

# Frequently Asked Questions

## Clinical Experience Records Training

### Implementation

#### **Q1: When does this new feature start? Fall 2022 clinical teaching?**

##### **Does this start with Fall 2022 Clinical Teaching?**

##### **When will these changes go into practice?**

Create Clinical Experience records for candidates completing clinical teaching, an internship, or a practicum in 2022-2023 (fall 2022/spring 2023) and thereafter. This includes candidates with any of their clinical experience happening between 9/1/2022 and following. Records from fall 2022 may be easily uploaded in one CSV file using the templates available on the [Program Provider Resources](#) page on the TEA website. To find the templates, use the “Clinical Experience Records Information” link under Forms and Documents.

#### **Q2: If a candidate's certificate expired in August 2022 and the standard was issued just after the start of the 2022-2023 ASEP year (but before Jan 10th), do these candidates need to have a Clinical Experience Record?**

No, only candidates who start or complete the supervised clinical experience (clinical teaching, internship, or practicum) starting in the 2022-2023 reporting year must have Clinical Experience Records. Candidates who completed the supervised clinical experience prior to 2022-2023 will not need a Clinical Experience Record. In the scenario above, the clinical experience was completed prior to 9/1/2022.

#### **Q3: Why is the mentor teacher's last name required, but the mentor teacher TEA ID optional?**

The TEA ID number of the cooperating teacher, mentor, or site supervisor is optional for the first implementation year (2022-2023) to allow EPPs time to update processes to collect this information from the applicable campus personnel. This flexibility in the first year was requested by preparation programs, to allow for time to build processes and norms around collecting TEA IDs. Starting 9/1/2023, the TEA ID number will be required for cooperating teachers, mentors, and site supervisors. If you have TEA IDs for cooperating teachers, mentors, and site supervisors this year, please enter that information.

#### **Q4: Do school districts/LEAs know that we need TEA IDs from mentor teachers? Due to FERPA concerns, this has been a touchy issue when we have asked for IDs.**

Educators and their employing districts can easily access the TEA ID numbers. EPP staff routinely work with candidate identifiers such as Social Security numbers and TEA ID numbers and ECOS is secure, so



entering the TEA ID numbers into the Clinical Experience Records should not cause concern. Note: 19 TAC §228.10(b) reinforces and requires that “an EPP is responsible for establishing procedures and practices sufficient to ensure the security of information against unauthorized or accidental access, disclosure, modification, destruction, or misuse.”

**Q5: Will these new options be automatically added to our options under ASEP, or do we have to request access?**

When the Clinical Experience Records options ‘go live’, they will automatically populate under the ASEP menu for each EPP. EPP staff who currently have access to the options under the ASEP menu will have access to the Clinical Experience Records options as well.

**Q6: Can you please point out what options are currently editable and once this is launched will not be. Like Observation dates, Field supervisor...**

**Are assignment begin and end dates still limited to one calendar year, or can they be further apart than one year?**

Currently an observation can be edited and deleted if the observation has a date in the current unlocked ASEP year. That will continue to be true. Currently, a field supervisor may be deleted from the field supervisor list if no observations are tied to that field supervisor. That will continue to be true. Currently, ECOS will accept an assignment end date that is one calendar year from the assignment begin date. After the implementation of the new Clinical Experience Records pages, ECOS will accept an assignment end date that is up to 18 months from the assignment begin date (note the certificate valid dates will continue to be one calendar year). There is no ‘upload to edit’ feature in Observations. That will continue to be true. Even though the Admissions and Finisher Records can be edited through an upload, the Clinical Experience Records cannot be edited through upload.

## Creating Clinical Experience Records

**Q7: Will year-long residents be coded as Clinical Teachers?**

**On the creating a record section, what about programs with a full year clinical? Do we just use the 14 weeks?**

**An additional question about full year programs...do we enter a record for each term at 14 weeks with a begin and end date for each term? We've been reporting a begin date for the Fall and end for the Spring.**

**Our master’s program is taken concurrently with the traditional program, so our PB candidates have both the TRAD and PB codes in ECOS for their certification area. Also, these candidates do a clinical teaching assignment for two semesters. Are they to be coded as a 1 or a 2 on Clinical Experience Model?**

**What are we to do if we have candidates who do a yearlong clinical teaching experience and start in January and end in December since this goes across two reporting years?**



Currently, candidates completing residencies are considered to be completing clinical teaching for the purposes of documenting the clinical experience. For candidates who complete clinical teaching across two semesters, use 19 TAC §228.35(g)(8) and (9) to determine the Clinical Experience Model. The “14 weeks full-day” model option is aligned with 19 TAC §228.35(g)(8). The “28 weeks half-day” model option is aligned with 19 TAC §228.35(g)(9). By using the applicable TAC as the guide to the Clinical Experience Model option, the option will be appropriate for the number of observations required. When creating a Clinical Experience Record for a candidate whose clinical teaching assignment spans two semesters, use the actual start date which will be in the first semester and the actual end date which will be in the second semester, even if the two semesters span two reporting years (such as a spring/fall assignment).

