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

See the User Guide Supplement for
Reporting Schedule and other Important Dates

CONTENTS

INTRODUCTION TO TITLE II REPORTING

This guide provides instruction and help 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 force 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 – U.S. Department of Education Website for HEOA

Reporting Guidelines

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, an alternate route program may be within or outside an institution of higher

education. For 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 Secretary of The U.S. Department of Education may impose a fine not to exceed $27,500 on an institution of higher education for failure to provide information 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 a state, provides the service of collecting data and preparing pass rate reports for the 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) to collect student data from the institutions in which they are enrolled during a specific academic year, and match it to students' test scores. The test scores are housed in a test score database and are matched to the students entered by teacher preparation programs. Additionally, because the federal regulations require one report to be submitted by each state containing the combined pass rates of all teacher licensure tests offered, ETS's data collection application is designed with the capability to add the tests and results of secondary vendors in states where ETS is the primary vendor (i.e., ES Pearson, ACTFL, and ABCTE).

Figure 2 – Section III, IHE Report Card

ASSESSMENT PASS RATES (§205(a)(1)(B))

Assessment name Assessment code Test company/entity code Assessment cut score Assessment score range	Number taking test	Average scaled score	Number passing test	Pass rate (%)	Statewide average pass rate (%)	Statewide average scaled score
All enrolled students who have completed all nonclinical courses, 2015-16						
Other enrolled students, 2015-16						
All program completers, 2015-16						
All program completers, 2014-2015						
All program completers, 2013-2014						

SUMMARY PASS RATES

	Number taking one or more required tests	Number passing all tests taken	Pass rate (%)	Statewide average pass rate (%)
All program completers, 2015-16				
All program completers, 2014-2015				
All program completers, 2013-2014				

Note: Your institution or organization is not required by Title II to publish summary pass rates. Please retain the individual assessment data for each student that will allow you to verify these summary pass rates. This information is requested for validation purposes.

Section III of the IHE Report Card requires information on the performance of students in the teacher preparation program on each teacher certification/licensure assessment used by the state. ETS will provide reports in a user-friendly format for IHE review and records. ETS will submit the pass rate report data for upload to the individual report cards to the research organization contracted by the U.S. Department of Education, Westat.

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 pass rate calculations. There must be at least 10 students in each category taking the same assessment in an academic year for a pass rate on that assessment to be calculated; for summary data, there must also be at least 10 students (although not necessarily taking the same assessment) for a pass rate to be calculated. This is referred to as the "rule of 10." In cases where there are less than 10 students taking the same assessment and the assessment pass rate is not reported, those group 3 students will still be included in the summary pass rate calculation. 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 the case of a teacher preparation program with fewer than 10 completers reported in at least two out of the three completer groups in the summary pass rate, a pass rate will be calculated by combining the 3 completer years into Group 6 and calculating pass rates on the combined number (as long as there are 10 or more completers). Group 6 data is included in the summary pass rate report only.

Institutions and organizations are not required by law to publish Title II summary pass rates. Please retain the individual assessment data for each student that will allow verification of the pass rate reports.

TITLE II USER ACCOUNTS

Each individual required to access the ETS Title II web site must have an approved account; if an account for another ETS® Client Services for Educator Licensure is already approved, such as Test Taker Score Reports or Quick & Custom Reports, Title II Reporting Services can be added to the existing profile.

Add Title II Service to Existing Account or Create New Account

To add Title II Reporting Services to an existing TLCS Account such as Test Taker Score Reports or *Praxis®* Roster of Attending Students, navigate to the ETS Client Services for the Educator Series home page (https://tlcs.ets.org) and select *Add Services* under *Request Access for More Services*. To create a new account, select *Create Account* under *New User*.

Figure 3 – Add Service or Create Account
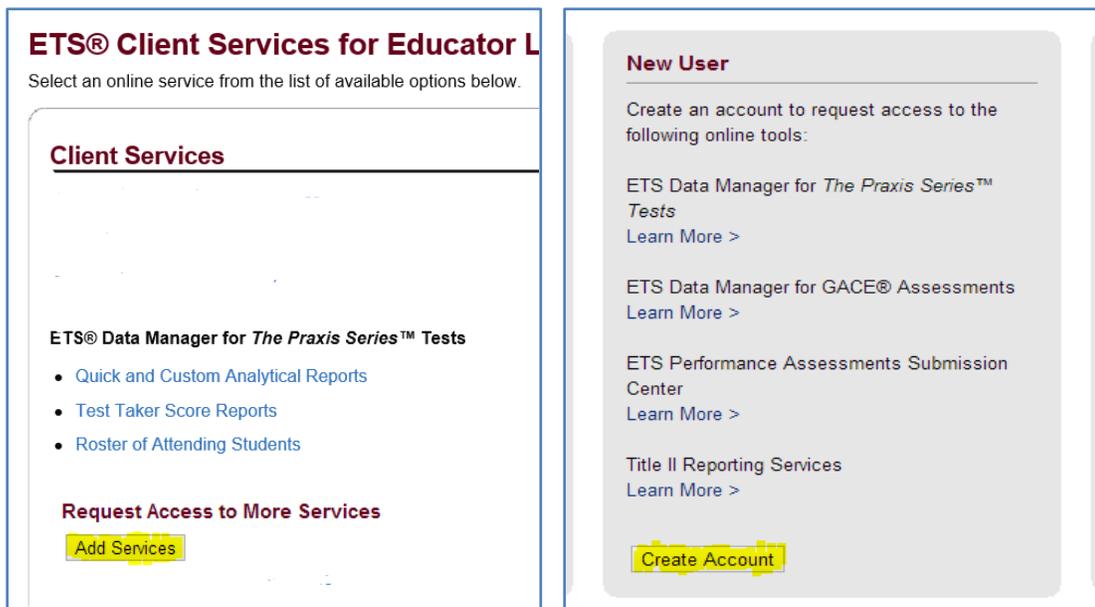
It is the responsibility of each teacher preparation program to maintain an approved Title II primary user account with the primary user available to manage secondary accounts and participate in federal pass rate reporting on an annual basis. Individuals who will be on sabbatical, out of the country, or away from their institution for an extended period of time should either not be the primary user or have someone else assume the role in their absence.

