

**LOUISIANA CLARIFICATION OF DEFINITIONS
FOR ETS & WESTAT TITLE II REPORTS (Updated: March 3, 2015)**

A. DEFINITION: “TEACHER CANDIDATES”

Teacher Candidates are all individuals who have met state and university/private provider requirements to be formally admitted into Teacher Preparation Programs and were enrolled in courses/modules during the time period of September 1 to August 31 of the reporting year (e.g., 2013-2014).

Minimum State requirements for entry into Teacher Preparation Programs can be found in *Bulletin 746: Louisiana Standards for Certification of School Personnel*. These requirements include passage of the Praxis examination in Reading, Writing, and Mathematics or an equivalent ACT/SAT score or Master’s Degree (alternate certification only), minimum GPA, and passage of the Praxis content examination (alternate certification only). All universities/private providers have requirements that extend beyond the minimum state requirements for individuals to be formally admitted into their Teacher Preparation Programs.

Note: The admissions requirements that you list for the Westat report should be consistent with requirements to formally admit individuals to the Teacher Preparation Program and call the individuals Teacher Candidates.

B. DEFINITION: “CLINICAL AND NONCLINICAL”

“Clinical” refers to “clinical teaching” that occurs through Student Teaching, Internships, or 3 Years of Supervised Teaching. Clinical teaching is supervised, sequenced, intensive, sustained, and an integral part of the state approved Official Plans for Teacher Preparation Programs.

“Nonclinical” refers to any courses/modules in the State approved Official Plans for Teacher Preparation Programs that address Content (e.g., academic subject areas), Focus Areas (e.g., academic subject areas and content specific methodology), Knowledge of the Learner and Learning Environment, Methodology, and Flexible Hours. Nonclinical courses may contain clinical experiences that are site-based and involve observations or practice teaching; however, the experiences do not have the depth of supervision or the level of intensity found within the clinical teaching that occurs during Student Teaching, Internships, or 3 Years of Supervised Teaching.

C. DEFINITION: “PROGRAM COMPLETERS”

Program Completers are all Teacher Candidates who have completed ALL requirements in the State approved Official Plans for Teacher Preparation Programs between the dates of September 1 – August 31 (e.g., 2013-14).

D. DEFINITION: “COMPLETED ALL NONCLINICALS”

Individuals who are classified as “Completed all Nonclinicals” are all *Teacher Candidates* who have completed all courses/modules for the State approved Official Plans for Teacher Preparation Programs by August 2014 and will be completing clinical teaching (i.e., Student Teaching, Internship, or 3 Years of Supervised Teaching) during fall 2014 or later. Teacher Candidates may take a one-to three-credit hour seminar/course directly related to clinical teaching that all Teacher Candidates are required to take simultaneously with Student Teaching and still be classified as “Completed All Nonclinicals.”

If Teacher Candidates have completed all teacher preparation courses/modules (with the exception of Student Teaching, Internship, or 3 Years of Supervised Teaching) and decide to voluntarily take additional coursework that extends beyond the coursework identified on the State approved Official Plans for Teacher Preparation Programs, the Teacher Candidates may take the courses/modules and still be classified as “Completed All Nonclinicals” since the courses/modules extend beyond the State approved program.

E. DEFINITION: “OTHER ENROLLED STUDENTS”

Individuals who are classified as “Other Enrolled Students” are all other Teacher Candidates who were enrolled during September 1 to August 31 of the reporting year and are not classified as “Program Completers” or “Completed All Nonclinicals.” These individuals include the following:

- *Teacher Candidates* completing content coursework (e.g., Biology, English, etc.).
- *Teacher Candidates* enrolled in courses that require clinical experiences that are site based.
- *Teacher Candidates* enrolled in one year Internships in alternate certification programs that require concurrent courses/modules that are a part of the State approved Official Plans for Teacher Preparation Programs.
- *Teacher Candidates* enrolled in Student Teaching and concurrently enrolled in additional courses/modules that are identified on the State approved Official Plans for Teacher Preparation Programs.
- Teacher Candidates who take courses/modules that are identified on the State approved Official Plans for Teacher Preparation Programs after they have completed their Student Teaching, Internships, or 3 Years of Teaching.
- All other Teacher Candidates.