A Clinical Experience Record may be created with a future assignment end date (in a future reporting year) up to 18 months. A Clinical Experience Record may be created if the assignment start date or assignment end date is in the unlocked reporting year; however, the observations linked to the Clinical Experience Record can only be entered in the current unlocked year, so EPPs should create the Clinical Experience records at the beginning of the candidate’s assignment to allow for observation entry throughout the year.

**Q8: If a cooperating teacher divorces or marries, or changes name for another reason, EPPs need to figure that out and fix it? What are TEA estimates of the number of hours this will take?**

**How will ECOS handle hyphenated or double cooperating teacher last names?**

When creating records under the ASEP drop down, the educator name/TEA ID number combination that is in ECOS will be used because the records are validated against the educator records existing in ECOS. Cooperating teachers, mentors, site supervisors, and field supervisors are responsible for keeping their Educator accounts updated with name changes and contact information and should provide the name that is in the Educator account to the EPP for use in creating Clinical Experience Records (and for adding field supervisors to the field supervisor list).

**Q9: Mentors do not really know about their TEA ID#. What happens if a mentor reports an incorrect ID number? Is that matched on the TEA side? I feel that there could be different numbers reported in different years. Would this create an error?**

**What if the mentor's last name and TEA ID don't match?**

The TEA ID is available to all educators when they log in to ECOS for Educators. Starting 9/1/2023 when the TEA ID of the mentor is required, the name and TEA ID of the mentor must match the records in the educator’s account in ECOS Educators. ECOS will generate an error message if the TEA ID and name do not match the name/TEA ID combination that is in ECOS for Educators. Educators can easily find their TEA ID number on the landing page after logging into [TEAL](#).



**Q10: What is the EPP to do if a cooperating teacher, mentor teacher, or site supervisor refuses to provide his or her TEA ID number?**

**If we are unable to obtain the TEA ID number from the district for the mentor/clinical teacher, what is our best course of action?**

For the 2022-2023 reporting year, the TEA ID number will not be required. To prepare for the 2023-2024 year when the TEA ID number will be required, TEA encourages the EPP to update paperwork and processes such as the Statement of Eligibility, mentor agreements, mentor handbooks, mentor training, or other to inform LEA/District staff about the requirement and to collect the TEA ID. The TEA ID number is easily located on the landing page after logging into TEAL and the EPP may want to provide instructions to the educator that will help him/her easily identify the TEA ID number.

**Q11: If a candidate is completing clinical teaching at a private school where certification is not required, what should we do about cooperating teacher/mentor teacher TEA ID?**

The cooperating teacher/mentor/site supervisor will need to create a TEAL account to generate a TEA ID number. It would be helpful for EPPs to provide this guidance to the campus personnel for a trouble-free experience. Instructions for creating TEAL and ECOS Educator accounts are on the [TEA Secure Applications Information](#) page on the TEA website.

**Q12: If a candidate's certificate expires in August 2023 and the candidate is issued a Standard just after the start of the 23-24 ASEP year, will the TEA ID number be required for their Clinical Experience Record?**

No, a Clinical Experience Record created for a candidate who completed the supervised clinical experience (clinical teaching/internship/practicum) in the 2022-2023 reporting year is not required to have a cooperating teacher/mentor/site supervisor TEA ID number. Note the EPP will not be able to create a Clinical Experience Record in 2023-2024 if the INT or PRO certificate expired in 2022-2023 or before.

**Q13: How do you note a split assignment between 2 teachers during clinical teaching in the system?**

For a clinical teacher candidate with two assignments, create two Clinical Experience Records with the unique cooperating teacher name but the same assignment begin and end dates.

**Q14: Since there is an intern option in the drop-down for clinical experience records, do we need to input intern records here as well?**

Yes, Clinical Experience Records must be entered for each candidate completing an internship, clinical teaching, or practicum. The Teacher Internship screens will not require the EPP to enter as much data



because the Clinical Experience Record will be pre-populated from the data the EPP entered when recommending the INT or PRO certificate.

