

**LOUISIANA CLARIFICATION OF DEFINITIONS
FOR ETS & WESTAT TITLE II REPORTS FOR THE 2014-15 ACADEMIC YEAR
SEPTEMBER 1, 2014-AUGUST 31, 2015
(Updated: September 14, 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., 2014-15).

Minimum State requirements for entry into Teacher Preparation Programs can be found in *Bulletin 746: Louisiana Standards for Certification of School Personnel at <http://bese.louisiana.gov/documents-resources/policies-bulletins>* . 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/districts 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: “COMPLETED”

Teacher candidates should be classified as “Completed” if they have completed ALL requirements in the State approved Official Plans for Teacher Preparation Programs between the dates of September 1, 2014 – August 31, 2015.

D. DEFINITION: “ENROLLED ALL BUT CLINICAL”

Teacher Candidates should be classified as “Enrolled All But Clinical” if they have completed all courses/modules for the State approved Official Plans for Teacher Preparation Programs by August 31, 2015 and will be completing clinical teaching (i.e., Student Teaching, Internship, or 3 Years of Supervised Teaching) after September 1, 2015. 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 “Enrolled All But Clinical.”

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 “Enrolled All But Clinical” since the courses/modules extend beyond the State approved program.

E. DEFINITION: “OTHER ENROLLED”

Teacher Candidates should be classified as “Other Enrolled” if they were enrolled during September 1, 2014 and August 31, 2015 and are not classified as “Completed” or “Enrolled All But Clinical.” 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., 2014-2015), 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 student detail 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. Enter the social security number for ALL candidates. The number will help ETS locate the assessments if a name change occurs or the name is incorrectly entered.
4. 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.
5. **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) (see chart on page 10). 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.)*
6. 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 “Enrolled All but Clinical.” (Note: It will be very costly if

you forget to change the category and your program must pay ETS to redo all of your passage rate reports during spring 2016 when the passage rate reports are released.)

7. Double check to make sure you have listed the correct “Program Type” (e.g. Traditional, Alternate or ARO) for each teacher candidate. *(Note: It will be very costly if you discover in spring 2016 that you selected the wrong “Program Type” and your program must pay ETS to redo all of your alternate and undergraduate passage rate reports.)*
 - **Traditional:** teacher candidate officially enrolled in an IHE bachelor’s degree teacher preparation program
 - **Alternate:** teacher candidate officially enrolled in an IHE alternate PTP, Certification-Only or MAT teacher preparation program
 - **ARO:** teacher candidate (PTP or Certification-Only) officially enrolled in an Alternate Route Organization outside of an IHE such as iTeach, LRCE, TNTP, St. Bernard Parish, Relay GSE, etc.

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 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 2014-15 teacher candidates took tests during the time period of September 1, 2007 to August 31, 2015 (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 *2014-15 Other Enrolled, Enrolled All But Clinical, and Completed* candidates took and passed the tests during the time period of September 1, 2007 to August 31, 2015 (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 *2013-14 Completers* took and passed the tests during the time period of September 1, 2006 to August 31, 2015 (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 *2012-13 Completers* took and passed the tests during the time period of September 1, 2005 to August 31, 2015 (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 2016, your teacher preparation program will have to pay ETS to correct the errors. Now is the time to locate the errors – not spring 2016!

C. STUDENT LISTS – ERRORS THAT THE STATE WILL CORRECT

1. ETS cannot correct errors if teacher candidates DID NOT pass Praxis I (PPST or Core Academic Skills Tests) 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 Board of Regents or Louisiana Department of Education (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 BoR/LDOE provides. Do NOT submit information unless you list a specific assessment that was NOT passed and name and score of the assessment that was passed, and other information on an Excel spreadsheet using a format that the BoR/LDOE provides. Do NOT submit information unless you list a specific assessment that was NOT passed. The testing windows for the different cohorts are the following:

2014-15 Other Enrolled, Enrolled All But Clinical, and Completed: September 1, 2007 to August 31, 2015 (8 year window)

2012-13 Completers: September 1, 2006 to August 31, 2015 (9 year window)

2011-12 Completers: September 1, 2005 to August 31, 2015 (10 year window)

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 BoR/LDOE has already sent to your campus. Do NOT submit information unless you list a specific assessment that was NOT passed.

4. If programs 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 universities/private providers/districts. 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, 2015). 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 universities/private providers/districts.
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 universities/private providers/districts.
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.

