities of the primary user are important for maintaining the security of your students’ personal identifiable information (PII) contained within the website. The primary user does not have to perform Title II reporting tasks. However, each institution must have a primary user registered with ETS in order for secondary users to have access to the data on the website. Primary user accounts are approved by the ETS administrator. If a primary user leaves the institution or is changing roles, he/she must contact ETS by email at TLClientServices@ets.org to provide the new primary user’s name and contact information and to have his/her primary Title II account removed from the application. Please note that when ETS removes a Title II primary user account, any secondary users approved by that primary will be removed at that time. Therefore, it is important that the new primary user create his/her account as soon as possible so communications from us regarding reporting are not missed. The new primary user will be able to re-approve the same secondary users through the “manage user accounts” functionality.

For the security of your students’ personal identifiable information, we recommend you limit the number of approved secondary users as noted below:

<table>
<thead>
<tr>
<th>Program Size (Enrolled Students)</th>
<th>Secondary Users</th>
</tr>
</thead>
<tbody>
<tr>
<td>100-200</td>
<td>One</td>
</tr>
<tr>
<td>200-400</td>
<td>Two</td>
</tr>
<tr>
<td>400+</td>
<td>Three</td>
</tr>
</tbody>
</table>

It is the responsibility of the primary user to oversee all secondary user accounts; below is information to assist in managing secondary accounts.

Add a Secondary User account - Provide your secondary user with a copy of this User’s Guide, also available for download through the “Help” section of the ETS Title II website. When a new
secondary user account is created, the primary user will receive a notification email that an account is pending his/her approval with a link to the site.

**Approve a Secondary User account** - When a primary user receives the email notification that a secondary account is pending approval, the primary user should follow these steps to approve the account:

1. Navigate to the site https://tlcs.ets.org or use the link provided in the notification email
2. Click “Approve and Manage User Accounts” under the heading Client Services
3. Put a check mark in the box in front of the user to be approved
4. Choose “Approve” from the Action drop-down menu
5. Click “Apply”

**Reapprove a Removed Secondary User account** – When a primary user leaves and a new primary takes over, the Title II administrator removes the former primary account along with any secondary users previously approved by that primary. If you want to reapprove the secondary users previously approved by the former primary user, follow these steps:

1. Log into your account at https://tlcs.ets.org
2. Click “Approve and Manage User Accounts” from the home page
3. User Group: Title II Reporting Services
4. Status: Show All Users
5. Place a check mark to the left of the secondary user account to be reapproved
6. Actions: Approve
7. Click Apply

**Reject a Pending Secondary User account** – If someone at your institution is not required to enter or edit student data specifically for purposes of federal pass rate reporting, they should not have an approved Title II secondary account. To reject a pending secondary account:

1. Navigate to the site https://tlcs.ets.org or use the link provided in the notification email
2. Click “Approve and Manage User Accounts” under the heading Client Services
3. Put a check mark in the box in front of the account request to be rejected
4. Choose “Reject” from the Action drop-down menu
5. Click “Apply”

**Remove a Secondary User account** - When a secondary user is no longer employed by the institution, changes roles and no longer works on Title II reporting, or during non-reporting periods** (April–August), the primary user should follow these steps to remove the account:

1. Navigate to the site https://tlcs.ets.org or use the link provided in the notification email
2. Click “Approve and Manage User Account” under the heading Client Services
3. Put a check mark in the box in front of the user to be removed
4. Choose “Reject” from the Action drop-down menu
5. Click “Apply”

As noted previously, when ETS removes a primary user account, any secondary user account approved by that primary will also be removed. Therefore, it is very important that the new primary user create his/her account as soon as possible so there will be no loss of communications from ETS to your institution. The new primary will be able to reapprove the same secondary users through “manage
user accounts” functionality. A “rejected” secondary account can easily be reactivated by filtering users by “rejected” and approving them again. There is no action required on the part of the secondary user.

### 3.3 Secondary User Accounts

A **Secondary User** is the person who will handle the tasks of student data input and reconciliation for the institution. Each institution may have up to three secondary users. The secondary user account will be approved by the primary user. Secondary user accounts are not required; it is likely that in smaller institutions the primary user will be responsible for the data input and reconciliation.

### 3.4 Create a New Account

#### Figure 5 — Create New Account

1. Choose the appropriate account type; the choices are State or National Agency (ex: CT DOE or ASHA, etc.) OR Institution or Organization (ex: Northern University or Teach for America)
2. From the first dropdown box [State], choose the state in which you are located
3. From the next dropdown box [Institution or Organization], choose your institution or organization by name
4. Provide your job title (ex: Dean of Education)
5. Select Title II Reporting Services
6. Choose your account role, either Primary or Secondary. Please refer to Section 3.1 above for additional information about these two roles.

3.5 Confirm Account Information

After choosing Continue on the Create a Title II Account screen, a confirmation screen will appear allowing you to review your information. To edit the information, choose Edit Information. If no changes are necessary, choose Continue.

Figure 6 — Confirm Account Information

3.6 Choose User Name and Password

You will be asked to create a User Name and Password.

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

- Not be one of the 5 previous passwords used in this application
- Not contain more than two consecutive characters from the user’s account name (user name) or parts of the user’s full name
- Be at least eight characters in length
- Contain characters from three of the following four categories:
  - Uppercase letters (A through Z)
  - Lowercase letters (a through z)
  - Numbers (0 through 9)
  - Non-alphabetic characters (e.g., !, $, #, %)
Re-enter your password, choose a security question and answer. Then click Continue (Figure 7).

**Figure 7 — 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).
  - 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:**
  - Select

- **Security Answer:**

The password you create will expire in one year from the date you created it; you will be prompted to create a new password at that time by receiving the following message: Your Password has expired. Please change below.

### 3.7 Institution/Agency Agreements

All users must agree to abide by the terms listed in the Terms and Conditions for use of TLC Services in order to create an account in the Title II website application. Please read the terms of the Agreement that will be presented to you in the web application and check the box to indicate “I understand and agree to the terms of the agreement above” then click Submit. You can read a full copy of the Terms and Conditions in the Appendix, Section 12.1.
After agreeing to the terms, you will be advised that your **Title II Account has been requested**:

**Figure 8 — Account Requested**

Your **Title II Account Has Been Requested**

Your request for access has been sent to the primary Title II contact at your institution. On approval, a confirmation will be sent to the e-mail address you provided. Keep your user name and password in a safe place.

You can close this window pending an approval message from the ETS Title II System.

A user will not gain access to the website until the account has been approved. Primary user accounts will be approved by an ETS administrator who will receive automatic notification of the pending account. Secondary user accounts will be approved by their primary user after email notification of the pending account (Figure 9). After approval, the new secondary account holder will receive an email notification of same (Figure 10).