If Teacher Candidates withdraw from the university or private provider program during the September 1 to August 31 reporting period (e.g., 2013-2014), the Teacher Candidate should **NOT** be listed as “Other Enrolled Students.”

IMPORTANT POINTS TO REMEMBER WHEN ENTERING AND CHECKING DATA ON THE ETS WEB SITE

A. ENTER STUDENT ON ETS WEB SITE

1. Only enter names of students who meet the Louisiana definition of “Teacher Candidates” (*Note: Names of freshmen and sophomores who have declared Education as a major but have not met the criteria to be formally admitted to the Teacher Preparation Programs as a “Teacher Candidate” should NOT be entered. In addition, Teacher Preparation Programs should NOT be conditionally admitting students to programs if they do not meet the requirements for entrance into the programs and their names should not be entered onto the ETS web site.*)
2. Enter data for every possible category (See Title II Website User’s Guide for a listing of the categories). (*Note: Programs that have the fewest problems with errors provide **thorough** data prior to ETS matching the students with the Praxis test scores. It is especially important to provide ALL of the following: alternate last names, date of birth, social security number, and ALL Praxis IDs for ALL tests being used for certification.*)
3. Do **NOT** check the “undeclared” box. Leave it blank. You should only be entering names for students who have declared an area of certification and been admitted to your teacher preparation program.
4. **ONLY** list the **INITIAL** area of certification for a teacher in the area in which they are being fully prepared to teach for Certificate/ Licensure/Program(s). The only exceptions are for Integrated to Merged programs for you will need to list 2 areas of initial certification (regular and mild/moderate) and you will need to list 2 content areas if a person completes an undergraduate degree in Middle School (Grades 4-8). Do **NOT** list **ADD-ON** certifications. (*Note: If you have an Early Intervention program and allow teachers to take early childhood courses for certification, only list the initial area of certification which is Early Intervention. Do not list the Early Childhood certification for it is an ADD-ON certification. Louisiana does NOT have an Integrated to Merged Program for Early Intervention and Early Childhood. Therefore, only Early Intervention should be listed as the initial area of certification.*)
5. Double check each teacher candidate to make sure you have changed the “Student Category” of each teacher candidate if they have changed from “Other Enrolled” to “Completed” or to “All but Clinical.” (*Note: It will be very costly if you forget to change the category and your university must pay ETS to redo all of your passage rate reports during spring 2015 when the passage rate reports are released.*)

6. Double check to make sure you have listed the correct “Program Type” for each teacher candidate. (Note: *It will be very costly if you discover in spring 2015 that you selected the wrong “Program Type” and your university must pay ETS to redo all of your alternate and undergraduate passage rate reports.*)

B. STUDENT LISTS – ERRORS THAT ETS WILL CORRECT

1. View Student Lists for each teacher candidate and check to verify that ETS has listed on their web site ALL of the ETS tests that your university records show that the teacher candidates took, passed, or did not pass. (Note: This is a VERY important step. If ETS did not list a test that was passed during the assessment window, you need to provide ETS with additional information to help them locate the test.)
2. If your records show that the 2013-14 teacher candidates took tests during the time period of **September 1, 2006 to August 31, 2014** (8-year window) required for certification in their initial area of certification, and the *tests are not listed on the ETS web site*, ETS will need to correct this error:
 - a. Check to see if you listed the Praxis ID number for the test that was passed when you entered student data on the ETS web site. If you did not, enter the missing Praxis ID number so that ETS can locate the test when they do the next match.
 - b. Check to see if there is more than one spelling of the person’s name. If there is, add the additional spellings on the ETS web site in the student data section.
 - c. Check to make sure the teacher candidate’s social security number was entered correctly on the student data page.
 - d. If you have already provided the Praxis ID for the test that was passed and provided correct names and social security numbers, contact ETS and provide them with the name of the person, ETS assessment, date taken, and score and request that they add the test to the list. **Do not list Social Security numbers when sending messages via e-mail to ETS, the Board of Regents, or the Louisiana Department of Education. Social security numbers are confidential and should not be listed in e-mails.**
3. If your records show that the **2013-14 Other Enrolled, All but Clinical, and Completers** took and passed the tests during the time period of September 1, 2006 to August 31, 2014 (8-year window), but ETS says that the person DID NOT pass a test, do the following:
 - a. Check to see if ETS lists an equivalent test that was PASSED. If they did, this is not a problem. ETS will automatically substitute the PASSED test for the NOT PASSED TEST.
 - b. If a substitute test is not listed as PASSED, follow the same steps listed above for 2a. through 2d. ETS needs to correct this error.

