

# Tribal Land Acknowledgement

We would like to acknowledge the Indigenous people who have stewarded this land since time immemorial and who still inhabit the area today, the Steh-Chass Band of Indigenous people of the Squaxin Island Tribe.

<https://land.codeforanchorage.org/>



# Educator Equity Data Collection (EEDC) Kickoff Webinar

January 17, 2023

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## Vision

*All students prepared for post-secondary pathways, careers, and civic engagement.*

## Mission

Transform K–12 education to a system that is centered on closing opportunity gaps and is characterized by high expectations for all students and educators. We achieve this by developing equity-based policies and supports that empower educators, families, and communities.

## Values

- Ensuring Equity
- Collaboration and Service
- Achieving Excellence through Continuous Improvement
- Focus on the Whole Child

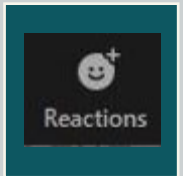


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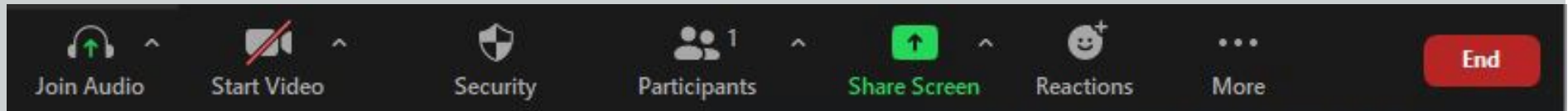
# Welcome!



Enter your questions into the **Q&A** at any time during the presentation.



Please use the **reaction icons**.



Please note that presentation slides will be posted on the [Title IIA Educator Equity Plan and Tool webpage](#).

# Agenda



- Why Data Matters – Data Use to Work Towards Equity
- Educator Data in the State Report Card
- EEDC Resources and Supports
- EE Tool Overview
- EE Tool Functionality
- Teachers Flagging as OTF? Here's What to Do!
- Special Education Assignments
- Certificates, Endorsements, & Permits
- EEDC Changes
- Q & A

# Common Terms

- **EE TOOL** - The Educator Equity Data Collection Tool (EEDC Tool) is often referred to as the EE Tool.
- **OTF** - Teachers who are out-of-endorsement (state term) are referred to as out-of-field (federal term) in the EEDC Tool.
- **OPP** - Educators who have taught without a valid certificate are referred to as OPP which is the acronym for the Office of Professional Practices.

# Poll: Getting To Know You

- 1. What local educational agency (LEA) are you signing in from today?**
- 2. What is your role? Please mark all that apply.**
  1. Building level administrator (e.g., principal, asst. principal)
  2. Educational staff associate (e.g., school counselor, school psychologist)
  3. ESD staff (any role)
  4. Federal programs director or coordinator
  5. Human Resources staff
  6. Instructional coach or TOSA
  7. Paraeducator
  8. Registrar
  9. Superintendent
  10. Teacher
  11. Other

# Why Data Matters



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# Data Use to Work Towards Equity

Create quantitative reports for educators, districts, families, and communities to better understand and work towards...



Equitable access to effective instruction by student groups, student grade range, content area, state course code, etc.



Equitable distribution of supports and resources for our educator workforce



# Why We Monitor



**U.S. Ed Dept. (ED)**  
*ESEA, as amended by*  
*ESSA*  
*Sec. 1112(c)(6)*



**OSPI**  
Washington State  
Report Card



**Title IIA**  
Funds to recruit,  
induct, and retain  
teachers and  
principals



# OSPI monitors teacher qualifications reported in the Educator Equity Data Collection Tool

- Endorsements
- Teaching Assignments
- Certification
- Years of Experience

All feed into the **Educator Equity Data Collection Tool (EEDC)**

[EEDC accessed through EDS application](#)

# Publicly Available Educator Data

[Washington State Report Card](#)

[Data Portal | OSPI](#)



# Educator Data in the State Report Card

Report Card

Statewide Reports

## Educators

[Classroom Teachers and Class Size](#)

[Classroom Teachers by Demographics](#)

[Teachers by Program](#)

[Teacher Education](#)

[Average Years of Teaching Experience](#)

[Teacher Certification](#)

[Teacher Qualification](#)

[Principals and Other School Leaders](#)

## Student Access to Educators

[Student Access Rate to Teachers by Student Demographics](#)

[Student Access Rate to Teachers by Student Program and Characteristics](#)

Choose a school year  ▾

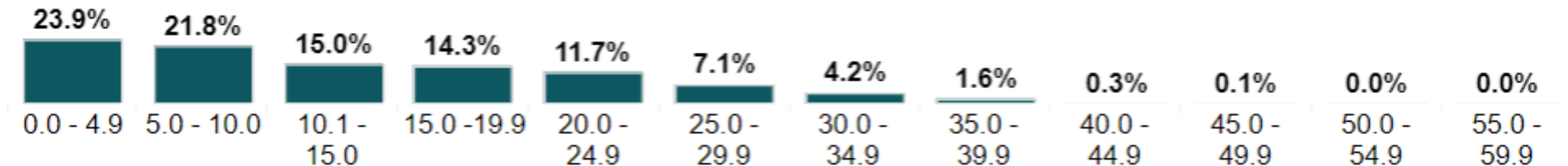


# Classroom Teachers for 2021-22 School Year

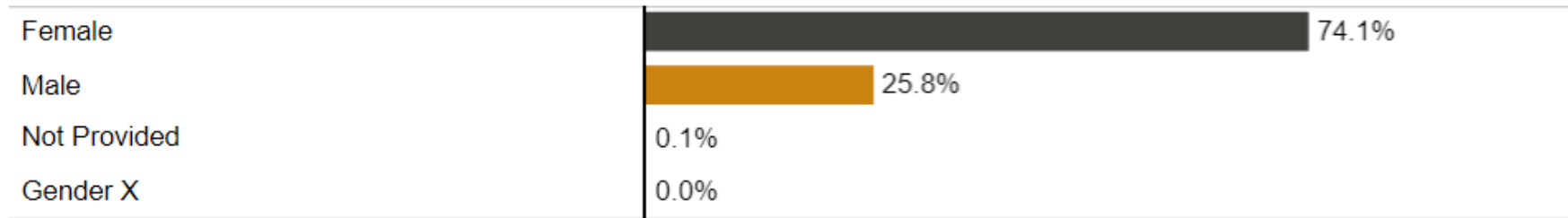
This data is at the state-level. These reports are available at the LEA and School-level.

**2022-23 school year's data will be available later today.**

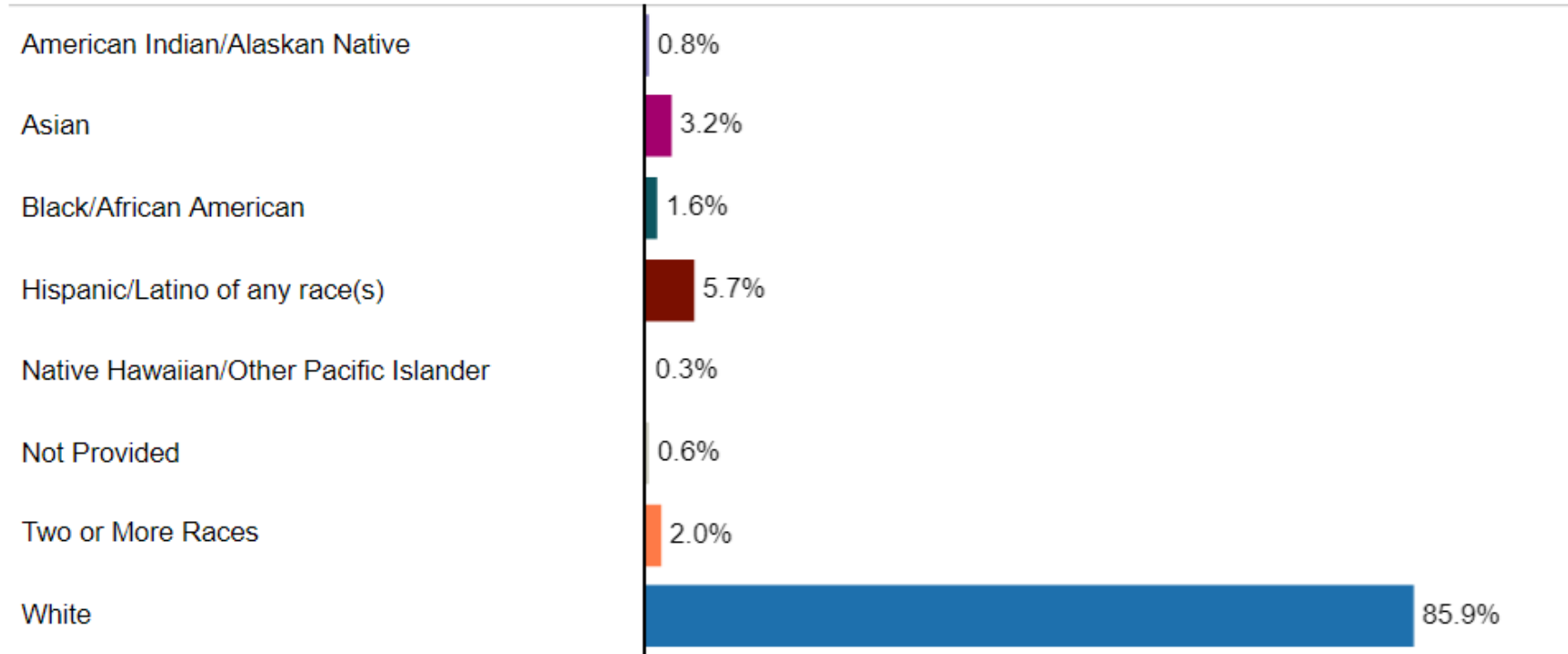
- Number of Classroom Teachers: 70,725
- Average Years of Teaching Experience: 13.0
- Distribution of Years of Teaching Experience



