STAFF INVALID CERTIFICATION REPORT EXPLANATION (.INVL_CRT_JOB_CCYY) (.INVL_CRT_CRSE_CCYY) (.INVL_K8_CRSE_CCYY) (TXT_CCCYYP_STF_CNTRCT_INVL_CRT_CRSE)

Education Management Information System (EMIS)

Prepared by
Office of Information Policy and Management

Table of Contents

Revision History

The revisions to this document listed in the table below.

Revision Date	Owner/Source	Description of Change
August 1, 2006		Derived from existing documentation to put into standard format; valid for FY07 October (K) reporting period
January 5, 2007		Added contract staff explanation
October 1, 2007	IPM, ODE	Revised for FY08

Staff Invalid Certification Reports

The following describes the process that results in the generation of the Staff Invalid Certification reports.

1. After staff candidates are hired, staff data are entered into the EMIS *Staff Demographic Record* and the *Staff Employment Record*. For those who work with students, the district creates a *Course Master file*, which includes the courses scheduled, along with the Employee ID of the individual who teaches the scheduled courses. Students are scheduled into courses. *Student Course Records* are submitted via EMIS to the data acquisition site, where student course data are aggregated into a file called, the "*Staff Course (Student Count) File*," which is a count of students is produced for each course, by grade, race, and gender. Districts submit staff data and aggregated student data to ODE via EMIS.
2. The selected candidate sends an application to the Ohio Department of Education, Office of Certification and Licensure, who issues teaching certificates/licenses on behalf of the State Board of Education.
3. ODE Certification & Licensure enters the individual's application information into a database, checks the credentials of the applicant, and determines whether the applicant meets requirements set by law to receive a certificate/license.
4. Once EMIS staff data are received at ODE, during EMIS processing the EMIS staff and aggregated student course data are compared to the ODE Certification and Licensure database, to ascertain whether the person is appropriately certified or licensed for the position for which s/he has been hired and for the subject and grade level(s) being taught.
5. If the person is **not** appropriately certified or licensed, a *PROPER CERTIFICATION FLAG* is generated on his/her record. When this flag is **not** "*Y*", the individual's information is printed on one of the three invalid certification reports for the district.

- The INVALID_CERT_JOB report shows all certificated staff for whom certificates/licenses are invalid for their current positions, including any certificated staff that appear on the other two invalid certification reports.
- The INVALID_K8_COURSE report shows certificated staff with POSITION CODE = *'205'* OR *'207'* AND POSITION TYPE = *'R – Regular'*, who teach courses with at least 75% of students in grades kindergarten through eighth grade.
- The INVALID_CERT_COURSE report shows all certificated staff who teach courses with at least 75% of students in ninth through twelfth grade.

NOTE: Staff who teach courses in which no students are enrolled (in EMIS) may show on INVALID_CERT_JOB report as well as on INVALID_CERT_COURSE or INVALID_K8_COURSE.

Tips for Reading This Document

- EMIS data elements are written in SMALL CAPITAL LETTERS.
- Report field names are written in **BOLD SMALL CAPITAL LETTERS**.
- Options (values) for each data element are indicated in *ITALICIZED CAPITAL LETTERS* and are enclosed in quotation marks.
- Record names are displayed in ***italicized bold letters***.
- File names are displayed in **CAPITALIZED BOLD LETTERS**.
- CCYYP denotes the century and year and processing period.

Report Overview, INVL_CRT_JOB

General Description and Significance

The INVALID_CERT_JOB report includes staff with invalid certification on their *Staff Employment Records*. No report will be printed for districts whose staff **do not** have invalid certification on their *Staff Employment Records*. The INVALID_CERT_JOB report includes data for certificated staff, both those who are teachers, as well as those who are not.

The accuracy of these data are critical. Districts should report data that accurately reflect what is occurring in their buildings/district. These data can be used to ensure that staff are appropriately certificated and to verify that certification data submitted to ODE are accurate.

Relationship to Invalid_Cert_Course Report

The INVALID_CERT_JOB Report shows all certificated staff who do not have valid certificates on their *Staff Employment Records,* including certificated teaching staff, as well as certificated staff who do not teach. The INVALID_CERT_COURSE and the INVALID _K8_COURSE Reports show all *Course Master Records* with invalid certification. INVALID_CERT_COURSE shows certificated staff who teach grades 9-12, and INVALID_K8_COURSE shows certificated staff who teach grades K-8. Certificated staff who instruct students will appear on both the INVALID_CERT_JOB and either the INVALID _CERT_COURSE OR the INVALID _K8_COURSE.

Report Name and Timing

The file name for the report is:
ITC_IRN_COORD_CCYYMMDD.INVL_CRT_JOB_CCYY, whose components are described below. The reports are based on data submitted for the October 15 (K) EMIS reporting period.
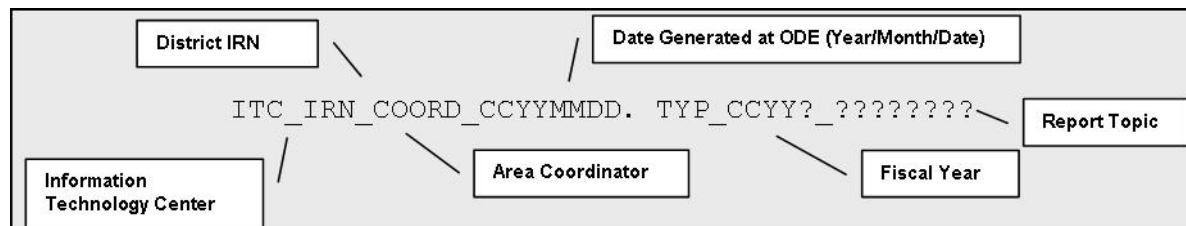
ODE Processing, INVL_CRT_JOB

Process Description

After staff data are received at ODE, EMIS data are processed. A PROPER CERTIFICATION FLAG is created at ODE during EMIS processing when checking certification for all positions for which certification is required. At ODE during EMIS processing, this flag "*Y*" is added to the ***Staff Employment Record*** to indicate that a staff person has appropriate certification for the position in which s/he is employed. The ***Staff Employment Record*** indicates the POSITION CODE and ASSIGNMENT AREA(S) for the position in which a person is employed. ODE developed a program that generates the PROPER CERTIFICATION FLAG by comparing each staff person's ***Staff Employment Record***, with the data submitted to ODE Certification and Licensure. If the program shows a legitimate match between the ***Staff Employment Record*** (position data) and the ODE Certification and Licensure data, a "*Y*" appears in the PROPER CERTIFICATION FLAG, which indicates that the person meets the certification/licensure requirements to be qualified for that position. Those certificated staff for whom ***Staff Employment Records*** are submitted on which there is not a "*Y*" in the PROPER CERTIFICATION FLAG, will appear on the INVALID_CERT_JOB Report.