**User names and passwords should be maintained in a safe place and not be shared.**

**Figure 9 — Email received by Primary User with Secondary Account Pending**

A secondary **Title II account has been requested for your institution**.

George Jones has requested a Title II account. Please go to your home page, and select Approve/Reject Accounts to view and approve or reject this and any other outstanding account requests.

To access your account, visit https://tlcs.ets.org.

Sincerely,

Title II Services

If you have any questions, please contact Title II Services at title2@ets.org. Be sure to add @ets.org to your address book or safe sender list to ensure that you receive email messages from ETS.
Thank you for creating your Title II account. Your account has been approved by your institution’s primary Title II user.

Keep your User Name and Password in a secure place. For security reasons your security answer and password will not be sent by Email.

You have selected the following User Name: [username]

To access your account, visit https://tlcs.ets.org.

Sincerely,

Title II Services

If you did not create an account, or if you have any questions, please contact Title II Services at title2@ets.org. Be sure to add @ets.org to your address book or safe sender list to ensure that you receive email messages from ETS.

3.8 Returning User Sign In

When your account is approved and the account approval confirmation email is received, you can return to the Title II website and login as a Returning User (Error! Not a valid bookmark self-reference.). Enter your User Name and Password and click Sign In. You will be taken to the ETS Client Services for Educator Licensure Home page. From there, click Title II Reporting Services to be taken to the Title II Home Page.
4 User Administrative Options

4.1 Primary User — Approve and Manage User Accounts

This section of the manual provides a brief explanation of the administrative options and links available on the TLCS Home page and other pages throughout the site. Important updates from ETS will be displayed below the Title II Home heading. Be sure to check for new messages and important dates in this section when you log in.

The options available on the TLCS Home page for a primary user include functionality to approve and manage secondary user accounts in addition to all the functionality of a secondary user. A primary user account should be established prior to any secondary user account for each institution.

Figure 12 — Home Page: Primary User

4.2 Secondary User

The options available on the Title II Home page for a secondary user include:

- Entering individual student data
- Uploading student data via spreadsheet (with no minimum requirement)
- Viewing the students that have been entered
- Verifying matches of students to their scores
- Viewing teacher certification tests and licenses used by your state
4.3 Profile Maintenance: Change Password and/or Security Question

To change your password or security question at any time, select the **Change Password and/or Security Question** link in the upper right corner of the screen. User names cannot be changed.

Enter changes as necessary and select **Submit**. Once your changes have been accepted by the system, you will receive an email to confirm that your account has been updated.

Note that changes to User Name is not an option.

User Tip: Choosing **Cancel** on any page will bring you back the previous page.
4.4 Change Contact Information

To change your email address, mailing address or phone/fax numbers, choose the **Change Contact Information** link under **Manage Profile** in the upper right corner of the screen.

Enter changes as necessary then select **Continue** (Figure 13). Once your changes have been accepted by the application, you will receive an email to confirm that your account has been updated.

**Figure 13 — Change Contact Information**
5 Entering Student Data

For the current year of reporting, you are required to enter ALL students seeking initial licensure/certification as a classroom teacher who are officially enrolled in your teacher preparation program between 9/1/2015 and 8/31/2016, regardless of their testing activity.

Whether you enter your students individually, or by bulk upload (see detailed information in Section 5.5), you will be asked to assign a student to one of three categories: 1) Enrolled All But Clinical, 2) Other Enrolled, or 3) Completed. If they fit into more than one category during the academic year, you should assign whatever category they were/will be in as of 8/31/2016. The definition for each category, provide below, can also be viewed on the website by choosing Student Category. Additional information can be found at: https://title2.ed.gov/Public/TA/Completers_Enrolled.pdf

1. **Enrolled All But Clinical** (Category 1) are 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 the glossary definition may be counted as nonclinical coursework. The curriculum policies of each state and its institutions will identify coursework that is nonclinical or clinical. See Supervised Clinical Experience and Nonclinical Coursework in Section 12.2 of this guide.

   *NOTE: If your program requires additional coursework during or after student teaching, you will have no students listed in the Enrolled All But Clinical category.*

2. **Other Enrolled** (Category 2) students 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 any of your students consist of teachers who are already licensed and returning to earn additional endorsements, they should not be included in Title II reporting. Title II reporting is intended only for those working toward their INITIAL certification. Initial certification is defined as the first teaching certificate or license issued to an individual. The specific certificates or licenses classified as initial certification in each state are defined by the state. States are to provide information on degree, coursework, assessment, supervised clinical experiences, and other requirements.*

3. **Completed** (Category 3) describes a student who has met 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 initial certification or licensure *may not be used as a criterion* for determining who is a program completer.
5.1 Program Type

Each institution is assigned a program type by the 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 and alternate route students
- ARO (O) — an alternate route organization outside of an institution able to enter only alternate route students (example: Teach for America)

If you are not sure what your program designation is, or need to have it changed, contact your state Title II Coordinator. To obtain the contact information for your state coordinator, access this website: https://title2.ed.gov/contactsState.asp, or click the “coordinator” link on the Title II homepage (see Figure 14 – Contact Your State Title II Coordinator). Each student must be assigned a Program Type, either Traditional or Alternate. As noted above, some institutions can enter both Traditional and Alternate student data if they have been designated as “Both” by their state department of education. An Alternate Route Organization outside of an institution can enter only ARO students identified as a “O” on the upload sheet. Please note that if you attempt to enter a program type for a student other than your own designated type, you will receive an error message: Program Type is invalid for the institution.

5.2 Certification/License/Program

Each student in the Enrolled All But Clinical and Completed categories must be associated with at least one certification or license, and can be associated with up to 10. ETS determines the correct test to use in the pass rate calculation based on the tests required by the license associated with your students. For your students in the Other Enrolled category who have not yet chosen a certification/licensure area, you may choose “undeclared.” When entering these “undeclared” students 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 past five...
years that is required for any initial classroom teacher license in your state. If a student is working toward a license or certificate for which no test is required, in order to maintain an accurate count of your students for a given academic year, we have created the option of a license titled, “No Test Required (0000).” In order to assign this license to a student, your state would be required to add it to its list of licenses. If you have questions about this license, please contact your state’s Title II coordinator using the methods described in 5.1 above.

5.3 Updating “Rolled Over” Student Records

The student data entered the previous year for two categories, Other Enrolled and Enrolled All But Clinical, will be copied to pre-populate your current year student list. Edits to these records can be made on an individual basis within the application or through an upload sheet*.

