

# Out of Certification Verification

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

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# Resources

Files used in today's presentation and additional resources

- Padlet, online collaborative virtual bulletin board
- <https://padlet.com/jlytell/OutOfCertification>

# Let's Look at the Process

WHO?

WHAT?

WHERE?

WHEN?

WHY

HOW?

# WHO?

Who needs to be involved?

- District Administrators
  - Overall “Teacher Out of Certification” resolution monitoring
- Guidance Directors
  - Course Catalog Content, Student Course Assignments
- Building Leadership
  - Teacher Course Assignments, Course Content Confirmation
- District Data Coordinators
  - Initial Report – Who is Teaching Out of Certification?
  - NYSED State Course Codes/Teacher Certification “crosswalk file”
  - Final Resolution - Updating Data Reported to NYSED

# WHAT?

What is our goal?

- Identify Teachers Reported to NYSED as Assigned to Classes Not Matching Their Certification Area
- Review Teachers' Certification Area(s), per NYSED records
- Determine Resolution
  - Correcting Course Codes
  - Correcting Teacher Course Assignments
  - Correcting Certification Errors
  - Applying for Waivers

# WHERE?

Where do we find resources and information?

- District Data: L2RPT Reports
  - [Datacentral.esboces.org](http://Datacentral.esboces.org) > secure > L2RPT
    - SIRS 328 – Staff Out of Certification Verification Report
    - SIRS 329 – Staff Certification Report
- NYSED Information  
[www.p12.nysed.gov/irs/courseCatalog/](http://www.p12.nysed.gov/irs/courseCatalog/)
  - [NYSED Course Catalog](#)
    - Course Names & Codes
  - [Teacher Certification Area Codes](#)
  - [Certification <-> Course Crosswalk \(Excel file\)](#)
- Incidental Teacher Form – ESB/WSB

# WHEN?

When do we need to begin?

- Start early & perform tasks regularly
  - Check the SIRS-328 Staff Out of Certification Verification Report
  - Load Level O data
    - Course Instructor Assignment (Due NYSED: May 16\*)
    - Staff Snapshot (Due NYSED: May 16\*)
    - Student Course Entry/Exit (Due NYSED: May 16\*)
    - **NYSED Out of Certification Data frozen as of 5/17/24.**
- \*Note: addition lead times within your district & your BOCES*

# WHY?

Why should we invest our time in this endeavor?

- As with all of your data, the number of teachers teaching outside their certification area will appear on you district's *New York State School Report Card*



# HOW?

How do we complete the task?

1. Verify with the District Data Coordinator (DDC) that recent data were loaded into Level O
2. Review SIRS-328, Staff Out of Certification Verification Report
3. Compare the results to SIRS-329, Staff Certification Report
4. Use the Certification / Course Crosswalk to check course codes & certification area possible matches & to course content.
5. Make corrections in your SIS, Level O or other action as appropriate

# Logging Into L2RPT

NYSED Level 2 Report

# Log into L2RPT

datacentral.esboces.org

Secure  
↓  
L2RPT

or


cognos.esboces.org

The screenshot shows the login interface for L2RPT. At the top, there is a dropdown menu labeled "Select Namespace" with a blue icon of three nodes connected by lines. The dropdown menu is open, showing three options: "COGNOS / ReportNet", "State Reporting / L2RPT", and "Select Namespace". A red arrow points to the "State Reporting / L2RPT" option. Below the dropdown menu, there are three input fields: the first is labeled "ES BOCES L2RPT" with the same blue icon; the second is labeled "firstname.lastname" with a blue icon of a person; the third is a password field with a blue icon of a key and a series of dots. At the bottom, there is a blue "Sign in" button.

Select L2RPT

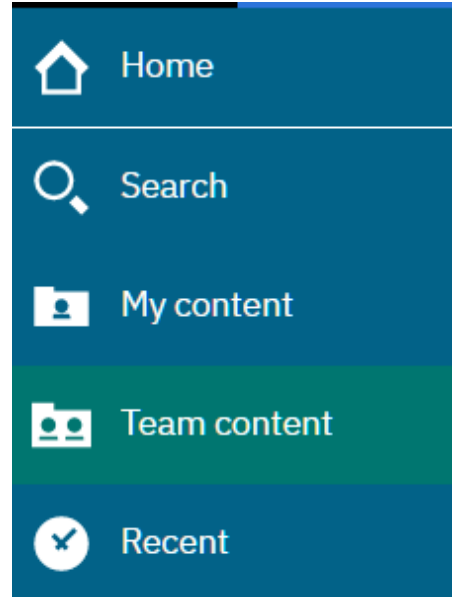
L2RPT will use your NYSED Username and Password.