Data Source

These data come from the **STAFF EMPLOYMENT** and **STAFF DEMOGRAPHIC** files, and ODE Certification and Licensure data, either the **ACTIVE** or **INACTIVE.IDX** file.

Submitted Data Used in Report

Element Name	Record Field #	File Name	Special Notes
ASSIGNMENT AREA	CK220	*Staff Employment*	
BUILDING IRN	CK090	*Staff Employment*	
BUILDING NAME		OEDS	
DISTRICT IRN		*Staff Employment*	
DISTRICT NAME		OEDS	
EDUCATION LEVEL	CI100	*Staff Demographic*	
EMPLOYEE NAME	CI060	*Staff Demographic*	
EMPLOYEE ID	CI050	*Staff Demographic*	
POSITION CODE	CK060	*Staff Employment*	
POSITION TYPE	CK140	*Staff Employment*	
TYPE OF APPOINTMENT	CK150	*Staff Employment*	

Derived Data Used in Report

The following elements are either added to the Staff Employment record or come directly from the ODE Certification and Licensure data.

Element Name	Record Field #	File Name	Field Value	Conversion factors
PROPER CERT FLAG		*Staff Employment*	*"Y"* or *"N"*	Added during certification verification process
CERTIFICATE		*(IN)Active.IDX*	Valid Certificate number	
EFFECTIVE DATE		*(IN)Active.IDX*	CCYY of certificate	
ISSUE DATE		*(IN)Active.IDX*	CCYYMMDD certificate was issued	
LENGTH		*(IN)Active.IDX*	See Length in Appendix A	
TEMPORARY IRN		*(IN)Active.IDX*		
CERT VALIDATIONS		*(IN)Active.IDX*		
CERT TYPE		*(IN)Active.IDX*	See Cert Type in Appendix A	

Report Selection Criteria

The records that appear on the report are filtered in the following manner.
on the *Staff Employment Record*

- Staff are included if the POSITION TYPE = *"R"*– (*Regular* (not classified))

and

- the PROPER CERTIFICATION FLAG is **not** = *"Y"(ES)*

After that preliminary filter is applied,

> The program searches for staff certification data obtained by the ODE Office of Certification and Licensure with an identical EMPLOYEE ID only for those staff whose TYPE OF APPOINTMENT = *"Certificated,"* for whom the PROPER CERTIFICATION FLAG is **not** equal to *"Y"(ES)*.
> Staff matching these criteria are included in a district report, sorted in order by DISTRICT IRN, BUILDING IRN, POSITION ASSIGNMENT CODE, and EMPLOYEE ID.

Report Sample, *INVL_CRT_JOB*

Header Information

The first area of the header describes information about the report generation. The upper left section names the program from which the report was generated, the data source, and the reporting period. The middle information identifies the producer of the report and the report title. The upper right section states the date on which the report was generated and the page number.

The second area of the header pertains to the recipient of the report. It identifies the DISTRICT IRN for which the report was produced and its NAME, the BUILDING IRN and its NAME

The report will be sorted by DISTRICT IRN, BUILDING IRN, POSITION ASSIGNMENT CODE, AND EMPLOYEE ID. Within each district report, there will be a page break after each POSITION ASSIGNMENT CODE, and after all staff in a building with invalid certificates on their *Staff Job Records* are listed.

Reports are produced only for districts with staff data that does not pass the certification checks at ODE.

If there is a report, a section will be generated for each building in which there are improperly certified staff. The length of the report will be determined by the number of certificated staff with invalid certification on their job records.

Detail Information

The detail information is contained within a box for each staff member.
The top section contains staff demographic information: STATE ID, EMPLOYEE NAME, POSITION CODE/DEFINITION, ASSIGNMENT AREA, POSITION TYPE, APPOINTMENT TYPE, and EDUCATION LEVEL.

The next section provides certificate data: CERTIFICATE, ISSUE DATE, LENGTH, TYPE, TEMPORARY IRN, and CERT VALIDATIONS

The next several pages provide report samples.

Sample #1

In many of the following cases, to find out the specific situations, the person responsible for Human Resources may need to contact the staff person to learn the status of the certification or to find out if the other data have been entered correctly. For example, is the person really teaching the course that is entered? Is the Assignment Area appropriate for that Position Code?

Program: INVALID_CERT_JOB_2001	Ohio Department of Education	Page 1
Source: EMIS data FY2001	Information Management Services	DATE: ##/##/####
Reporting Period: K	Regular Employees with Invalid Certification on Job Records	

Ohio Educational Directory System

099999 Silver City SD

099998 Bronze Elementary School

Staff Employment Record

EMPLOYEE INFORMATION

State ID: OH9999999   Name: Smith, Tracy   Position: 323 - SOCIAL WORK

Position type: R - Regular

Appointment Type: 1 - Certificated

Degree: 2 - Bachelors

ACTIVE CERTIFICATE INFORMATION

NO ACTIVE CERTIFICATES ON FILE

The Employee ID may have been entered incorrectly at the district or at ODE Certification & Licensure. The program uses the Employee ID field to match the Staff Employment Record submitted by the district with the information entered at the ODE Office of Certification and Licensure.

The employee may be waiting on a new certificate, because her existing license expired.
She also may have a state license issued from another state agency, and have not applied for a license from the State Board of Education. (i.e. physical therapist, nurse.) In either case, one could check with the employee to ascertain the current status of her certificate/license.

Sample #2

Program: INVALID_CERT_JOB_2001	Ohio Department of Education		Page 1
Source: EMIS data FY2001	Information Management Services		DATE: ##/##/####
Reporting Period: K	Regular Employees with Invalid Certification on Job Records		

099999 Silver City SD

099998 Bronze Elementary School

EMPLOYEE INFORMATION

State ID: OH6666666   Name: Johnson, Joe   Position: 704 - VEHICLE OPERATING ASSIGNMENT (BUSES)

Position type: R - Regular

Appointment Type: 1 - Certificated

Degree: 2 - Bachelors

The program checks for certification for '1-certificated' employees. If the Appointment Type is entered as '1-certificated', when it should be entered as '2-classified', the record will show on this report as "NO ACTIVE CERTIFICATE ON FILE." (i.e. teacher's aide)

NO ACTIVE CERTIFICATES ON FILE

Sample #3

Ohio Educational Directory System

Staff Employment Record

Ohio Department of Education Office of Certification & Licensure

Program: INVALID_CERT_JOB_2001   Ohio Department of Education   Page 2

Source: EMIS data FY2001   Information Management Services   DATE: ##/##/####

Reporting Period: K   Regular Employees with Invalid Certification on Job Records

099999 Silver City SD

099998 Bronze Elementary School

EMPLOYEE INFORMATION

State ID: OH1111111	Name: Keller, Jill	Position:	110 - SUPERVISING/MANAGING/DIRECTING
Position type:	R - Regular	Assignment Areas:	999300 - ENGLISH/READING/LANGUAGE ARTS
Appointment Type:	1 - Certificated		
Degree:	5 - Doctorate		