ETS sends communications to approved users to keep them informed of reporting requirements, submission deadlines, etc. Changes to personnel within an institution is not a valid reason for failure to comply with student data submission responsibilities which are part of federal reporting requirements. ETS assists by sending notifications, but it is ultimately each institution that bears the responsibility for federal reporting for their program and is subject to the U.S. DOE fine of up to $27,500 for noncompliance.

An institution-affiliated email address is required on all accounts (if available). It is an ETS security policy that an email address affiliated with the user's institution or organization be used when creating an account, where available. Primary accounts will not be approved by the ETS administrator and secondary accounts will be removed if the email address does not comply with this policy.

Types of Accounts

There are two administrative role types, Primary and Secondary. Both have the same functionality available to enter and editing student data, but the primary user also has the responsibility of approving and managing secondary user access to the Title II website.

Primary User

The Title II primary user is the individual who oversees federal reporting at the institution, typically the Dean of Education, Interim Dean, Department Chair, Provost, etc. The primary user is the individual the state's department of education would contact about institutional reporting. The primary user will manage secondary user accounts by approving the appropriate number of pending accounts and removing accounts of secondary users who longer needs to access Title II data. The role and responsibilities of a primary user are important for the security of students' personal identifiable information (PII) which is required to compile the federal reports.

The primary user isn't necessarily the one to perform Title II reporting tasks; secondary users to input and verify data can be approved in accordance with program size. However, each institution must have an approved primary user in order for secondary users to have access to the website. Primary accounts are approved by the ETS administrator; secondary accounts are approved by the primary user. If a primary leaves the institution or is changing roles, ETS should be notified by email at Title2@ets.org to have the primary account removed and to provide the new primary's name and contact information. Requests for the removal of a primary account must come directly from the email address on the account profile. Primary accounts are removed only when requested by the primary user or the state's Title II coordinator. Important to note is when ETS removes a Title II primary account, all secondary accounts previously approved by that primary are removed. Therefore, it is important that the new primary create an account as soon as possible so communications from ETS are not interrupted and submission deadlines are not missed. The new primary user will be able to re-approve the same secondary users through the *manage user accounts* function or invite other individuals to create secondary accounts which the primary will be prompted by auto-generated email to approve; these emails are from the TLClientServices@ets.org mailbox.

Below is the number of approved secondary users necessary to handle Title II tasks based on program size. Adherence to this recommendation is important in order to maintain a safe environment for student PII.

Figure 4 – Recommended Number of Approved Secondary Users

Enrolled Students	*Approved Secondary Users*
100 – 200	One
201 – 400	Two
401+	Three

Below are instructions to assist primary users with the approval and management of secondary accounts.

Add a Secondary Account

Provide a copy of this guide with reference to this section. When a new secondary account is created, the primary receives notification by email that an account is pending approval along with a link to the site.

Approve a Secondary Account
Follow the steps below when notified that a secondary account is pending approval.

1. Navigate to the site or use the link provided in the notification email
2. Select *Approve* and *Manage User Accounts* under Client Services
3. Place a check next to the pending account(s) to be approved
4. Choose *Approve* from the Action drop-down menu
5. Select *Apply*

Reapprove a Removed Secondary Account
When a primary account is removed, so are the secondary accounts previously approved by that primary. To reapprove these accounts, follow these steps:

1. Log in at https://tlcs.ets.org
2. Select *Approve* and *Manage User Accounts* under Client Services
3. User Group: Title II Reporting Services
4. Status: Show All Users
5. Place a check next to the secondary account to be reapproved
6. Actions: Approve
7. Select *Apply*

Reject a Pending Secondary Account
If an individual chooses the Title II Service in error and does not need to have access to Title II data, the pending account should be rejected.

1. Navigate to the site or use the link provided in the notification email
2. Select *Approve* and *Manage User Accounts* under Client Services
3. Put a check next to the account to be rejected
4. Choose *Reject* from the *Actions* drop-down menu
5. Select *Apply*

Remove a Secondary User Account
When a secondary user is no longer employed by the institution or changes roles and no longer needs to access Title II data, the account should be removed.

1. Navigate to the site
2. Select *Approve* and *Manage User Accounts* under Client Services
3. Put a check next to the account to be removed
4. Choose *Reject* from the *Actions* drop-down menu
5. Select *Apply*

Secondary User

The Title II secondary user is the individual who will input, review, and verify student data. Each institution may have up to three secondary users, determined by the average number of enrolled students over a three-year period, see Figure 4 – Recommended Number of Approved Secondary Users. All secondary user accounts will be approved and managed by the primary user; ETS does not manage secondary user accounts. In smaller institutions it may not be necessary to approve secondary users if the primary user is performing the input and verification tasks.