(Note: The Louisiana Board of Regents has contracted with ETS to create a longer window of time for ETS to retrieve previous test scores. Our state should

have fewer problems with tests not being listed if they were taken prior to the start of the ETS test window.)

4. If your records show that the **2012-13 Completers** took and passed the tests during the time period of September 1, 2005 to August 31, 2014 (9-year window), but ETS says that the person DID NOT pass a test, do the following:
 - a. Check to see if ETS lists an equivalent test that was PASSED. If they did, this is not a problem. ETS will automatically substitute the PASSED tests for the NOT PASSED test.
 - b. If a substitute test is not listed as PASSED, follow the same steps listed above for 2a. through 2d. ETS needs to correct this error.
5. If your records show that the **2011-12 Completers** took and passed the tests during the time period of September 1, 2004 to August 31, 2014 (10-year window), but ETS says that the person DID NOT pass a test, do the following:
 - a. Check to see if ETS lists an equivalent test that was PASSED. If they did, this is not a problem. ETS will automatically substitute the PASSED tests for the NOT PASSED test.
 - b. If a substitute test is not listed as PASSED, follow the same steps listed above for 2a. through 2d. ETS needs to correct this error.
6. Check the Student Lists *now* and contact ETS immediately about corrections. Do not wait until it is close to the ETS deadline for data entry. ETS may have difficulty finding the tests that you show as passed. It may take several matches before ETS shows correct assessments for each student. *If you locate these errors AFTER the passage rate reports are issued in spring 2015, your teacher preparation program will have to pay ETS to correct the errors.* Now is the time to locate the errors – **not spring 2015!**

C. STUDENT LISTS – ERRORS THAT THE STATE WILL COREECT

1. ETS cannot correct errors if teacher candidates DID NOT pass Praxis I assessments and you have records to show that you have substituted an ACT/SAT score or Master’s degree for the score for the Praxis assessment. The State must correct that error. You will need to place information about the student, the number and score of the assessment that was NOT PASSED, the ACT/SAT score, and other information on an Excel spreadsheet using a format that the BoR/LDOE provides. Do not submit information unless you list a specific Praxis I assessment that was NOT PASSED.
2. ETS cannot correct errors if their web site shows that a person DID NOT pass a test during the testing window and the person DID pass an equivalent test prior to the testing window. You will need to possess those records and inform the State. The State must correct that error. You will need to identify information about the student, the number and score of the assessment that was NOT PASSED, the name and score of the assessment that was passed, and other information on an Excel spreadsheet using a format that the Board of Regents provides. Do NOT submit information unless you list a specific assessment that was NOT passed and

a specific assessment that was passed prior to the testing window. The testing windows for the different cohorts are the following:

2013-14 Other Enrolled, All but Clinical, and Completers: September 1, 2006 to August 31, 2014 (8 year window)

2012-13 Completers: September 1, 2005 to August 31, 2014 (9 year window)

2010-11 Completers: September 1, 2004 to August 31, 2014 (10 year window)

3. ETS cannot correct errors if their web site shows that a person DID NOT pass a test during the testing window and the Louisiana Department of Education has accepted an equivalent new assessment prior to the date that the State informed ETS that the test was adopted. The State must correct that error. You will need to identify information about the student, the number and score of the assessment that was NOT PASSED, the name and score of the assessment that was passed, and other information on an Excel spreadsheet using a format that the Board of Regents has already sent to your campus. Do NOT submit information unless you list a specific assessment that was NOT passed.
4. If campuses submit their corrections on the Excel spreadsheets to the State, and there are names listed that do not show that a test was NOT PASSED, the lists will be returned to the campuses. The State can only correct tests that were NOT PASSED.