E. OTHER IMPORTANT INFORMATION

1. **Exported Data and Social Security Numbers.** ETS has recommended that once all accurate data have been entered for all candidates on the ETS web site, programs should "Export" the data and save the data on their computers. If you choose to do so, we ask that special caution be taken to place the data in a secure location and that you password protect the file. The file will contain social security numbers and should not be saved in an unprotected location. You are liable for the data and will be held accountable if the social security numbers are accessed by unauthorized personnel.
2. **Removal of Names from ETS Web Site.** A candidate's name should be removed on the ETS web site if the candidate officially withdrew from a program during the time period of September 1, 2014 to August 31, 2015. If a candidate was enrolled and participating in a teacher preparation program for several months but another program indicates that the candidate has now enrolled in a different program prior to August 31, 2015, you will need to

delete the candidate from your program so that the other teacher preparation program can list the candidate as attending their program.

3. **Found – Not Found.** These two areas should be checked every year to verify that ETS has matched all candidates who have Praxis scores.

If names are listed for “**Not Found**,” it means that ETS could not locate a score based on the information that you provided. You need to check and make sure the identifying information you provided to ETS was accurate. The students on this list may be students who used an ACT/SAT score instead of the Praxis assessment to enter the program which is OK. However, if you know Praxis scores are available for any other candidates, you need to locate and enter on the ETS web site additional identifying information to help ETS locate the Praxis scores.

If names are listed for “**Found**,” it means that ETS found Praxis assessments, but the assessments cannot be used for the area of certification you listed for a variety of reasons.

If the reasons include the following, you need to provide correct identifying information on the ETS web site for ETS to locate the students: the wrong license is listed for the candidate or the personal identifying information entered for the student does not match the file in the ETS database.

If the reasons include the following, scores will not be listed but the candidates will still be listed as a part of your total count for the year. The only time it would be a problem is if the candidates did not pass a Praxis assessment earlier, and the State will need to work with you to correct the passage rate report when submitting to Westat for Title II reporting. The reasons are the following: the student took the assessment before the effective date, they took the assessment after the expiration date, or the student has an outstanding balance on his/her account which prevents scores from being available to report.

If the reasons include the following, scores will not be listed for the candidates and it is not a problem: the student took an assessment that is not required for the area of certification, the student took the assessment outside the testing window, the student has registered with ETS but has not yet tested.

4. **Matched Scores.** You need to check to make sure ALL assessments for all candidates have been listed.

If an “Other Enrolled” student is in an alternate program, you need to check to make sure there is a “Praxis Content assessment” for every candidate and there is a “Praxis Skills Assessment” (unless a SAT/ACT/Master’s degree has been substituted) listed for each student.

If an “Other Enrolled” student is in an undergraduate program, you need to check to make sure there is a “Praxis Skills Assessment” (unless a SAT/ACT has been substituted) listed for each student.

If a “Completer” student is in an undergraduate or in an alternate program, you need to check to make sure there is a “Praxis Skills Assessment” (unless a SAT/ACT/Master’s degree has been substituted), “Praxis Content Assessment,” and a “Praxis Professional Knowledge Assessment” listed for each student.

5. Mild/Moderate Special Education Codes and Other Outdated Codes

Please look at the document on the next page to identify outdated codes and the codes that you should be using for mild/moderate special education on the ETS website. In particular, please note when you should or should not be using the code 425N.

For all integrated to merged mild/moderate and regular education programs, the following mild/moderate codes and the following content codes should be entered for each candidate.

- (911) Mild/Moderate: Elementary 1-5 & (799) Grades 1-5 (Elementary)
- (912) Mild/Moderate: Middle Grades 4-8 & (811) Grades 4-8 Mathematics
- (912) Mild/Moderate: Middle Grades 4-8 & (812) Grades 4-8 Science
- (912) Mild/Moderate: Middle Grades 4-8 & (813) Grades 4-8 English/
Language Arts)
- (912) Mild/Moderate: Middle Grades 4-8 & (814) Grades 4-8 Social Studies
- (913) Mild/Moderate: Secondary 6-12 & (*Enter Secondary Content Areas for
Grades 6-12*)

Student Detail - Certificate/Licensure/Program(s)

***Required Field**

Directions: Use this list in selecting the appropriate initial licensure area for each student entered for 2014-2015.

License Code	License Name	License Code	License Name
800	Early Childhood Grades PK-3	390N	Journalism 6-12
799	Elementary Grades 1-5	386N	Latin 6-12
813	Middle Grades 4-8 English	411N	Latin K-12
811	Middle Grades 4-8 Mathematics	806	Marketing 6-12
812	Middle Grades 4-8 Science	388N	Mathematics 6-12
814N	Middle Grades 4-8 Social Studies	370N	Physics 6-12
301	Agriculture 6-12	392N	Social Studies 6-12
366N	Biology 6-12	384N	Spanish 6-12
315N	Business Education 6-12	193N	Spanish K-12
368N	Chemistry 6-12	394N	Speech 6-12
131	Chinese 6-12	807N	Technology Education 6-12
181	Chinese K-12	203N	Art K-12
233N	Computer Science	208	Dance K-12
372N	Earth Science	215N	Instrumental Music K-12
374N	English 6-12	213N	Vocal Music K-12
330N	Environmental Science	206	Health and Physical Education K-12
306N	Family & Consumer Science	413	Early Interventionist B-5
376N	French 6-12	855N	SE: Hearing Impaired K-12
179N	French K-12	856	Visually Impaired K-12
364N	General Science	882N	SE: Significant Disabilities 1-12
378N	German 6-12	911	Mild/Moderate Elementary Grades 1-5
183N	German K-12	912	Mild/Moderate Middle Grades 4-8
380N	Italian 6-12	913	Mild/Moderate Secondary Grades 6-12