ACTIVE CERTIFICATE INFORMATION

CERTIFICATE:

EFFECTIVE DATE: 1987 ISSUE DATE: 04-03-1987   LENGTH: P - Permanent   TYPE: KE - Kindergarten-Elementar

TEMPORARY IRN: 099998

CERT VALIDATIONS:

CERTIFICATE:

EFFECTIVE DATE: 1994 ISSUE DATE: 07-20-1994   LENGTH: 8 - 8 Year   RS - Reading Supervisor

TEMPORARY IRN: 099998

CERT VALIDATIONS:

EMPLOYEE INFORMATION

State ID: ZOH2222222	Name: Tyler, Jerry	Position:	110 - SUPERVISING/MANAGING/DIRECTING
Position type:	R - Regular	Assignment Areas:	999700 - Supervisor/ Manager/ Secondary Education
Appointment Type:	1 - Certificated		
Degree:	5 - Doctorate		

ACTIVE CERTIFICATE INFORMATION
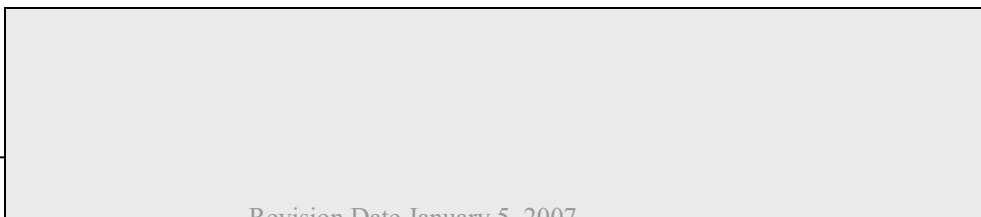
Revision Date January 5, 2007

Sample #4

> **One would need to find out more information about what is actually occurring in this situation.**
> - **Is the Assignment Area entered incorrectly? Or is the person actually a principal of an elementary school, when he is certified to be a high school principal?**
> - **Is the Position Code entered correctly? Is the person actually a principal, or is he a supervisor (which is Position Code 110)?**

Program: INVALID_CERT_JOB_2001	Ohio Department of Education	Page 3
Source: EMIS data FY2001	Information Management Services	DATE: ##/##/####
Reporting Period: K	Regular Employees with Invalid Certification on Job Records	

099999 Silver City SD

099998 Bronze Elementary School

Certification data are listed in ascending order, by date, with the most recent closer to the bottom.

EMPLOYEE INFORMATION

State ID: OH3333333	Name: Spencer, Andrea	Position:	108- PRINCIPAL
Position type:	R - Regular	Assignment Areas:	999280 - ELEMENTARY EDUCATION
Appointment Type:	1 - Certificated		
Degree:	3 - Masters		

ACTIVE CERTIFICATE INFORMATION

CERTIFICATE:

EFFECTIVE DATE:	1993 ISSUE DATE: 09-30-1993	LENGTH:	4 - 4 Year	TYPE:	HP - High School Principal
TEMPORARY IRN:	099998				

CERT VALIDATIONS:

CERTIFICATE:

EFFECTIVE DATE:	1996 ISSUE DATE: 08-30-1997	LENGTH:	4 - 4 Year	TYPE:	HP - High School Principal
TEMPORARY IRN:	099998				

iCERT VALIDATIONS:

CERTIFICATE:

EFFECTIVE DATE:	1995 ISSUE DATE: 08-30-1997	LENGTH:	8 - 8 Year	TYPE:	SU - Supervisor
TEMPORARY IRN:	099998				

CERT VALIDATIONS:

Error Detection and Correction, INVL_CRT_JOB

If there are discrepancies between what is on the report, and what is actually occurring in your district, there could be a coding error. Things to check include:

- Review the INVALID_CERT_COURSE Report to check the teachers that have invalid certification on their ***Staff Employment Record***. Second, on the INVALID_CERT_JOB Report, cross of the duplicate records that were already checked on the INVALID_CERT_COURSE Report. There is more information on the INVALID_CERT_COURSE report and this will eliminate duplication of effort.
- Is the correct POSITION CODE used?
- Does the POSITION CODE need an ASSIGNMENT AREA? (Look in EMIS Manual, Appendix D to see if one is required.)
- Does the POSITION CODE and ASSIGNMENT AREA combination require a different type of certificate?
- Is the POSITION CODE appropriate for that position?
- Is the APPOINTMENT TYPE entered correctly? (Is the person listed as "certificated" when s/he is classified?
- Is the correct DEGREE entered?
- Does the EMPLOYEE ID (STATE ID) begin with "*Z*"? (If so, that means they do not yet have a certificate or license from the State Board of Education.) If the employee has already applied for their license/certificate, s/he may need to contact the ODE Office of Certification and Licensure at (614) 466-3593.j
- Does the person have a substitute teaching certificate "*888888*"? If so, this certificate will be rejected from the checks done at ODE during processing. A substitute teaching certificate is not appropriate certification for a teacher of record.

REMINDER: If any modifications or corrections are made to staff data, these data need to be resubmitted. Only then will updated information appear on reports generated at ODE using district data.

Report Overview, INVL_CRSE

General Description and Significance

The Invalid_Cert_Course and the Invalid_K8_Course Reports show all *Course Master Records* with invalid certification. INVALID _CERT_COURSE shows certificated staff who teach grades 9-12 and INVALID _K8_COURSE shows certificated staff who teach grades K-8.

No report will be printed for districts whose staff **do not** have invalid certification on their *Course Master Records*.

The INVALID_CERT_COURSE Report includes data for certificated staff for which a *Course Master Record* has been submitted via EMIS. Staff who teach courses in which no students are enrolled (in EMIS) may show on the INVALID_CERT_JOB report and on the INVALID _CERT_COURSE or INVALID _K8_COURSE.

The accuracy of these data is critical. Districts should report data that accurately reflect what is occurring in a building/district. These data can be used to inform the federal government when determining funding levels so enough teachers can be hired to serve the number of students eligible for Title I services. Additionally, these data can be used when determining eligibility for other funding.