Terms and Conditions for Use of the Title II Website

Please read the full text of Site Use Terms and Conditions on page 33; below is an excerpt as it pertains to the security of account login credentials.

When a new Title II account is created, or when the Title II service is added to an existing profile, users are bound by the terms and conditions for use of the site. Set out in full in Site Use Terms and Conditions on page 33 below. The Agreement requires, in part, to 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.

In short, the sharing of login information (user name and password) or the transfer of an account from an approved user to another individual is prohibited. The security of student personal identifiable information is paramount and any individual failing to comply with this policy will lose rights to access the site.

Profile Maintenance: Change Password and/or Security Question

From the ETS® Client Services for Educator Licensure Home page, approved users will have the option to make changes to their profile under the Manage Profile section of the home page. By selecting *Change Contact Information*, users can update demographic information such as phone number and email address if changes should occur.

Figure 5 – Manage Profile
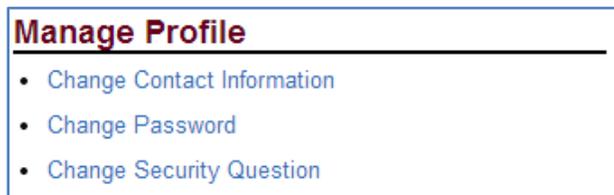
ENTERING STUDENT DATA

IMPORTANT: The information in Data Manager Services, including the Praxis Roster of Attending Students and Quick & Custom Reports, is a different dataset entirely from the data in Title II. The *Praxis* Roster of Attending Students should not be used to create the Title II Student List because of the differences between the two datasets.

Identify Students

To assure the accuracy of the student list, be sure to enter only students who are

1. Officially enrolled in the program between September 1 and August 31 of current reporting year, and
2. Seeking initial certification (not additional endorsements), and
3. Seeking a position as a classroom teacher (not administrator, counselor, etc.).

The testing activity of students should ***not*** be a factor when considering which students to include on the list. If a student fits the above criteria, a record should be entered regardless of whether the student has passed or taken a teacher licensure test. A final and accurate student list should not contain students who dropped from the program at any time during the academic year being reported.

Assign Program Type, Group, Licensure Area

Program Type

Program types are provided 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 (R) and alternate route (A) students
- ARO (O), an alternate route organization outside of an institution is able to enter only alternate route students (example: Teach for America)

If the program designation is not known or needs to be changed, contact your state Title II Coordinator. Contact information can be found at https://title2.ed.gov/contactsState.asp, or by clicking the *coordinator* link on the Title II Home page. Each student enrolled in an institution of higher education 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*. An Alternate Route Organization **outside of an institution** can enter only **ARO** students identified as an "O" on the upload sheet. Please note that if a record is assigned a program type other than the program's designated type, an error message will be received: *Program Type is invalid for the institution.*

Student Category (Group)

Whether students are entered individually or by bulk upload (see **Option 1 – Upload Sheet Error! Bookmark not defined.**), each record must be assigned to one of three categories:

1. All enrolled students who have completed all nonclinical courses (**Enrolled All But Clinical**) or
2. Other Enrolled, or
3. Completed.

If students fit into more than one category during the academic year, assign whichever category they were in as of 8/31 for the academic year being reported.

The definition for each category, provided below, can also be viewed on the website by choosing *Student Category* on the student detail page.

Figure 6 – View Student Category Definitions

Student Detail
* Required field

    * Student Category:
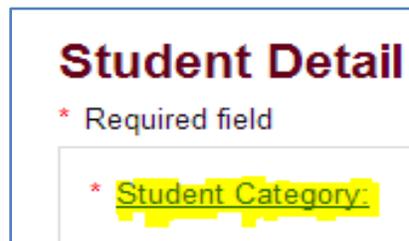
Additional information can be found at https://title2.ed.gov/Public/TA/Completers_Enrolled.pdf.

Enrolled All But Clinical, Group 1

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 Supervised Clinical Experience and Nonclinical Coursework on page 39 below, may be counted as nonclinical coursework. The curriculum policies of each state and its institutions will identify coursework that is nonclinical or clinical.

NOTE: If a program requires additional coursework during or after student teaching, there will be no students in the Enrolled All But Clinical category for that program.

Other Enrolled, Group 2
Students who 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 student is already licensed and returning to earn additional endorsements, or has completed a teacher preparation program previously, whether the student became licensed or not, the student should not be included in Title II reporting. Title II reporting is to include those working toward their INITIAL certification. Initial certification is defined as the first teaching certificate or license sought by an individual. The specific certificates or licenses classified as initial certification in each state are defined by the state.

Completed, Group 3
Students who meet 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.

Licensure Area

Each student in the *Enrolled All But Clinical* and *Completed* categories must be assigned at least one certification area or license, and can be assigned up to ten. ETS determines the correct test(s) to use in the pass rate reports based on the tests required by the license associated with each student record. By assigning the correct licensure area for which the program is preparing the student, the program will be held accountable for tests taken for those areas only. Students in the *Other Enrolled* category who have not yet chosen a certification/licensure area can be assigned as *undeclared*. When entering an *undeclared* student 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 last five years and required for any initial classroom teacher license in the state.

In order to maintain an accurate count of students for a given academic year, there is a license that some states use that does not have a test requirement; this allows a program to enter a student seeking initial classroom teacher certification in an area that does require an assessment. The license is *No Test Required (0000)*, and in order to assign this license to a student record, the state would be required to add it to its list of licenses. All questions about this license should be directed to the state Title II coordinator.