Changes that can be made to rolled over student data:

1) Program Changes
   a) Alternate Route (A) to Traditional Route (R) if program type designation allows
   b) Traditional Route (R) to Alternate Route (A) if program type designation allows

2) Category Changes
   a) Enrolled All But Clinical (1) to Other Enrolled (2)
   b) Other Enrolled (2) to Enrolled All But Clinical (1)
   c) Enrolled All But Clinical (1) to Completed (3)
   d) Other Enrolled (2) to Completed (3)

3) Student Data Changes/Additions
   a) First name
   b) Alternate last names (4 fields)
   c) DOB
   d) SSN
   e) ETS Testing ID
   f) Street Address
   g) City
   h) State
   i) Licenses

*Note: If you are updating by upload sheet, it is important that the following fields are an identical match to the record you are updating; if they differ, you will create a new record and have the student on your list in duplicate, which is not allowed:

1) Last Name
2) First Name
3) DOB or SSN
Another option you may prefer when entering student data by upload sheet is to delete all “rolled over” student records and upload them all as new records. Choosing this option will allow you to use the most recent information in your records without having to make sure it matches previously provided data, and you won’t run the risk of any of your students being entered more than once. Please be aware that if you choose to delete the pre-populated records, ETS Title II Reporting Services will not be able to reinstate them if you should change your mind. We recommend that a student export and save of the pre-populated student records be performed prior to deletion for purposes of reference.

**Duplicate Student Records within your own list**

The federal reporting guidelines are clear on what students should and should not be reported; a student can be reported only once in a given year, and only once in a lifetime as a completer. ETS’s quality control processes include a thorough review of student data entered by each institution to make sure each student is present only once. If a duplicate records are discovered on your list, ETS will remove the older of the two records. To avoid duplication, export the list after you have entered all student data and review it by sorting the data in multiple ways to assure each record is unique. You should check to make sure no two records have the same data in the following fields: ETS Testing ID, First Name & Last Name, SSN and/or DOB.

**Duplicate Student Records between two institutions**

The institution where the student last enrolled would report the student for Title II, HEA purposes. Allowing multiple entities to report on a student in a given academic year would provide duplicate counts at the state level yielding inaccurate counts of students in the teacher pipeline. Pass rates would also be attributed to the schools where the student 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.

Please note that if you are attempting to enter a student record and it currently exists on another institution’s list in the current reporting year, you will not be able to enter that record until the other school has deleted it. Please don’t try to force entry of a duplicate record by removing SSN or DOB, as we will find it later and remove the most recently entered record. For this reason we ask that the **first task performed is the deletion of rolled over student records** for those students who are no longer enrolled in your program. If you cannot add a student pending deletion from another institution, ETS Title II Reporting Services (title2@ets.org) can provide you with Title II coordinator contact information for that school so you can request that the record be deleted.

I am the Title II Coordinator for [institution name] in [state]. I was provided your contact information by Educational Testing Service and am writing to request that the following student(s) be deleted from your student list for the current reporting year as they [he/she] were [was] officially enrolled in our teacher preparation program between 9/1/2015 and 8/31/2016.

[student]

[student]
It would be appreciated if you would let me know when the record is deleted from your list so I can add the student(s) to mine and finalize this part of my reporting requirements.

Again, if there are student records pre-populated on your list from the prior year of students are no longer officially enrolled in your program for the current reporting year, please delete them expeditiously so that another school will be able to add them and complete this portion of their Title II work.

Please note that if you are entering a student and receive the message that the student was reported as a completer in a prior year, that student cannot be deleted and you should discontinue your attempt to enter that record.
5.4 Entering New Students Individually

Figure 15 — Enter Individual Student

Student Detail - MITCHELL COLLEGE (3988)

* Required field

- **Student Category:**
- **Program Type:**
- **First or Given Name:**
  - **Middle Initial:**
- **Last or Family Name:**
- **Alternate Last Names:**
- **Enter either or both:**
  - **Date of Birth:**
  - **SSN:**

**Address Line 1:** 234 Main Street
**City:** ALBANY

**Home State/Province:** Georgia
**ETS Testing ID:** 00890072

**Undeclared**

- **Certificate/License/Program(s):**
  - **Select**
  - **Select**
  - **Select**
  - **Select**
  - **Select**
  - **Select**
  - **Select**
  - **Select**
  - **Select**

**Save**  **Cancel**
5.5 New Student Entry with Spreadsheet Upload

A second way to enter your student data is to upload it on a spreadsheet. The spreadsheet which provides the correct field headings, is available by choosing Download a Spreadsheet form (Figure 16 — Spreadsheet for Upload). It is recommended that you save this spreadsheet as a file to your computer, and use the saved version in order to utilize all the functionality of an Excel spreadsheet. Please note that it is important to maintain the formatting in each column as text in order for a successful upload to occur. It is also important that you do not add any additional formatting such as bolding, centering, lines, freeze panes, highlighting, etc. See additional information and formatting tips in Section 0 below.

**Figure 16 — Spreadsheet for Upload**

![Spreadsheet for Upload](image)

**IMPORTANT NOTE**: After your upload completes, take note of the number of records indicated as successfully loaded. You should always check your student list immediately after loading your sheet (from home page, choose “view student list”) to confirm that all of your records have loaded properly.
Figure 17 provides the formatting layout requirements; careful adherence to these requirements is crucial to a successful upload.

**Figure 17 — Upload Format Requirements**

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

Even if your spreadsheet is formatted as text when empty, it can sometimes adopt the format of the data imported into it. To ensure that your spreadsheet is properly formatted, highlight the entire sheet, right click, choose Format, Number tab, and make sure the word ‘Text’ is highlighted. Numbers cause the biggest issue when changed to text. If a number field drops lead zeroes, or does not format as text, you can follow these steps:

Date of Birth, Column K:

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

Social security number, column L:

1. Highlight Column L
2. Right click, choose Format Cells, Number, Text

Pay close attention to the field length requirements for each cell. For example, the field length requirement for the state code in Column S is two; if you put a space after the two-digit state code, it will be considered three spaces and you will receive a formatting error for that row.

If you must list “undeclared” for an Other Enrolled student, you should leave the cell in Column T blank for that student. Note that the only time a cell in Column T can be blank is for a Category 2 (Other Enrolled) student.

5.7 View the License Names and Codes for your State

For each student (except “Other Enrolled”), Column T requires a license code, not a license name. Choose View the license names and codes for your state from the upload page; you will then be redirected to the Title II Licensure page for your state, which lists the licenses and their codes. If you are entering an undeclared student for whom you are unsure about the teaching certification they are seeking, leave the cell blank.

When your file is ready for upload, first save it to your computer. You can type the file path and name in the box under File to Upload or you can choose Browse, then locate and choose the file to add it to the box.