Report Name and Timing

The file name for the INVALID_CERT_COURSE report is:
ITC_IRN_COORD_CCYYMMDD.INVL_CRT_CRSE_CCYY, which is described below.
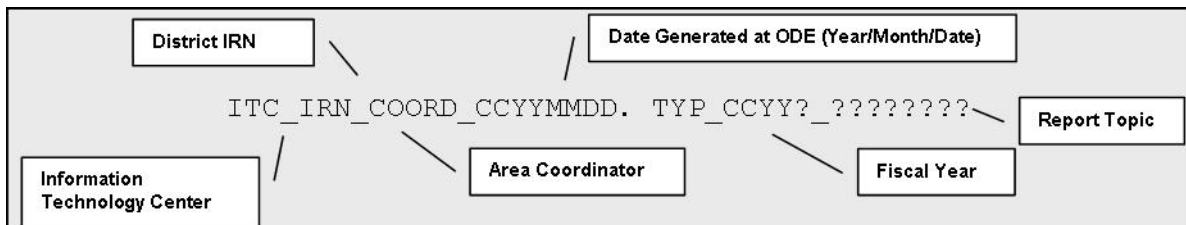
The file name for the INVALID_CERT_COURSE Report for grades K-8 is:
ITC_IRN_COORD_CCYYMMDD.INVL_CRT_CRSE_CCYY, which is described below.
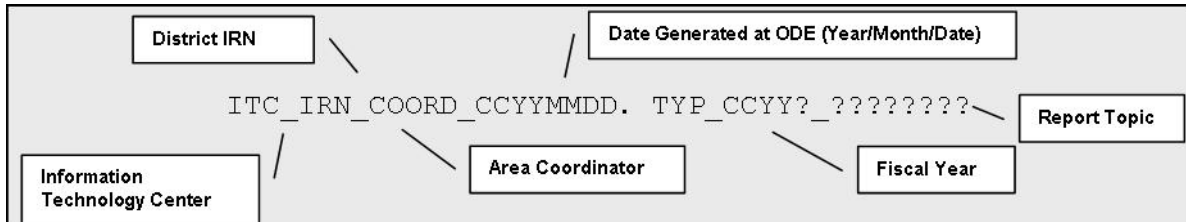
The reports are based on data submitted for the October (K) EMIS reporting period.

ODE Processing, INVL_CRSE

Process Description

During aggregations, a count of students is produced for each course, by grade, race, and gender in the **Staff Course-Student Count File (ACGR)**. This is done during aggregations by linking the **Student Demographic Record** to the **Student Course Records** using he STUDENT ID

After staff data and aggregated student data are received at ODE, EMIS data are processed.

At ODE during EMIS processing, a flag (Y/N) is added to the **Course Master Record** to indicate that courses are taught by a teacher with appropriate certification. Teachers of **Course Master Records** are checked to see whether they are appropriately certified to teach the courses, subjects, and grade levels that they are scheduled to teach. They are staff with POSITION CODES = '*205*' OR '*207*'. ODE developed a program that does this by comparing:

the staff person's **Course Master Record** that indicates the SUBJECT CODES, CURRENT GRADE LE*VEL* of students enrolled and COURSE TYPES taught;

and the **Staff Employment Record**, that indicates the POSITION CODE and ASSIGNMENT AREAS for the position in which the teacher is employed,

with the data submitted to ODE Certification and Licensure.

If the program shows a match between the course information, the staff position information and the ODE certification data, a '*Y*' appears in the PROPER CERTIFICATION FLAG. Those staff for whom ***Course Master*** records are submitted that do not have "*Y*" in the PROPER CERTIFICATION FLAG will appear on one of the two Invalid Certification Course reports.

Data Source

As noted in the Process Description, the following EMIS files are used in producing the Invalid Course reports:

- **Staff Course-Student Count File (ACGR)**.
- **Student Demographic**
- **Student Course**
- **Course Master**

The data in these files are evaluated in conjunction with files from the Office of Certification and Licensure. Elements from these files, as well as the EMIS files, appear on the report.

Submitted Data Used in Report

Element Name	Record Field #	File Name	Special Notes
ASSIGNMENT AREA	CK220	*Staff Employment*	
BUILDING IRN	CK090	*Staff Employment*	
BUILDING NAME		OEDS	
COURSE TYPE	CN130	*Course Master*	
DISTRICT IRN		*Staff Employment*	
DISTRICT NAME		OEDS	
EDUCATION LEVEL	CI100	*Staff Demographic*	
EMPLOYEE NAME	CI060	*Staff Demographic*	
EMPLOYEE ID	CI050	*Staff Demographic*	
LENGTH OF SCHEDULED INSTRUCTION	CN100	*Course Master*	
LOCAL CLASSROOM CODE	CN060	*Course Master*	
POSITION CODE	CK060	*Staff Employment*	
POSITION TYPE	CK140	*Staff Employment*	
SEMESTER CODE	CN090	*Course Master*	
TYPE OF APPOINTMENT	CK150	*Staff Employment*	

Derived Data Used in Report

The following elements are either added to the Staff Employment record or come directly from the ODE Certification and Licensure data.

Element Name	Record Field #	File Name	Field Value	Conversion factors
PROPER CERT FLAG		***Staff Employment***	*"Y"* or *"N"*	Added during certification verification process
CERTIFICATE		*(IN)Active.IDX*	Valid Certificate number	C & L
EFFECTIVE DATE		*(IN)Active.IDX*	CCYY of certificate	C & L
ISSUE DATE		*(IN)Active.IDX*	CCYYMMDD certificate was issued	C & L
LENGTH		*(IN)Active.IDX*	See Length in Appendix A	C & L
TEMPORARY IRN		*(IN)Active.IDX*		C & L
CERT VALIDATIONS		*(IN)Active.IDX*		C & L
CERT TYPE		*(IN)Active.IDX*	See Cert Type in Appendix A	C & L
RACE SEX COUNT	A4220	***ACGR***	Number up to 9999	Aggregation process
KINDERGARTEN COUNTS	A4231-A4234	***ACGR***	Number up to 9999	Aggregation process
PRESCHOOL COUNTS	A4222-A4228	***ACGR***	Number up to 9999	Aggregation process

Report Selection Criteria

Staff are included on these report if the program reads the ***Course Master Record*** and the PROPER CERTIFICATION FLAG is <u>not</u> ="*Y*(ES)".

Once the record passes through this initial filter

The program reads the ***Staff Employment Record*** for the record with the matching EMPLOYEE ID,
<u>and</u>

The program searches for staff certification data obtained by the ODE Office of Certification and Licensure with an identical Employee ID only for those certified staff for whom the PROPER CERTIFICATION FLAG is <u>not</u> equal to "*Y*(ES)"
<u>and</u>

The program reads the "***Staff Course (Student Count) File***" to obtain a count of students in each course whose Current Grade Level is 9-12. For the INVALID_CERT_COURSE report, the count of students in grade 9-12 is divided by the total number of students in the course. Certificated staff who teach a course with at least 75% of students in the course in grades 9-12, will appear on the INVALID_CERT_COURSE report.

The determination of the report to print the data uses the following criteria:

- The program reads the "***Staff Course (Student Count) File***" to obtain a count of students in each course whose Current Grade Level is K-8. For the INVALID_K8_COURSE report, the count of students in grade K-8 is divided by the total number of students in the course. Certificated staff who teach a course with at least 75% of students in the course in grades K-8, will appear on the INVALID_K8_COURSE report.
- If a student count is neither at least 75% in grades K-8 nor at least in grades 75% 9-12 (for example, a course in which 50% of students are in 8th grade and 50% of students are in 9th grade), AND the ***PROPER CERTIFICATION FLAG*** is not "Y", that staff person will appear on the

In summary, the filters are:

- Have PROPER CERTIFICATION FLAG <u>not</u> = "*Y*"(ES), AND
- Have POSITION TYPE = '*R*' AND POSITION CODE = '*205*' OR '*207*'.
- ***Course Master*** records with students enrolled.
- For INVALID_CERT_COURSE, must have at least 75% or more students with CURRENT GRADE LEVEL = *09-12*
- For INVALID_K8_COURSE, must have at least 75% or more students with CURRENT GRADE LEVEL = *KG-08*.