When entering students directly in the website, there is a dropdown box from which to choose a license or multiple licenses for each record. When entering students by upload sheet, the license code is necessary; a list of state license codes can be accessed by choosing **View the license names and codes for your state** from the *Upload Student Data* page.

Figure 7 – License Code List
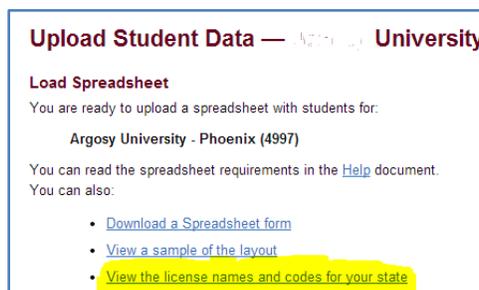
Enter Students

When all necessary information is gathered and available, it is time to enter student records into the website so ETS can match them to test scores. There are two options for entering student records.

Option 1 – Upload Sheet

The first step is to download and save the Excel spreadsheet (the sheet) that has the proper field headings for uploading student data. It can be downloaded from the site by selecting *Load Spreadsheet* from the Title II Home page under the *Students* heading, then choosing *Download a Spreadsheet form*, see Figure 7 above.

It is recommended that the sheet be saved as a file and that the saved document is used in order to take advantage of the functionality of the sheet. Please note that it is important to maintain the formatting of the entire sheet as TEXT in order for a successful upload to occur. It is also important that no additional formatting be added such as bolding, centering, borders, underlines, freeze panes, highlighting, etc.

There is field-specific formatting required in the upload sheet in order that it load successfully into the Title II student database. The format requirement for each field can be viewed by choosing View a sample of the layout from the Upload Student Data page, see Figure 7, and is also provided below.

Figure 8 – Upload Student Data Page

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

NOTE: A single error on an uploaded sheet *prevents all records from loading*. The spreadsheet must be properly formatted and error free in order to load. Always confirm the upload by reviewing the Student List.

After all required fields of data have been entered, the sheet is ready to load. From either the Title II home page or the Student List page, select *Load Spreadsheet* then select *Choose File* and enter the location of the saved file or browse and choose it from its saved location.

Figure 8 – Load Spreadsheet from Home Page

Figure 9 – Load Spreadsheet from Student List
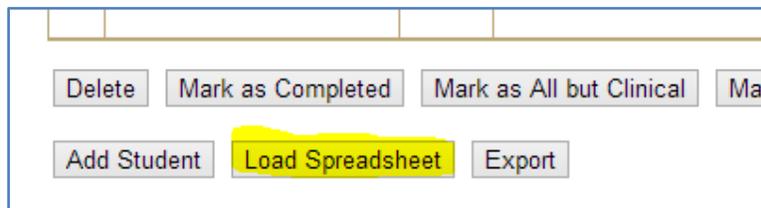
If a large number of records are being loaded, it may take a few minutes. It is important to refrain from clicking the *Load* button multiple times during this process as it will restart the process from the beginning of the sheet and load multiples of the same records. When completed, one of two messages will be received:

a) *[x]* number of records have successfully loaded
b) the sheet had Load Errors and did not load at all

If the *Load Errors* message is received, there will also be a list of the errors along with their location on the sheet. 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 sheet and load the original sheet again, containing just those lines that were error free.

If option 2 is chosen, be sure to delete the empty rows left after by the removal of the rows with errors, then correct the records with errors and load them separately. The first sheet of a workbook is the one that loads, so be sure to move the sheet with the corrected errors to that position in the workbook.

After the upload finishes, take note of the number of records indicated as successfully loaded. A review of the student list after completing an upload will confirm the number of records loaded.

Figure 10 – Student Record Count

Below is a list of error messages along with the field names to which they can apply. Read through this list to better understand the requirements for a successful upload.

Figure 11 – Upload Error Messages

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.
Data entered in [FIRST-NAME] field contains illegal character(s) [list all illegal characters for all fields]. Remove the character to resolve the error
Data entered in cell C14 is improperly formatted. All data must be "text" formatted.
Data entered in [PROGRAM] field is incorrect for your institution's program type.
Data is required in [AI-CODE] field.
Data is required in [CATEGORY] field. Options are: 1) Enrolled All But Clinical, 2) Other Enrolled, 3) Completed.
Data is required in [FIRST NAME] field.
Data is required in [LAST NAME] field.
Data is required in either the [DOB or SSN] field.
Data is required in the [LICENSE] field unless student is Undeclared.
Data is required in the [PROGRAM TYPE] field.
Data is required in the [STATE] field.
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.
A record already exists with this student's last name as an alternate last name. Please contact title2@ets.org and provide this reference number for assistance: [title 2 id].
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.

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.
Data entered in [SSN] field does not meet the required field length of 9; enter a valid SSN to correct the error.

Spreadsheet formatting tips

Even when a spreadsheet is formatted as text when empty, it can assume the format of the data being entered. To make certain the upload sheet is text formatted

- highlight the entire sheet and right click
- select Format, Number tab, and make sure the word Text is highlighted.

Numbers can cause an issue when changed to text. If a number field drops lead zeroes, or does not format as text, follow the steps outlined below.

