OFFICE OF FINANCIAL MANAGEMENT / EDUCATION RESEARCH DATA CENTER

PROFESSIONAL EDUCATOR STANDARDS BOARD

EDUCATOR PREPARATION PROGRAM ACCOUNTABILTY DATA COLLECTION AND SUBMISSIONS MANUAL

A technical specifications manual for reporting candidate level data to the Education Research Data Center

Reporting Year 2021: 9/1/20 – 8/31/21

Data Collection Year 2021-22

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Relevant Links

Data Manual: https://erdc.wa.gov/data-resources/working-erdc-data

Secure File Transfer Portal: https://sft.wa.gov

Change Log

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Changes • Field names listed in the assessment file format for the alternative demonstration of content mastery information did not match what was posted here in the change log, nor did they match what was posted in the excel templates on the ERDC website. Field names in the file format were corrected to be consistent across all documentation, and reflect what was in the file format, not what was posted here in the change log. • PESB contact was changed to reflect departure of Nick Gillon. • Web address of resources at ERDC website was updated.	
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Clerical Changes • Dates changed throughout the document to reflect the current collection and reporting cycles. • Changes made to variable parameters to correct inconsistencies between this document and the Appendices Workbook. • Fixed errors in email addresses and links Changes to process and procedure • Tailored submission by program type - CTE Plan 2, school counselor, school psychologist. • An email address for questions related to data submission, for inclusion in separate FAQ documents. • School code table for private schools obtained from the State Board of Education • Assessment codes for the edTPA were added to reflect the National Codes and the PESB Assessment workbook updated. • applicant_id is being dropped from the Admissions file, and first and last name are being added, as well as a new element for application date. Providers will no longer have to create an applicant ID – this will be done in post submission processing. These fields do not represent the collection of new information and will be required for the 202021 reports.	

- During the data cleaning phase of submission, timeframes for returning data files will be negotiated between the DA and the ERDC analyst.

Changes to data definitions

- endorse_recommend was previously a yes / no field with valid values of 1 and 0. For 202021 this definition is changing so this field will now contain the endorsement that was recommended. In most instances this will be the same endorsement code as what is listed in the crntyr_endorse_active field. This may not always be the case though, for providers that allow for choice of endorsement at the end of a program. The field parameters will change from format of int with length of 2 to format of varchar with length of 6.
- The crntyr_endorse_active field definition was clarified to specify it should reflect the active endorsement pursuit as of the end of the reporting year or as attached to a program that the candidate is exiting if changing programs mid-year.
- endorse_complete_date – because this information is redundant with other fields, the definition is adjusted to be the endorsement code that was recommended.

- endorse_code_initial – the definition of this field in the Admissions file was clarified to mean the endorsement intent declared by the applicant at the time of application, not enrollment.
- Valid value of 20 for recommend element – this definition was clarified to be more specific that this value applies to candidates who have finished their coursework and have nothing but testing left to accomplish before they can be recommended.

Changes to valid values

- New values added to the recommend element for recommendations that are pending and for cases where no recommendation is needed (e.g. test-only endorsements).
- A valid value was added to the stand_rev element in the PEAB file to indicate when a meeting was held for a purpose other than reviewing standards.
- A valid value of “ALL” was added to the stand_rev and component elements in the PEAB file to streamline reporting.
- A valid value of 800 was added to the entrance_examX fields in the admissions file to indicate the provider is still waiting to receive the results of the basic skills assessments at the time of data submission.
- crntyr_endorse_active – some programs are designed to delay the choice of endorsement until late in the program. For these situations when an endorsement pursuit has not yet been declared, the valid value “TBD” can be entered, for “to be determined.”