NOTE: If a staff person has a valid certificate, but does not have students enrolled in the course, they will NOT appear on this report.

Report Sample, *INVL_CRSE*

These reports will be sorted by BUILDING IRN, COURSE CODE, AND EMPLOYEE ID. Within each district report, there will be a page break after each BUILDING IRN, within each building there will be a page break after each COURSE CODE.

Reports are produced only for districts with staff data that does not pass the certification checks at ODE.

Header Information

The first area of the header describes information about the report generation. The upper left section names the program from which the report was generated, the data source, and the reporting period. The middle information identifies the producer of the report and the report title. The upper right section states the date on which the report was generated and the page number.

The second area of the header pertains to the recipient of the report. It identifies the DISTRICT IRN for which the report was produced and its NAME, the BUILDING IRN and its

NAME. The header concludes with an identification of the course for which there were certification errors.

Detail Information

The first part of the report page provides staff information: **STATE ID, NAME, POSITION, POSITION TYPE, APPOINTMENT TYPE, DEGREE**, and **ASSIGNMENT AREAS**. These data come from the ***Staff Employment*** and ***Staff Demographic*** records.

The second part of the report page provides information about the building's courses, listing the **LOCAL CLASS CODE, COURSE TYPE, SEMESTER CODE, LENGTH OF SCHEDULED INSTRUCTION,** and the **GRADE LEVELS**. These data come from the ***Course Master*** and aggregated ***ACGR*** records.

The last part of the report page provides Active Certification Information: **CERTIFICATE, EFFECTIVE DATE, ISSUE DATE, LENGTH, TYPE, TEMPORARY IRN**, and **CERT VALIDATIONS**. These data come from the Office of Certification and Licensure database.

Page 1

No errors will appear on the report if the DEGREE (EDUCATION LEVEL) is incorrect, but districts can use this opportunity to check this element. Is the DEGREE (EDUCATION LEVEL) appropriate? The mimimum EDUCATION LEVEL required is 2 = Bachelors, for the position held by this particular employee [POSITION TYPE = 205].

Is this the subject that he is really teaching? OR does the teacher have the wrong certification for that course? The course code may be entered incorrectly. This is an elementary self-contained classroom, while the teacher is certified to teach High School (7-12).

Program: INVALID_CERT_COURSE_2001	Ohio Department of Education	Page 1
Source: EMIS data FY2001	Information Management Services	DATE: ##/##/####
Reporting Period: K	Course Master Records with Invalid Certification	

099999 Silver City SD
099998 Bronze Elementary School
Certification errors for course: 180119 GRADES 1 - 8

If the grade level of a student enrolled in the course looks off, the Current Grade Level for that student may be entered incorrectly, or the student could be inappropriately enrolled in the course.

EMPLOYEE INFORMATION

State ID:	Name:	GEORGE	Position:	205 - REGULAR TEACHING
Position Type:	R - Regular		Assignment Areas:	
Appointment Type:	1 - Certificated			
Degree:	0 – Non-Degree			

Building	Local Class Code	Course Type	Sem. Code	Length of Sched. Instr.	PS	KDG	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	OTHER
	21400036 001	R00	3	180	0	0	0	0	1	0	0	0	0	19	0	0	0	0	0

ACTIVE CERTIFICATE INFORMATION

CERTIFICATE:
EFFECTIVE DATE: 1996   ISSUE DATE: 10-16-1996   LENGTH: 4 - 4 Year   TYPE: HS - High School (7-12)
TEMPORARY IRN: 099999
CERT VALIDATIONS:
888888 - SUB TEACHING   130200 - BIOLOGICAL SCIENCE   080101 – HEALTH ED. 7-12
080310 - PHYS. EDUC. 7-12   210100 - DRIVER EDUCATION
CERTIFICATE:
EFFECTIVE DATE: 1996   ISSUE DATE: 09-03-1997   LENGTH: 4 – 4 Year   TYPE: HS – High School (7-12)
TEMPORARY IRN: 099999
CERT VALIDATIONS:
120200 – BIOLOGICAL SCIENCE   080101 – HEALTH ED. 7-12   080310 – PSYS. EDUC 7-12
210100 – DRIVER EDUCATION
CERTIFICATE:
EFFECTIVE DATE: 1997   ISSUE DATE: 09-03-1997   LENGTH: 4 – 4 Year   TYPE: SC – School Counselor
TEMPORARY IRN: 099999
CERT VALIDATIONS:

Certification data are listed in ascending order, by date, with the most recent information closer to the bottom.

If a teacher has a substitute certificate, the PROPER CERTIFICATION FLAG will not be "*Y*", and the teacher will appear on this report. A certificate for a substitute teacher is not appropriate certification for a teacher of record.

No errors will appear on the report if the LENGTH OF SCHEDULED INSTRUCTION is incorrect, but districts can use this opportunity to check this element. In the FY2001 EMIS manual, this is element, "Indicates the hours per year that a specific class is scheduled to meet. This element is based on the time a teacher spends in instruction." For a complete definition, refer to section 4.2.4.7 of the FY2001 EMIS manual.

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> Is this the course that is actually being taught? Is the correct course Code entered according to the course catalog within the district?

Program: INVALID_CERT_COURSE_2001
Source: EMIS data FY2001
Reporting Period: K

Ohio Department of Education
Information Management Services
Course Master Records with Invalid Certification

Page 1
DATE: ##/##/####

099999 Silver City SD
099998 Copper Middle School
Certification errors for course: 151201 SOCIAL STUDIES (7-8)

EMPLOYEE INFORMATION

State ID:	Name:	SUE	Position:	201 – CURRICULUM SPECIALIST
Position Type:	S - Supplemental		Assignment Areas:	
Appointment Type:	1 - Certificated			
Degree:	2 – Bachelors			
State ID:	Name:	SUE	Position:	205 - REGULAR TEACHING
Position Type:	R - Regular		Assignment Areas:	
Appointment Type:	1 - Certificated			
Degree:	2 – Bachelors			

> Is the teacher's certification appropriate for that course? Check the ODE Certification and Licensure Dictionary on the web at *http://www.ode.state.oh.us/tp/cld.htm*

Building	Local Class Code	Course Type	Sem. Code	Length of Sched. Instr.	PS	KDG	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	OTHER
	0024-781-05	R00	3	129	0	0	0	0	0	0	0	0	29	0	0	0	0	0	0
	0024-781-06	R00	3	129	0	0	0	0	0	0	0	0	29	0	0	0	0	0	0
	0024-781-07	R00	3	129	0	0	0	0	0	0	0	0	24	0	0	0	0	0	0