Date of Birth, Column K:

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

Option 2 – Individual Record Entry

If there are only a few new students to enter, the records can be entered individually. Select *Enter Student* from the Title II Home page under *Students*, or by choosing *Add Student* from the Student List page. Either way will open the *Student Detail* page where a student record can be entered individually; always be sure to click *Save* to move the record to the Student List.

Figure 12 – Enter Individual Student Record

MATCH TO SCORES

Match Runs and Match Status

ETS uses the student demographic data entered into the Title II site to obtain test score information; this is done by a process referred to as a Match Run. Match runs against the test score database occur during non-business hours every Monday, Wednesday, and Friday during the time the site is open as identified in the current academic year *Supplement to the Website User's Guide* (the Supplement). The match run process will copy test information to the Title II record of all tests that are listed in the license affiliated with the student record. Please note that secondary vendor tests are not included in the weekly match runs, only ETS tests. Also important to note is that the Boolean logic that is referred to as the *license rule* is not applied during match runs, it is applied only when the data is extracted for the creation of the reports. The license rule, when applied, will determine which tests to include in the report, for example:

- Which test to use if two equivalent tests were taken,
- Which group of tests to use when tests from two groups were taken.

For this reason, there will be both *passed* and *not passed* tests matched to a record; the one that is not passed will be dropped when the license rule is applied if it is in an *OR* scenario with another test taken and passed. A license rule will always select the tests that give the best outcome. The license rule should be reviewed to determine if a test that was not passed will be included or dropped.

Every entered record will have a match status; below are match status definitions.

Match Not Run

A record is either a) newly entered or b) recently edited and a match run has not yet occurred.

Not Found

A score file cannot be located based on the demographic information in the Title II record.

Found

A score file was found for the student, but a score from that file is not matched to the Title II record.

Matched to Scores

A score or scores are matched to the Title II record.

Match Verification

This is the process by which a review of the Title II records is performed and the match status for each is verified as valid. The majority of time should be invested in match verification in order to assure accurate pass rate reports. Not performing match verification could result in edits during the Resolution Period for a fee of $1,500. It may take a few weeks to accomplish match verification for all records entered, so a sufficient amount of time should be planned for this work. See the Supplement for specific dates.

An efficient way to accomplish match verification is to filter the student list by match status, and focus on one group at a time.

Figure 13 – Apply Match Status Filter
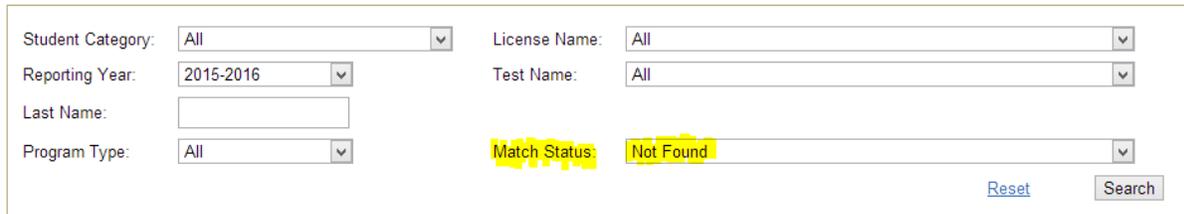
Not Found

Compare the demographic information in the Title II record to that in the student's score report(s). Even if the information on the score report is different than the school records or inaccurate in some way, the Title II record must contain the same information as the score report in order for the scores to match. Special attention should be paid to the student's last name as it must be an exact match between both records. If a score report cannot be located or accessed and it is not known whether or not a student has tested (common for the *other enrolled* group), the record can be considered verified as a best your effort was given.

Important to note is the goal is not to match every record to a score; it is likely that there will be records on the student list with a status of *Not Found* that are verified as valid. As long as the reason is validated, there is nothing else required.

Found

When a record is found in the test database but scores are not matched to the record, there is always a reason. The goal is to either identify the reason as valid and move on, or improve the match results by performing edits where necessary.

Important to note is that the goal is not to match every record to a score it is likely that there will be records on the student list with a status of *Found* that are verified as valid. As long as the reason is validated, there is nothing else required.

The chart below provides the possible reasons and resolutions for the match status of *Not Found* and *Found*. This is the tool to use when performing match verification.

Figure 14 – Match Resolution Chart

REASON	RESOLUTION (where applicable)
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	**To resolve**, review the student's score report (either in the program's file or in 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.
B: The wrong license is listed for the student	**To resolve**, confirm the student's area of study within the preparation program. Review the list of state licenses to make sure the student record is listed with the correct one.
C: The student took a test not required by the license*	**No resolution**. If a student took a test that is not a requirement of the licensure area for which the program trained him, there is nothing that can be done to resolve this; however, the student should remain on the list as they might take the correct test at a later date and the record will be updated at that time.
D: The student took the test outside of the testing window for the current reporting year; see the Supplement for specific dates.	**No resolution**. Title II pass rate reports are not the equivalent of state licensure. Exceptions made by state licensing agencies are not made for purposes of pass rate reporting. If a student took a test even one day outside of the testing window, the score from that test will not be included in the pass rate calculations.
E: The student took the test before its effective date**	**No resolution.** To determine if this is the cause, view the effective date for the test on the License Detail Page
F: The student took the test after its expiration date**	**No resolution.** To determine if this is the cause, view the expiration date for the test on the License Detail Page
G: The student has registered with us but has not yet tested	**No resolution.** If a score report cannot located for a student, there is nothing more that can be done to resolve this record.
H: A student has an outstanding balance with ETS and scores are not available.	This seldom occurs. If none of the above reasons fit, contact us directly to check for this reason.