D. DO NOT DO THE FOLLOWING

1. Do NOT contact ETS if a person passed an equivalent assessment AFTER the testing window (e.g., after August 31, 2014). That score will not be counted until next year's Title II report.
2. Do NOT send names of people to the State that never took Praxis I assessments and instead substituted ACT/SAT or Masters degrees for Praxis I. The State does not want that information for there are no scores that are NOT PASSED. The information will not be examined and will be returned to the campuses.
3. Do NOT send lists of all candidates to the State with notations for those that need to be corrected. The State ONLY wants the names of those who did NOT PASS and need to be corrected by the State. The lists will not be examined and will be returned to the campuses.
4. Do NOT send information to the State on the Excel spreadsheet about corrections that ETS must make. That interaction should occur directly between your campus and ETS. If you are having problems with ETS making the correction, you can then contact the State. The State cannot make the correction but may be able to help you think about next steps.

TITLE II TIMELINES FOR ETS AND STATE OF LOUISIANA (8.25.14)

UPDATE, NEW DATA ENTRY, AND CORRECTION OF PROBLEMS		
Tasks	Timelines for Louisiana	Timelines for ETS
Teacher Preparation Programs may view the ETS refresher video on the ETS Title II website.		Currently available
Teacher Preparation Programs may view the ETS full training video.		TBA
BoR and LDOE will send previous year's state corrections to teacher preparation programs.	8/27-14 to 8/29/14	
Teacher Preparation Programs in Louisiana will update existing data and enter new data for 2013-14 and update data for 2012-13 and 2011-12.	9/2/14 to 11/3/14	9/2/14 to 11/3/2014
Title II Contact Persons will participate in conference call conducted by BoR/LDOE about ETS reporting.	9/15/14	
Teacher Preparation Programs will check the matched data on the ETS web site to verify that ETS has located all tests that have been "passed." If passing scores are not listed, Teacher Preparation Programs will provide ETS with additional data to locate the correct tests. Additional checking and communication will occur until all "passed" tests are accurately listed.	9/2/14 to 11/3/14	
Teacher Preparation Programs will identify problems that can only be corrected by the State and submit Excel spreadsheet to BoR/LDOE.	9/2/14 to 10/3/14	
BoR/LDOE will notify campuses if the State can correct all identified errors and tell campuses to contact ETS to correct other errors.	10/6/14 to 10/17/14	
Campuses will make final corrections to all errors on the ETS web site.	10/20/14 to 11/3/2014	
RESOLUTION PERIOD		
Tasks	Timelines for Louisiana	Timelines for ETS
ETS will compile data and prepare passage rate reports.		11/4/14 – January 2015
ETS will provide Teacher Preparation Programs with access to passage rate reports.		2/18/15 – 3/11/15
Title II Contact Persons will participate in conference call conducted by BoR/BESE about Westat reporting.	3/12/15 (1:00 – 2:30)	
Teacher Preparation Programs will identify problems with reports that should have been resolved with ETS during the time period of 9/2/14 to 11/3/14 and contact ETS. If it is a correction that ETS was asked to correct, ETS will make the correction. If it is a correction that the Teacher Preparation Program failed to inform ETS, the Teacher Preparation Program will pay ETS to recalculate the results for the university/provider and statewide passage rate reports. Programs will also notify the BoR/LDOE of the problem.	2/18/15 to 3/11/15	
Teacher Preparation Programs will identify additional problems with data that can only be corrected by the State and notify BoR/LDOE.	2/18/15 to 3/11/15	
BoR/LDOE will verify the changes and provide the campuses with a listing of final changes that the State will make to the reports.	3/12/15 to 3/18/15	
Teacher Preparation Programs will identify corrections to mean Praxis scores due to ETS and State corrections and submit to BoR/LDOE.	2/18/15 to 3/18/15	
BoR/LDOE will correct campus passage rate reports, adjust statewide averages errors that can only be corrected by Louisiana and not ETS, correct mean scores, and provide campuses with corrected reports.	3/19/15 to 4/2/15	
BoR/LDOE will deliver reports to Westat. (ETS will deliver reports to Westat for other states.)	4/3/15	4/3/15
Campuses will certify Westat reports.	4/20/15 to 4/24/15	
USDE will charge a fine to campuses if certified reports are not submitted by the deadline specified by Westat.	4/30/15	4/30/15