To reset your password, you must use the Portal at [portal.nysed.gov](http://portal.nysed.gov) and click on

 Reset Your Password

# Locating the Reports in L2RPT

Click on: Team Content



Click on: District > SEDDAS > Staff



Let's work through  
some examples

# SIRS 328 Staff Out of Certification Verification Report



## Staff Out of Certification Verification Report Data Contained in the Student Information Repository System

School Year	2020-21	▼
District Name	DISTRICT_KEY	▼
School Name	Select School Location	▼
Certified Status	Select Certified Status	▼

Finish

Data Refresh Date:

School Year	2020-21	▼
District Name	[REDACTED]	▼
School Name	All Locations	▼
Certified Status	No	▼

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

**STEP 1- Identify:** In this example, NYSED reports that the teacher is NOT certified to teach Kindergarten



<u>Location Name</u> - a -	<u>Name</u> - b -	<u>Staff ID</u> - c -	<u>Course Code</u> - d -	<u>Course Name</u> - e -	<u>Course Section</u> - f -	<u>Local Course Name</u> - g -
ELEMENTARY SCHOOL	Teacher Name		51028	Language Arts (kindergarten)	4000-2	ELA Grade K
			52030	Mathematics (kindergarten)	1000-2	Mathematics Grade K
			53230	Science (kindergarten)	3000-2	Science Grade K
			54430	Social Studies (kindergarten)	2000-2	Social Studies Grade K

<u>Primary Lang</u> - h -	<u>Certified</u> - i -	<u>Charter Exemption</u> - j -	<u>FTE</u> - k -	<u>Primary Ind</u> - l -	<u>Special Ed Ind</u> - m -	<u>ENL Ind</u> - n -	<u>Incidental</u> - o -
ENG	No	No	1	Yes	No	No	No
ENG	No	No	1	Yes	No	No	No
ENG	No	No	1	Yes	No	No	No
ENG	No	No	1	Yes	No	No	No

# SIRS 329 Staff Certification Report



## Staff Certification Report

Data Contained in the Student Information Repository System

School Year	Select School Year	▼
District Name	Select School District	▼
School Name	Select School Location	▼
Staff Name/ID	Select Staff Name/ID	▼

Finish

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



**STEP 2- Verify:** In this example, the teacher is certified to teach Grades 1-6 and Grades 1-6 for SWD



Location Code - a -	Location Name - b -	Staff ID - c -	Name - d -	Date of Birth - e -	Job Description - f -	Certification Area Code - g -	Certification Area Description - h -
					TEACHER	3014	Childhood Education (Grades 1-6)
					TEACHER	9014	Students With Disabilities (Grades 1-6)

Certification Effective Date - i -	Certification Expiration Date - j -	Certification Type Code - k -	Certification Type Description - l -
Nov 7, 2018	Jan 31, 2024	0082	Initial Certificate
Nov 7, 2018	Jan 31, 2024	0082	Initial Certificate

**STEP 3- Crosscheck Certification Code with Course Code:** Check all certification codes and look for a matching course code

Excel "Certification Crosswalk"

Course Code	Course Code Description	Certification Area Code	Certification Area Description	Course Subject Area	Course Level
51009	Language Arts Laboratory	3014	Childhood Education (Grades 1-6)	ELA	Prior-to-Secondary
51029	Language Arts (grade 1)	3014	Childhood Education (Grades 1-6)	ELA	Prior-to-Secondary
51030	Language Arts (grade 2)	3014	Childhood Education (Grades 1-6)	ELA	Prior-to-Secondary
51031	Language Arts (grade 3)	3014	Childhood Education (Grades 1-6)	ELA	Prior-to-Secondary
51032	Language Arts (grade 4)	3014	Childhood Education (Grades 1-6)	ELA	Prior-to-Secondary

When looking at Certification Area Code 3014, we verify that the teacher is NOT certified to teach the courses that were associated with this teacher in Level O. These courses are not Kindergarten.

Excel "Certification Crosswalk"

Course Code	Course Code Description	Certification Area Code	Certification Area Description	Course Subject Area	Course Level
99002	Special Class (SelfContained) -K-6 Elementary	9014	Students With Disabilities (Grades 1-6)	Special Education	Prior-to-Secondary
99004	Resource Room- K-6 Elementary	9014	Students With Disabilities (Grades 1-6)	Special Education	Prior-to-Secondary
99007	Special Class (SelfContained) All Alternate Assessment	9014	Students With Disabilities (Grades 1-6)	Special Education	All grades
99008	Special Education Teacher - Unassigned	9014	Students With Disabilities (Grades 1-6)	Special Education	All grades
99010	Bilingual Special Education Elementary K-6	9014	Students With Disabilities (Grades 1-6)	Special Education	Prior-to-Secondary

When we look at Certification Area Code 9014, we see that the teacher IS certified to teach Kindergarten Special Class, formerly Self Contained. This was not the course that the teacher was associated with though.