*All questions about licensure and test requirements should be directed to the State Title II Coordinator.

**A review of the license detail, achieved by clicking the license name, will provide test effective and expiration dates.

Matched to Scores

It is important to also verify records that are matched to scores for purposes of accuracy. A student can create multiple test records when different demographic information is provided at subsequent registrations. When verifying these records, be sure to confirm that the highest score earned by the student within the last 5 years is present.

Additional Score Match Information

Students will be matched to test scores based on the following criteria.

Praxis test matches
Last Name (or alternate last name), First Name, ETS Testing ID

Last Name (or alternate last name), SSN, DOB

Last Name (or alternate last name), SSN

Last Name (or alternate last name), First name, DOB

Last Name (or alternate last name), ETS Testing ID, DOB

Texas test matches
Last Name (or alternate last name), First Name, ETS Testing ID *(TEA ID)*

Last Name (or alternate last name), DOB

Last Name (or alternate last name), First name, DOB

Last Name (or alternate last name), ETS Testing ID *(TEA ID)*, DOB

Each criteria includes an ***exact match to the Last Name or alternate last name*** (up to four alternate last names are allowed). In addition, when attempting to match to criteria 1 or 4, the first name must be an exact match; a Title II record with the first name of Elizabeth will not match to a score record with the first name of Beth.

Editing Records

In order to improve or resolve the match status for a record, edits may be necessary. To edit student data in the current reporting year, select the student's last name which will open the Match Detail page. If the record is matched to scores, select *update student data* (upper left corner); if the record has not yet matched to scores, editing can occur on the first screen.

Allowable edits are:

Praxis Edits
- change student category*
- change program type
- 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)

Texas Edits

- change student category*
- change program type
- add up to four alternate last names*
- add/edit/delete date of birth
- add/edit Testing Company ID
- add/change Certificate/Licensure/Program(s)

Georgia Edits

Does not apply.

*Changes to Student Category can also be made directly from the student list without opening the record; check the box next to the record or multiple records and choose one of the options at the bottom of the page.

- Mark as completed
- Mark as all but clinical
- Mark as other enrolled

Deleting a record is also managed directly from the student list. To delete a record, click the box next to the record and select the *Delete* at the bottom of the page.

The last name field is not editable, but up to four alternate last names can be added to the record. The first name field is also not editable on a current year record; in cases where the first name is incorrect, delete the record and enter it with the correct first name.

Exporting the Student List

Please note that the student data contains multiple pieces of your students' personal identifiable information (PII) and strict adherence to data security procedures should be practiced when removing this data from the website.

To maintain a record of the student data entered and the score match results, or to assist with match verification, the student list and all demographic and score match information can be exported to a spreadsheet. The export will include four additional fields of data not shown on the record: 1) Gender, 2) Ethnicity, 3) Race, and 4) Academic Major. These additional fields of data are collected at the time of test registration; as this information is not mandatory to provide and is not reviewed for correctness, there is no guarantee that this information is complete or accurate. It is provided for informational purposes only and could be useful when completing Section 1.c (Enrollment) of the IHE Report Card.

To perform an export, follow these steps:

1. From the Title II Home page, select *View Student List*, under *Students*
2. Check the box next to *Student Category* to export the entire list, otherwise choose just the records to be exported
3. To export a subset of the student list, filters can be used, i.e., Student Category, Match Status, Program Type, etc. The *Search* button must be clicked to activate each filter change or addition.
4. Once the records have been chosen, select *Export* at the bottom of the page
5. The file can be either opened or saved.

The format of the exported file is Comma Separated Values, or .csv. To convert the file to Excel format, perform a *Save As* rather than a *Save*, and choose Excel Workbook as the *Save as type*. The data in columns containing numbers where lead zeroes are present (i.e., SSN, DOB, and Testing Company ID) are preceded by an apostrophe ('). To remove the apostrophe, block the column(s) and do a *Search and Replace*, search for the apostrophe and replace it with nothing.

ETS Data Compliance Monitoring

During the time the website is open to IHEs for the entry and edit of student data (see Supplement for exact dates), ETS will monitor the data and score matches to assist with federal reporting compliance. Below is a list of the reports that will be generated. Please note that programs will be notified and the results of the report(s) will be shared only when necessary as noted.

1. ***Duplicate entries***. The online application is designed to prevent the entry of duplicate records. However, duplicates can still be entered when certain fields of data are present and/or absent from a record. These reports are run weekly during the months of September and October and programs will be notified when duplicate entries are present and require resolution. Any duplicates that are not resolved when the site closes will be resolved by a Title II administrator.
2. ***Students reported for 6 or more consecutive years***. Students entered in groups 1 and 2 will be rolled over each year to pre-populate the student list for the subsequent reporting year. If any of these students drop from or complete the program, the record should be deleted or changed to *Completed*. We will identify students who have been on a program's list for 6 or more years so a determination can be made by the program about how to handle those records.
3. ***Large number of unmatched Completer records***. It is expected that by the time a student completes a program at least one test will be taken. We will identify and notify programs if they have 50% or more completers not matched to scores.
4. ***Large Completer difference***. In the past we identified only those programs listing no completers. However, we now will average the number of students reported as completing over the previous 3-year period and compare then result to the number of completers listed for the current year. Programs with a 50% or greater change (either decrease or increase) in the number of completers will be notified and asked to review for accuracy.