Additional clarifications

- Color coding clarified across manual and submission templates
- The variable parameters for prog_ID were changed to length of 22 to accommodate institutional requests

- The variable parameters for lead_mentor_contact were change to length of 150 to accommodate actual data entry needs of providers
- All candidate name variables were increased to length of 75 to accommodate actual recorded names

Changes to the list of required data elements

- **GPA & GPA_level** - the GPA calculation was challenging for some program leaders. GPA elements have been dropped from the collection.
- **prevyr_endorse_inactive** & **inactive_endorse_yr** were not available for most institutions; these elements have been dropped from the collection
- **applicant_id** has been dropped from the collection and will be added post-submission
- **Component_area–** this element in the standard identification for the PEAB file has been combined with the standard number element. Component_area has been dropped from the collection
- **prac_endorse** to indicate the endorsement(s) for which clinical practice is intended to support.
- **app_date** to indicate the date of application for admission to a program.
- **cbc_status** to indicate if a case-by-case exception for endorsement assessment was granted to an eligible candidate, and what the status of that submission is at the time of reporting.
- **alt_content_demo1** and **alt_content_demo 2** to collect information about 2 forms of evidence used for each case-by-case exception to passing content knowledge assessment. Valid values for this element will be "coursework" and "other".
- **alt_content_demo1_txt** and **alt_content_demo2_txt** to be used if "other" is selected.
- **alt_ed_env** to be used if clinical practice is not in a public or private school. [10 = ECE setting, 20 = ECE or alt ed setting as a result of COVID-19, 30 = alternative education environment, 0 = not an alternative education environment]

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What's New for 2020-21

While we are committed to as few changes as possible to the data files, there is always the possibility that new laws are enacted, policies shift focus, or unforeseen circumstances arise (like a pandemic!). These events may require changes to the way we do things, leading to necessary changes in the data collection process. This could involve additions, deletions, or redefinition of variables in the list of elements, changes in the collection structure, or modifications of the processes and procedures we follow. This opening section of the manual is intended to give you a quick summary of what is changing for the next reporting cycle in a way that is easy to digest. Additional detail will be given in other sections of the manual where needed.

New Elements

These are new elements to be ***COLLECTED*** beginning with the 202122 reporting year, and ***REPORTED*** in the fall of 2022 with the 202122 report.

- **Case-by-case exceptions** – when a candidate does not pass their content assessment, new rules provide an option for the candidate to demonstrate competency by other means. Five elements are being added to the Assessment file to allow programs to record these cases and document the evidence presented by the candidate. Two pieces of evidence are required.
    - **cbc_status**: this field is a categorical field to indicate whether a candidate applied for a case-by-case exception and what the status of their most recent submission is at the time of reporting
    - **alt_content_demo1** / **alt_content_demo2**: these fields will be used to indicate the type of evidence supplied by the candidate to determine competency. Values will be categorical and include values for "coursework" or "other." If the "other" category is selected, a text description will be needed in the next field.
    - **alt_content_demo1_txt** / **alt_content_demo2_txt**: these fields gives 255 characters to describe what the "other" evidence consisted of.

- **Alternative education environments –** we have learned that some candidates do their practical work in alternative education environments, or in an early childhood education setting for those pursuing endorsements in early childhood education. These situations were not easily handled by the list of district and building codes provided. An additional field is being added to the Clinical file to indicate if the site for practical work was in one of these two different settings.
    - **Alt_ed_env:** this field should be set to zero unless the candidate was doing their practical work in an alternative education setting or an early childhood education setting. Valid values are given for both. If this field is not zero, the building code field should reflect the district code where the alternative or ECE site is located. A separate code is provided for cases when the candidate would have been placed in a regular

classroom setting, but because of COVID-19 issues, an alternative education setting was necessary.

- **Endorsement tracking –** last year's collection attempted to collect data that would allow us to track the change in endorsement pursuit that naturally happens over time. Very few providers were able to submit the detail requested, and a suggestion was made for an alternate way of accomplishing this goal that would be easier for programs to manage. By tracking the endorsement at three critical points in time, along with changes in program ID, change in endorsement pursuit should be evident. The exact dates of the change are not necessary. We already track the endorsement declared at admissions and the endorsement that was recommended. Adding a field to the Clinical file will complete the range of information needed to understand changes in endorsement pursuit.

    - **prac_endorse:** this field will capture the endorsement for which the clinical practice reported was arranged. If a single practice is designed to support more than one endorsement, all endorsements can be entered in a single field. Format for this style of data entry will be XXXX/XXXX and is included in the field definitions.

- **Applicant tracking with an applicant_id –** programs will no longer need to create an applicant ID for the Admissions file. Fields for first and last name, and date of application have been added to the file format to provide the information needed to create the applicant ID during post-submission processing. These fields do not represent the collection of new information and are required for the 202021 reports.