ONLY USE the license code below THIS YEAR for students for 9/1/14-8/31/15

License Code	License Name	Comments
425N	Mild/Moderate 1-12	<ul style="list-style-type: none"> Deadline date for undergrad students to complete program – June 30, 2015

DO NOT USE the license codes below in entering new students for 9/1/14-8/31/15

License Code	License Name	Comments
801N	Elementary Grades 1-6	<ul style="list-style-type: none"> Replaced by license code 799 Deadline date for undergrad students to complete program - 6/30/09. Deadline date for alternate students to complete program - 6/30/07.
111N	Elementary Grades 1-8	<ul style="list-style-type: none"> Replaced by license code 799 Deadline date for undergrad students to complete program - 8/31/08. Deadline date for alternate students to complete program - 8/31/06
425N	Mild/Moderate 1-12	<ul style="list-style-type: none"> Replaced by license codes: 911, 912 & 913 Deadline date for alternate students to complete program – June 30, 2013.
413N	Early Interventionist B-5	<ul style="list-style-type: none"> Replaced by license code 413
856N	SE: Visually Impaired (K-12)	<ul style="list-style-type: none"> Replaced by license code 856
206N	Health and Physical Education	<ul style="list-style-type: none"> Replaced by license code 206
303	Vocational Agriculture	<ul style="list-style-type: none"> Replaced by license code 301

TITLE II TIMELINES FOR ETS AND STATE OF LOUISIANA (9.14.15)

UPDATE, NEW DATA ENTRY, AND CORRECTION OF PROBLEMS		
Tasks	Timelines for Louisiana	Timelines for ETS
Teacher Preparation Programs in Louisiana will update existing data and enter new data for 2014-15 and update data for 2013-14 and 2012-13 completers.	9/8/15 to 10/16/15	9/8/15 to 11/13/15
BoR and LDOE will send 2012-13 and 2013-14 corrections that programs asked the State to correct on the ETS passage rate reports during April 2015.	9/14/15 – 9/18/15	
Title II Contact Persons will participate in conference call conducted by BoR/LDOE about ETS reporting.	9/22/15 (1:00 PM – 2:00 PM)	
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.	9/8/15 to 10/16/15	
Teacher Preparation Programs will identify problems that can only be corrected by the State and submit Excel spreadsheet to BoR/LDOE.	9/8/15 to 10/16/15	
BoR/LDOE will notify programs if the State can correct all identified errors and tell campuses to contact ETS to correct other errors.	10/19/15 to 10/23/15	
Programs will make final corrections on the ETS web site.	10/24/15 to 11/13/15	
RESOLUTION PERIOD		
Tasks	Timelines for Louisiana	Timelines for ETS
ETS will compile data and prepare passage rate reports.		11/14/15 – 2/09/16
ETS will provide Teacher Preparation Programs with access to passage rate reports.		2/10/16 – 3/11/16
Title II Contact Persons will participate in conference call conducted by BoR/BESE about Westat reporting.	TBA	
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.	2/10/16 to 3/11/16	
Teacher Preparation Programs will identify additional problems with data that can only be corrected by the State and notify BoR/LDOE.	2/10/16 to 2/24/16	
Programs will resolve problems with ETS & ETS closes web site.	3/11/16	3/11/16
BoR/LDOE will provide the programs with a listing of final changes that the State will make to the reports during spring 2017.	3/14/16 to 3/18/16	
Teacher Preparation Programs will identify corrections to mean Praxis scores due to ETS and State corrections and submit to BoR/LDOE.	2/10/16 to 3/18/16	
BoR/LDOE will correct passage rate reports, adjust statewide averages errors that can only be corrected by Louisiana and not ETS, correct mean scores, and provide programs with corrected reports.	3/21/16 to 4/1/16	
BoR/LDOE will deliver reports to Westat. (ETS will deliver reports to Westat for other states.)	4/4/16 – 4/8/16	4/15/16
Programs will certify Westat reports.	4/30/16	
USDE will charge a fine to programs if certified reports are not submitted by the deadline specified by Westat.	4/30/16	4/30/16

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