The fact that ETS monitors certain irregularities and trends in the data should not be construed as a substitute for the score match review (see Match Verification, on page 20) performed by programs, nor does it make ETS liable for inaccurate or incomplete data submitted by an institution for federal pass rate reporting. The final list of student data submitted is the sole responsibility of the institution and ETS provides this information for guidance and assistance only.

FOLLOW-UP REPORTING

Please refer to the Supplement for dates of specific cohorts and testing windows included in follow up reporting for the current reporting cycle.

The purpose of follow-up reporting is to capture any testing activity that has occurred since the close of the reporting window for the academic year students completed the program. This is done for the two prior academic years and includes the completer group only.

Match verification should be performed on these records similar to the way it is done for all groups in the current year. Because follow-up reporting applies to completer records only, the list should be filtered to show just these records when performing match verification; there is no reason to review the other two groups of students as they are no longer included in match runs or reports.

In order to maintain the integrity of the reports as they were originally published, federal guidelines prevent changes to the following fields of data on a prior year completer record.

- Student category (Other Enrolled, Completed, etc.)
- Program Type (Alternate, Traditional)
- Certificate/Licensure

As a side note, it is these three fields of data that should be carefully confirmed as accurate on current-year completer records; once the reports become final, edits to these fields are not an option.

TESTS FROM OTHER TESTING COMPANIES

Please refer to the Supplement to determine if your state uses tests other than those administered by ETS.

Federal regulations require one report to be submitted by each program containing the combined pass rates of all teacher licensure tests offered in the state. Therefore, ETS includes the scores from other test vendors in states where ETS is the primary test vendor; they are referred to as secondary vendors. See Secondary Vendor Exchange Process below.

ETS Title II Reporting Services will engage in two rounds of data exchange with secondary vendors. The first round will occur shortly after the site opens in September. Therefore, if your program resides in a state that uses secondary vendors, the focus should be on entering students who have taken non-ETS tests before the date of the first data exchange; doing so will assure the opportunity to review secondary vendor match results to these records while the site is open and edits can be made. The second and final round of data exchange will occur after the site closes in November when the student dataset is complete. The results of changes made to the student data after the first exchange (either in the ETS system or in the secondary vendor's system) will not be available for review until after the scores are received from the second exchange. Programs in all states with secondary vendors will be notified by email when each round of secondary vendor scores are loaded and available for review. Please refer to the Supplement for specific data exchange dates and dates on which the match results will become available for review.

Secondary Vendor Exchange Process

1. ETS will create files of student data, by state, consisting of those students with a license requiring a secondary vendor test.
2. ETS will send encrypted files to each secondary vendor, for each state noted in the Supplement
3. The secondary vendor will use the student data provided by the institutions to match to the highest score achieved on tests taken within the last five years.
4. Within a pre-determined period of time, the secondary vendors will return encrypted test/score data that ETS will append to the student records and include in the pass rate calculations.

Please note that ETS cannot guarantee the accuracy or timeliness of the data returned by secondary vendors. Score data returned late may not be appended to records in order to comply with federal reporting deadlines.

Data exchanges will take place as noted in the Supplement, the first exchange occurring shortly after the site opens and the final exchange occurring in mid-November after the site is closed. In order to review secondary vendor match results while the site is open for editing, **be sure to enter all students who took a secondary vendor test prior to the start of the first data exchange as noted in the Supplement.** Any discrepancies with or questions about matches to secondary vendor tests must be addressed with the vendor or with the state Title II coordinator who maintains the relationship with the vendor. ETS's role is limited to sending the student data to and loading the scores received from the secondary vendors; ETS has no means by which to investigate secondary vendor match issues.

RESOLUTION PERIOD

Please refer to the Supplement for specific dates for Resolution Period for the current reporting year.

The purpose of the resolution period is to allow institutions the opportunity to confirm their pass rate reports are an accurate reflection of the matched student data from the previous fall. If it is believed that the report is inaccurate or a program has questions about their pass rates, ETS should be contacted immediately by email at title2@ets.org. Please provide the following information in the subject line of the email:

- name of institution or organization
- the state in which the institution or organization is approved
- the ETS institution code

ETS will perform a thorough investigation of any claim of inaccuracy and offer a resolution if one is available. If the error was the fault of ETS, it will be corrected at no charge. If the error was caused by the institution, the student data can be edited for a fee of $1500 which will result in revised Single Assessment and Summary reports as well as revised statewide data for all institutions in the state. Errors discovered during the resolution period such as students assigned to incorrect program or category, low pass rates due to low or poor match results (failure to perform match verification), and zero or incorrect number of completers listed, are not the responsibility of ETS and are not considered ETS errors.

Download Pass Rate Reports

Reports will become available for download at the beginning of the Resolution Period; please refer to the Supplement for specific dates.

To download reports, follow these steps:

- From the Title II Home page, select *Export Reports* under *View Reports*
- Select *Formatted Report*, and *Continue*
- Select the report to be opened if there are more than one

After choosing a hyperlinked file, a pop up box will appear asking if the file is to be opened or saved. When an option is chosen, the report is available for review.

There will be also be a Zip File available for download containing the report(s). A zip file is a data compression and archive format file that contains one or more files that have been compressed to reduce file size and can be stored as-is. For those with Windows XP, the operating system has built-in support for zip files; just double-click a zip file and it will open like a folder. Double-click on a file inside the compressed folder to open that report. Operating systems older than XP, which would be pre-2000, will require the installation of a third-party application like Winzip in order to open a zip file.