IMPORTANT: Be patient after submitting your spreadsheet for upload. Depending on the number of records, it could take a few minutes before you are presented with results. During the upload process, the application is checking on formatting and the validity of your data; in addition, the application must check the names and
identifying information for your students against that of all other students in the current year and all completers submitted by all institutions for all years back to 2000/01 to ensure that there are no duplicate entries.

NOTE: If the submit button is pressed a second time before the application completes the first action, it will restart the process and you will receive many duplicate entry errors.

5.8 File Upload Error Messages

Figure 18 is a list of error messages that can be returned along with the field to which they apply and the reason for the error. Read through this list to better understand the requirements for a successful upload.

<table>
<thead>
<tr>
<th>Error Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
<tr>
<td>Data entered in [FIRST—NAME] field contains illegal character(s) [list all illegal characters for all fields]. Remove the character to resolve the error.</td>
</tr>
<tr>
<td>Data entered in cell C14 is improperly formatted. All data must be &quot;text&quot; formatted.</td>
</tr>
<tr>
<td>Data entered in [PROGRAM] field is incorrect for your institution's program type.</td>
</tr>
<tr>
<td>Data is required in [AI—CODE] field.</td>
</tr>
<tr>
<td>Data is required in [CATEGORY] field. Options are: 1) Enrolled All But Clinical, 2) Other Enrolled, 3) Completed.</td>
</tr>
<tr>
<td>Data is required in [FIRST NAME] field.</td>
</tr>
<tr>
<td>Data is required in [LAST NAME] field.</td>
</tr>
<tr>
<td>Data is required in either the [DOB or SSN] field.</td>
</tr>
<tr>
<td>Data is required in the [LICENSE] field unless student is Undeclared.</td>
</tr>
<tr>
<td>Data is required in the [PROGRAM TYPE] field.</td>
</tr>
<tr>
<td>Data is required in the [STATE] field.</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>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].</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>Data entered in [SSN] field does not meet the required field length of 9; enter a valid SSN to correct the error.</td>
</tr>
</tbody>
</table>
**IMPORTANT NOTE:** If even one error message is received, none of the student records on your spreadsheet will be loaded. A spreadsheet has to be completely error free in order for any records to load.

### 5.9 Two Options to Correct Errors

If, when you upload your file, you receive a screen that indicates **Load Errors**, you can proceed in one of two ways:

1. Correct all of the errors on the spreadsheet and reload it.
2. Remove the rows that have errors to another worksheet and load the original spreadsheet again, containing just those lines that were error free.

If you choose option 2 above, be sure to delete the empty rows left by removing the errors, then correct the errors and load the second worksheet. Note that the first spreadsheet in any Excel workbook is the one that loads, so you may need to move the worksheet with the corrected errors so it is first.

**NOTE:** Any error on an uploaded spreadsheet will prevent all student data on the sheet from being entered into the application. A spreadsheet must be formatted properly and be error free in its entirety before the application will accept a single record.
6  Match Results and Verification

ETS matches student data against its test score database three times weekly — Monday, Wednesday, and Friday — during the time the website is open (see Section 2). This is the process that matches the student records you entered to the tests and scores from ETS’s test database for those students.

**Match verification is the most important part of the work you perform to assure an accurate pass rate report. Therefore, it is where the majority of your effort should be focused.**

Be certain to allow enough time to accomplish match verification prior to the published date for the close of the website (see Section 2); and keep in mind that match runs occur three times weekly. You should look at each student’s match results in each of the three match status categories returned. It is possible that a student will match to a test record that contains a failing score when there is a second, unmatched, test record with a passing score. To avoid this, review the match results (details below) and provide additional, or edit existing, student data to enable a match to the appropriate score file. Don’t assume that the changes you make will result in a match; you should go back to the application and look at the results after the next match run.

If you skip the match verification step, there is a chance that the pass rates for your institution will be lower than anticipated resulting in the need to perform edits to your data during the resolution period. Please read about the fee that is required to edit data during the resolution period in Section 11. Editing during the resolution period can be avoided by carefully reviewing, verifying, and editing your students’ match results.

The students on your list will be matched to their test scores by the following match criteria.

- A. Last Name (or alternate last name), First Name, Praxis ETS Testing ID
- B. Last Name (or alternate last name), SSN, DOB
- C. Last Name (or alternate last name), SSN
- D. Last Name (or alternate last name), First name, DOB
- E. Last Name (or alternate last name), ETS Testing ID, DOB

Each of the criteria listed above includes an **exact match to the Last Name or an alternate last name** (you can list up to four alternate last names). In addition, if you are matching one of the two first name criteria, it must be an exact match; a student who registers with the name of Elizabeth cannot be matched to scores if your institution enters Beth as the first name.

To carefully view your matches, filter your student list and review the students for items as noted above. While reviewing each filtered list, scroll down to note the number of “not pass” in red. These will have an adverse effect on your pass rate reports if the student has not taken another form of that test and passed. For example, if the student shows a “not pass” for a paper test version, and a “pass” for the same test taken on computer, only the computer test score will be used in your pass rate calculations. However, if the record is matched to one format of the test and it has not been passed, it will count against you. Often times, when students reregister to test, they create a new profile instead of linking to their original profile. They may enter a different last name, or a different spelling of their first name (Richard vs. Rick). Therefore, if you have a
passing score on file for a student, but the record is matching to a “not passing” score, you should review the score report information carefully to ensure it matches exactly what you have entered into Title II.

Below is an explanation for each Match Status.

1. **Match Not Run** — This status will appear for students you have either entered or edited since the last match run.

2. **Not Found** — This result occurs when ETS cannot locate a score file based on the information provided. Check the identifying information you provided to ETS for these students and edit where necessary to obtain a match to a score file, paying close attention to the last name on the student’s score report. It is possible that many of the students in your Other Enrolled category have not yet tested. If you are not positive that these students have tested, and you verify the identifying information you entered, you have given it your best effort and there is nothing more to do. Do not delete these students, however, as they will be rolled over to next year, by which time they may have tested. A student record should be deleted only when it was entered erroneously; e.g., if you entered a student who was reported as a completer in a prior year, or you reported a student who officially withdrew from your program during the academic year. See Error! Reference source not found., for additional assistance with this match status.

3. **Found** — There are multiple reasons for a student record to not match to a test score but still be found in our test database, some of which are valid and attempts to resolve are not necessary. Other reasons are not valid and an attempt should be made to edit the record to obtain a match. You are asked to give match resolution your best effort; you are not asked to match each student record to a score. Refer to the list below when reviewing non-matched records to determine the reason. When a record is not matched to a score for a valid reason, there is nothing more you need to do. However, regardless of a student’s testing activity, the record must be included in your total count, so do not delete non-matched records. Also see Figure 19 - Match Resolution Chart.