Deleted Elements

- **GPA & GPA_level–** calculation of this element has been an on-going problem for program providers – candidates enter with widely variable education backgrounds, not all programs use GPA in enrollment or instruction standards. The reliability of this variable as an indicator of candidates' ability or programs' effectiveness has been controversial and cannot be established with confidence. In addition, it has been a non-consequential indicator for some time now. These elements have been removed for the 202021 reporting year.

- **prevyr_endorse_inactive & inactive_endorse_yr –** these elements were intended to be used for tracking the change in endorsement pursuit over time. However many programs do not keep this level of detail about candidate decisions and were not able to complete these fields. We have decided to try a different method for tracking changes in endorsement pursuit that we believe will be simpler. These fields are being dropped from the Demographic file for the 202021 collection.

- **applicant_id –** as outlined in the previous section, this element is being dropped from the Admissions file.

- **component_area–** as outlined in the section below, this element is being dropped from the PEAB file.

New Valid Values

Sometimes in the data cleaning and analysis phase of this process, we find situations that are not easily handled by the existing valid values, and we find we need another option to describe a situation accurately. We consider and propose new valid values when data administrators describe these challenges and their circumstances.

Additional valid values are being added to the following elements:

- **recommend:** this element appears in the Demographic file and is used to indicate whether a candidate has been recommended for certification. Current values include:
  - 10 - yes, candidate has been recommended,
  - 20 - candidate has completed coursework and can be recommended as soon as testing requirements are completed (does not apply to COVID related deferred testing) *[revised definition]*
  - 30 - candidate is working towards placement in a private institution that does not require WA certification *[revised definition]*
  - 0 - candidate has not been recommended

  These additional valid values have been added:

  - 40 - the candidate is obtaining an endorsement that does not need program completion (e.g., test-only, add-on)
  - 50 - coursework and testing is completed, and a recommendation is pending

  These additions will help avoid situations where all the supporting fields that justify the value of the recommend field are filled in, but the recommend field is still set at 0, prompting a question back to the program before the collection file is accepted.

- **stand_rev & component –** these elements previously served to identify the standard that was reviewed by the advisory board during their meeting. The previous instructions were to enter a row for every single combination of standard/ component_area/ component that was reviewed during a meeting (e.g. 5 + B + iii). However, sometimes a standard is reviewed in its entirety, or meetings are held for purposes other than reviewing standards. The existing configuration for reporting did not address these circumstances very well, and resulted in a lot of extra work to enter rows of data that contained redundant information and which did not have any other function necessary for reporting. To remedy this, the component_area element has been combined with the stand_rev element, and two new valid values have been added.

  - **"XALL" –** instructions now allow for entering the standard number and the component area together in the single field (e.g., 5B). If the standard was reviewed in its entirety, the value ALL can be added to the standard number, e.g., 5ALL. This value is also added to the component element so individual Roman numerals do not need to be added in individual rows.

  - **99 –** this valid value is added for the stand_rev variable to indicate a meeting was held for purposes other than review of standards.

- **entrance_examX –** rather than leave a set of fields completely blank when exam information is pending, code 800 was added to the list of exam codes to use for the basic skills exam entries in the Admissions file. If the program is waiting for exam results from an applicant, rather than leave all the fields blank, use code 800 in these fields to indicate the results are on their way.
- **crntyr_endorse_active –** to account for legitimate situations where a candidate has not yet decided on an endorsement pursuit, a valid value of "TBD" can be entered in this field instead of an endorsement code.

Changes to Definitions

We strive to keep definitions consistent from year to year. If we need to change the definition of a variable, it is preferable to introduce a whole new variable so there is no confusion between what a variable means over time. In some cases, this may not be possible, or may not be the best approach. This year presents one of each type of change as described in the following bullets.