There are also unformatted reports available for download. These are flat data files in the format sent to Westat for upload into the IHE Report Cards. These files offer multiple options for sorting and filtering the pass rate results for those programs who want to perform additional analysis.

Figure 15 – Report Location
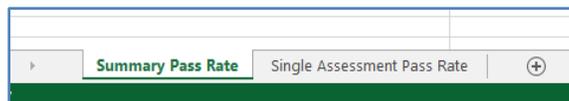
Review Pass Rate Reports

The formatted pass rate report is an Excel workbook that consists of two worksheets. The first tab contains the Summary Pass Rate and the second tab contains the Single Assessment report.

The groups of students in the reports are identified below. Please note the dates provided are for example only; the actual dates for the current reporting year should be obtained from the Supplement.

Figure 16 – Example of Groups Included in Summary Report

All program completers, 2015-16 *(group 3)*
All program completers, 2015-16 *(group 4)*
All program completers, 2014-15 *(group 5)*
All program completers, 2014-2017 *(group 6)**

*group 6 will be present in the Summary report when two or more of the three years had less than 10 takers.

When there are less than 10 takers in a group, no pass rate will be calculated and the number passing is not noted for confidentiality reasons. This is true for both Summary and Assessment Reports.

Figure 17 – Example of Groups included in Assessment Report

All enrolled students who have completed all nonclinical courses, 2016-17 *(group 1)*
Other enrolled students, 2016-17 *(group 2)*
All program completers, 2016-17 *(group 3)*
All program completers, 2015-16 *(group 4)*
All program completers, 2014-15 *(group 5)*

When reviewing the reports, take all of the following information into account.

- No single assessment pass rate will be calculated for any test where there are less than 10 takers.
- Tests taken after August 31 of the academic reporting year are not matched to records or included in report calculations.
- Tests taken more than five years ago, prior to September 1, 20xx are not included in report calculations. See the Supplement for test windows dates.
- To confirm a pass rate for an individual assessment, filter the student list to that test to view and confirm the number passing and not passing.
- The single assessment pass rates are done at the test level meaning that each test has pass rates calculated individually; therefore, the number of takers/passers will vary by test, and will not match the number of students noted in the Summary Report.
- The summary pass rates are analyzed at the license level and include only group 3 students (Completers). Students 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." To confirm this, filter the student list to all completers matched to scores.
- 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.

Figure 18 – Resolution Period Review Chart

Type of edit…	When edit can be done…
Group 1 or 2 students requiring edits to license, program type, DOB, SSN, name	Can be done next year when data is rolled over to pre-populate the student list
Group 3 students requiring license or program type edits	Requires edits during resolution period
Group 3 students require editing to DOB, SSN, Name	Can be done next year during follow-up reporting on this year's completers
Failed to list a few completers	Can be done next year during follow-up reporting on this year's completers
Failed to list many completers	Should be added during resolution period
Failed to change a few Group 1 or 2 to Group 3	Can be done next year during follow-up reporting on this year's completers
Failed to change many Group 1 or 2 to Group 3	Requires edits during resolution period

Edits Performed During Resolution Period

A $1,500 fee will be charged to each institution choosing to edit student data during the Resolution Period.

The services provided for this fee are:

- Opening Title II website to allow edits
- Monitoring user edits and closing site after 2 business days or when edits are complete, whichever comes first
- Performing a match run (or two if necessary)
- Running all quality control reports on revised data
- Extracting the data for all institutions in the state
- Performing statistical analysis on extracted data and creating new statewide pass rate reports
- Loading new files to website for all institutions in the state
- Notifying all institutions of revised reports

All requests to edit data should be sent to title2@ets.org.

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

1. A credit card number or purchase order in the amount of $1,500 is required before edits can begin. For security, all credit card numbers are taken by phone instead of email.
2. Designated approved user(s) 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 when ETS is notified that edits are complete or after 2 days, whichever comes first.
4. The program will have an opportunity to review match results when available.
5. A second round of editing and matching can be requested if necessary and if time allows (two-day period).
6. The data will be sent to ETS Statistical Analysis staff for recalculation and regeneration of reports.
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 approved Title II users will be notified by email when the final revised reports become available for download.

Final reports will be sent to Westat on behalf of the United States Department of Education for loading into the IHE Report Card after the resolution period closes. At that time, no additional edits to the student data will be allowed until the following September when the site opens for the next reporting year. Review the information about making edits to prior-year completer data, Follow-Up Reporting on page 26.

In order to request a purchase order, the below information may be useful.

Service

Title II Edits During Resolution Period, Reporting Year [*20xx-20xx*]

Address

Educational Testing Service
4897 Collection Center Drive
Chicago IL 60693
United States

Amount

$1,500

After the resolution period closes, ETS will send the report data files to Westat for inclusion in each program's IHE Report Card. It is estimated that this process should be complete by mid-April, at which time the reports can be viewed in Westat's IPRC site (https://title2.ed.gov). To do so, click Section III Assessment Pass Rates or Section III Summary Pass Rates.

SITE USE TERMS AND CONDITIONS

When creating a new account, or whenever the Terms and Conditions are updated, all approved users will be asked to read the Agreement and provide 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

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.

(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 in the *ProEthica* Enrollment Management System 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 *ProEthica* Enrollment Management System 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 *ProEthica* Enrollment Management System, 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. Data Protection.

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."

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 PreK–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.

For additional information, please see Title II Tips for Reporting Supervised Clinical Experience.