   A. The personal identifying information entered for the student does not match the file in the ETS database containing the passing scores for the license
   B. The wrong license is listed for the student
   C. The student took a test not required by the license listed
   D. The student took the test outside of the testing window (before 9/1/2011 or after 8/31/2016 [current reporting year])
   E. The student took the test before its effective date within your state*
   F. The student took the test after its expiration date in your state*
   G. The student has registered with ETS but has not yet tested
   H. The student has an outstanding balance on his/her account, which would prevent scores from being available to report

*Effective and expiration dates for any test can be viewed on the Title II Licensure page for any license that requires that test. From the ETS Title II Reporting Services home page, choose View Licenses, then choose a license from the list by clicking the name. You can also access test and license detail information by clicking the license name from either the student list or the student detail screens.
### Figure 19 - Match Resolution Chart

<table>
<thead>
<tr>
<th>REASON</th>
<th>RESOLUTION (where applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A: Information entered in key fields in Title 2 record (last name, first name, SSN, DOB, ETS Testing ID) are different than the student’s test score record</td>
<td>Review the student’s score report (either on file in your office or through Test Taker Score Report service) to make sure that the key fields of data entered into Title II match what is on the score report.</td>
</tr>
<tr>
<td>B: The wrong license is listed for the student</td>
<td>Confirm the student’s area of study with your preparation program. Review a list of licenses for your state to make sure you are listing the student with the correct license.</td>
</tr>
<tr>
<td>C: The student took a test not required by the license listed</td>
<td>There is no resolution for this. If a student took a test that is not a requirement of the licensure for which your program trained him, there is nothing that can be done on your part to resolve this; however, the student should remain on your list as they might take the correct test at a later date and the record will be updated at that time.</td>
</tr>
<tr>
<td>D: The student took the test outside of the testing window (before 9/1/2011 or after 8/31/2016, current reporting year)</td>
<td>There is no resolution for this. Title II pass rate reports are not equal to state licensure. Exceptions made by state licensing agencies are not factored into pass rate reporting. If a student took a test one day outside of the testing window, we will not include the score from that test in the pass rate calculations.</td>
</tr>
<tr>
<td>E: The student took the test before its effective date within your state</td>
<td>There is no resolution for this. To determine if this is the cause, view the effective date for the test on the License Detail Page</td>
</tr>
<tr>
<td>F: The student took the test after its expiration date in your state</td>
<td>There is no resolution for this. To determine if this is the cause, view the expiration date for the test on the License Detail Page</td>
</tr>
<tr>
<td>G: The student has registered with us but has not yet tested</td>
<td>There is no resolution to this. If the student is “other enrolled” he may not have tested. If you cannot locate a score report for the student in your files or Test Taker Score Reports, you have done your due diligence and can assume this student has not yet tested.</td>
</tr>
<tr>
<td>H: A student has an outstanding balance with ETS which would prevent scores from being available in the database.</td>
<td>We see this reason very seldom. If none of the above reasons fit your student, contact us and we will check this for you.</td>
</tr>
</tbody>
</table>
Additional questions about licensure requirements in your state should be directed to your state’s Title II Coordinator. You can access that email address from the home page of the ETS Title II website by clicking “Coordinator” under the Licensure heading. It will launch an email to the coordinator(s) for your state.

**Figure 20 - Contact Your State Title II Coordinator**

**Students**
- Enter or upload students.
  - Enter Student
  - Load Spreadsheet
  - View Student List

**Match Results**
- View match results and perform match verification.
  - View Matches

**Licensure**
- View state licensure requirements.
- Please direct any questions to your state’s Title II Coordinator.
  - View Licenses

**View Reports**
- Export reports for your institution.
  - Export Reports

4. **Matched to Scores** — the most misunderstood and risky match category which causes the most problems with accuracy in the pass rate reports when not properly verified. The fact that a student is matched does not mean he/she is matched to the best (passing) score. A second test record can be created at re-registration a student alters personal identifying information. If a student has two files, one containing a passing score and the other containing a failing score, and the student information you provided results in a match to the latter, the student will be placed into the “Matched to Scores” category, but your pass rate will be affected because of the failing score for this student. It is important that you view all your Matched students to make sure the score listed is correct. You can view the details of the tests taken by a student by clicking on the student’s last name. Here you will view the date the test(s) was taken, the score achieved, and the cut score for this test in your state. If you know this student has a passing score for a particular test, you will want to look closely at the score report you have on file and edit the identifying information you provided to ETS to obtain a match to that score file. The information provided in the student record is solely for purposes of Title II reporting. It is used solely to match your students to scores in the ETS database. Therefore, if you see that a student provided an inaccurate DOB or SSN on a score report, you should also use that incorrect information in order to match to the correct score for the student.

**Figure 21 - Matched to “Not Passed” Test Score**
To edit student data in the current reporting year, choose the student’s last name, then click “update student data” (if the student is matched to scores); if the student has not yet matched to scores, you can edit their data in the first screen you are redirected to. Here you can:

- change the student category
- make changes to the first name, middle initial, and add a last name
- 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)

When you return to the match results, you will see today’s date is noted for the update status of that student. Above the list of students on this page is the date of the last match run. This is how you can keep track of when to view your students’ match results for improvements based on your edits (Error! Reference source not found.).

Figure 23 - Verify Match Results
Once edits are made to student data, you should review the data again after the next scheduled match run (Mon/Wed/Fri) to verify the results of your edits. You may need to edit a student’s data multiple times before achieving a successful match. This is why it is important to allow enough time to work on verifying your match results prior to the close of the website as noted above. If there are still records for which you cannot confirm a valid match status, contact us at title2@ets.org for assistance. Please include the name of your school and your 4-digit institutional code in the subject line of the email. Do not include personal identifiable information (PII) for your students; i.e., SSN, DOB, address, test score, etc. If available, please include the Test Company ID number from the student’s score report in your file. If you attach a spreadsheet with PII, it must be encrypted (password protected) in order for us to open and review it.

6.1 View Licenses

Selecting the View License link directs you to a list of licenses/endorsements used by your state for the cohort year selected, as well as the tests required by each license. To see the tests required by a license, choose the license name to view the license detail. The license detail provides the test(s) required by the license, the cut score and effective date of each test, as well as the license rule. The license rule provides additional information, such as:

- the option to take one test or another
- the option to take one group of tests or another group of tests
- requirement of several different tests

If you are performing edits and reviewing student match results for a previous year, be sure to view the license and test information that was in effect for that year.

To search for a particular license, enter a portion of the license name in the Name Contains box and choose the Search button. For example, to see all Business Licenses used by your state, type the letters ‘bus.’ Only licenses containing those letters in the name will be returned in the display (Error! Reference source not found.).