- **recommend: valid value 20** – the definition of this valid value of the recommend field is being clarified so it is understood that it only applies to candidates who have successfully completed their coursework and clinical practice requirements, and have only their testing to complete before being recommended for their certification or endorsement, and that testing is not being deferred due to COVID impacts.
- **recommend: valid value 30** – the definition of this valid value of the recommend field is being expanded so it can apply to any student who is not seeking WA certification because the school they intend to work at is a private setting and does not require state certification. Students in this circumstance do not need to be included in the collection, as PESB is concerned only with students seeking state certification. However, some program providers may want to track these individuals the same as their other candidates for program defined purposes. This valid value allows us to easily exclude these students from state level analyses.
- **endorse_complete_date** – this was originally intended to capture the term and year for when a candidate completed all requirements for their endorsement; however, this is redundant with other fields in the collection. A better use for this field is to capture the date a candidate was recommended for their endorsement. Endorsement pursuit is truly "complete" when the recommendation has been made. Also, as we've gained experience working with the differences between the PESB reporting year and the academic year, this date should be reported according to the academic year to maintain consistency with all the other date fields that use the termYYYY format.
- **endorse_recommend** – previously this element was a yes / no field with valid values of 1 and 0 to indicate whether the candidate was recommend for an endorsement, versus a certification. It will be more useful when tracking endorsement pursuit if this field actually reflects the endorsement code of the recommendation.

- **endorse_code_initial** – this element was originally defined as the endorsement intent declared at the time of *enrollment* - this should be at the time of *application.* We recognize that things can change due to advising practices, and knowing what a candidate comes in thinking about compared to what they end up enrolling for will be useful in tracking changes to endorsement pursuit.
- **crntyr_endorse_active** – the endorsement pursuit of the candidate for the reporting year should reflect whatever endorsement code is being pursued AS OF THE END OF THE REPORTING YEAR, or in the case of a record that was given an exit code because of a program change, the endorsement pursuit attached to the program being changed from. We are aware there are instances when a program change will not result in a change in endorsement pursuit.

Process & Procedure Changes

The following changes and enhancements are being implemented:

- **Program providers no longer need to create an applicant ID** for the Admissions file. This change has been described in sections above.

- **Can now combine the standard number and the component area elements** into one in the PEAB file. This change has also been described in sections above.

- **New channel for communication for questions** - we have set up a new email address to capture questions and answers that happen throughout the process of the collection and reporting cycle. We encourage everyone to use this email address, or add it as a cc to any question messages you send to PESB or ERDC. This is not required of course, but we may add the address in our response to you so we can keep track of our conversations. This will help us keep all the questions, concerns, and answers provided in a central place we can go back to when we create or update an FAQ document, or come to that point in the cycle where we need to decide if there is anything that needs to change in the collections.

  The address is: eppquestions@ofm.wa.gov

- **Private school building codes** - we have added a list of building codes for private schools for use in the building code field for the Clinical file. This list is maintained by the State Board of Education (SBE) and is being included as a new Tab (D1) in the Appendices Workbook.

- **New Assessment codes** – we are making allowance for the use of the National assessment codes for the edTPA assessments; both sets of codes will be accepted. The assessment coding information is available in a workbook on the PESB website and will be updated with the new codes. The link for the workbook is given at the end of this document in the Appendices.

- **Time-to-return for data files –** this year we are going to try a couple things to keep the data submission process more timely and on track. When data files are reviewed and feedback is sent, a suggested return date will be included with the feedback. The DA will either accept that return date or suggest a different time frame. Once a "due-date" for return of corrections is decided on, the ERDC analyst will make a note to follow up with the DA on that due date if no files have been returned. This is not meant to be a high pressure tactic, just an easy and simple way of building in an accountability reminder to help keep the process moving towards completion. Delays in this part of the process result in bottlenecks downstream in the work flow and unnecessary angst for all involved.

Miscellaneous Items

As always, other changes may result from proof-reading and editing, fixing dates etc. In addition, we've heard your feedback about presentation, language, and readability of this manual and have reorganized the format a bit and added clarifications in a variety of places. In particular, we've tried to add clarity to these areas:

- **Submission templates –** the color coding used for the templates to indicate what fields to report for which programs was a good effort, but needed a slightly different presentation and a little more explanation. There was also confusion that came from using the same color coding for two different purposes. Since there is no need to report back data this year, that problem is resolved, but we've added clarification around other issues.

- **Who to report on –** there were questions around who should be included in reporting in each of the templates. We've added clarification on this and defined the universe for reporting in the templates.

