

# Out of Certification Verification

Correcting Errors in Course Codes to Reduce and/or Eliminate Teachers  
Out of Certification

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# Changes to ePMF

- ▶ Teachers no longer log into TAA to list their courses
- ▶ All of this information will be pulled directly from Level 0 data
  - ▶ Course Instructor
  - ▶ Staff Snapshot
  - ▶ Student Course Entry / Exit
- ▶ Principals / District Administrators will need to review the SIRS 328 and SIRS 329 report in October (the DDC should upload the reports to Level 0 as early as possible)

# Accessing the Reports in L2RPT

- ▶ Log into L2RPT on Data Central
- ▶ Click on: Team Content- District- SEDDAS- Staff
  - ▶ SIRS 328 - Staff Out of Certification Verification Report
  - ▶ SIRS 329 - Staff Certification Report

# SIRS 328

## Staff Out of Certification Verification Report



### Staff Out of Certification Verification Report

Data Contained in the Student Information Repository System

School Year	<input type="text" value="2020-21"/>
District Name	<input type="text" value="DISTRICT_KEY"/>
School Name	<input type="text" value="Select School Location"/>
Certified Status	<input type="text" value="Select Certified Status"/>

Data Refresh Date:

School Year: 2020-21

District Name: [Redacted]

School Name: All Locations

Certified Status: No

Set to **NO** to view teachers out of certification

Location Name - a -	Name - b -	Staff ID - c -	Course Code - d -	Course Name - e -	Course Section - f -	Local Course Name - g -	Primary Lang - h -	Certified - i -	Charter Exemption - j -	FTE - k -	Primary Ind - l -	Special Ed Ind - m -	ENL Ind - n -	Incidental - o -
			51045	Reading (grade 5)	05-READ-3	Fifth Grade Reading	ENG	No	No	1	Yes	No	No	No
			51045	Reading (grade 5)	05-READ-1	Fifth Grade Reading	ENG	No	No	1	Yes	No	No	No
			51045	Reading (grade 5)	05-READ-10	Fifth Grade Reading	ENG	No	No	1	Yes	No	No	No
			51045	Reading (grade 5)	05-READ-2	Fifth Grade Reading	ENG	No	No	1	Yes	No	No	No
			51068	Corrective Reading	Spec Reading-10	Specialized Reading	ENG	No	No	1	Yes	No	No	No
			51068	Corrective Reading	Spec Reading-11	Specialized Reading	ENG	No	No	1	Yes	No	No	No
			51068	Corrective Reading	Spec Reading-12	Specialized Reading	ENG	No	No	1	Yes	No	No	No
			51068	Corrective Reading	Spec Reading-15	Specialized Reading	ENG	No	No	1	Yes	No	No	No
			51068	Corrective Reading	Spec Reading-6	Specialized Reading	ENG	No	No	1	Yes	No	No	No
			51068	Corrective Reading	Spec Reading-7	Specialized Reading	ENG	No	No	1	Yes	No	No	No
			51068	Corrective Reading	Spec Reading-8	Specialized Reading	ENG	No	No	1	Yes	No	No	No
			51068	Corrective Reading	Spec Reading-9	Specialized Reading	ENG	No	No	1	Yes	No	No	No

- This report shows all teachers whose certifications do not meet the requirements for the Course Code(s) associated with them in your Student Information System.
- Please note that in this example, Corrective Reading is most likely AIS which has its own code. You may find that this is a very common error.
- Another common error is that the Special Ed Indicator is set to No when a teacher is teaching a Special Ed course.

## AIS codes

You may find many errors for teachers providing Academic Intervention Services.

Please refer to the graphic on the right. This information is pulled from the SIRS manual, page 101.

### **What course codes should districts use to report Academic Intervention Services (AIS) for Grades K-6?**

- Districts should use the following course code(s) based on the content area:  
51996- Eng Lang & Lit- Supplemental  
52996- Mathematics- Supplemental  
53996- Life & Phys Sci- Supplemental  
54996- Social Sci & Hist- Supplemental

### **What course codes should districts use to report Academic Intervention Services (AIS) for Grades 7-12?**

- Districts should use the following course code(s) based on the content area:  
01996- Eng Lang & Lit- Supplemental  
02996- Mathematics- Supplemental  
03996- Life & Phys Sci- Supplemental  
04996- Social Sci & Hist- Supplemental

# SIRS 329

## Staff Certification Report

- ▶ Now that you have seen who is teaching out of certification, it is important to understand their certification area.
- ▶ This report can be run by entire district, by building, and by individual teacher.

Location Code - a -	Location Name - b -	Staff ID - c -	Name - d -	Date of Birth - e -	Job Description - f -	Certification Area Code - g -	Certification Area Description - h -	Certification Effective Date - i -	Certification Expiration Date - j -	Certification Type Code - k -	Certification Type Description - l -
					TEACHER	0126	Students With Disabilities (Birth - Grade 2)	Apr 26, 2018		0084	Professional Certificate
					TEACHER	3013	Early Childhood Education (Birth-Grade 2)	Mar 30, 2018		0084	Professional Certificate
					TEACHER	3014	Childhood Education (Grades 1-6)	Mar 30, 2018		0084	Professional Certificate
					TEACHER	9014	Students With Disabilities (Grades 1-6)	Aug 15, 2018		0084	Professional Certificate

# Next Steps

- ▶ Let's look at one teacher.