NOTE: Any time a teacher is the primary special ed teacher for a course, it needs to be set to yes. If they are the only teacher, they also need the primary teacher flag set to yes.

## Step 4: Discussion

Here is where the team approach becomes very important.

### Confirm Class Being Taught Is Same as Reported

- Questions to ask/Information to confirm:
  - Is this a General Education Kindergarten class?
    - If yes, then the teacher is out of certification.
    - Is there a reason why the district has this teacher in this class?
      - If yes, go to Step 6.
  - Is this an Inclusion Kindergarten class?
    - If yes, then the teacher is out of certification.
  - Is this a Special Class Kindergarten?
    - If yes, then the teacher IS IN certification

## Step 5: Corrections

For our example, we determined upon further inquiry that the teacher is actually teaching a Special Ed Kindergarten class.

- Let's return to review the SIRS 328 report:

<u>Course Code</u> - d -	<u>Course Name</u> - e -	<u>Course Section</u> - f -	<u>Local Course Name</u> - g -
51028	Language Arts (kindergarten)	4000-2	ELA Grade K
52030	Mathematics (kindergarten)	1000-2	Mathematics Grade K
53230	Science (kindergarten)	3000-2	Science Grade K
54430	Social Studies (kindergarten)	2000-2	Social Studies Grade K

<u>Primary Lang</u> - h -	<u>Certified</u> - i -	<u>Charter Exemption</u> - j -	<u>FTE</u> - k -	<u>Primary Ind</u> - l -	<u>Special Ed Ind</u> - m -	<u>ENL Ind</u> - n -	<u>Incidental</u> - o -
ENG	No	No	1	Yes	No	No	No
ENG	No	No	1	Yes	No	No	No
ENG	No	No	1	Yes	No	No	No
ENG	No	No	1	Yes	No	No	No

- ★ First, we must communicate the changes to the DDC or person who loads data to level O. ★
- Next, we must correct the course alignment by deleting the old course codes and adding 99002, Special Class (SelfContained) -K-6 Elementary.
- Lastly, we must change the Special Ed Indicator, column m, to YES

## Example 2

- This teacher is reported as teaching out of certification for 5<sup>th</sup> Grade Reading

<u>Course Code</u> - d -	<u>Course Name</u> - e -	<u>Course Section</u> - f -	<u>Local Course Name</u> - g -
51045	Reading(gr 5)	05-READ-3	5 <sup>th</sup> Gr Reading

<u>Job Description</u> - f -	<u>Certification Area Code</u> - g -	<u>Certification Area Description</u> - h -
TEACHER	3013	Early Childhood Education (Birth-Grade 2)
TEACHER	9014	Students With Disabilities (Grades 1-6)
TEACHER	3014	Childhood Education (Grades 1-6)
TEACHER	0126	Students With Disabilities (Birth - Grade 2)

- SIRS 328 – Out of Certification Verification Report
- SIRS 329 – Staff Certification Report

## Excel "Certification Crosswalk"

Filter by certification code

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

Next we go to the Certification / Course Crosswalk and compare the certification codes to the out of certification course code.

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

Filter the Crosswalk document in Column C to those certification codes.

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

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



- What is Reading (grade 5)? Confirm the course content with colleagues.
  - Is this a Special Education course? AIS? Language Arts?
- Look at the courses that are in certification for this teacher. Is there another code that can be used?
- In this example, the district determined that 5<sup>th</sup> Grade Reading was Language Arts (grade 5) and changed the code in their SIS/SMS and Level O

51033	Language Arts (grade 5)	05-READ-3	Fifth Grade Reading	ENG	Yes	No	1	Yes	No	No	No
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## Step 6: Waivers

- Is there a Special Circumstance that would explain why this teacher is teaching this class?
- There could be many valid reasons.
- If the districts believes that the reason is valid, you must apply for a waiver from ESBOCES District Superintendent, using the Application for Incidental Teaching Assignment.
- The form is available on the ESBOCES Data Central website homepage.

 ● **If your waiver is approved, then you must share that information with the DDC so that the Incidental Teacher field can be changed to YES.** 



# Example 3

- This teacher is reported as teaching out of certification for Technology Education 8.