- **Year vs. Academic year –** this issue continued to be problematic, largely due to the need for multiple years of data. We've clarified the use of these fields further.

- **Detailed definitions & data entry instructions –** detailed definitions had been a section in the manual at the end, and was cumbersome to use. We decided to fold it into the file formats along with instructive information about how to fill in the data fields so all that information is in one place. These same definitions and instructions are transferred to the Appendices Workbook so they are readily available alongside the lookup codes needed to fill in your templates.

- **Cross-file validations –** the structure of the data collection now allows for validating the quality of the data by ensuring information in one file is supported by information in other files. Specifically, the Demographics, Assessment, and Clinical files have elements in them that should support each other and be consistent. This gives us a high level of confidence in the accuracy of the data and will result in better data collection and reporting practices over time. More details about this will be provided in a later section of the manual.

- **Data cleaning checks –** checklists for each file detailing the data cleaning process that a DA can do on their file before submitting it for review will be released later in the summer before the submission window for 2021 opens.

FALL 2021 DATA REPORTING

General Instructions

There are some basic rules that apply to the collection in general, regardless of which file you are working on. Here's a quick run-down of what to do, and what not to do.

Please DO…

- Use the templates provided at the ERDC EPP resource site https://erdc.wa.gov/data-resources/working-erdc-data
- Fill in every field that applies to the programs you are reporting on *(see the section on color coding of the templates for more guidance on this)*
- Include data for all your program types in the same file for each collection
- Check your data file for errors and blank cells that should not be blank before you submit, as well as hidden characters *(instructions will be given next fall)*
- Use the valid values given for the collection elements
- Delete any occurrence of "NULL" that may result from pulling data from your institutional data system
- Use "paste values" instead of regular paste when copying data from another source
- Use the correct format for date fields, as indicated in the field definition
- Unhide and unfreeze your columns before submitting
- Remove any formatting you added *(color shading, bold grid lines, etc.)*
- Ask as many questions as you need to be sure you understand how to report
- Save your files as either .xlsx or .csv. Either format will work, but .csv is preferred
- If submitting more than one file, put them in a zip file and submit the one file
- When submitting corrected files, submit only those files that have changes
- **Always** send candidate data using the SFT system

Please do NOT…

- Make up your own template
- Change the templates you download from the ERDC site
- Add elements to the template
- Move columns in the template
- Change the element names
- Change the formatting of the columns (they are preformatted for you)
- Enter values that are not on the valid values list
- Resubmit files that have already been accepted as done
- Send candidate data files through email!

Who Am I Reporting On?

Another way to ask this question is – who gets included in each of the files? Check the table below to see who should be reported in each of the four student files, as well as a little explanation of what data is in the other three required files.

File Name	Who is Included	What Else Should I Know?
Admissions	All viable applicants to any program type *(viable = meeting minimum threshold for application consideration as defined by your program)*	You don't need to report on applicants who don't meet the minimum threshold for a person you would consider. Don't report applicants who have incomplete applications.
Assessment	All candidates in any teacher or principal program (including CTE Plan 1 candidates) who attempt an assessment.	Include only the best attempt for any assessment except edTPA. Include most recent attempt for edTPA.
Clinical	All candidates in any program type who begin a clinical practice or internship experience.	You don't need to report on field observations and other activities that don't count towards the total number of practical hours needed for certification.
Demographic	All candidates who are enrolled in any program type during any term of the year, past the census date of the term. Also include any candidate who returns from an absence to finish testing.	Candidates returning to test do not have to be enrolled, but they do need to be in the demographic file. They should be marked with the returning code in the prev_degree field to indicate they have been enrolled in a program at some point in the past.
Institution	This file provides information about the term start and end dates for your institution.	This is about your INSTITUION term structure, not the PROGRAM cycle.
Program	This file gives detailed information about the structure of your programs.	Include programs that are active, even if admissions to the program are on hold. Also include programs that are ended but still have candidates enrolled. Each program ID should be unique to a single program.
PEAB	This file includes information about the standards being reviewed by your advisory board and the recommendations being made to the program related to those standards.	This file also includes program responses to recommendations made from the previous year, as well as the current year activity and recommendations.

How Many Years Of Data Do I Have To Report On And For What Time Frame?

