COURSE INVALID CERTIFICATION
REPORT EXPLANATION
(CSV_2012K_STF_INVL_CRT_CRSE)

Education Management Information System (EMIS)

Ohio | Department of Education

Prepared by the
ITO-Data Quality and Governance

Revised on March 28, 2012

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Revision History

The revisions to this document are listed in the table below.

Revision Date	Owner/Source	Description of Change
March 28, 2012	IPM	Revised for FY12; Added Staff Course information, updated samples and changes due to EMIS-R

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.

Course Invalid Certification Reports

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

1. Individuals send their application(s) to the Ohio Department of Education, Office of Educator Licensure, which issues teaching licenses on behalf of the State Board of Education.
2. The Office of Educator Licensure then enters the individual's application information into a database (CORE) and determines whether the applicant meets requirements set by law to receive the requested license. If the applicant does meet the requirements, then the license is issued and mailed to them.
3. Once individuals are hired by a district, the relevant staff data are entered into the EMIS *Staff Demographic Record* and the *Staff Employment Record*. For those who educate students, the district creates a *Course Master Record*, which includes the courses scheduled. The district also creates a *Staff Course Record* with the Employee ID of the individual(s) who teaches the scheduled courses. Students are scheduled in-to these courses and reported via the *Student Course Records.* Districts submit these staff and student data to ODE via EMIS.
4. During EMIS processing, the EMIS staff and student course data are compared to the CORE database to ascertain whether the person is appropriately certified or licensed for the position for which he has been hired.
5. A **PROPER CERT FLAG** is generated for each *Course Master Record* submitted to EMIS. The flag appears on the invalid certification reports and is populated with a "Y" or an "N". All courses are included on the reports, with the "N" records sorted at the top.

Report Overview, INVL_CERT_CRSE

General Description and Significance

The INVALID_CERT_COURSE Report displays all **Course Master Records** reported and whether the staff member assigned is validly credentialed to teach the course.

The INVALID_CERT_COURSE Report includes data for all staff members connected to a **Course Master Record** that has been submitted via EMIS. The accuracy of these data is critical. Districts should report data that accurately reflect what is occurring in a building/district. These data are and can be used for a variety of reasons. For instance, these data are currently used for state report cards as well as certain funding at both the state and federal levels. These data are also used within ODE to evaluate current programs and processes and to guide the creation of new programs and processes.

Report Name and Timing

The file name for the INVALID_CERT_COURSE report is described below:
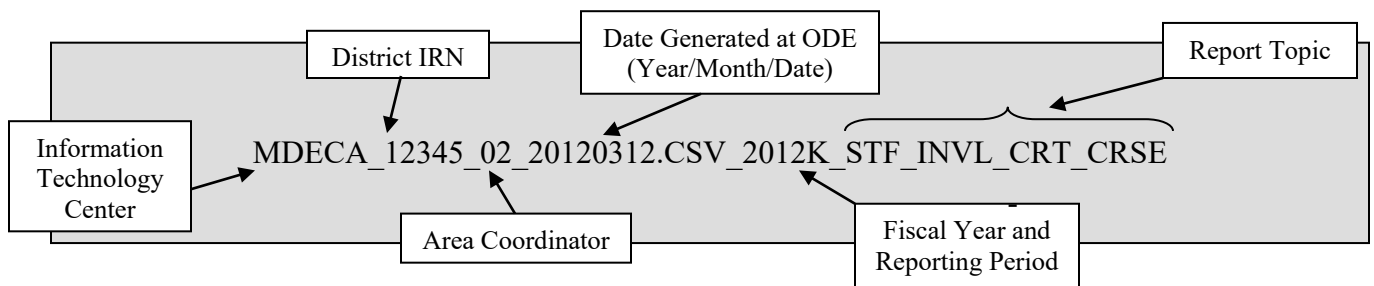
The reports are based on data submitted for the October (K) EMIS reporting period.

ODE Processing, INVL_CERT_CRSE

Process Description

During the report creation, the students reported in the **Student Course Record** for each course are aggregated by grade and disability type code, which is derived from data reported in the **Student Attributes—Effective Date Record**.

Course Master Records and **Staff Course Records** are then used to identify which staff member is assigned to each course. For each course, data regarding the teacher's currently valid credentials is extracted from the CORE database and compared with the course data (**Staff Course**, **Student Course,** and **Course Master Records**) to determine whether the staff member is appropriately certified to teach the subject matter, the student population, and the grade level(s) of the students scheduled into the course.