<u>Course Code</u> - d -	<u>Course Name</u> - e -	<u>Course Section</u> - f -	<u>Local Course Name</u> - g -
21052	Technological Processes	6508-1	Technology Education 8
21052	Technological Processes	6508-2	Technology Education 8

<u>Job Description</u> - f -	<u>Certification Area Code</u> - g -	<u>Certification Area Description</u> - h -
TEACHER	5110	Social Studies 7-12

- SIRS 328 – Out of Certification Verification Report
- SIRS 329 – Staff Certification Report

## Excel "Certification Crosswalk"

<u>Course Code</u>	<u>Course Code Description</u>	<u>Certification Area</u>	<u>Certification Area Description</u>	<u>Course Subject Area</u>
04052NF	World History and Geography (New Framework)	5110	Social Studies 7-12	Social Studies
04053	Modern World History	5110	Social Studies 7-12	Social Studies
04054	IB History - HL	5110	Social Studies 7-12	Social Studies
04055	Modern European History	5110	Social Studies 7-12	Social Studies
04056	AP European History	5110	Social Studies 7-12	Social Studies
04057	AP World History	5110	Social Studies 7-12	Social Studies
04058	Ancient Civilizations	5110	Social Studies 7-12	Social Studies
04059	Medieval European History	5110	Social Studies 7-12	Social Studies

Filter the Certification Area Code column to match the teacher's certification



Course Code	Course Code Description	Certification Area	Certification Area Description	Course Subject Area	Course Level
04052NF	World History and Geography (New Framework)	5110	Social Studies 7-12	Social Studies	Secondary
04053	Modern World History	5110	Social Studies 7-12	Social Studies	Secondary
04054	IB History - HL	5110	Social Studies 7-12	Social Studies	Secondary
04055	Modern European History	5110	Social Studies 7-12	Social Studies	Secondary
04056	AP European History	5110	Social Studies 7-12	Social Studies	Secondary
04057	AP World History	5110	Social Studies 7-12	Social Studies	Secondary
04058	Ancient Civilizations	5110	Social Studies 7-12	Social Studies	Secondary
04059	Medieval European History	5110	Social Studies 7-12	Social Studies	Secondary

Comparing the teacher's certification area NYSED courses:  
Not a possible match to course marked as out of certification, below, for this teacher.

Course Code - d -	Course Name - e -	Course Section - f -	Local Course Name - g -	Primary Lang - h -	Certified - i -	Charter Exemption - j -	FTE - k -	Primary Ind - l -	Special Ed Ind - m -	ENL Ind - n -	Incidental - o -
21052	Technological Processes	6508-1	Technology Education 8	ENG	No	No	0.500	Yes	No	No	No
21052	Technological Processes	6508-2	Technology Education 8	ENG	No	No	0.500	Yes	No	No	No

This district applied for an received an Incidental Teaching Assignment waiver. Once this information is updated in the district's SIS/SMS and then in Level O, the indicator in the Incidental field, column o, will change to YES.

# AIS codes

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

Please refer to the graphic on the right. This information is pulled from the [SIRS manual](#) (version 19.5 of February 2024; page 117)

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

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

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

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

# Summing up

- You may need to go back and forth a few times between the Crosswalk and the reports to find the correct course code for teachers on the SIRS 328 report.
- The good news is that once you fix the course codes this year, you will have fewer errors in the coming years.
- Load the data early and make corrections early to avoid incorrect data appearing on your NYS Report Card.

# Need help?

- For districts with a Staff Developer/Shared Data Expert, contact your SDE directly for help.
  - If you do not have an SDE in your district, contact Vanessa Dittrich for additional information, [vdittrich@esboces.org](mailto:vdittrich@esboces.org)
- If you think NYSED has made an error and that the certification is correct for the course code, contact [dwtshelp@esboces.org](mailto:dwtshelp@esboces.org)
  - The SDS team will work directly with NYSED Data Support to reconcile.

Questions?

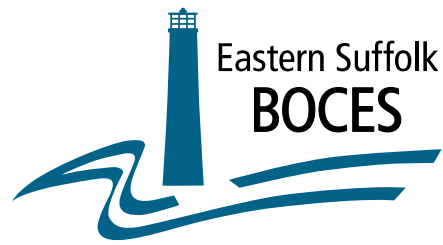
Feedback

- Any Question?
- Please fill out feedback survey
  - Use QR Code
  - Or URL in “chat”

<https://survey.k12insight.com/r/xelFLi>

- Thank you for attending!





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