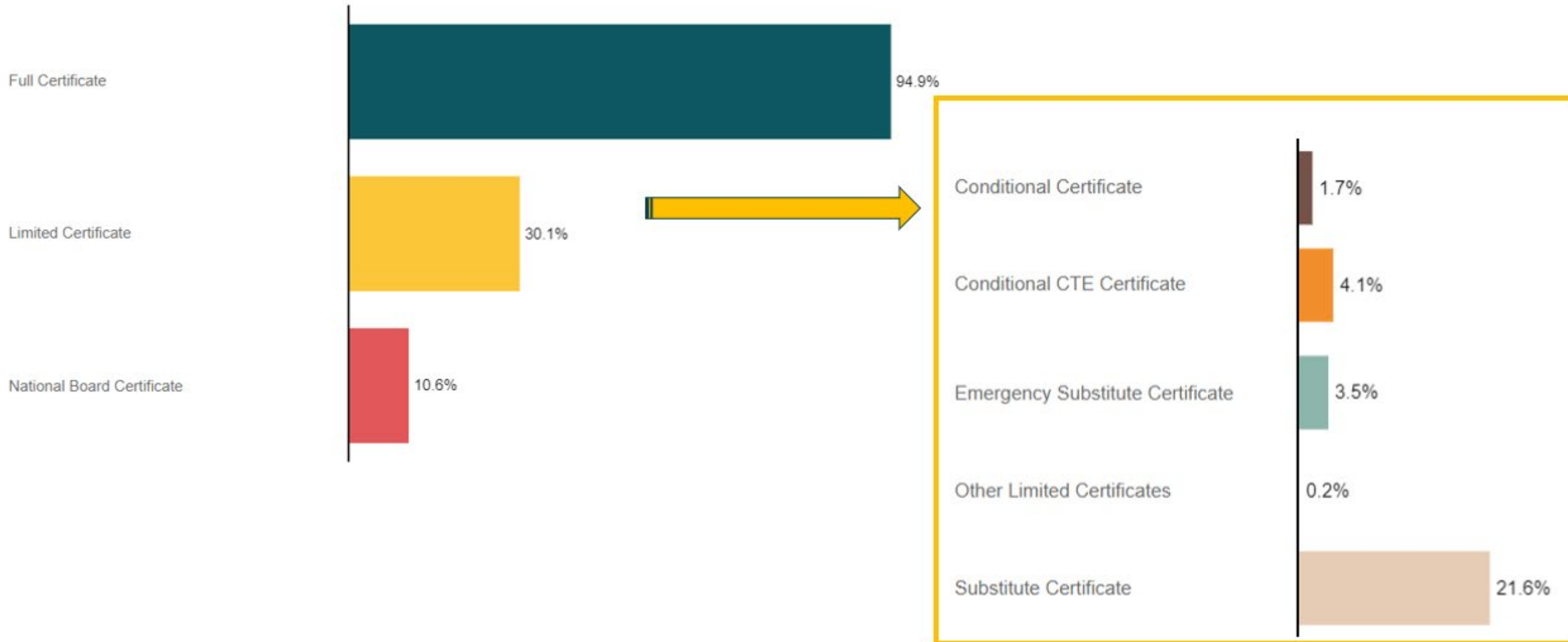
# Classroom Teachers by Demographics



## Federal Race/Ethnicity

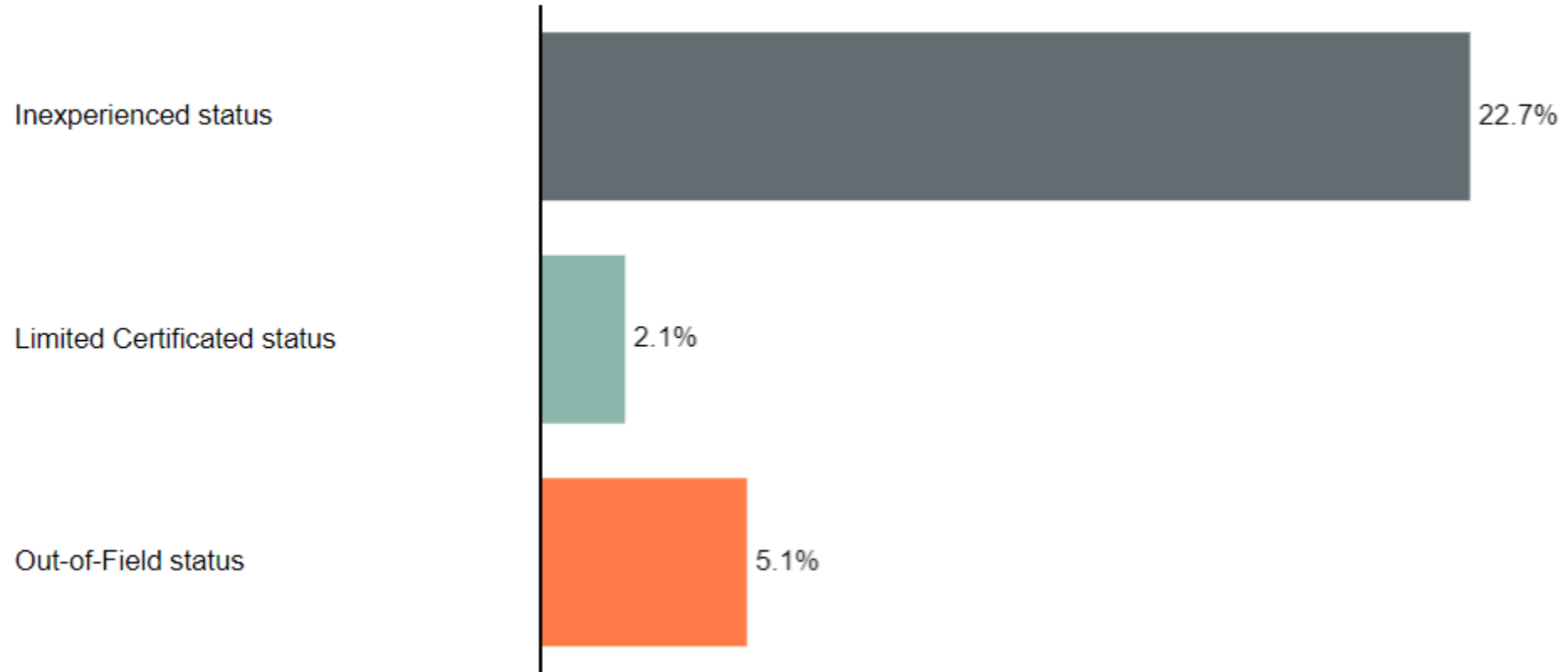


# Teacher Certification

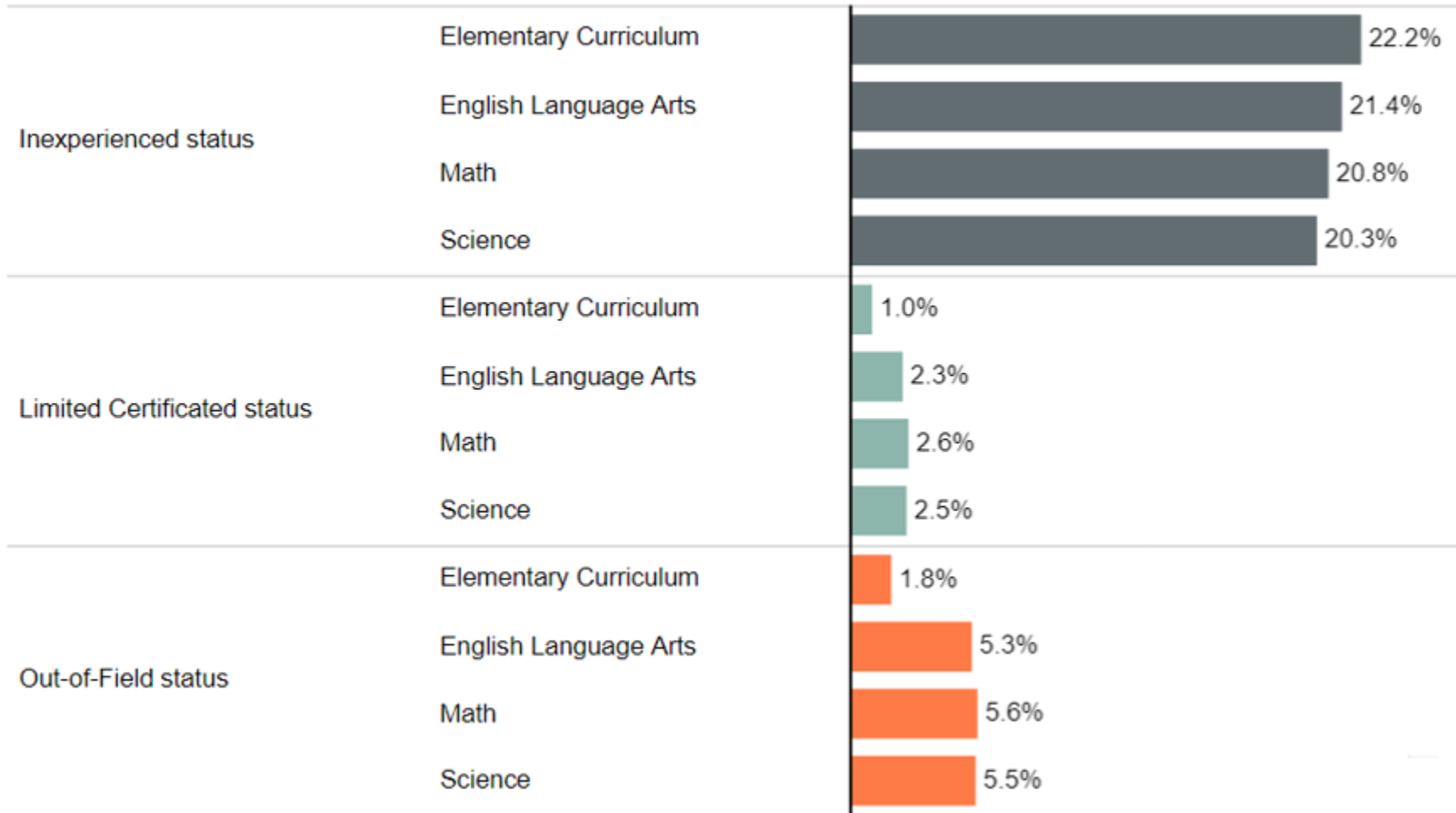




# Teacher Qualification



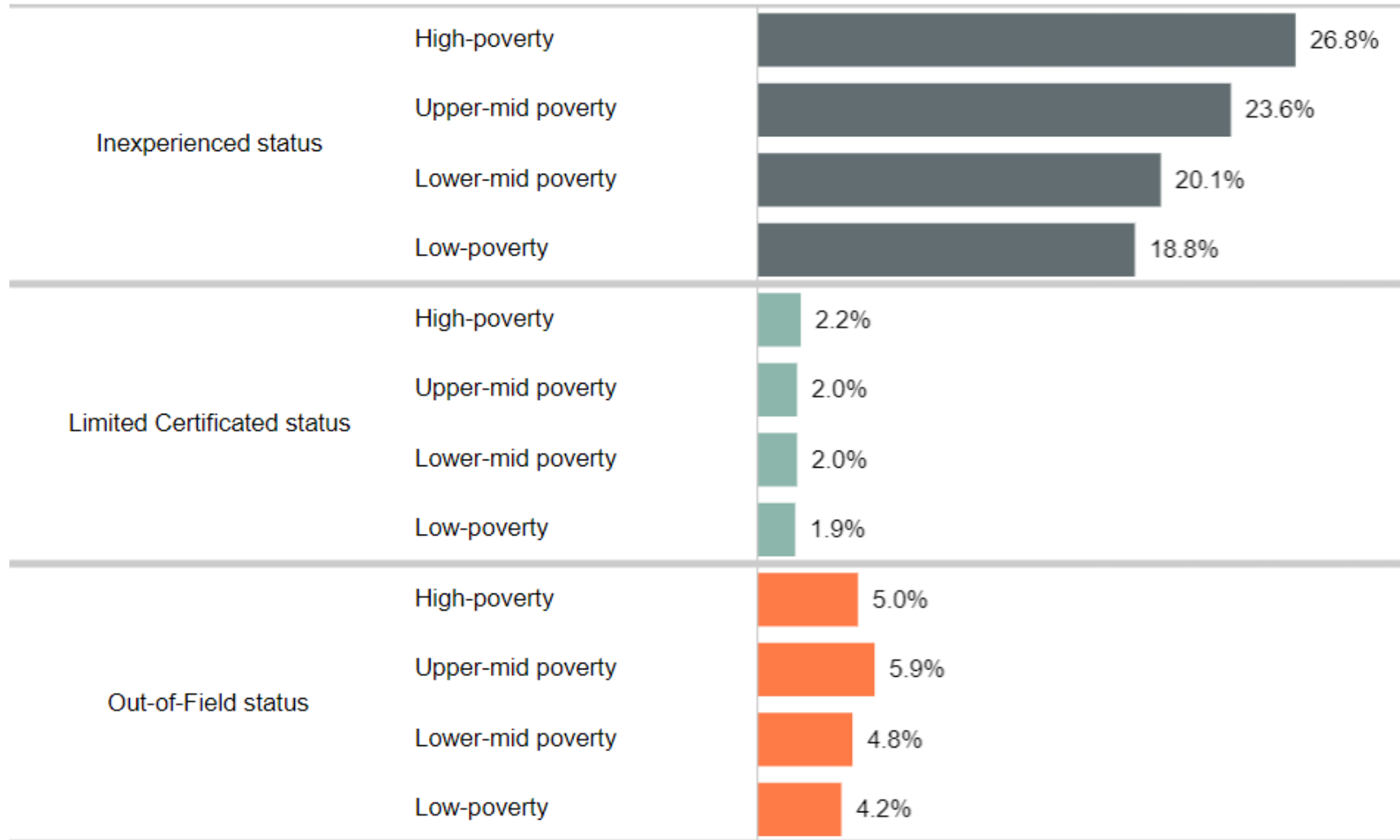
# Teacher Qualification – Content Area



Content Area 

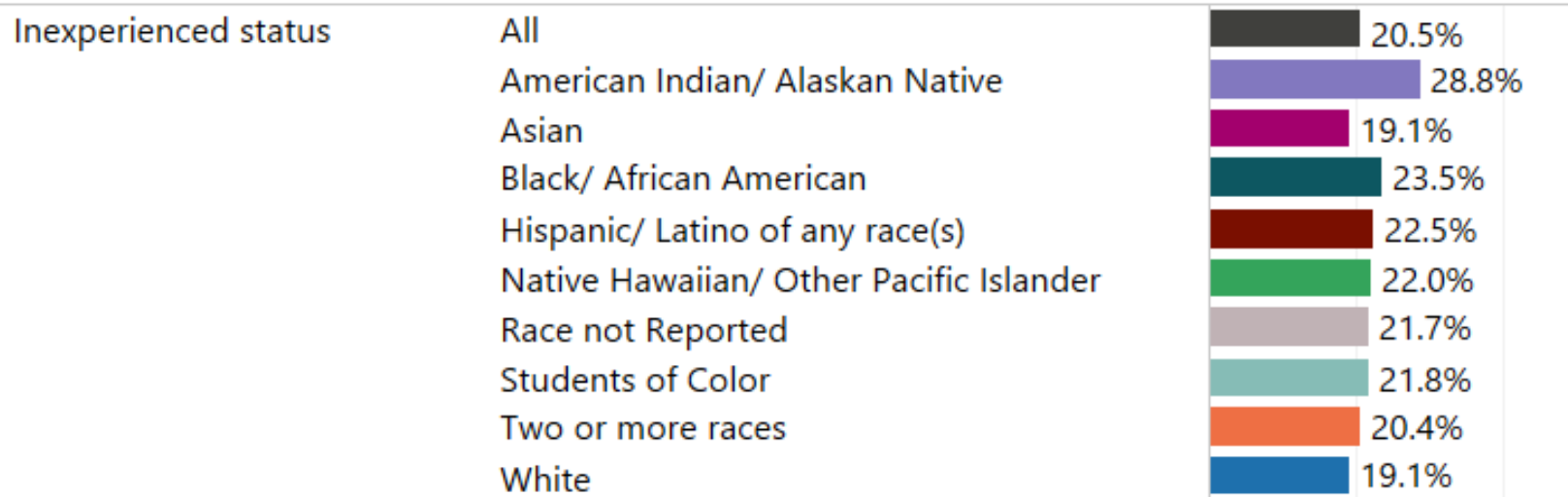
(Multiple values) 

# Teacher Qualification – Quartile

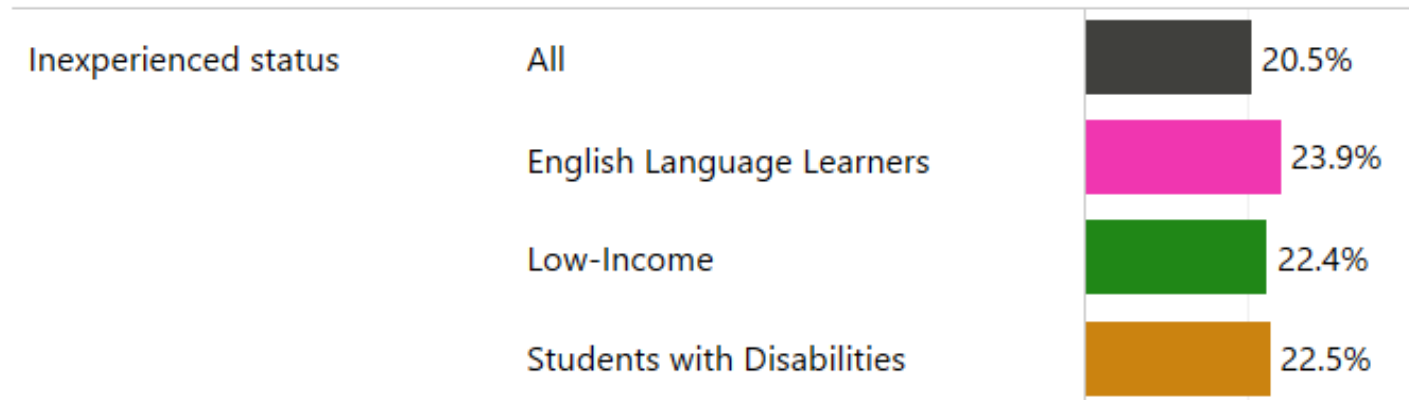


# Student Access Rate to Teachers

## By Student Demographics



## By Student Program and Characteristic



# Resources and Supports



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# Resources

## [Title IIA Webpage](#) > [EEDC Webpage](#)

- [Educator Equity Tool Issues and Solutions](#)  
Not sure why a teacher is flagging as OTF? This document shows which actions to take for a specific OTF issue.
- [Common Elementary Course Codes](#)  
These course codes are not new but have been narrowed down to the most common K-8 course codes. Please share with your K-8 registrars.
- [Plan of Support Template for Out-of-Endorsement Educators](#)  
Thanks Auburn SD! We appreciate using your template as a model for this optional template.
- [Parents Right-to-Know Requirement](#)  
Includes link to templates in ten languages.
- [Office Hours](#)  
15-, 30- and 60-minute appts. are available.