ODE developed a program that does this by comparing

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- the students from the ***Student Course Record***, summed by grade level and disability type code, which is derived from the students' ***Student Attributes—Effective Date Records***,

- the ***Course Master Record,*** which indicates the SUBJECT CODE, CURRICULUM CODE, DELIVERY METHOD, EDUCATIONAL OPTION, and STUDENT POPULATION of the course,

- the teacher's ***Staff Course Record***,

- and the ***Staff Employment Record***, which indicates the DISTRICT IRN, BUILDING IRN, and TYPE OF APPOINTMENT for the position in which the teacher is employed

with the data submitted to the ODE Office of Educator Licensure and contained in the CORE database.

If the program shows a match between the course information, the staff information, and the ODE certification data, a "Y" appears in the PROPER CERTIFICATION FLAG to indicate that the staff member meets the certification/licensure requirements to teach that course. If no match occurs, then an "N" appears in the PROPER CERTIFICATION FLAG to indicate that the person does not meet the certification/licensure requirements for that course. Both "Y" and "N" records appear on the Invalid Certification Course report, sorted by Building IRN then the "N" records.

Data Source

As noted in the Process Description, the following EMIS files are used in producing the Invalid Course reports:
- ***Staff Course***
- ***Staff Demographic***
- ***Staff Employment***
- ***Student Attributes—Effective Date***
- ***Student Course***
- ***Course Master***

The data in these files are evaluated in conjunction with credential files from the CORE database. Elements from both the EMIS files and the CORE database appear on the report.

Submitted Data Used in Report

Element Name	Record Field #	File/Record Name
ASSIGNMENT AREA	CK220	***Staff Employment***
BUILDING IRN	CK090	***Staff Employment***
BUILDING NAME		OEDS
COURSE ENROLLMENT END DATE	GN170	***Student Course***
COURSE ENROLLMENT START DATE	GN160	***Student Course***
COURSE TYPE	CN130	***Course Master***
CURRICULUM CODE	CN310	***Course Master***
DELIVERY METHOD	CN320	***Course Master***

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Element Name	Record Field #	File/Record Name
DISABILITY CONDITION	FD130	*Student Attributes-Effective Date*
DISTRICT IRN	CK040	*Staff Employment*
DISTRICT NAME		OEDS
EDUCATION LEVEL	CI100	*Staff Demographic*
EDUCATIONAL OPTION	CN330	*Course Master*
EMPLOYEE ID	CI050	*Staff Demographic*
FIRST NAME	CI290	*Staff Demographic*
LENGTH OF SCHEDULED INSTRUCTION	CN100	*Course Master*
LOCAL CLASSROOM CODE	CN060	*Course Master*
	GN080	*Student Course*
LAST NAME	CI310	*Staff Demographic*
MIDDLE NAME	CI300	*Staff Demographic*
POSITION CODE	CK060	*Staff Employment*
POSITION TYPE	CK140	*Staff Employment*
STAFF COURSE END DATE	CU050	*Staff Course*
STAFF COURSE START DATE	CU040	*Staff Course*
STATE EQUIVALENT GRADE LEVEL	FD090	*Student Attributes-Effective Date*
STUDENT POPULATION	CN340	*Course Master*
SUBJECT CODE	CN050	*Course Master*
TYPE OF APPOINTMENT	CK150	*Staff Employment*

Additional Data Used in Report

The following elements are either added to the *Staff Employment Record* or come directly from the CORE database.

Element Name	Field Value	Conversion factors
CERTIFICATION TYPE	See Cert Type in Appendix A	Office of Educator Licensure, CORE database
CHECK TYPE CODE	"A", "C", "N", "R", "S"	Added during certification verification process. See below for description of codes.
CREDENTIAL ID	Valid Certificate number	Office of Educator Licensure, CORE database
DISABILITY TYPE INDICATOR	"A", "B", "C", "D", "E", "Z"	Added during certification verification process. See below for description of codes.
ERR MESSAGE		Added during certification process to explain why course is marked as Not Properly Certified. See below for description.
PROPER CERT FLAG	*"Y"* or *"N"*	Added during certification verification process.
TEACHING FIELD(S)		Office of Educator Licensure, CORE database

Disability Type Indicator Code

The following table indicates the disability type indicator that is derived from the STUDENT POPULATION element and a count of students registered for the course by the DISABILITY CONDITION from the data reported in the *Student Attributes-Effective Date Record*.