User Tip: To clear the search box, delete the entry and choose SEARCH again.
7 Tests from Other Testing Companies

This section is relevant to institutions in the following states:

**AR, CT, DE, GA, HI, ID, MD, MS, NC, NH, NJ, PA, SC, TX, UT, VT and WI**

ETS is responsible for including the scores of your students from secondary vendor tests in the pass rate reports it produces.

ETS Title II Reporting Services will engage in two rounds of data exchange with secondary test vendors in states where ETS is the primary test vendor. The first round of exchange will occur in early October. Therefore, if you are in one of the states listed above, you should focus on entering students with a certification area that requires a secondary vendor test by the end of September; this will assure that you have an opportunity to review the match results prior to the site closure in November. The second and final round of data exchange will occur after the site closes in November, at which time secondary vendor data becomes final. See Reporting Timeline — New for 2015/16 Reporting, page 9.

In order for each state to submit one report containing test pass rates from all test vendors in a state, where ETS is the primary vendor, the following process has been created:

1. ETS will create files of student data, by state, consisting of those students with a license requiring a secondary vendor test (license information provided by state clients).
2. ETS will send encrypted files to each secondary vendor, for each state in common.
3. The secondary vendor will use the student data provided by ETS, and match it to tests taken by the students as well as the scores achieved.
4. The secondary vendor will return encrypted test/score data files to ETS. The scores will be appended to each student record and included in the pass rate reports.

The above will take place in early October and again in mid-November. In order to review secondary vendor match results while the site is open, and student record editing is still possible, you should have all students with a certification area that requires a secondary vendor test entered into the ETS system before the end of September. If you find discrepancies with, or have questions about, your students’ match results with secondary vendor test scores, they must be addressed directly with the vendor or with your state’s Title II coordinator who manages the relationship with the vendor. ETS sends the student data you enter and loads the scores received by the vendor. ETS cannot investigate secondary vendor issues.

A final exchange of data will occur with the secondary vendors after the site closes in November. The results of changes made to the student data after the first exchange (in the ETS system or in the secondary vendor’s system) will not be seen on the ETS site until after the second exchange.
8 Export Student List

To maintain a record of the student data you entered and its match results, you can export the information to a spreadsheet. There are four additional fields of data that will be included in the export; they are

1. Gender
2. Ethnicity
3. Race
4. Academic Major

These four additional categories are collected at the time of test registration but are not required fields for the test taker to complete. Therefore, there is no guarantee that this information is complete or accurate.

To perform an export, follow these steps:

1. From the home page, choose View Student List, under the STUDENTS heading
2. Check the box to the left of Student Category if you want to export the entire list
3. Filters can be placed on the records to be exported by using one or more of the filters at the top of the page; i.e., Student Category, Match Status, Program Type, etc. Be sure to click the Search button to activate each filter change
4. Once the records for export have been chosen, click the “Export” button at the bottom of the page
5. You will have the choice to Open or Save the file to your computer

Please note that the file type created for export is a Comma Separated Values, or .csv, file. You may want to perform a “Save As” converting the file type to either an .xls or .xlsx file. Also important to note is that data in columns containing numbers where lead zeros need to be maintained (i.e., SSN and Testing Company ID) are preceded by an apostrophe (‘). To remove this apostrophe from an exported file, follow these steps:

1. Save the .csv file as an Excel file (either .xls or .xlsx)
2. Block and Cut the column containing the data (SSNs or TEA IDs).
3. Open Notepad (or TextPad)
4. Paste the cut column
5. While still in Notepad, click Edit, then Select All
6. Click Edit, then Replace. Search for apostrophe (‘) and Replace with nothing
7. Click Replace All
8. Click Edit, then Select All and cut the data
9. Block the same column on the spreadsheet where the data came from and change the formatting to Text
10. Right click in the first cell of the column (header row)
11. Click Paste Special to paste the data from Notepad and choose Text (not Unicode Text)
9 Follow-Up Reporting

The purpose of follow-up reporting is to capture any testing activity that has occurred since the close of the reporting window for the year a student is listed as completing a program (student category 3). An example of a reporting window for 2015/2016: tests taken between 9/1/2011 and 8/31/2016. The law mandates that Title II pass rate reports are calculated on scores from tests taken within the last five years.

Follow-up reporting is applicable only to completers originally reported in that year. When you view your final pass rate report, you will see that for the two prior years, only the students who completed your program will be counted.

Groups included in Summary Pass Rate report:

<table>
<thead>
<tr>
<th>Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>All program completers, 2015-16</td>
</tr>
<tr>
<td>All program completers, 2014-15</td>
</tr>
<tr>
<td>All program completers, 2013-14</td>
</tr>
</tbody>
</table>

Groups included in Single Assessment Pass Rate report:

<table>
<thead>
<tr>
<th>Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>All enrolled students who have completed all nonclinical courses, 2015-16</td>
</tr>
<tr>
<td>Other enrolled students, 2015-16</td>
</tr>
<tr>
<td>All program completers, 2015-16</td>
</tr>
<tr>
<td>All program completers, 2014-15</td>
</tr>
<tr>
<td>All program completers, 2013-14</td>
</tr>
</tbody>
</table>
Edits to the data for the two previous follow-up years is limited. You can:

- change or delete a social security number*
- change or delete date of birth*
- change or delete address
- change state
- edit a first name
- add up to four alternate last names
- change, add, or delete Testing Company ID**

You cannot:

- change a student category
- change a program type
- change a first name
- change a middle initial
- change a last name
- change a certificate/licensure/program

*You can delete one or the other, DOB or SSN, but one of the two must be provided.

**Changing or deleting Testing Company IDs could result in a less desirable match result.
10 Pass Rate Reports

Beginning in the 2010/11 reporting cycle, IHEs were no longer required to download unformatted reports from the ETS Title II website in order to upload them to Westat’s Institutional and Program Report Card System site (IPRC). Rather, ETS submits pass rate data files directly to Westat on behalf of all institutions; Westat then loads the report data into Section III of the report cards in their IPRC system prior to the certification deadline date of April 30.

Pass rate reports become available each spring; the exact date varies from year to year. Refer to the message on the home page of the ETS Title II website for the exact date when you can expect the most recent reports to be available for download. Pass rate reports are available for download for a period of three years from the original posting date. Reports for years prior to 2012/2013 are no longer available.

After choosing “Export Reports” under the VIEW REPORTS heading from the home page, you will be redirected to the “Title II Download Reports” page.

10.1 Downloading Reports

Click the radio button in front of “Formatted report...” then choose Continue (Error! Reference source not found.25).