**If a teacher taught at any time during the school year without the proper certification, please contact us for a template to send to the Office of Professional Practices (OPP).**



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# Using Title IIA Funds to Improve Your Workforce



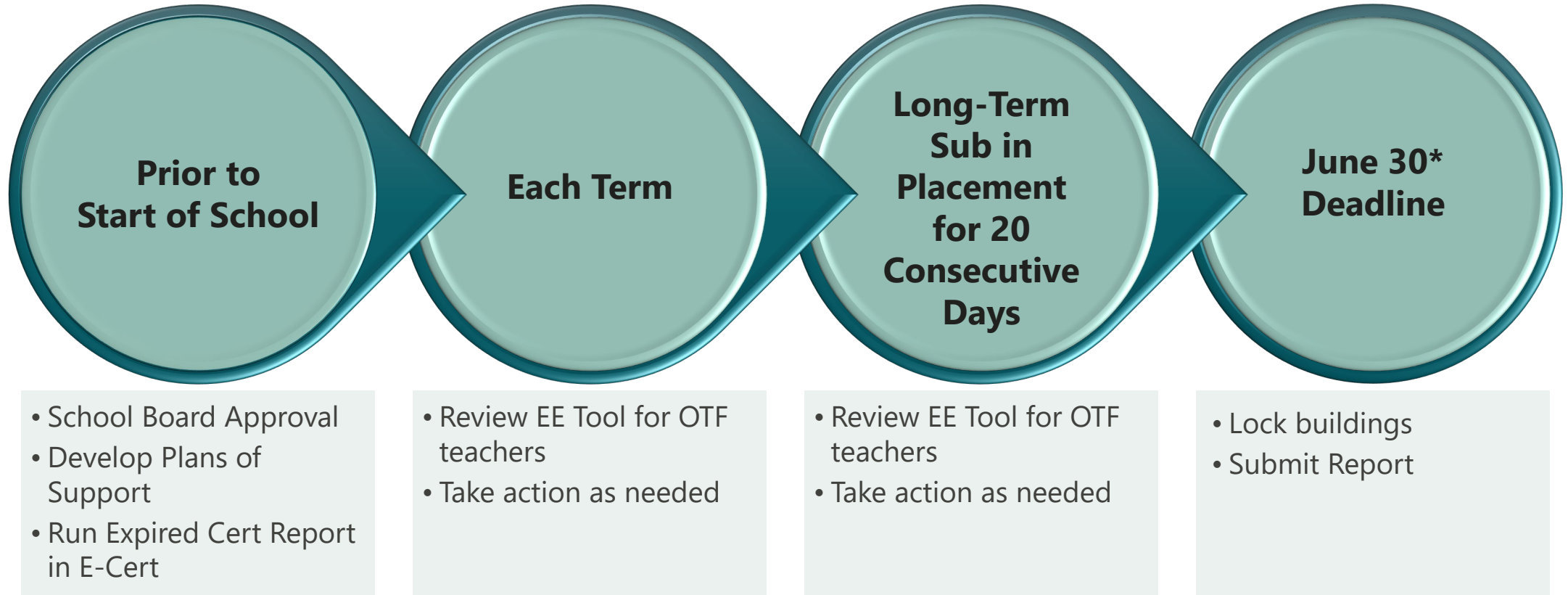
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## Allowable Uses of Title IIA Funds:

*(please see the above link as this is not an inclusive list)*

- Tuition for paras in state-approved teacher preparation programs
- Tuition for teachers in state-approved principal preparation programs
- Tuition for in state-approved add-on endorsement programs and test fees for teachers to add an endorsement
- TOSA salary/benefits
- Differential pay for teachers in high needs schools and/or high-need academic/specialty areas
- Retention bonuses to hire and retain a diverse workforce
- Affinity groups
- Stipend for teacher mentor and/or teacher mentor coordinator

# Recommended Timeline



*\*Note: In 2024, June 30<sup>th</sup> falls on a Sunday.*



# Educator Equity Data Collection Tool Overview



# EEDC Data Sources

The Educator Equity Data Collection (EEDC) Tool pulls data from four sources:

Professional Educator Standards Board (PESB) [Assignment Tool](#)

Data is updated **biannually**, last update was in May 2023

Comprehensive Education Data and Reporting System ([CEDARS](#))

Data is updated **weekly** when the LEA uploads data from their Student Information System into CEDARS (student enrollment, course codes, teacher indicator)

Personnel Reporting [S-275](#)

Data is updated **nightly** (does not include staff hired after the S-275 reporting deadline)

[E-Certification](#) for Washington State Educators

Data is updated in **Real Time**



# Assignment Tool

[Assignment Tool link](#)

## Search by Course Name or Number

- Deselect "All" from the course options
- Search for or enter the course name or number

2021-2022 Assignment Rule Lookup  
updated May 24, 2021

Course	Endorsement Name
02052 Algebra I	0831 BUSINESS EDUCATION
	0837 MATHEMATICS
	1401 MIDDLE LEVEL-PRIMARY
	1831 BUSINESS EDUCATION-PRIMARY
	1837 MATHEMATICS-PRIMARY
	2837 MATHEMATICS-SUPPORTING
	3403 MIDDLE LEVEL MATH/SCIENCE
	3404 MIDDLE LEVEL MATHEMATICS
	3831 BUSINESS EDUCATION
	3832 BUSINESS AND MARKETING EDUCATL
	3837 MATHEMATICS
	5026 JUNIOR HIGH MATH*
	5031 MIDDLE SCHOOL MATH*
	8950 MATHEMATICS APPLIED (V610000)
02053 Algebra I—Part 1	0831 BUSINESS EDUCATION
	0837 MATHEMATICS
	1401 MIDDLE LEVEL-PRIMARY
	1831 BUSINESS EDUCATION-PRIMARY
	1837 MATHEMATICS-PRIMARY
	2837 MATHEMATICS-SUPPORTING

Search

**Course**

Algebra I 02052

Algebra I—Part 1 02053

Algebra I—Part 2 02054

Algebra II 02056

Algebra III 02057

**Endorsement**

(All)

Any Teacher Endorsement

Any Valid Educator Certificate

AFRIKAANS

AFRIKAANS-PRIMARY

AFRIKAANS-SUPPORTING

AGRICULTURE

AGRICULTURE EDUCATION

**Modified or new match in 2021-22**

(All)

Modified or new match

Not modified or new

## Assignment tool

### 2021-2022 Assignment Rule Lookup

updated May 24, 2021

Course	Endorsement Name
02051 Pre-Algebra	0400 ELEMENTARY EDUCATION
	1400 ELEMENTARY EDUCATION-PRIMARY
	3400 ELEMENTARY EDUCATION
	5025 ELEMENTARY/MIDDLE SCHOOL*
02135 IB Mathematics, Middle Years Program	0400 ELEMENTARY EDUCATION
	1400 ELEMENTARY EDUCATION-PRIMARY
	3400 ELEMENTARY EDUCATION
	5025 ELEMENTARY/MIDDLE SCHOOL*
02151 General Applied Mathematics	0400 ELEMENTARY EDUCATION
	1400 ELEMENTARY EDUCATION-PRIMARY
	3400 ELEMENTARY EDUCATION
	5025 ELEMENTARY/MIDDLE SCHOOL*

Search

**Course**

(All)

Abstract Algebra 02113

Academic Competition 22115

Accounting 12104

Administration—Independent Study 12047

Administration—Other 12049

Administration—Workplace Experience 120...

**Endorsement**

elementary

EARLY CHILDHOOD/ELEMENTARY\*

ELEMENTARY EDUCATION

ELEMENTARY EDUCATION-PRIMARY

ELEMENTARY/MIDDLE SCHOOL\*

## Search by Endorsement

- Deselect "All" from the endorsement options
- Search for or enter the endorsement name

# CEDARS State Course Codes

## (Appendix V)

## CEDARS

The Comprehensive Education Data and Research System (CEDARS) is a longitudinal data warehouse of educational data. Districts report data on courses, students, and teachers. Course data includes standardized state course codes. Student data includes demographics, enrollment information, schedules, grades, and program participation. Teacher data includes demographics, certifications, and schedules.