**Q15: How will the required fields work for a candidate with an educational aide exemption, since they will not have a cooperating teacher, start/end dates, etc.?**

If the candidate is exempt from completing the supervised clinical experience portion of the training per 19 TAC §228.35(l)(1) or (2), the EPP must enter a Clinical Experience Record for that candidate and will select the Clinical Experience Model option “Approved Exemption (JROTC or Ed. Aide.)”. When that model option is selected, ECOS will not require a cooperating teacher name or TEA ID and will a) pre-populate the assignment begin and end date fields as the current reporting year; and b) pre-populate the Local Education Agency (LEA)/District field as “TEA-Approved JROTC/EA Clinical Teaching Exemption (000007)”. Note: When the candidate’s exemption from the supervised clinical experience is recorded in ECOS, the EPP will not need to submit a Request for Exception for the candidate during state reporting.

**Q16: Since some fields will now be pre-populated, do we include all fields when doing a bulk upload for observations?**

**If you are doing a bulk upload and do not have the TEA ID of the CT, do you leave it blank or fill in a "0"?**

When uploading Clinical Experience Records, populate the CSV file with the data identified on the Upload instructions page for the record type being uploaded. The Upload instructions are unique to the type of Clinical Experience Record being created (Clinical Teaching, Non-Teacher, Teacher Internship) so the EPP is uploading only the data that will not be pre-populated from other records in ECOS. Leave blank any fields that are optional if you are not reporting optional data (similar to the way admission uploads are created when a candidate does not have an SAT/ACT/GRE score and those fields are not included in the upload data).

**Q17: Our master’s program is taken concurrently with the traditional program, so our PB candidates have both the TRAD and PB codes in ECOS for their certification area. Which Certification License Code do I use on the Clinical Experience Record?**

Create the Clinical Experience Record for the year in which the candidate completes the supervised clinical experience and populate the record with the information that is true for that year.

**Q18: How do we know the end date since it hasn't occurred yet?**

The EPP should consult their internal process to determine how to identify the end date of a clinical teaching or practicum assignment. The end date can be up to 18 months from the assignment start date.



For teacher internships, the assignment start date and end date are pre-populated from the candidate's INT or PRO certificate.

**Q19: Is there a timeline to create the initial candidate clinical experience record? For example: Student is starting Aug. 15th in their placement, do we need to have the clinical experience record input prior to their state date, or can we wait a few weeks to make sure that nothing changes?**

The Clinical Experience Record must be created within the current unlocked ASEP year and before an observation can be entered for the candidate. We believe that the best practice is to report it as soon as it is begun.

### [Editing Clinical Experience Records](#)

**Q20: If an intern changes jobs mid-internship, do we update the mentor or LEA information as needed? Or create a new record?**

**If we have a candidate who is moved for one reason or another which placement will we enter in ECOS, the first or second?**

**Sometimes the cooperating teachers may change if a teacher retires, moves, or leaves the profession, what do we do about these?**

**What if something happens to or with the cooperating teacher and another one needs to be assigned to the candidate? Can this data be edited once submitted or is it locked?**

**What if candidates are in their placement and something changes, are we able to go in and make adjustments?**

Data that is not pre-populated from another source in ECOS may be edited in the Clinical Experience Record if the record is not tied to an observation; however, if an aspect of the supervised clinical experience changes, TEA recommends the EPP create a new record with the new aspects of the assignment. This allows the EPP to easily document and track changes in the candidate's clinical experience. Additionally, if there is an observation entered for the original Clinical Experience Record, the EPP will not be able to edit or delete that record. EPPs are encouraged to use the edit feature to correct mistakes in the record.

**Q21: If an assignment end date changes, can we edit it?**

**Can the begin and end date be updated after it has been entered if it is within the current reporting year?**

The Clinical Experience Records may be edited and deleted in the current unlocked reporting year if there are no observations tied to them. After observations are entered, the EPP must create a new Clinical Experience Record with any new assignment information. To edit or delete a record, use the Clinical Experience Records option and search by candidate TEA ID. From the resulting screen use the



edit or delete icon at far right to complete the desired action. Note that any data that is pre-populated from another source, such as the data from the INT or PRO certificate, cannot be edited. Note also that there is no 'upload to edit' feature in the Clinical Experience Records collection which means an existing record must be edited manually or a new record may be created manually or via upload. TEA recommends the EPP use the edit feature to correct mistakes in the record and to create new records when aspects of the original assignment change during the assignment.