Disability Type Indicator Code	Disability Type Indicator Description
A	Student Population of DP or SP. More than 50% of the students in the course must have a disability condition. Of these students, more than 50% must have a disability condition of 1 (Multiple Disabilities-Other than Deaf-Blind), 2 (Deaf-Blindness), or 3 (Deafness-Hearing Impaired) ; can be all 3s or some combination of these three disability conditions.
B	Student Population of DP or SP. More than 50% of the students in the course must have a disability condition. Of these students, more than 50% must have a disability condition of 1 (Multiple Disabilities-Other than Deaf-Blind), 2 (Deaf-Blindness), or 4 (Visual Impairments); can be all 4s or some combination of these three disability conditions.
C	Student Population of D8 or SE. More than 50% of the students enrolled in the course must have a disability condition, and the course cannot fit into codes A or B.
D	Student Population of DP, D8, SE, or SP. 50% or fewer of the students enrolled in the course have a disability condition.
E	Student Population of GA or GE.
Z	Student Population of PR or RG.

Check Type Codes

Before the invalid_cert process can be run, one of five check type codes must be added to each course master record. To determine which check type code applies to a particular course, the **EDUCATIONAL OPTION**, the **STUDENT POPULATION**, the **DELIVERY METHOD**, and the **CURRICULUM CODE** are considered.

Once it is determined what type of check is required for the course, one of the following five codes is added to the course master and the invalid_cert process is run.

- A = Any Cert Check. This applies, for instance, to courses that are reported with a "Y" for **EDUCATIONAL OPTION**. As any credentialed teacher is valid for such a course, the check type for these courses is "A".

- C = Community School Check. Community school teachers are first evaluated with the checks for regular public districts. If these checks produce an "N" for the Invalid Cert Flag, then the course is marked as a check type of "C" and the community school checks are run (generally, any credentialed teacher— including a long-term substitute) can validly teach a course).

- N = No Check Required. This code is used when no certification check is required. Examples of courses that would be check type "N" are those with a **CURRICULUM CODE** of OC, PI, or PS.

- R = Regular Check. This check type makes up the majority of the checks. These are courses that, for example, are not **EDUCATIONAL OPTIONS**, are not taught to special **STUDENT POPULATIONS**, are taught face to face, and have **CURRICULUM CODE(S)** such as AP, IA, or OT.

• S = Special Situation Check. This check type is used for courses with STUDENT POPULATIONS of DP, D8, GA, GE, SE, or SP that are not EDUCATIONAL OPTIONS.

Report Sample, *INVL_CRSE*

These reports will be sorted by PROPER CERTIFICATION FLAG, BUILDING IRN, COURSE CODE, and EMPLOYEE ID.

Detail Information

The following is the header as it appears in the CSV file. *Note.* The comma between each element name allows the data to be opened in Excel as a comma-delimited file without any additional formatting on the user's part.

The first part of each record provides staff information: REPORTING LEA IRN, BUILDING IRN, STAFF ID, STAFF NAME, POSITION, and ASSIGNMENT AREA. These data come from the *Staff Employment* and *Staff Demographic Records*.

The second part of each record provides information about the courses, listing the LOCAL CLASSROOM CODE, SUBJECT CODE, SUBJECT DESCRIPTION, CURRICULUM CODE, DELIVERY METHOD, EDUCATIONAL OPTION CODE, and STUDENT POPULATION CODE. These data come from the *Course Master Records*.

The next part of each record provides student count information, listing the Student Count Pre-School to Grade 23. Also listed is the Disability Type Indicator and Description, which is derived from the count of students with or without disabilities who are enrolled in the course. These data come from the *Student Attributes-Effective Date Records*.

Finally, each record provides the check type code, which all describe what type of check the course was run through, and an error message (if applicable) for why the PROPER CERT FLAG = "N".

Error Messages

The following error messages are written out to the CSV file to help describe the reason why a course has a PROPER CERT FLAG = "N".

Error Message	Error Message Description
Generic Error Message-Rule Check Not Found.	Wrong Combination: The credential type does not match the requirements for the course. Or Wrong Certification: the teaching field does not match the requirements for the course. Or Student Population Mismatch: the relevant credential is not appropriate for the student population of the students enrolled in the course.
IRN Mismatch	The teacher is not validly credentialed to teach in the reporting IRN.
No Students	There are no students scheduled into the course.
Out of Grade Range	The students enrolled in the course are outside the appropriate grade range for the relevant credential.
Substitute	A substitute credential is not valid as the teacher of record (except in community schools).