2021-22

- [Data Manual 2021-22 \(PDF\)](#) (March 2021)
- [Appendices 2021-22 \(PDF\)](#) (March 2021)
- [Appendix F - Student Attributes & Programs 2021-22 \(XLSX\)](#) (March 2021)
- [Appendix R - Reengagement Codes 2021-22 \(XLSX\)](#) (March 2021)
- [Appendix S - CIP Codes 2021-22 \(XLSX\)](#) (March 2021)
- [Appendix V - State Course Codes 2021-22 \(XLSX\)](#) (March 2021)
- [Appendices AA & AB - Online Program & Provider 2021-22 \(XLSX\)](#) (March 2021)
- [Reporting Guidance 2021-22 \(PDF\)](#) (March 2021)



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# CEDARS State Course Codes ([Appendix V](#))

State Course Code	Name	Description	Type (AP/IB)	Subject Area Code
24051	Spanish Immersion (prior-to-secondary)	Spanish Immersion (prior-to-secondary) courses engage students in developmentally appropriate activities to acquire literacy in Spanish and grade-specific content using Spanish as the language of instruction. Spanish Immersion courses prepare students to communicate authentically in Spanish by interpreting (reading, listening, viewing), exchanging (speaking and listening; reading and writing), and presenting (speaking, writing) information about standards-based academic content and incorporate the relationships among the products, practices, and perspectives of Spanish-speaking cultures.		24
24052	Spanish I	Designed to introduce students to Spanish language and culture, Spanish I courses prepare students to communicate authentically in Spanish by interpreting (reading, listening, viewing), exchanging (speaking and listening; reading and writing), and presenting (speaking, writing) information on a variety of topics. They introduce the relationships among the products, practices, and perspectives of Spanish-speaking cultures.		24
24053	Spanish II	Spanish II courses build upon skills developed in Spanish I, preparing students to communicate authentically in Spanish by interpreting (reading, listening, viewing), exchanging (speaking and listening; reading and writing), and presenting (speaking, writing) information on concrete topics. Spanish II courses introduce the relationships among the products, practices, and perspectives of Spanish-speaking cultures.		24
24054	Spanish III	Spanish III courses prepare students to communicate authentically in Spanish by interpreting (reading, listening, viewing), exchanging (speaking and listening; reading and writing), and presenting (speaking, writing) information, concepts, and ideas on a variety of topics, including connections to other subject areas. These courses expand students' knowledge of relationships among the products, practices, and perspectives of Spanish-speaking countries and cultures.		24
24055	Spanish IV	Spanish IV courses prepare students to communicate authentically in Spanish by interpreting (reading, listening, viewing), exchanging (speaking and listening; reading and writing), and presenting (speaking, writing) information, concepts, and ideas on a variety of topics, including connections to other subject areas. Spanish IV courses promote students' understanding of		24

# S-275

## Personnel Reporting (OSPI Webpage)

For S-275 assistance, please contact your ESD's fiscal staff.

ESD	Name	Email	Phone
ESD 101	Leslie Oliver	<a href="mailto:loliver@esd101.net">loliver@esd101.net</a>	509-789-3506
ESD 105	Dustin Kinley	<a href="mailto:dustin.kinley@esd105.org">dustin.kinley@esd105.org</a>	509-454-3116
ESD 112	Charles Hole	<a href="mailto:charles.hole@esd112.org">charles.hole@esd112.org</a>	360-952-3496
ESD 113	Julie Rupe	<a href="mailto:jrupe@esd113.org">jrupe@esd113.org</a>	360-464-6750
ESD 114	Heather Korten	<a href="mailto:hkorten@oesd114.org">hkorten@oesd114.org</a>	360-405-5837
ESD 121	Justin Lanting	<a href="mailto:jlanting@psed.org">jlanting@psed.org</a>	425-917-7778
ESD 123	Travis Belisle	<a href="mailto:tbelisle@esd123.org">tbelisle@esd123.org</a>	509-544-5773
ESD 171	Trisha Schock	<a href="mailto:trishas@ncesd.org">trishas@ncesd.org</a>	509-667-3632
ESD 189	Lori McLeod	<a href="mailto:lmcleod@nwesd.org">lmcleod@nwesd.org</a>	360-299-4715

If your ESD is unable to answer your questions, contact Ross Bunda at OSPI SAFS at 360-725-6308 or [ross.bunda@k12.wa.us](mailto:ross.bunda@k12.wa.us).

Not sure who to report? See the [S-275 Personnel Reporting Handbook](#).



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# E-Cert

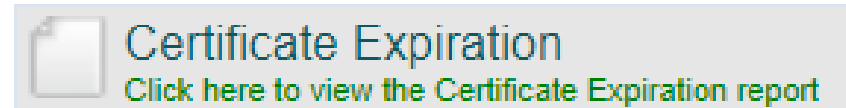
cert@k12.wa.us

## Expired Cert Report

1. Log into EDS and into E-Cert
2. Select the "Reports" tab in the tool bar



3. Select the "Certificate Expiration" report



4. Leave Recommending Agency blank, select your LEA in the district field, enter the expiration date range, and click search.

**Important:** Run the expired cert report *prior* to taking a teacher to the school board for approval. The issue might not be that the teacher is OTF, it might be that the cert is expired.



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# What To Do With Out Of Field Teachers



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*...It Depends*



# Determining Factors for OTF Based on Certificate Type

## Residency, Professional, Emergency Teacher Certificates and Teaching Permits

- Endorsement Alignment to Course Code
- **Special education** endorsements are also screened for student enrollment

## Career Technical Education (CTE)

- V-Code Alignment to CIP Code

## Limited Certificates

- **Conditional Teacher\*\*** – may only be placed within endorsed assignments
- **Emergency Substitute** – requires parent notification if positions longer than 20 consecutive days in Title IA school
- **Lifetime Substitute** – up to 180-day placement with plan of support on file
- **Not eligible for School Board OTF approval**

## First Peoples' Language, Culture, and Oral Tribal Traditions Certificate

- Certificate Alignment to Course Code
- **Not eligible for School Board OTF approval**



# School Board Approval for OTF Placements

## Eligible

- Residency/Professional (including permits)
- Initial/Continuing (if endorsed)
- Emergency
- Transitional
- CTE certificates (business and industry route)

## NOT Eligible

- Unendorsed certificates (substitute, emergency substitute)
- Conditional certificates
- First Peoples' language, culture and tribal traditions certificate

*OTF School Board Approval Requirements*  
[WAC 181-82-110](#)

*Limited Cert Rules* [WAC 181-79A-231](#)

# Poll: OTF

**Which of the following certificates are eligible for school board approval to be placed in OTF settings? Mark all that apply.**

1. Conditional
2. Initial/Continuing
3. Residency/Professional
4. CTE
5. First Peoples' language, culture and tribal traditions certificate
6. Emergency

# Correct OTF Poll Responses

The following teacher certificates are eligible for school board approval to be placed in OTF settings:

- ~~1. Conditional (requires school board approval for the *certificate* to be *issued*)~~
2. Initial/Continuing
3. Residency/Professional
4. CTE
- ~~5. First Peoples' language, culture and tribal traditions certificate~~
6. Emergency

# **Educator Equity Data Collection Tool Functionality**



# How to Access the EE Tool

1. If you need access, ask your District Data Security Manager for access to the Educator Equity Data Collection (found in the Teacher Quality section).
2. Once you have access, login to [EDS](#).
3. Choose "View my applications".
4. Choose Educator Equity Data Collection.

What would you like to do?

- [View my applications](#)


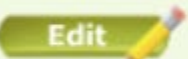
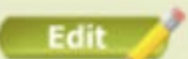

Application
<a href="#">E-Certification</a>
<a href="#">Education Data System</a>
<a href="#">Education Data System Administration</a>
<a href="#">Educator Equity Data Collection</a>



# LEA Tab

New column! Having the % on the LEA tab rather than the # on the building tab will make it easier to see if your Title IA buildings have a higher % of inexperienced teachers.



	Building	Grades	INX %	Title I Status	Teachers	OTF	OPP	Status	
		Alternative School (5272)	9 - 12	0	NA	1	0	0	Not Started ▼
		Elementary School (3293)	PK - 5	28.1	SW	32	1	0	Not Started ▼
		High School (2800)	9 - 12	33.3	SW	18	0	0	Not Started ▼
		Middle School (4223)	6 - 8	7.7	SW	13	0	0	Not Started ▼


# LEA Tab Changes

There is *one* checkbox to assure teachers placed outside of their endorsement areas and/or on a limited cert (conditional, conditional CTE, transitional, substitute) have a plan of support.

The LEA assures all out-of-field teachers ([WAC 181-82-110](#)), limited certificate teachers ([181-79A-231](#)), and conditional CTE certificates ([WAC 181-77-014](#)) have a plan of support.

The course definition tab is complete and the data for all buildings is correct as of  mm/dd/yyyy

*Note: recheck data each term and after a long-term sub has been in a placement for 20 consecutive days.*

Save 

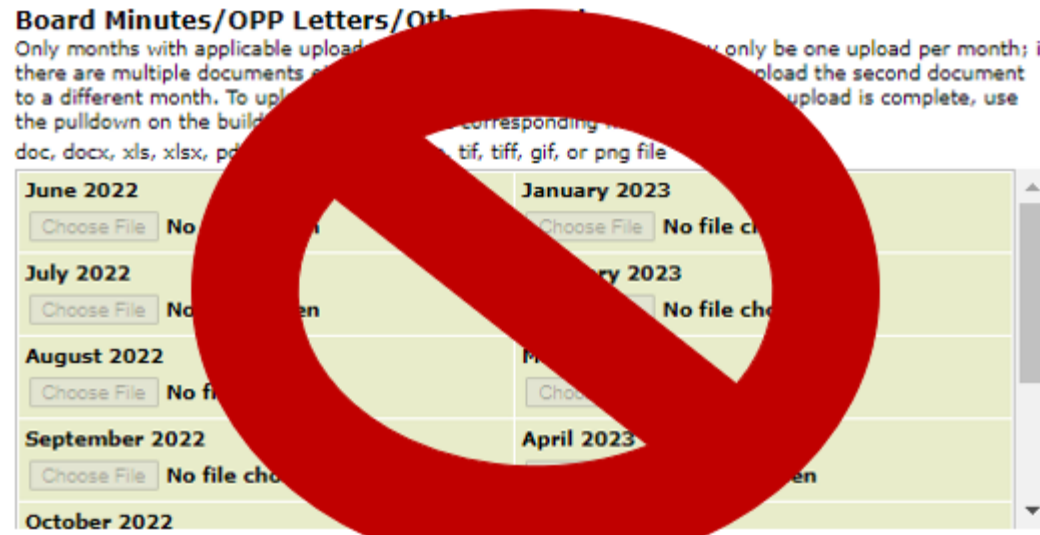
The develop plan checkbox is no longer on the building tab for each teacher.