ACTIVE CERTIFICATE INFORMATION

CERTIFICATE:
EFFECTIVE DATE: 1982   ISSUE DATE: 12-17-1981   LENGTH: P – Permanent   TYPE: HS - High School (7-12)
TEMPORARY IRN: 099999
CERT VALIDATIONS:
0500000 - ENGLISH   150800 - HISTORY   151100 – POLITICAL SCIENCE

CERTIFICATE:
EFFECTIVE DATE: 1982   ISSUE DATE: 10-24-1990   LENGTH: P – Permanent   TYPE: HS – High School (7-12)
TEMPORARY IRN: 099999
CERT VALIDATIONS:
180200 – MIDDLE GRADES   151100 – POLITICAL SCIENCE   050000 – ENGLISH
150800 – HISTORY
CERTIFICATE:

Error Detection and Correction, INVL_CRSE

If there are discrepancies between what is on the report, and what is actually occurring in your district, there could be a coding error. Things to check include:

- ✓ Is the Position Code entered correctly? (Refer to Appendix D.)
- ✓ Check to see the subject (course) being taught. Is the teacher really teaching this subject?
- ✓ Does the position need an assignment area? (Refer to Appendix F to see if an Assignment Area is required.)
- ✓ Is the Position Type, Appointment Type, and Degree entered correctly?
- ✓ Does the Employee ID begin with a Z? The letter Z is appended to the Employee ID during the aggregations for employees for whom there is no matching ID in the ODE Certification and Licensure database
- ✓ Is the Course Type correct? (The course type could be an older course type that is no longer valid. Only current, valid course types should be entered.)
- ✓ Are students enrolled in the course?
- ✓ Is the staff person certified to teach the grade levels of the students enrolled in the course?
- ✓ Is the correct Current Grade Level entered for students enrolled in the course?
- ✓ Check to see if the person has the appropriate validation to teach the course.
- ✓ If a person has a substitute teaching certificate, this will override all other certificates. This is not appropriate certification for a teacher of record.

Report Overview, INVALID_CERT_COURSE_CONTRA

General Description and Significance

The invalid certification for contracted staff reports show all ***Course Master Records*** with invalid certification for staff who have a ***Contract Staff Employment (CJ)*** record.
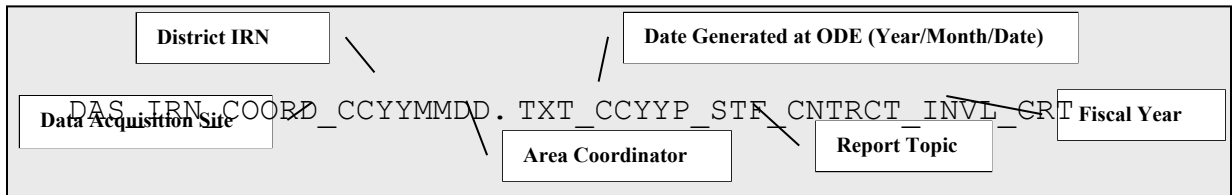
The recipients of this report are those districts that have submitted ***Contract Staff Employment*** records. No report will be printed for districts whose staff **do not** have invalid certification on their ***Course Master Records***.

The INVALID_CERT_COURSE_CONTRA report includes data for certificated staff for which a ***Course Master Record*** has been submitted via EMIS. Staff who teach courses in which no students are enrolled (in EMIS) may show on this report. ***Staff Demographic*** and ***Staff Employment*** records must also be submitted by these personnel; the requirements regarding which district is to submit which records can be found in the EMIS Manual, Appendix A.

The accuracy of these data is critical. Districts should report data that accurately reflect what is occurring in a building/district. These data can be used to inform the federal government when determining funding levels so enough teachers can be hired to serve the number of students eligible for Title I services. Additionally, these data can be used when determining eligibility for other funding.

Report Name and Timing

The file name for the INVALID_CERT_COURSE report is:
ITC_IRN_COORD_CCYYMMDD.TXT_CCYYP_STF_CNTRCT_INVL_CRT_CRSE, which is described below.

District IRN			Date Generated at ODE (Year/Month/Date)

DAS_IRN_COORD_CCYYMMDD. TXT_CCYYP_STF_CNTRCT_INVL_CRT

Data Acquisition Site		Area Coordinator	Report Topic	Fiscal Year

The reports are based on data submitted for the current EMIS reporting period.

ODE Processing, INVALID_CERT_COURSE_CONTRA

Process Description

During aggregations, a count of students is produced for each course, by grade, race, and gender in the **Staff Course-Student Count File (ACGR)**. This is done during aggregations by linking the **Student Demographic Record** to the **Student Course Records** using the STUDENT ID

After staff data and aggregated student data are received at ODE, EMIS data are processed.

Contract Staff Employment records are submitted to ODE based on the situations described in the EMIS Manual, Appendix A. This is the file that drives the processing of the report.

At ODE during EMIS processing, a flag (Y/N) is added to the **Course Master Record** to indicate that courses are taught by a teacher with appropriate certification. Teachers of **Course Master Records** are checked to see whether they are appropriately certified to teach the courses, subjects, and grade levels that they are scheduled to teach. ODE developed a program that does this by comparing:

the staff person's **Course Master Record** that indicates the SUBJECT CODES, CURRENT GRADE LE*VEL* of students enrolled and COURSE TYPES taught;

and the **Staff Employment Record**, that indicates the POSITION CODE and ASSIGNMENT AREAS for the position in which the teacher is employed,

with the data submitted to ODE Certification and Licensure.

If the program shows a match between the course information, the staff position information and the ODE certification data, a '*Y*' appears in the PROPER CERTIFICATION FLAG. Those staff for whom **Course Master** records are submitted that do not have "*Y*" in the PROPER CERTIFICATION FLAG will appear on one of the two Invalid Certification Course reports.

Data Source

As noted in the Process Description, the following EMIS files are used in producing the Invalid Course reports:

- **Staff Course-Student Count File (ACGR).**
- **Student Demographic (CI)**
- **Staff Employment (CK)**

- **Course Master (AMCC)**
- **Contract Staff Employment (CJ)**
- **OEDS**

The data in these files are evaluated in conjunction with files from the Office of Certification and Licensure. Elements from these files, as well as the EMIS files, appear on the report.

