Frequently Asked Questions – ASEP Mid-Year Update 2022

These are some questions that are frequently asked about the ASEP Mid-Year Update webinar. This is not a comprehensive document. We encourage individuals who do reporting at EPPs to review the 2021-2022 Educator Preparation Program Data Reporting Manual. The answers below should be understood as being within the limited context of ASEP Mid-Year data.

Can I add an additional certification to an enrollment record at a later time, but it is still during the candidate's enrollment in the EPP?

If the candidate changed their mind of type of certification, can I go back and edit the admission record and enrollment record, as long as it is before 9/15/22?

If a candidate seeks to change or add a certificate area after admission, the EPP would update the enrollment record to reflect the change but would not change the admission record. The enrollment record may be updated within the current unlocked year. Remember to retain the candidate's written request to add or change the certificate area.

Can you provide more info on saving CSV doc in CSV status?

One common way to create a CSV file is to populate an Excel document with the required information then Save as file type "CSV (Comma delimited)."

If a candidate is a FINISHER and has elected to no longer continue with the program, our EPP shall remove the test approval from "eligible" to removed. Is there another step?

How are enrollment records removed for finishers?

A "FINISHER" would not be removed from the program. Once the candidate is a "finisher," the program would need to update the candidate's status to Finisher on the Finisher Records List and then provide test approval to that candidate and ultimately recommend the standard certificate for that candidate. If, however, the candidate was not a finisher and decided to leave the program, the program would remove test approval and would also change the status from Other Enrolled to Removed on the Finisher Records List. The Finisher Records List may be updated manually by either searching the candidate's TEA ID number using the Student Search feature in the ASEP menu or by selecting Maint Finishers from the ASEP menu and then locating the candidate on the resulting list. The Finisher Records List may also be updated via a CSV file using the Upload Finishers option in ASEP. Finishers and Removed candidates do not roll over to a new Finisher Records List when a new year is unlocked.

Clarification is needed for zero content hour and 0 GPA on admission upload record. What exactly needs to be entered in this case? My uploads are frequently rejected when using zeros.

The content hour field accepts only numeric values, so if a candidate had no hours, which would be reported using a "0". The GPA fields also require numeric values and GPA must be reported to two decimal places so a candidate without a GPA would be identified as "0.00."

Two of my Superintendent candidates will have observations done in August 2022. In the past we could not enter those observations that occurred after 7/1 until the new reporting year opened. TEA says they must be reported in the year they occur. Will I be able to report those in August?

The question is referring to a past technical issue in ECOS that TEA updated in summer 2021. EPPs should be able to report all observations in the year in which they occur. Observations that occur in August 2022 should be entered before September 15, 2022.

To be clear, we should be using NONTCH for all professional level observations and not using Assignment Type codes, correct?

Correct, for non-teacher candidates, this is the option to choose. For non-teacher candidates completing a practicum or completing a practicum while holding an Intern or Probationary certificate in an internship, use the NONTCH assignment type when uploading their observations.

You mentioned for advanced programs candidates have 3 observations which overall equal 135 minutes. Is it possible to meet the 135 minutes with more than 3 observations?

The requirement in 19 TAC §228.35(h)(2) identifies "the three required formal observations must be at least 135 minutes in duration in total". This means that three formal observations must equal at least 135 minutes. The EPP may require more observations that would increase the number of minutes to more than 135.

You mentioned "upload to update" in the webinar. Can all of our data be updated via upload now?

Mostly. Records in Test Approval, the Finisher Records List, and Admissions can be added or updated using a CSV file and "Upload." Note that only the editable fields in the Admission record can be updated by the EPP. Contact your assigned Education Specialist with assistance correcting the "fixed" admission fields or deleting erroneous admission records.

Just confirming, I heard you say that admission records cannot be created for candidates admitted in 2021-2022 after August 31, 2022. What if we forgot to create an admission record for someone during the reporting year and want to add it before September 15, or what if we admit a Late Hire in the last week of August?

An admission record cannot be created for a candidate after August 31 of the reporting year in which the candidate was admitted. The exception is for a candidate admitted in the last week of August. The EPP has until September 15 to create an admission record for a candidate admitted in the last week of August. This feature in ASEP is based on the requirement in 19 TAC §227.17(e) that requires the EPP to create the admission record within 7 calendar days of the candidate's formal date of admission. TEA encourages EPP staff to review all admission data well in advance of the end of the reporting year to ensure records are complete and accurate.