# LEA Tab Changes continued

The chart to upload school board minutes and OPP reports has been eliminated.

While these rules remain the same—you'll need to keep these documents on file—the Title IIA team will not be reviewing these documents.



# Building Tab

Take an action for each teacher listed.



Teachers out of field: 1	State course codes taught out of field: 1
<input type="text"/> <input checked="" type="checkbox"/> CEDARS Courses	<p>State Course Code 03230 Out of Endorsement Science (kindergarten) General Ed Program Classroom Grade Span K - K</p> <p><input type="checkbox"/> The LEA will make a data correction; this teacher should be in-field.</p> <p><input type="checkbox"/> The educator has school board approval for this placement per <a href="#">WAC 181-82-110</a></p>
Teachers in field: 27	



No action needed for teachers listed as in field. Check again each term and after a long-term sub is in a placement for 20 consecutive days.

# Building Tab Changes

Teachers out of field: 1	State course codes taught out of field: 1	
<input type="text"/> CEDARS Courses	State Course Code 03230 Out of Endorsement Science (kindergarten) General Ed Program Classroom Grade Span K - K <input type="checkbox"/> The educator has school board approval for this placement per <a href="#">WAC 181-82-110</a>	<input type="checkbox"/> The LEA will make a data correction; this teacher should be in-field.
Teachers in field: 27		

# Teacher Tab

The teacher tab shows certificate(s), endorsement(s) and course(s):

Certification Type	Issue Date	Expiration Date	Recommended Agency	Endorsements
T310600 RESIDENCY TCHR (FI)	7/27/2021		Whitworth University	3800 ENGLISH LANGUAGE ARTS 3820 SOCIAL STUDIES

School District	Building	Course Title	CIP Code	Term	Section	Instruction Start Date	State Course Code	State Course Name	Student Grade Level	Student Count	Student Count Special Education	Teacher Indicator
		6 Explore Art		Q1	54	09/08/2021	05186	Art (grade 6)	6	26	3	P

In this example, the endorsements held do not align to the course code, so the teacher is OTF.

# Course Definition Tab

**New this year:** The block course codes pulldown has been eliminated. All subject areas are now in the "Subject Areas" pulldown.

Name	Certificate Number	Source	Course	Block State Course Code	Sections	Course Definition Overrides
		<a href="#">S-275</a>			1	Select One ▼
		<a href="#">S-275</a>			1	Select One Reporting Error Subject Areas Non-Teacher Roles



Use the pulldown to make a choice for each teacher listed.

# Course Definition Tab continued

**New this year:** The asterisk shows which buildings need action.

Battle Ground School District (06119) Course Definition

**Building** Select One ▼

- Select One
- Amboy Middle School (2671)
- Battle Ground High School (2415) \*

# Teachers Flagging as OTF?

Here's What to Do!



# Properly Endorsed Teachers Flagging as OTF



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***Spoiler Alert:  
It's a Data Issue***



# Issues that Trigger OTF Status When a Teacher is Properly Endorsed

## Issue: Incorrect Instructional Start Date

When a teacher is hired after the school year begins, be sure the registrar has entered the actual start date, rather than the first day of school.

Course Title	CIP Code	Term	Section	Instruction Start Date	Instruction End Date	State Course Code	State Course Name	Student Grade Level	Student Count	Student Count Special Education	Student Count Bilingual	Teacher Indicator
GRADE 4		ALLYR	BE4	09/05/2023	06/14/2024	23007	Grade 4	4	14	<u>1</u>	0	P

# Issues that Trigger OTF Status When a Teacher is Properly Endorsed

## example 1

**Issue: An endorsement was added after the start date of the term.**  
If a teacher adds an endorsement after the start of the term, the teacher will be OTF for that term. School board approval and a plan of support will be needed.

T330600 PROF TCHR - PGP/CH	2/9/2016	6/30/2026		3400 ELEMENTARY 2/9/2016 EDUCATION
				3820 SOCIAL 1/4/2024 STUDIES

Grade 9-12 social studies course codes will flag as OTF prior to 1/4/24.

# Issues that Trigger OTF Status When a Teacher is Properly Endorsed example 2

## Issue: Generic Course Codes

State Course Code **WA0007** Out of Endorsement  
Elementary Curriculum  
General Ed Program  
Classroom Grade Span K - 5

- **WA0007** Elementary is an allowable course code, but will cause the teacher to flag as OTF (unless they hold an elementary endorsement). To avoid this problem, use specific [elementary course codes](#).
- **WA0006** Middle School is no longer an allowable course code.

# Issues that Trigger OTF Status *When a Teacher is Properly Endorsed:* **Teacher Indicators (CEDARS Element G10)**

**Note: Do not enter a Teacher Indicator for student teachers.**

Teacher Indicators	Impact on OTF Status
P = Primary	
A = Alternate	Alternate teachers must meet certification and endorsement requirements.
T = Team-Primary	
V = Team-Substitute	
W = Team-Long Term Substitute	A long-term sub will show as OTF if the endorsement is not aligned to the course after 20 consecutive school days in the assignment.
S = Substitute	
L = Long Term Substitute	A long-term sub will show as OTF if the endorsement is not aligned to the course after 20 consecutive school days in the assignment.
J = Job Share-Primary	
C = Job Share-Substitute	
D = Job Share-Long Term Substitute	A long-term sub will show as OTF if the endorsement is not aligned to the course after 20 consecutive school days in the assignment.
I = Special Education Co-Teaching Model	The special education co-teacher must be properly endorsed or both co-teachers will flag as OTF.
E = ELL/ESL Co-Teaching Model	The ELL/ESL co-teacher must be properly endorsed or both co-teachers will flag as OTF
F = LAP Co-Teaching Model	The LAP co-teacher must be properly endorsed or both co-teachers will flag as OTF.

# Valid Teacher Indicator Combinations

Teacher indicators that must have a primary teacher (P) in the LEA's SIS for the same course:

- Alternate teachers (A)
- ESL/ELL co-teachers (E)
- LAP co-teachers (F)
- First Peoples' co-teachers (H)
- Special education co-teachers (I)

If the teacher coded as A, E, F, H or I for a course has no teacher coded a P for the course, the teacher will flag as OTF.