Figure 25 - Download Reports Page
When redirected to the “Title II Report — Export Files” page, you will have the option of two export types:

1. Zip File with multiple reports
2. Individual Report Files

The individual report files (there can be two formatted files available if you have entered both Traditional route students and Alternate route students) are all contained together in the one zip file. The zip file is a data compression and archive format file. A zip file contains one or more files that have been compressed to reduce file size and can be stored as-is. If you are using Windows XP, your operating system has built-in support for zip files. Just double-click on a zip file and it will open just like a folder. Double-click on a file inside the compressed folder to open that file in Excel. If you are running an operating system older than XP, which would be pre-2000, you will need to install a third party application like Winzip in order to open a zip file.

![Figure 26 — Export Formatted File(s)](image)

After choosing one of the hyperlinked files, a pop up box will appear asking if you want to open or save the file. Once you choose one of these options, the report is available for your review.
11 Resolution Period

The purpose of the resolution period is to allow institutions the opportunity to confirm that their reports are an accurate reflection of the matched student data from the previous Fall. If you should find an error in your pass rate report, you should notify ETS Title II Services immediately by email at title2@ets.org. Please provide the name of your school, the state in which you are located, and your AI code in the subject line of all correspondence to us. ETS will perform a thorough investigation of your claim and provide you with options for correcting the error. If the error was the fault of ETS, it will be corrected at no charge. If the error is caused by the institution, the student data can be edited for a fee of $1500 which will result in a revised report submitted to Westat for upload into your institution’s IHE Report Card. Errors discovered during the resolution period such as students assigned to incorrect program or category, low assessment pass rates due to low match results (failure to perform match verification), and zero completers listed, are not the responsibility of ETS and are not considered ETS error.

When reviewing your report, it will be helpful to note the following:

- No single assessment pass rate will be noted for any test for which there were less than 10 takers.
- Tests taken after August 31, 2016, are not included in report calculations.
- Tests taken prior to September 1, 2011 are not included in report calculations.
- To confirm a pass rate for an individual assessment, you can review the students matched to that test to confirm the number who passed and did not pass.
- The assessment pass rates are done at the assessment level (each test has pass rates calculated individually), so the number of takers/passers will vary by test, and will not match the number of students noted in the summary pass rate report.
- The summary pass rates are analyzed at the license level and include only group 3 (Completed) students. Those who have passed all tests taken for any one license 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.”
- 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.

<table>
<thead>
<tr>
<th>Type of edit...</th>
<th>When it can be done...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group 1 or 2 students requiring edits to license, program type, DOB, SSN, name</td>
<td>Can be done next year when data is rolled over to pre-populate your 2016/17 student list</td>
</tr>
<tr>
<td>Group 3 students requiring license or program type edits</td>
<td>Requires edits during resolution period</td>
</tr>
<tr>
<td>Group 3 students require editing to DOB, SSN, Name</td>
<td>Can be done next year during follow-up reporting on this year’s completers</td>
</tr>
<tr>
<td>Failed to list a few completers</td>
<td>Can be done next year when data is rolled over to pre-populate your 2016/17 student list</td>
</tr>
<tr>
<td>Failed to list <strong>many</strong> completers</td>
<td>Requires addition during resolution period</td>
</tr>
<tr>
<td>------------------------------------</td>
<td>---------------------------------------------</td>
</tr>
<tr>
<td>Failed to change a <strong>few</strong> Group 1 or 2 to Group 3</td>
<td>Can be done next year when data is rolled over for 2016/17 reporting</td>
</tr>
<tr>
<td>Failed to change <strong>many</strong> Group 1 or 2 to Group 3</td>
<td>Requires edits during resolution period</td>
</tr>
</tbody>
</table>

If you choose to edit your student data during the resolution period, please review the below information.

1. A credit card or purchase order in the amount of $1,500 must be received by ETS from the requesting institution
2. ETS will grant access to the student data through the ETS Title II website for up to 2 business days
3. A match run will be scheduled after ETS is notified that the edits are complete
4. The institution will have an opportunity to review the match results
5. A second round of editing and matching may be requested if necessary and if time allows (2-day period)
6. The files will be extracted and sent to ETS Statistical Analysis staff for recalculation
7. The revised reports will be delivered to Westat for inclusion in your IHE Report Card by mid-April; they will become available for download from the ETS Title II website at that time as well.

A $1,500 fee will be assessed to each institution choosing to correct these types of issues during the resolution period.

If an institution requires edits made during the resolution period, ETS will perform the following tasks; all are covered by the $1,500 fee:

- Open the website to allow edits
- Monitor user edits and close site when edits are complete
- Perform a match run upon completion of edits
- Perform duplicate checks and other data quality control processes
- Extract the data for all institutions in the state
- Perform statistical analysis on extracted data and create new statewide pass rate reports
- Load new files to website for all institutions in the state
- Notify all institutions of revised reports

IHEs can request to edit data by contacting ETS at title2@ets.org.

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

1. A credit card or purchase order in the amount of $1,500 is required before edits can be made
2. The IHE 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 after ETS is notified that the edits are complete
4. The IHE will have an opportunity to review the match results
5. A second round of editing and matching may be requested if necessary and if time allows (two-day period)
6. The files will be extracted and sent to ETS Statistical Analysis staff for recalculation
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 ETS Title II users will be notified by email when the final reports (revised) are available for download.

Final reports will be sent to Westat for loading into your IHE report card after the resolution period closes. At that time, no additional edits can be made until the Fall of the year when the site opens again for the next reporting year. Review the information about making edits to follow-up completer data in Section 9 of this Guide.

In order to obtain a purchase order, you may need the following information:

<table>
<thead>
<tr>
<th>Service:</th>
<th>Title II Edits During Resolution Period, Reporting Year [2015—2016]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>Educational Testing Service</td>
</tr>
<tr>
<td></td>
<td>4897 Collection Center Drive</td>
</tr>
<tr>
<td></td>
<td>Chicago IL 60693</td>
</tr>
<tr>
<td></td>
<td>United States</td>
</tr>
<tr>
<td>Amount:</td>
<td>$1,500</td>
</tr>
</tbody>
</table>

Please note that the volume of incoming inquiries increases substantially during the ETS Title II Reporting Services Resolution Period, sometimes making response times longer. ETS answers all inquiries in the order in which they are received. You are strongly advised to review your reports as soon as they become available.

Additional information provided by Westat regarding the ETS Title II Resolution Period:

Reviewing Your Pass Rates
The testing company or state will return pass rate and scaled score data based on the tests taken by the individuals included on the list of enrolled individuals and program completers. Data will include assessments taken up to five (5) years earlier. Because teacher preparation programs will be held accountable for the pass rates of their test takers, they need to have confidence in the pass rates that they report. Teacher preparation programs are responsible for reviewing the pass rate data for accuracy. In reviewing the pass rates:

1. Confirm the names and unique identifiers of the identified test takers;
2. Confirm the area of specialization or certification area of the identified test takers, as applicable.
12 APPENDIX

12.1 Terms and Conditions

Please read the following agreement and provide your 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
Updated: April 6, 2016

The terms and conditions set forth below (the “Agreement”) together with those terms and conditions set forth on www.ETS.org, shall govern use of TLCS (the “Services”) currently available through 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 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.