CSV Report Example

RPTING-LEA-IRN, BLDING-IRN, SUBJCT-CODE, SUBJCT-DESCR, STAFF-ID, STAFF-LAST-NM, STAFF-FIRST-NM, STAFF-MID-NM, POSITN-CODE, POSITN-DESCR, ASSNMT-AREA-CODE, ASSNMT-AREA-DESCR, LOCAL-CLASSRM-CODE, CRCULM-CODE, DLVR-METHOD-CODE, EDUC-OPTION-CODE,STDNT-POP-CODE,STDNT-COUNT-PS, STDNT-COUNT-K, STDNT-COUNT-1, STDNT-COUNT-2, STDNT-COUNT-3, STDNT-COUNT-4,STDNT-COUNT-5, STDNT-COUNT-6, STDNT-COUNT-7, STDNT-COUNT-8, STDNT-COUNT-9, STDNT-COUNT-10, STDNT-COUNT-11, STDNT-COUNT-12, STDNT-COUNT-13, STDNT-COUNT-23, DISAB-TYP-IND, DISAB-TYP-DESCR, PROPER-CERT-FLAG, CHECK-TYPE-CODE, ERR-MESG

"111111","111112","020100","Art Appreciation","AB1234567","Anybody","Emma","E.","116","Community School Administrator Assignment","------","Legacy Data Not Available","ABCD-1234","OT","ID","NO","RG","0","0","0", "0","0","0","0","0", "0","0","0","0","0","4","0","0","Z","Student Population of PR or RG.","Y","A",

"111111","111113","150810","History (American)","CD7654321","Anyone","Anywhere",,"230","Teacher Assignment", "999370","General Education ","AAAA-3919","OT","FF","NO","RG","0","0","0", "0","0","0","0","0","0","0","0","0","0","0", "0","0","Z","Student Population of PR or RG.","Y","R","No Students"

"1111111","1111114","132120","Science 4-6","AB7654321","Somebody","Somewhere",,"230","Teacher Assignment","999414" ,"Special Education","AAAA-3119","OT","FF","NO","SE","0","0","0","0","0","5","0","0","0","0","0","0","0","0","0","0","C", "Student Population of D8 or SE. More than 50% of the students enrolled in the course must have a disability condition.","Y", "S",

Note. The blank rows between each record are here for readability only. They do not appear in the actual CSV file.

Error Detection and Correction, INVL_CRSE

If courses are being marked with an Invalid Cert Flag of N and you do not think they should be (or a flag of Y when you think it should be N) there could be a coding error. Things to check include:

- ✓ Check to see the subject (course) being taught. Is the teacher really teaching this subject?
- ✓ Are the Appointment Type and Degree entered correctly?
- ✓ Does the Employee ID begin with a Z? The letter Z is appended to the Employee ID when there is no matching ID in the CORE database.
- ✓ Are the Student Population, Delivery Method, and Curriculum Code correct?
- ✓ 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 Grade Level entered for students enrolled in the course?
- ✓ Does the teacher have the correct teaching field on their credential to teach the course?
- ✓ Does the teacher hold only a substitute credential? Except in community schools, substitute credentials are never appropriate for the 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

CREDENTIAL TYPE			
AD	Adolescence to Young Adult (7-12)	LP	Language Pathologist
AE	Adult Education (1 Year)	LS	Local Superintendent
AI	Educational Aide	MA	Multi-age (PS-12)
AL	Associate License	MB	Business Manager
AM	Educational Aide Monitor	MC	Middle Childhood (4-9)
AP	Educational Aide (4 year)	MP	Middle School Principal
AS	Administrative Specialist	MS	Middle School (4-9)
AT	Educational Aide Technology	NT	Non-Tax
AU	School Audiologist	OT	Occupational Therapist
BA	Building Administrator	PA	Personnel Administration
BM	Business Manager	PH	MRDD Principal
CH	Comprehensive High School	PK	Pre-Kindergarten
CR	Community Relations	PP	Pupil Personnel
CS	Superintendent	PS	Pupil Services
DS	Designated Subject Grades 4-12	PT	Physical Therapist
EA	Educational Admin. Specialist	RS	Reading Supervisor
EC	Early Childhood (PH-3)	SA	Assistant Superintendent
ED	Educational Personnel	SC	School Counselor
EH	Education of the Handicapped	SE	Special Education (K-12)
EL	Elementary (1-8)	SH	MRDD Supervisor
EP	Elementary Principal	SN	School Nurse
ER	Educational Research	SP	Special (K-12)
ES	Early Child. Interv. Spec. (PH-3)	SS	School Psychologist
GE	General Education	ST	Superintendent
HO	Home Instruction	SU	Supervisor
HP	High School Principal	SW	Social Worker
HS	High School (7-12)	TR	Treasurer
IS	Instructional Services	VA	Vocational-Adult (1 Year)
IL	Intervention Specialist (PS-12)	VD	Vocational Director
KA	Kindergarten-Associates	VO	Vocational-Standard
KE	Kindergarten-Elementary (K-8)	VS	Vocational Supervisor
KI	Kindergarten	VT	Visiting Teacher
KP	Kindergarten-Primary (K-3)	XP	Exceptional Pupil