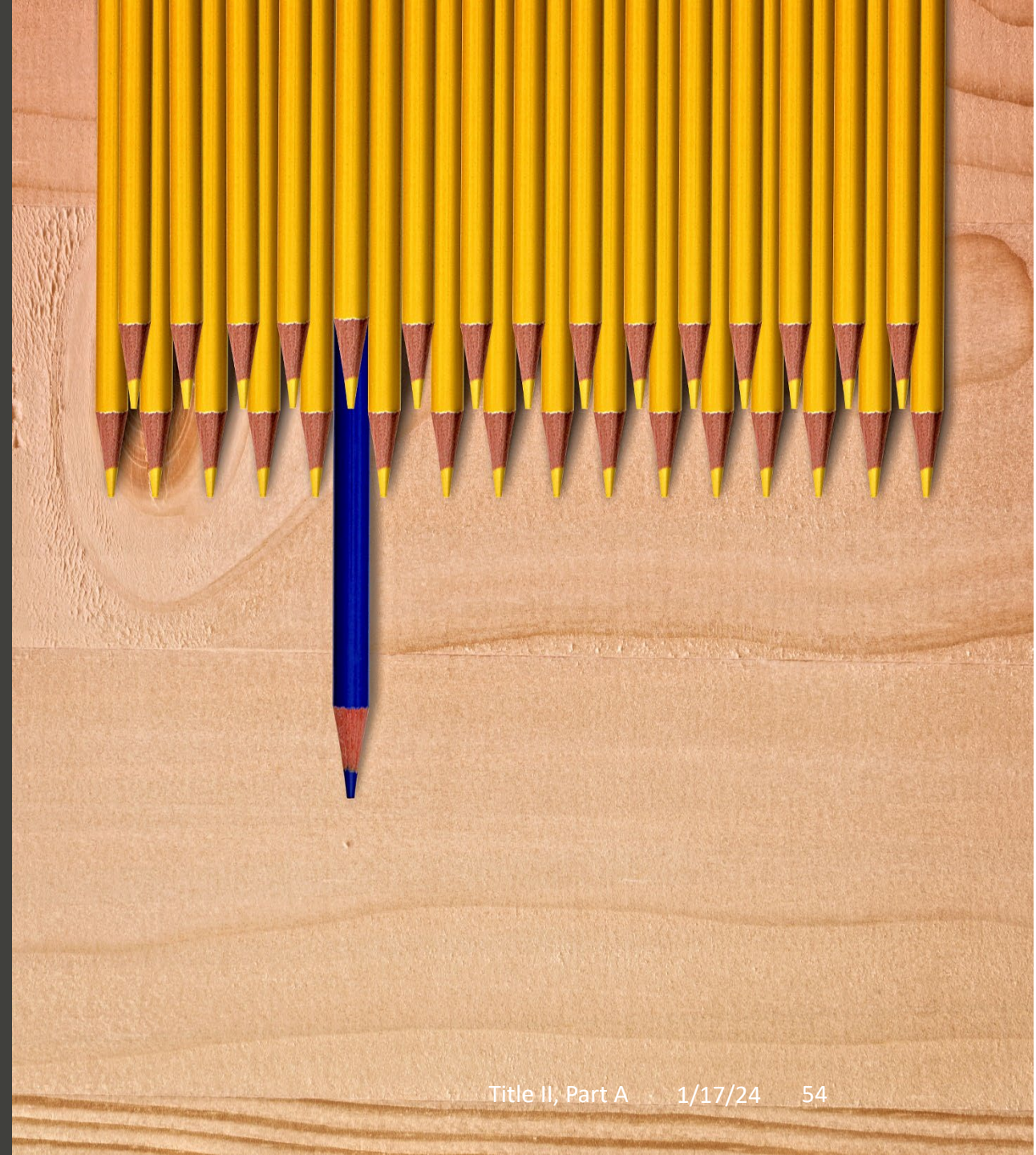
Content or Program Area Teaching Assignment	Primary Classroom Teacher	Additional Classroom Teacher(s)
Primary Teacher (P)	P	Not Applicable
Primary Teacher (P) Alternate Teacher (A) Paraeducator (G)	P P	A G
Primary Teacher (P) Substitute Teacher (S) Long-Term Substitute Teacher (L) Paraeducator (G)	P P P	S L G
Long-Term Substitute Teacher (L)	L	Not Applicable
Team-Primary (T, T) Team-Substitute (V) Team-Long Term Substitute (W) Alternate Teacher (A) Paraeducator (G)	T T T T T	T T, V T, W T, A G
Job Share-Primary (J, J) Job Share-Substitute (C) Job Share-Long Term Substitute (D) Alternate Teacher (A) Paraeducator (G)	J J J J J	J J, C J, D J, A G
Primary Teacher (P) LAP Co-Teaching Model (F) Paraeducator (G)	P P	F G
Primary Teacher (P) Special Education Co-Teaching Model (I) Paraeducator (G)	P P	I G
Primary Teacher (P) ELL/ESL Co-Teaching Model (E) Paraeducator (G)	P P	E G

# OTF Teachers

Placed in course(s)  
not aligned to  
endorsement(s)



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# Out of Endorsement Action Items

## School Board Approval [\(WAC 181-82-110\)](#)

- School board approval is needed for eligible teachers in out of endorsement placements.
- School board approval must be prior to funding salary/benefits via Title IA

LEAs are required to develop and maintain a mutually agreed upon [plan of support](#) for the teacher in an out-of-endorsement assignment

- Kept in personnel file (not uploaded into EEDC tool)
- Can include PLCs, common planning, professional development, or plans to add endorsements (Title II, Part A funds are eligible to support these efforts)

Teachers are not subject to non-renewal or probation based on their performance evaluation in out-of-endorsement assignments

# OPP Teachers

Teachers without a  
valid cert at any  
point during the  
term



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Photo by [Possessed Photography](#) on [Unsplash](#)





# OPP Actions

State Course Code 10004 **No Valid Certificate (OPP)**

Computer Applications

General Ed Program

Classroom Grade Span 12 - 12

The LEA will make a data correction; this teacher should be in-field.

The superintendent must report an educator who taught without a valid certificate to the Office of Professional Practices ([OPP@k12.wa.us](mailto:OPP@k12.wa.us)) per [WAC 181-86-110](#)

Certification Type	Issue Date	Expiration Date
C270700 EMERG SUB TCHR	7/21/2021	6/30/2023

# Poll 5 : OPP

**If a teacher is flagged as OPP (no valid cert)—but the LEA is positive the teacher was properly certificated throughout the term—what potential data errors need to be checked?**

1. Instructional start date
2. Certificate issuance date
3. Certificate application date
4. Endorsement application date

Reminder: Data errors must be corrected at the source (student information system, S-275, etc.); data corrections are not made in the EEDC.

# Correct OPP Poll Responses

Potential data errors/issues to check when a teacher flags as OPP (no valid cert):

## 1. Instructional start date

- *For late hires, this might not be the first day of school/term. If needed, correct in your SIS*

## 2. Certificate issuance date

- *Note that the application date is not what determines whether a teacher holds a valid certificate*

## ~~3. Certificate application date~~

## ~~4. Endorsement application date~~

# Special Education



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# Special Education Assignments In-Field

These teachers are **in-field** for special education placements:

- Special education endorsement(s) on a residency, professional or continuing certificate/permit
- Special education pre-endorsement authorization

# Special Education Assignments

## OTF

These teachers are **OTF** when in special education placements:

1. Limited certificates (“lifetime” sub, transitional, conditional, emergency sub)
2. Temporary out-of-endorsement special education placement (LEA must verify educator has 9 quarters or 6 semester hours of special education coursework prior to adding to the school board agenda)

[WAC 392-172A-02090](#)

An OTF teacher can support the provision of specially designed instruction (SDI), but an educator holding a valid special education endorsement must:

- Design & supervise the SDI
- Monitor & evaluate the IEP and progress on annual goals



# Special Education Assignments continued

For additional details, please see [Special Education Personnel Qualifications and Pre-Endorsement Waiver: Common Questions and Answers for Districts](#)

- [speced@k12.wa.us](mailto:speced@k12.wa.us)
- 360-725-6075

5. If a teacher has a conditional teaching certificate that lists “special education” under the endorsement areas, does that mean the teacher is able to independently perform all of the duties of a special education teacher (e.g., write IEPs, conduct IEP meetings, etc.)?


No, areas listed under “Endorsements” on a conditional teaching certificate indicate the areas to which the teacher may be assigned, and do not necessarily indicate that the teacher is appropriately qualified to independently serve as a special education teacher.

Teachers and Educational Staff Associate (ESA) staff with conditional certificates, while able to be assigned to teach in a classroom are considered to have the IDEA requirements to complete certification and/or licensure requirements waived. Consequently, these individuals are not considered “fully qualified” under special education regulations and must have an endorsed or licensed staff member assigned to write IEPs, serve in the role of special education teacher at an IEP and other meetings, as well as monitor and evaluate student progress towards IEP goals.

The district should use the temporary out-of-endorsement assignment process or request a special education pre-endorsement waiver depending on the number of credits the applicant has obtained.

# Special Education Issues that Trigger OTF Status

**Special education teacher** holding a special education endorsement who is teaching one or more general education students.

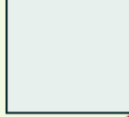
State Course Code WA0007 Out of Endorsement  
 Elementary Curriculum  
 General Ed Program   
 Classroom Grade Span 5 - 5

The LEA will make a data correction; this teacher should be in-field.

The educator has school board approval for this placement per [WAC 181-82-110](#)

**CEDARS Courses**

100% SpEd course/sections are highlighted in blue

School District	Building	Course Title	CIP Code	Term	Section	Instruction Start Date	Instruction End Date	State Course Code	State Course Name	Student Grade Level	Student Count	Student Count Special Education	Student Count Bilingual	Teacher Indicator
		5TH/6TH STUDY SKILLS		SEM1	1	08/30/2023	01/26/2024	WA0007	Elementary Curriculum	6	2	<u>2</u>	0	P
		SKILLS ELA 7TH		SEM1	7	08/30/2023	01/26/2024	01037	Language Arts-General	7	5	<u>4</u> SSID List 	1	P

**NEW!** Click the count to see which students are coded as receiving special education services.



# Special Education Issues that Trigger OTF Status continued

**General education teacher** with no special education endorsement teaching more than one student receiving special education services:

Check these boxes if the teacher has school board approval for a special education placement, and the specially designed instruction and IEP are being overseen by an educator who holds one or more sped endorsements.

OR

Check this box if the OTF course is not in the IEP; typically applies to specialists such as art, music, library, etc.

State Course Code 05131 Out of Endorsement  
Music (grade 1)  
Special Ed Program ←  
Classroom Grade Span 1 - 1

The educator has school board approval for this placement per [WAC 181-82-110](#) and [WAC 392-172A-02090](#)

The LEA will make a data correction; this teacher should be in-field.