Submitted Data Used in Report

Element Name	Record Field #	File Name	Special Notes
ASSIGNMENT AREA	CK220	*Staff Employment*	
BUILDING IRN	CK090	*Staff Employment*	
BUILDING NAME		OEDS	
COURSE TYPE	CN130	*Course Master*	
DISTRICT IRN		*Staff Employment*	
DISTRICT NAME		OEDS	
EDUCATION LEVEL	CI100	*Staff Demographic*	
EMPLOYEE NAME	CI060	*Staff Demographic*	
EMPLOYEE ID	CI050	*Staff Demographic*	
LENGTH OF SCHEDULED INSTRUCTION	CN100	*Course Master*	
LOCAL CLASSROOM CODE	CN060	*Course Master*	
POSITION CODE	CK060	*Staff Employment*	
POSITION TYPE	CK140	*Staff Employment*	
SEMESTER CODE	CN090	*Course Master*	
TYPE OF APPOINTMENT	CK150	*Staff Employment*	
EMPLOYEE ID	CJ050	*Contract Staff Employment*	
CONTRACTING DISTRICT IRN	CJ070	*Contact Staff Employment*	
REPORTING DISTRICT IRN	CJ040	*Contractor Staff Employment*	

Derived Data Used in Report

The following elements are either added to the Staff Employment record or come directly from the ODE Certification and Licensure data.

Element Name	Record Field #	File Name	Field Value	Conversion factors
PROPER CERT FLAG		*Staff Employment*	*"Y"* or *"N" or blank*	Added during certification verification process
CERTIFICATE		*(IN)Active.IDX*	Valid Certificate number	C & L
EFFECTIVE DATE		*(IN)Active.IDX*	CCYY of	C & L

Element Name	Record Field #	File Name	Field Value	Conversion factors
			certificate	
ISSUE DATE		*(IN)Active.IDX*	CCYYMMDD certificate was issued	C & L
LENGTH		*(IN)Active.IDX*	See Length in Appendix A	C & L
TEMPORARY IRN		*(IN)Active.IDX*		C & L
CERT VALIDATIONS		*(IN)Active.IDX*		C & L
CERT TYPE		*(IN)Active.IDX*	See Cert Type in Appendix A	C & L
RACE SEX COUNT	A4220	*ACGR*	Number up to 9999	Aggregation process
KINDERGARTEN COUNTS	A4231-A4234	*ACGR*	Number up to 9999	Aggregation process
PRESCHOOL COUNTS	A4222-A4228	*ACGR*	Number up to 9999	Aggregation process

Report Selection Criteria

The selection process starts with the ***Contract Staff Employment*** Employee ID. Therefore any staff members who do not have CJ records submitted will not be analyzed for invalid certifications for this report. The ***Course Master records*** are read when there is a match on the Employee ID.

If the ***Course Master*** COURSE CODE = "196095", the records are not included.

Staff are included on these report if the ***Course Master Record*** PROPER CERTIFICATION FLAG is not ="*Y*(ES)".

Once the record passes through this initial filter, the program connects the ***Course Master*** record to the "***Staff Course (Student Count) File***" using the DISTRICT IRN, the LOCAL CLASS CODE, and the COURSE CODE. This provides the count of students in each course; students are included regardless of grade level.

Report Sample, INVALID_CERT_COURSE_CONTRA

These reports will be sorted by CONTRACTING DISTRICT IRN, COURSE CODE, AND EMPLOYEE ID. Within each district report, there will be a page break after each CONTRACTING DISTRICT IRN, within each building there will be a page break after each COURSE CODE.

Reports are produced only for districts with staff data that does not pass the certification checks at ODE.

Header Information

The first area of the header describes information about the report generation. The upper left section names the program from which the report was generated, the data source, and the reporting period. The middle information identifies the producer of the report and the report title. The upper right section states the date on which the report was generated and the page number.

The second area of the header pertains to the recipient of the report. It identifies the DISTRICT IRN for which the report was produced and its NAME, the CONTRACTING DISTRICT IRN and its NAME. The header concludes with an identification of the course for which there were certification errors.

Detail Information

The first part of the report page provides staff information: STATE ID, NAME, POSITION, POSITION TYPE, APPOINTMENT TYPE, DEGREE, and ASSIGNMENT AREAS. These data come from the ***Staff Employment*** and ***Staff Demographic*** records.

The second part of the report page provides information about the building's courses, listing the LOCAL CLASS CODE, COURSE TYPE, SEMESTER CODE, LENGTH OF SCHEDULED INSTRUCTION, and the GRADE LEVELS. These data come from the ***Course Master*** and aggregated ***ACGR*** records.

The last part of the report page provides Active Certification Information: CERTIFICATE, EFFECTIVE DATE, ISSUE DATE, LENGTH, TYPE, TEMPORARY IRN, and CERT VALIDATIONS. These data come from the Office of Certification and Licensure database.

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No errors will appear on the report if the DEGREE (EDUCATION LEVEL*)* is incorrect, but districts can use this opportunity to check this element. Is the DEGREE (EDUCATION LEVEL) appropriate? The mimimum EDUCATION LEVEL required is 2 = Bachelors, for the position held by this particular employee [POSITION TYPE = 205].

Is this the subject that he is really teaching? OR does the teacher have the wrong certification for that course? The course code may be entered incorrectly. This is an elementary self-contained classroom, while the teacher is certified to teach High School (7-12).

Program: EMIS data FY2007
Source: EMIS data FY2007
Reporting Period: K

Ohio Department of Education
Information Management Services
Course Master Records with Invalid Certification

Page 1
DATE: ##/##/####

099999 Silver City SD
099998 Bronze Elementary School
Certification errors for course: 180119 GRADES 1 - 8

If the grade level of a student enrolled in the course looks off, the Current Grade Level for that student may be entered incorrectly, or the student could be inappropriately enrolled in the course.

EMPLOYEE INFORMATION

State ID:	Name:	GEORGE	Position:	205 - REGULAR TEACHING
Position Type:	R - Regular		Assignment Areas:	
Appointment Type:	1 - Certificated			
Degree:	0 – Non-Degree			

Building	Local Class Code	Course Type	Sem. Code	Length of Sched. Instr.	PS	KDG	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	OTHER
	21400036 001	R00	3	180	0	0	0	0	1	0	0	0	0	19	0	0	0	0	0

ACTIVE CERTIFICATE INFORMATION

CERTIFICATE:
EFFECTIVE DATE: 1996 ISSUE DATE: 10-16-1996   LENGTH: 4 - 4 Year   TYPE: HS - High School (7-12)
TEMPORARY IRN: 099999
CERT VALIDATIONS:
888888 - SUB TEACHING   130200 - BIOLOGICAL SCIENCE   080101 – HEALTH ED. 7-12
080310 - PHYS. EDUC. 7-12   210100 - DRIVER EDUCATION
CERTIFICATE:
EFFECTIVE DATE: 1996 ISSUE DATE: 09-03-1997   LENGTH: 4 – 4 Year   TYPE: HS – High School (7-12)
TEMPORARY IRN: 099999
CERT VALIDATIONS:
120200 – BIOLOGICAL SCIENCE   080101 – HEALTH ED. 7-12   080310 – PSYS. EDUC 7-12
210100 – DRIVER EDUCATION
CERTIFICATE:
EFFECTIVE DATE: 1997 ISSUE DATE: 09-03-1997   LENGTH: 4 – 4 Year   TYPE: SC – School Counselor
TEMPORARY IRN: 099999
CERT VALIDATIONS:

Certification data are listed in ascending order, by date, with the most recent information closer to the bottom.