(B) PRAXIS AND PERFORMANCE ASSESSMENTS - INSTITUTIONAL 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.

ADDITIONAL TERMS/AGREEMENTS FOR PRAXIS USERS:
(v) Additional restrictions are set forth in the Praxis User Agreement.

(C) TEXAS:
Materials include, data, reports and analyses generated therefrom for statistical research only. You are granted the rights as included in the Site Agreement with ETS.

(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 on the Learning Management System (LMS) page 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 LMS 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 LMS, 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.

6.1 The Service may include aggregated test taker or other all personally identifying information of an individual (“PII”) in the Services. If You, any Authorized User, or other User hereunder accesses any such PII in or through use of the Services, You shall not, and shall not permit any Unauthorized User and/or other Users, to use such PII for any purpose whatsoever and shall promptly notify ETS of same. Authorized User shall treat all PII and other Materials received through the Services about and individual as confidential information; and may access and use such data only in compliance with these Terms and Conditions 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 use reasonable efforts to ensure that only Authorized Users will have access to such information 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. 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 potential or actual unauthorized access, or access exceeding authorization to the ("Security Incident"), and take, immediate action to investigate, mitigate and contain the incident and implement reasonable and appropriate measures to prevent further incidents and any misuse of data accessed. You shall provide complete information and assistance to ETS. If applicable law requires ETS or You to give such notice, You shall reimburse ETS for all expenses incurred by ETS to comply and to provide any mitigation provided by ETS in its sole discretion (including but not limited to costs of identity theft monitoring services and costs of altering the 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 individuals, it shall not do so without first: (a) consulting with ETS and providing it with a copy of said notice in time for ETS reasonably to establish a procedure for responding to any individual communications with ETS; 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 personally identifying information submitted by an Authorized User in accordance with ETS’s privacy and security policy located at www.ets.org as amended from time to time. You warrant that You have obtained all necessary consents before submitting any (if any) personal information 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.”
12.2 Supervised Clinical Experience and 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.

Supervising faculty are defined as all persons whom the institution regards as having faculty status, who were assigned by the teacher preparation program to provide supervision and evaluation of student teaching and who have an administrative link or relationship to the teacher preparation program. Data on the following elements of supervised clinical experience will be reported:

- Average number of clock hours required prior to student teaching;
- Average number of clock hours required for student teaching;
- Number of full—time equivalent faculty in supervised clinical experience during this academic year;
- Number of full—time equivalent adjunct faculty in supervised clinical experience during this academic year (IHE and PreK—12 staff); and
- Number of students in supervised clinical experience during this academic year.

“Average number of clock hours required” refers to hours per teacher preparation program participant. To the extent possible, responses are to separate pre—student teaching clinical experience from student teaching. The intent is not to aggregate across teacher preparation program participants, but rather to assess per—person clock hours. “Clock hours” does not refer to semester or credit hours, but actual time spent on these activities. In the term “supervised clinical experience,” it’s the overall experience that’s supervised, not every moment of the experience. No faculty to student ratio is required.

When reporting on the number of faculty in supervised clinical experience, do not weight the number of faculty based on the number of teacher preparation program participants they are supervising or the number of credit hours their supervision represents. A full—time faculty member is counted as 1 FTE. A half—time faculty member is counted as 0.5 FTE. PreK—12 staff (whether teachers or other educational leaders) who are engaged significantly with the teacher—candidates during their supervised clinical experience — in terms of spending significant amounts of time working with them – should be counted in the FTE faculty. We suggest three criteria, any one of which would imply inclusion in the count:

- If they spend a number of hours each week observing, supervising or discussing the clinical experience with the teacher—candidates or other teacher preparation program faculty;
• If they receive a stipend from the teacher preparation program for their participation;
• If they are considered part of the teacher preparation program, in terms of recognition in brochures or other program descriptions provided to the state or the general public.

Pass rate and scaled score data will be reported for enrolled individuals who have completed all nonclinical courses. You may have no data to report in this category, given the presence of teacher preparation program designs that incorporate activities that meet the definition of supervised clinical experiences into curricula in ways that disallow identification of those individuals who have completed all nonclinical courses. If you do not report any individuals in this category, do not replace this category with another group of individuals.

A series of supervised field experiences (including student teaching) with PK—12 students that occur as a sequenced, integral part of the preparation program prior to the candidate becoming the teacher of record. Please note that Title II, Section 202(d)(2) describes features of clinical experience as follows. Courses in the curriculum that include the activities described in 202(d)(2) may be considered clinical coursework. The curriculum policies of each state and its institutions will identify coursework that is clinical and nonclinical.

CLINICAL EXPERIENCE AND INTERACTION. — Developing and improving a sustained and high—quality, pre—service clinical education program to further develop the teaching skills of all prospective teachers and, as applicable, early childhood educators, involved in the program. Such program shall do the following:

(A) Incorporate year—long opportunities for enrichment, including—

   (i) clinical learning in classrooms in high—need schools served by the high—need local educational agency in the eligible partnership, and identified by the eligible partnership; and

   (ii) closely supervised interaction between prospective teachers and faculty, experienced teachers, principals, other administrators, and school leaders at early childhood education programs (as applicable), elementary schools, or secondary schools, and providing support for such interaction.

(B) Integrate pedagogy and classroom practice and promote effective teaching skills in academic content areas.

(C) Provide high—quality teacher mentoring.

(D) Be offered over the course of a program of teacher preparation.

(E) Be tightly aligned with course work (may be developed as a fifth year of a teacher preparation program).

(F) Where feasible, allow prospective teachers to learn to teach in the same local educational agency in which the teachers will work, learning the instructional initiatives and curriculum of that local educational agency.

(G) As applicable, provide training and experience to enhance the teaching skills of prospective teachers to better prepare such teachers to meet the unique needs of teaching in rural or urban communities.

(H) Provide support and training for individuals participating in an activity for prospective or new teachers described in this paragraph or paragraph (A) or (C), and for individuals who serve as mentors for such teachers, based on each individual’s experience. Such support may include—
(i) with respect to a prospective teacher or a mentor, release time for such individual’s participation;

(ii) with respect to a faculty member, receiving course workload credit and compensation for time teaching in the eligible partnership’s activities; and

(iii) with respect to a mentor, a stipend, which may include bonus, differential, incentive, or performance pay, based on the mentor’s extra skills and responsibilities.