Basic Educational Data System (BEDS) Electronic Personnel Master File (ePMF) Teaching Positions
Frequently Asked Questions on Completion of Personnel Data Forms 2018-2019
Revised Fall 2018

For additional information regarding the ePMF refer to:
http://www.p12.nysed.gov/irs/beds/PMF/home.html

For additional information on the Teacher Access and Authorization (TAA) system refer to:
https://eservices.nysed.gov/taa/

Who Should Complete an ePMF Form	
Question	**Answer**
Who **should** complete an ePMF form?	Those individuals employed by public school districts, charter schools, and BOCES that provide direct educational instruction to students. In most cases, it would be those individuals defined as teaching personnel.
Who should **not** complete an ePMF form?	• Individuals not employed on a regular basis; • Teachers working exclusively with non-public school students; • Teacher aides; • ROTC teachers; • Certified and non-certified teaching assistants; • Athletic Directors; • Teachers on a leave of absence during the ePMF collection period; and • Who are not the Teacher of Record responsible for the course/assignment.
Do teachers returning from a leave of absence complete a personnel form upon return to school?	If they return and the ePMF is open, they should fill out a form. If the substitute completed a form for the same assignments, the regular teacher should **not** complete an ePMF form.
Should substitutes complete a personnel form?	**Substitute teachers**, long-term or otherwise, are not covered by §3012-d evaluations **unless** they are also a teacher in the classroom teaching service and are serving as the teacher of record. Districts/BOCES will need to collect data elements to support teacher of record determinations (Please see Sections B2, B3, D1, and M2 of the APPR Guidance document posted on EngageNY at: https://www.engageny.org/resource/guidance-on-new-york-s-annual-professional-performance-

	review-law-and-regulations.). Per diem subs serving as the teacher of record can be reported if on a long-term basis. As long as a "permanent" Teacher of Record is reported, additional teachers would not have to complete ePMF.
Should an Athletic Director or Assistant Athletic Director complete an ePMF form?	Only if they have some other reportable teaching assignment(s). Athletic Directors are **not** reportable because they are considered outside of the core academic mission.

Reporting my Location	
Question	**Answer**
What if I am teaching in more than one school within a district?	You would select the district as your location on the ePMF form.
In which school, district, or BOCES do teachers who work in one district, but are paid by another district complete an ePMF form?	The teachers should complete an ePMF form in the district where they provide instruction.
I am an itinerant teacher employed by one district, but teaching in two. How should I report this?	Each district/BOCES where you are teaching an assignment should have loaded a Staff Snapshot record for you. When you log into TAA, you should see an ePMF form for each district. Complete the form in the district/BOCES where you are providing instruction to the students.

Using the ePMF Application and Completing the Form	
Question	**Answer**
Where do I find the ePMF form?	The teaching ePMF form is now completed electronically and can be found after logging into your Teacher Access and Authorization (TAA) account at https://eservices.nysed.gov/taa.
Why don't I see an ePMF form after I have logged into TAA?	**For teachers with existing TAA accounts the ePMF form will not be visible in TAA until a valid Staff Snapshot record with Field 8 indicating "TEACHER" for 2018-19 is uploaded to Level 2.** Check with your district data coordinator or building administrator if you do not see a form after a successful login.
What is the deadline to complete an ePMF form?	Your district may require you to complete your form sooner. Please see timeline: http://www.p12.nysed.gov/irs/beds/PMF/home.html
Will I have the opportunity to edit the data I entered on the ePMF form.	**Yes**, only your assignment data, if you "Save" the data, you can return to it at a later date. You must finalize your form by clicking "Save and Submit,"

	which will lock your form to editing except for administrators who can "Unsubmit" to fix errors and "Resubmit" to finalize the changes.
I noticed that my educational experience and employment information is already pre-filled. Some of it is correct and some of it is not. What do I do?	This data is reported from your district's Staff Snapshot and is the official source for ePMF. Please contact your administrator if there is an error in what is reported, they will make the appropriate corrections.

Reporting my Personal Information

Question	Answer
What if my personal information on the ePMF form is incorrect?	Your name, Teach ID, and date of birth are derived from the State Education Department's Office of Teaching Initiatives. If some of this information is incorrect, you should contact that office. http://www.highered.nysed.gov/tcert/contact2.html The ePMF form is not updated as frequently as TEACH and may still display your prior name. You should still submit your ePMF form.
If I am new to the district, how do I complete the question about educational experience?	This data is reported from your district's Staff Snapshot and is the official source for ePMF. Please contact your administrator if there is an error in what is reported, they will make the appropriate corrections.
What should I include when I report salary on my ePMF form?	This data is reported from your district's Staff Snapshot and is the official source for ePMF. Please contact your administrator if there is an error in what is reported, they will make the appropriate corrections.