**Q22: If the candidate withdraws after the Clinical Experience Record is created, will we need to delete the record?**

The Clinical Experience Record can only be deleted if it is in the current unlocked reporting year and if there are no observations tied to it. If the candidate completed all or part of the supervised clinical experience (clinical teaching, internship, or practicum), the EPP should retain the record.

### Entering Observations

**Q23: Currently observation dates can be updated/changed during the open reporting year, you're saying that will change?**

Observations may be edited or deleted in the current unlocked year which is existing functionality that will not change with the implementation of the Clinical Experience Records data collection.

**Q24: Can we still put "See File" in the comments on observations?**

**How much information do you want for the "Comments" section of the observation?**

**In the observation record, are we now required to put comments? We usually put see file.**

The comments field in the Observation record will not change and "See file" is an acceptable comment. The EPP may use this field as needed to document various aspects of observations. As such, the comments field will accept most comments but may be sensitive to some types of punctuation such as apostrophes (') and quotation marks (").

**Q25: For Non-Teacher Class, if we report two observations under practicum and 1 observation under practicum probationary, are we meeting the number of observation requirements?**

Yes, because the practicum is completed during the internship, if a candidate becomes employed during the practicum, the EPP would continue to provide field supervision and record the observations. Note that the same is not true for clinical teachers who stop clinical teaching to start an internship. Clinical teaching and internships are separate experiences, so observations are not transferrable between the two experiences for teacher candidates.



## Miscellaneous

**Q26: On the slide of uploading internship records, the title of the slide says 'clinical teaching' instead of internship records.**

I apologize for the error. The title of the slide should say “Uploading Multiple Teacher Internship Records”.

**Q27: If we have a certified field supervisor in another state to supervise (of course meets TEA requirements), do they need to create TEA Login profile to help them get a TEA ID? Are there instructions we can provide to the field supervisor to do this?**

An educator who will be hired by the EPP to be a field supervisor must have an Educator account in ECOS to obtain a TEA ID number. The TEA ID number is required when reporting observations conducted by that field supervisor. The educator should use the [TEAL log in](#) link at the top of the TEA home page at [tea.texas.gov](http://tea.texas.gov) to set up a TEAL account and then apply for access to ECOS Educators. Once the accounts are linked, the TEA ID number will populate under the ECOS Educators account link on the TEAL landing page after logging in to TEAL. Instructions for account set up are on the [TEA Secure Applications Information](#) page on the TEA website.

**Q28: If a candidate completing the clinical experience at a private school that is on the [TEPSAC](#) list but is not listed in the LEA menu, how do we get the school added to the list?**

The Local Education Agency (LEA)/District list in the Clinical Experience records options is the same list as that used by EPPs when recommending INT or PRO certificates. As such, to add an approved site to the list, send the request to the Educator Preparation team at TEA via an email to the assigned specialist or a [Help Desk](#) ticket to Preparation Programs and TEA staff will update the list as requested.

**Q29: Will TEA provide the most up to date list for District name/code, campus name/code?**

The Local Education Agency (LEA)/District list is available to EPPs as a link in the Upload Clinical Experience tab, as a menu option in the manual Add Clinical Experience Record page, and on the INT and PRO certificate recommendation screens. This list is updated periodically but due to campus accreditation changes that may take place between updates to the list, EPPs should use the [AskTED](#) and [TEPSAC](#) resources to verify a campus is approved before authorizing the candidate’s supervised clinical experience (clinical teaching, internship, or practicum) on that campus.

**Q30: What will the assignment begin date and end dates be used for?**

Collecting the assignment begin and end dates is existing functionality that currently resides in the Observation Record. That data collection is being moved to the Clinical Experience Record. The dates are used to identify the year in which the supervised clinical experience occurred and are evidence the candidates completed the requirement prior to Standard certification.





**Q31: When will the new dashboards be ready?**

Existing dashboards are currently accessed from the [Consumer Information](#) page on the TEA website. The new Insight to Impact dashboards now have a tentative release date in April 2023. Please continue to review the EPP Newsletter for updates.

**Q32: Can these slides be sent to us prior to the webinar so we can make notes on them? It would help us tremendously.**

That is a great idea. TEA staff will attempt to accommodate that request when possible.

**Q33: Why is the upload format list numbered 1,2,3 rather than labeled A, B, C after the column headers?**

This is existing functionality in the Upload screens.

**Training Note: A comment was made thanking TEA for providing this training. EPP staff are encouraged to reach out to TEA with suggestions for training as needed. TEA staff are happy to provide that support state-wide or customized to one or more EPPs.**

