School Data Bank Services

Eastern Suffolk BOCES

Educational Support Services • Working Together for Excellence

Out-of-Certification Verification

Ensuring Accurate Course Coding and Certification Alignment

Accurate course coding is essential to ensuring that instructional staff are reported under the appropriate certification areas and to avoid discrepancies on your district's New York State School Report Card. This session will review NYSED requirements for course reporting and provide practical guidance for identifying, verifying, and correcting potential errors before public reporting.

Participants will gain a clearer understanding of how course codes, certification areas, and staff assignments intersect, and how to address issues proactively.

In this session, we will cover:

- Identifying when staff may be teaching out of certification
- Determining which course codes align with a teacher's certification
- Comparing course descriptions to assigned State course codes
- Reviewing processes for correcting course code errors
- Understanding the steps for obtaining a waiver
- Submitting an appeal to NYSED when certification alignment is appropriate

DATE:	Tuesday, April 27, 2027
TIME:	10:00 AM – 11:00 AM
COST:	Complimentary for Subscribers; $50.00 for Non-Subscribers
AUDIENCE:	District and school administrators, HR personnel, and data staff responsible for course coding, staff certification, and state reporting
LOCATION:	Virtual Workshop – Details will be provided by email
REGISTER:	https://webreg@esboces.org

John Lytell *has been a Staff Developer/Shared Data Expert with Eastern Suffolk BOCES for over 6 years assisting district leaders create custom data reports for attendance, demographic trends, disciplinary incidents, English Language Learner (ELL) Part 154, graduation preparedness and pre/post assessments. John is NYSED certified in Art (K-12), Mathematics (7-12) and School District Administrator (SDA). He joined Eastern Suffolk BOCES in 2003 as a Teacher Integration Specialist in the Model Schools Program and held IT roles with the Regional Information Center (RIC) and an Administrator in Adult and Continuing Education. His background includes 15 years of IT experience and has earned certifications from Microsoft, Cisco and VMWare. Prior to joining ESBOCES, John resided in Japan for 2 years working for the public schools assisting teachers of English.*

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