	51045	Reading (grade 5)	05-READ-3	Fifth Grade Reading	ENG	No	No	1	Yes	No	No	No
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Location Code - a -	Location Name - b -	Staff ID - c -	Name - d -	Date of Birth - e -	Job Description - f -	Certification Area Code - g -	Certification Area Description - h -	Certification Effective Date - i -	Certification Expiration Date - j -	Certification Type Code - k -	Certification Type Description - l -
					TEACHER	0126	Students With Disabilities (Birth - Grade 2)	Apr 26, 2018		0084	Professional Certificate
					TEACHER	3013	Early Childhood Education (Birth-Grade 2)	Mar 30, 2018		0084	Professional Certificate
					TEACHER	3014	Childhood Education (Grades 1-6)	Mar 30, 2018		0084	Professional Certificate
					TEACHER	9014	Students With Disabilities (Grades 1-6)	Aug 15, 2018		0084	Professional Certificate

The first graphic, SIRS 328 report, shows this teacher is out of certification for Reading (grade5). The second graphic, SIRS 329 report, shows the teacher's certifications.

Use the [Certification / Course Crosswalk](#) and compare the certification codes to the out of certification course code.

In this example, the teacher is certified in certification area codes 0126, 3013, 3014, and 9014.

The teacher is out of certification for course code 51045. Filter the course code, column A, to course code 51045. In this example it will not appear, therefore, this is not a valid code for any of this teacher's certifications.

Next you must determine if the teacher is actually teaching out of certification or if you are using an incorrect code for the course.

- What is Reading (grade5)? Define the course.
  - Is this a Special Education course? AIS?
- Look at the courses that are in certification for this teacher. Is there another code that can be used?

**Filter by certification code**

Course Code (Course ID)	Course Code Description	Certification Area Code	Certification Area Description	Course Subject Area
51009	Language Arts Laboratory	3013	Early Childhood Education (Birth-Grade 2)	ELA
51009	Language Arts Laboratory	3014	Childhood Education (Grades 1-6)	ELA
51026	Language Arts (early child ed)	3013	Early Childhood Education (Birth-Grade 2)	ELA
51027	Language Arts (pre-k)	3013	Early Childhood Education (Birth-Grade 2)	ELA
51028	Language Arts (kindergarten)	3013	Early Childhood Education (Birth-Grade 2)	ELA
51029	Language Arts (grade 1)	3013	Early Childhood Education (Birth-Grade 2)	ELA
51029	Language Arts (grade 1)	3014	Childhood Education (Grades 1-6)	ELA
51030	Language Arts (grade 2)	3013	Early Childhood Education (Birth-Grade 2)	ELA
51030	Language Arts (grade 2)	3014	Childhood Education (Grades 1-6)	ELA
51031	Language Arts (grade 3)	3014	Childhood Education (Grades 1-6)	ELA
51032	Language Arts (grade 4)	3014	Childhood Education (Grades 1-6)	ELA
51033	Language Arts (grade 5)	3014	Childhood Education (Grades 1-6)	ELA
51034	Language Arts (grade 6)	3014	Childhood Education (Grades 1-6)	ELA
51037	Language Arts (no grade diff)	3013	Early Childhood Education (Birth-Grade 2)	ELA
51037	Language Arts (no grade diff)	3014	Childhood Education (Grades 1-6)	ELA
51053	Literature	3013	Early Childhood Education (Birth-Grade 2)	ELA
51053	Literature	3014	Childhood Education (Grades 1-6)	ELA
51066	Strategic Reading	3013	Early Childhood Education (Birth-Grade 2)	ELA
51066	Strategic Reading	3014	Childhood Education (Grades 1-6)	ELA
51099	Literature—Other	3013	Early Childhood Education (Birth-Grade 2)	ELA
51099	Literature—Other	3014	Childhood Education (Grades 1-6)	ELA
51103	Composition	3013	Early Childhood Education (Birth-Grade 2)	ELA
51103	Composition	3014	Childhood Education (Grades 1-6)	ELA
51104	Creative Writing	3013	Early Childhood Education (Birth-Grade 2)	ELA
51104	Creative Writing	3014	Childhood Education (Grades 1-6)	ELA
51128	Writing (early child ed)	3013	Early Childhood Education (Birth-Grade 2)	ELA
51129	Writing (pre-kindergarten)	3013	Early Childhood Education (Birth-Grade 2)	ELA
51130	Writing (kindergarten)	3013	Early Childhood Education (Birth-Grade 2)	ELA
51131	Writing (grade 1)	3013	Early Childhood Education (Birth-Grade 2)	ELA
51131	Writing (grade 1)	3014	Childhood Education (Grades 1-6)	ELA
51132	Writing (grade 2)	3013	Early Childhood Education (Birth-Grade 2)	ELA
51132	Writing (grade 2)	3014	Childhood Education (Grades 1-6)	ELA
51133	Writing (grade 3)	3014	Childhood Education (Grades 1-6)	ELA
51134	Writing (grade 4)	3014	Childhood Education (Grades 1-6)	ELA
51135	Writing (grade 5)	3014	Childhood Education (Grades 1-6)	ELA