---

The Local Education Agency (LEA) assures that students in this course section are receiving specially designed instruction that has been designed and supervised by special education certificated staff and student IEP progress is monitored and evaluated by special education certificated staff ([WAC 392-172A-02090](#))

The Local Education Agency (LEA) acknowledges that students are not receiving special education services in this course section

# CTE Certificates & CTE Endorsements



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# CTE Terms

- **CTE** - Career and Technical Education
- **V-Code (Vocational Code)** - This is tied to the certification code and dictates the courses that a teacher is certified to teach. The teachers' education or industry experience is reviewed to determine the V-codes for certification.
- **CIP Code (Classification of Instructional Programs Code)** - A federally accepted course code that identifies courses taught throughout the United States, this includes CTE courses. CIP codes are aligned to V-codes that clarify which courses the teacher has been certified to teach. CIP codes are also used for reporting purposes from the district to OSPI. *CIP codes are located in the CEDARS Data Manual, Appendix S.*

# CTE Certificate vs. CTE Endorsement

## CTE Endorsement

- Earned through completion of an approved teacher/endorsement preparation program
- **Endorsement must align to course code**

### 2021-2022 Assignment Rule Lookup

updated May 24, 2021

Course	Endorsement Name
13207 Welding	3830 AGRICULTURE EDUCATION
18001 Introduction to Agriculture and Natural Re..	3830 AGRICULTURE EDUCATION
18002 Agriculture—Comprehensive	3830 AGRICULTURE EDUCATION
18003 Agriculture and Natural Resources—Comp..	3830 AGRICULTURE EDUCATION
18051 Plant Systems/Science	3830 AGRICULTURE EDUCATION
18052 Horticultural Science	3830 AGRICULTURE EDUCATION
18053 Ornamental Horticulture	3830 AGRICULTURE EDUCATION
18054 Turf and Landscape Management	3830 AGRICULTURE EDUCATION
18055 Soil Science	3830 AGRICULTURE EDUCATION
18056 Particular Topics in Plant Systems	3830 AGRICULTURE EDUCATION

**Search By**

**Course**

- (All)
- Abstract Algebra 02113
- Academic Competition 22115
- Accounting 12104
- Administration—Independent Study 12047
- Administration—Other 12049
- Administration—Workolace Exoeience 120...

**Endorsement**

- AFRIKAANS-SUPPORTING
- AGRICULTURE
- AGRICULTURE EDUCATION

## CTE Certificate

- Earned through business and industry experience
- **V-Code must align to CIP Code**

[OSPI CTE CIP Code Webpage](#)

### Search by Keyword

CIP Code	State Code	V-Code	Course Name	Cert	Cluster	Pathway	CTSO	Prog Area
+ 430106	15001, 15999	V430100, V430106	Forensic Science Technology/ Crime Scene Investigation	1	Law, Public Safety, Corrections & Security (12)	Law Enforcement Services	SkillsUSA	Skilled and Technical Sciences (Formerly T&I)
+ 010000	18001, 18002, 02002	V010000	Agriculture, General	1	Agriculture, Food and Natural Resources (1)	All Within Cluster	FFA	Agricultural Education



# CTE Certificate & CTE Endorsement

Certification Type	Issue Date	Expiration Date	Recommended Agency	Endorsements
T230700 CONT TCHR	2/20/2020	6/30/2026		4-12 0841 FAMILY & CONSUMER SCIENCES EDUCATION 2/20/2020
TCTE700 CTE CONT TCHR (RENEWAL)	4/2/2021	6/30/2026		8600 CTE FAMILY & CONSUMER SCIENCES ED (V200002) 4/2/2021

V Code matches CIP Code

Course Code matches endorsement

Course Title	CIP Code	Term	Section	Instruction Start Date	Instruction End Date	State Course Code	State Course Name	Student Grade Level	Student Count	Student Count Special Education	Student Count Bilingual	Teacher Indicator
FOODS & COOKING FOUNDATIONS	120500	SEM1	15	08/31/2023	01/26/2024	16053	Food Service	9	18	5	0	P



# Poll 6: CTE certificate / CTE endorsement

1. Which factors are applicable to a **CTE CERTIFICATE** (business and industry route)? Mark all that apply. (Multiple Choice)
2. Which factors are applicable to a **CTE ENDORSEMENT** (preparation program completion/testing)? Mark all that apply. (Multiple Choice)
  - Aligns to CIP Code
  - Aligns to Course Code
  - Eligible for school board approval

# Poll 6: Which factors are applicable to a CTE certificate / CTE endorsement?

## 1. CTE Certificate

(Business and Industry Route)

- Aligns to **CIP Code**
- Eligible for school board approval

## 2. CTE Endorsement

(Preparation program completion/test)

- Aligns to **Course Code**
- Eligible for school board approval



# Limited Certificates & Permits



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**Success**  
JUST AHEAD



# Limited Cert = OTF

Certification Type	Issue Date	Expiration Date	Recommended Agency	Endorsements
T320900 RESIDENCY TEACHER (RENEWAL)	6/22/2018	6/30/2023		3837 MATHEMATICS 6/22/2018
C260700 SUB TCHR	6/29/2023			

Mark the limited certificate checkbox.

State Course Code 02052 Out of Endorsement

Algebra I

General Ed Program

Classroom Grade Span 9 - 11

Limited Certificate Teacher

The Local Education Agency (LEA) acknowledges individual was issued limited certificate under special circumstances set forth in [WAC 181-79A-232](#)

C260700 SUBSTITUTE TEACHER



# Limited Certificate Action Items

## Parents Right- to-Know Requirement

## Templates

LEA must ensure that they will provide timely notice to parents of students in Title I, Part A schools (school-wide and targeted assistance programs) who have been assigned to or have been taught for four (4) or more consecutive weeks by a teacher who holds a limited certificate at the grade level and subject area in which the teacher has been assigned.

*ESEA, as amended by ESSA, Sec 1112(e)(1)(B)(ii)*

# Teachers in "non-traditional" settings

ALE  
Online  
Contracted



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Photo by [Jura](#) on [Unsplash](#)



Title II, Part A

1/17/24

75

# POLL: True or False?

1. The LEA is responsible for ensuring online, alternative learning experience ([ALE](#)), and contracted teachers hold a valid WA teaching certificate at the start of the term.
2. The LEA is responsible for ensuring online, ALE and contracted teachers hold an endorsement that aligns to each course code (if not, must have school board approval or hold a valid sub cert).
3. The certification and endorsement rules that apply to teachers in traditional settings also apply to teachers in online and ALE settings as well as contracted teachers.

# POLL : True or False? Answers

## 1. TRUE

- The LEA is responsible for ensuring online, alternative learning experience ([ALE](#)), and contracted teachers hold a valid WA teaching certificate at the start of the term.

## 2. TRUE

- The LEA is responsible for ensuring online, ALE and contracted teachers hold an endorsement that aligns to each course code (if not, must have school board approval or hold a valid sub cert).

## 3. TRUE

- The certification and endorsement rules that apply to teachers in traditional settings also apply to teachers in online and ALE settings as well as contracted teachers.



# 2023-24 EEDC Changes



# LEA Access to Previous Years Reports

Bethel School District (27403) | Course Definition | Teacher | Reports | Utilities

Organization: Bethel School District (27403) ▼

**Submit this Organization**  
Submit

**School Year:** 2023-2024 ▼  
2023-2024  
2022-2023  
2021-2022  
2020-2021  
2019-2020  
2018-2019  
2017-2018  
2016-2017

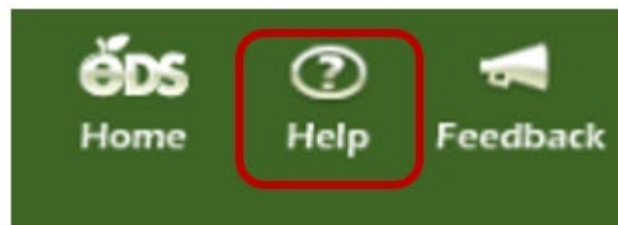
**Data Will Upload**  
7/1/2024

The LEA assures all out-of-field teachers (181-79A-231), and conditional CTE certifi...), limited certificate teachers (72-014) have a plan of support.  
The course definition tab is complete and the...ngs is correct as of [ ]  
*Note: recheck data each term and after a long-term placement for 20* mm/dd/yyyy

Save

# Need Help?

On the top right of the screen is a help icon.



Additional support materials are available, including the link to [schedule office hours](#).



# Title IIA Can Help Recruit and Retain Teachers

## Allowable Uses of Title IIA funds

**Tuition for paras** in state-approved teacher preparation programs

**Tuition for** in state-approved **add-on endorsement programs and test fees** for teachers to add an endorsement

**Stipend for student teachers** in a “**Grow Your Own**” teacher prep program

**Stipend for affinity group members**

**Stipend for teacher mentor** and/or teacher mentor coordinator

**TOSA salary/ benefits**

**Retention bonuses** to hire and retain a diverse workforce

**Differential pay** for teachers in high needs schools and/or high-need academic / specialty areas

# Upcoming Training (Woot Woot!)

## Data Quality and Staffing Implications

February 15, 2024

2:00-3:30 pm

### Registration

Please attend as a team: CEDARS data admin, registrars, HR

This session will be recorded.

# Poll - Level of Confidence Submitting

## What is your level of confidence with submitting your report in the Educator Equity Data Collection Tool?

- I am a beginner or I have low confidence
- Feeling OK but I will need a lot of support
- Confident, maybe 1 or 2 questions
- I have submitted a few times or I feel very confident and could support others

## Connect With Us!

Be sure to select  
Title II, Part A  
to receive our  
announcements and  
updates.



# Contact Us!



[Title2A@k12.wa.us](mailto:Title2A@k12.wa.us),  
[EducatorData@k12.wa.us](mailto:EducatorData@k12.wa.us)



[Office Hours](#)



360-725-6340



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# Questions?



# Equity Statement

Each student, family, and community possesses strengths and cultural knowledge that benefits their peers, educators, and schools.

Ensuring educational equity:

- Goes beyond equality; it requires education leaders to examine the ways current policies and practices result in disparate outcomes for our students of color, students living in poverty, students receiving special education and English Learner services, students who identify as LGBTQ+, and highly mobile student populations.
- Requires education leaders to develop an understanding of historical contexts; engage students, families, and community representatives as partners in decision-making; and actively dismantle systemic barriers, replacing them with policies and practices that ensure all students have access to the instruction and support they need to succeed in our schools.



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