Reporting Assignment Information

Question	Answer
How do I determine which assignment codes to report?	Refer to the "Teaching Assignment Codes" booklet for options and select the assignment that most closely reflects your assignment(s). Be sure to use assignment code listings from the appropriate school year; the codes are revised and updated annually to some extent. **Note:** Special education codes are listed at the end of the "Teaching Assignment Codes" booklet and should be considered as the first option for teachers teaching students with disabilities. Codes can be downloaded from the page where your

	ePMF form is located or from: http://www.p12.nysed.gov/irs/beds/PMF/home.html
How do I report a quarter or a semester class?	Teachers should report all the assignments and number of students they are teaching before the ePMF closes. If student counts (registration numbers) change during the school year, they do not have to update those numbers on the PMF form. If possible, teachers should report 2nd and 3rd quarter classes.
If I teach 5 classes of the same assignment code (e.g., Algebra I) with 25 students in each class, can I report one assignment with a total of 125 students?	**No,** do **not** combine classes and student registration numbers. Report **each** class separately showing the appropriate number of students for each class.
Who should count Students with Disabilities in their registration numbers for a co-teaching assignment?	The General Education Teacher counts **all** students. The Special Education Teacher counts **only** those Students with Disabilities in the class.
Where can I find information about reporting Students with Disabilities classrooms and certification?	Please see this chart located on the Office of Teaching Initiatives website: http://www.highered.nysed.gov/tcert/pdf/swdchart01252012.pdf
If I am a Librarian, what assignment code should I use?	Use the assignment code: 7412 for Library Media Specialist; show mixed grade level as appropriate and the **leave registration blank**.
What Speech assignment code should I use?	Speech teachers who work with general education students. (Push-in or pull-out)- 3155: Corrective (not Special Education) Speech teachers who work with special education students. (Push-in or pull-out)- 7755: Education of the Speech or Language Impaired (All Levels) Speech Therapists, Speech Language Pathologists, etc. are non-teaching professionals and do not fill out ePMF. Their information is reported in SIRS via Staff Snapshot and Staff Assignment by the district.
Can you give specific examples of how "specials" should be reported (e.g., Music, Art, Physical Education, etc.)?	Regarding "specials," you should report all courses on BEDS Day first and then with the remaining assignments, report as many classes possible capturing the various grade levels. Do **not** combine classes and student registration numbers. Report **each** class separately showing the appropriate number of students for each class. For example, grade 4- 25 students, grade 4- 23

	students, grade 5- 20 students, etc.
How should I note instrumental/ music lesson groups for Music?	Regarding Music, you should report all Music courses on BEDS Day first and then with the remaining assignments, report as many instrumental/music lessons that you would have on BEDS Day.
What assignment codes should I use to report Academic Intervention Services (AIS) for Grades K-6?	You may use the following assignment code(s) based on your content area: 5582 – English Language Arts; 5584 – Science; 5585 – Social Studies; 5587 – Math **Note:** Teachers must hold certification in the appropriate grade level to teach these assignments.
What assignment codes should I use to report Academic Intervention Services (AIS) for Grades 7-12?	You may use the following assignment code(s) based on your content area: 5592 – English Language Arts; 5594 – Science; 5595 – Social Studies; 5597 – Math **Note:** Teachers must hold certification in the appropriate grade level to teach these assignments.
What is the difference between Developmental Reading and Remedial Reading?	Developmental reading courses tend to have students that excel in reading, where remedial reading courses may not.
How do I report A/B day classes on my BEDS Personnel Data Forms?	You should include the classes taught on **both** A and B days.
Can I report the assignment code: 2612- Common Branch more than once on a single BEDS teaching form?	**No**, the assignment code: 2612 may only be reported once on a BEDS teaching form.
How do I report ENL/ESL and/or Bilingual courses?	If you are certified in ENL/ESL, you should use the appropriate ENL/ESL code. If you are hold a Bilingual certification, you should use the appropriate Bilingual code.
If I teach Driver & Traffic Safety Education (DTSE) in a tuition-based course, should I fill out a BEDS form?	**No**, the PMF forms are only for credit bearing DTSE courses.
If I alternate teaching the classroom and laboratory portion of DTSE every other day should I report two PMF assignment codes?	**Yes**, each code should reflect the amount of time spent on that assignment.
How should laboratory classes be reported?	If offered in conjunction with science courses, lab courses should **not** be reported if the lecture and lab are taught to the same group of students by the same teacher. In the event that labs and lectures are taught by different teachers, each teacher **should** report the class separately using the same assignment code, with one teacher reflecting the lectures and one

	teacher reflecting the labs.
What if I cannot find an assignment code for a course that I teach?	If none of the listed assignment titles correspond precisely with the title(s) of your assignment(s), please select the code number(s) that most accurately describes your assignment(s). Each major subject area has a category "Other." Select the code number for "Other" only if you cannot find another title that describes your course assignment (e.g. English teacher finds that none of the listed course titles in any way describes a literature course he/she teaches, that teacher should select the code number for "Other English.")
How do I know if I can report an AP or IB assignment code?	Teachers should only report AP and IB courses, if they have gone through the College Board and International Baccalaureate approval process.