If a teacher has a substitute certificate, the PROPER CERTIFICATION FLAG will not be "*Y*", and the teacher will appear on this report. A certificate for a substitute teacher is not appropriate certification for a teacher of record.

No errors will appear on the report if the LENGTH OF SCHEDULED INSTRUCTION is incorrect, but districts can use this opportunity to check this element. In the FY2001 EMIS manual, this is element, "Indicates the hours per year that a specific class is scheduled to meet. This element is based on the time a teacher spends in instruction." For a complete definition, refer to section 4.2.4.7 of the FY2001 EMIS manual.

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> **Is this the course that is actually being taught? Is the correct course Code entered according to the course catalog within the district?**

> **Is the teacher's certification appropriate for that course? Check the ODE Certification and Licensure Dictionary on the web at *http://www.ode.state.oh.us/tp/cld.htm***

Program: EMIS data FY2007	Ohio Department of Education	Page 1
Source: EMIS data FY2007	Information Management Services	DATE: ##/##/####
Reporting Period: K	Course Master Records with Invalid Certification	

099999 Silver City SD
099998 Copper Middle School
Certification errors for course: 151201 SOCIAL STUDIES (7-8)

EMPLOYEE INFORMATION

State ID:	Name:	SUE	Position: 201 – CURRICULUM SPECIALIST
Position Type:	S - Supplemental		Assignment Areas:
Appointment Type:	1 - Certificated		
Degree:	2 – Bachelors		
State ID:	Name:	SUE	Position: 205 - REGULAR TEACHING
Position Type:	R - Regular		Assignment Areas:
Appointment Type:	1 - Certificated		
Degree:	2 – Bachelors		

Building	Local Class Code	Course Type	Sem. Code	Length of Sched. Instr.	PS	KDG	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	OTHER
	0024-781-05	R00	3	129	0	0	0	0	0	0	0	0	29	0	0	0	0	0	0
	0024-781-06	R00	3	129	0	0	0	0	0	0	0	0	29	0	0	0	0	0	0
	0024-781-07	R00	3	129	0	0	0	0	0	0	0	0	24	0	0	0	0	0	0

ACTIVE CERTIFICATE INFORMATION

CERTIFICATE:
EFFECTIVE DATE: 1982 ISSUE DATE: 12-17-1981   LENGTH: P – Permanent   TYPE: HS - High School (7-12)
TEMPORARY IRN: 099999
CERT VALIDATIONS:
0500000 - ENGLISH   150800 - HISTORY   151100 – POLITICAL SCIENCE

CERTIFICATE:
EFFECTIVE DATE: 1982 ISSUE DATE: 10-24-1990   LENGTH: P – Permanent   TYPE: HS – High School (7-12)
TEMPORARY IRN: 099999
CERT VALIDATIONS:
180200 – MIDDLE GRADES   151100 – POLITICAL SCIENCE   050000 – ENGLISH
150800 – HISTORY
CERTIFICATE:

Department of
EDUCATION

Error Detection and Correction, INVALID_CERT_COURSE_CONTRA

If there are discrepancies between what is on the report, and what is actually occurring in your district, there could be a coding error. Things to check include:

- ✓ Is the Position Code entered correctly? (Refer to Appendix D.)
- ✓ Check to see the subject (course) being taught. Is the teacher really teaching this subject?
- ✓ Does the position need an assignment area? (Refer to Appendix F to see if an Assignment Area is required.)
- ✓ Is the Position Type, Appointment Type, and Degree entered correctly?
- ✓ Does the Employee ID begin with a Z? The letter Z is appended to the Employee ID during the aggregations for employees for whom there is no matching ID in the ODE Certification and Licensure database
- ✓ Is the Course Type correct? (The course type could be an older course type that is no longer valid. Only current, valid course types should be entered.)
- ✓ Are students enrolled in the course?
- ✓ Is the staff person certified to teach the grade levels of the students enrolled in the course?
- ✓ Is the correct Current Grade Level entered for students enrolled in the course?
- ✓ Check to see if the person has the appropriate validation to teach the course.
- ✓ If a person has a substitute teaching certificate, this will override all other certificates. This is not appropriate certification for a teacher of record.

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Appendix A
Codes

Codes from EMIS

Codes from Staff Employment (CK) and Staff Demographic (CI) files can be found in the EMIS Manual, Chapter 3.

Codes from Office of Certification and Licensure

LENGTH

A5	Year Associate
T1	Year Temporary
22	Year Provisional
44	Year
55	Year Professional
S1	Year Substitute
F5	Year Substitute
88	Year
P	Permanent
N	Non-tax
A2	Year Alternative
C1	Year Conditional

CERTIFICATION TYPE

AD	Adolescence to young Adult (7-12)
AE	Adult Education (1 Year)
AI	Educational Aide
AL	Associate License
AM	Educational Aide Monitor
AP	Educational Aide (4 year)
AS	Administrative Specialist
AT	Educational Aide Technology
AU	School Audiologist
BA	Building Administrator
BM	Business Manager
CH	Comprehensive High School
CR	Community Relations
CS	Superintendent

EA   Educational Admin. Specialist
EC   Early Childhood (PH-3)
ED   Educational Personnel
EH   Education of the Handicapped
EL   Elementary (1-8)
EP   Elementary Principal
ER   Educational Research
ES   Early Child. Interv. Spec. (PH-3)
GE   General Education
HO   Home Instruction
HP   High School Principal
HS   High School (7-12)
IS   Instructional Services
IL   Intervention Specialist (PS-12)
KA   Kindergarten-Associates
KE   Kindergarten-Elementary (K-8)
KI   Kindergarten
KP   Kindergarten-Primary (K-3)
LP   Language Pathologist
LS   Local Superintendent
MA   Multi-age (PS-12)
MB   Business Manager
MC   Middle Childhood (4-9)
MP   Middle School Principal
MS   Middle School (4-9)
NT   Non-Tax
OT   Occupational Therapist
PA   Personnel Administration
PH   MRDD Principal
PK   Pre-Kindergarten
PP   Pupil Personnel
PS   Pupil Services
PT   Physical Therapist
RS   Reading Supervisor
SA   Assistant Superintendent
SC   School Counselor
SE   Special Education (K-12)
SH   MRDD Supervisor
SN   School Nurse
SP   Special (K-12)
SS   School Psychologist
ST   Superintendent

SU   Supervisor
SW   Social Worker
TR   Treasurer
VA   Vocational-Adult (1 Year)
VD   Vocational Director
VO   Vocational-Standard
VO   Vocational-High School (1 Year)
VS   Vocational Supervisor
VT   Visiting Teacher
XP   Exceptional Pupil