Program providers need to report only **ONE** year of data. The reporting year is 202021, meaning you will report all candidate activity that occurred during the time period of September 1, 2020 through August 31, 2021.

How Do I Use The Templates To Report My Data?

Excel templates have been provided for you to enter your data in for submission to ERDC. These templates are in .xlsx format, which is the standard Excel workbook format. This is so the color coding that guides which fields are required for which program types can be preserved for you to see when you open the template. Once your files have passed all edit checks and are ready for loading into the master database for analysis, they are converted to .csv format. You can save this way yourself if you wish. Either format is acceptable for submission.

Here is a quick list of things to know about these templates:

- They are available to download on the ERDC website at https://erdc.wa.gov/data-resources/working-erdc-data
- **Do not use any commas, quotes, semi-colons, or apostrophes in any text field.** Since the files are converted to .csv format before loading to the master database, these characters will be read by the import program as places where the data should break into new variables. It is not always evident when this happens until well into the analysis. It is a lot of extra work to fix it at that point, so please don’t use those characters. Use a blank or underscore if something is needed.
- The columns are ordered and named in the way the import program will read them. Any deviation found will cause an error. Please do not reorder the columns, add columns of your own, or change any of the variable names.
- If you need to add columns to assist your data entry work, or turn on freeze panes, or hide columns in the larger files, please remember to delete all extra columns and formatting before saving the final file for submission.
- The columns have been formatted for the data type of each variable. Please do not change these formats, and do not use the “clear formats” command.
- If you are copying and pasting from another data source, it is possible that data source has formatting attached to the values of the data fields. To avoid importing this hidden formatting and overwriting the formatting already in your templates, use the “paste values” option for pasting in data. This can be found by a quick right-click where you plan to place the data.

How Do I Know Which Variables To Report For Which Programs? And What Do All These Colors Mean?

When you download a template and open it, you will see that the elements are listed across the top of the file, one per column. A row above the element names has been added for the color key. Some columns in the color key row will be white (no color shading), and others may be filled in with a color. The color shading is there as a visual aid to help you keep track of which elements have to be reported for each program. (See Fig. 1)

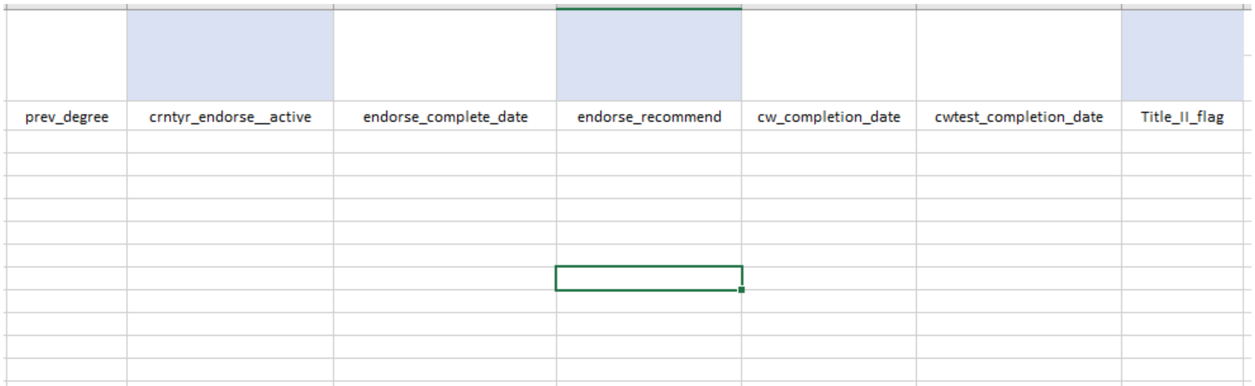

Fig. 1 Candidate Demographics template with color-shading illustrated.

The columns with no color shading in the color key row are the elements that are required for ALL programs.

Elements that are required only for specific programs IN ADDITION TO the non-shaded elements will have their program color in the color key row, according to the color assignment given here:

- CTE Plan 2/ B&I, CTE administrator
- Superintendent, Program Administrator
- Principal
- School Counselor / Psychologist
- Teacher, Alt Route, CTE Plan 1

Figure 1 illustrates how the color key row indicates there are three additional elements required for teacher programs.

Elements that are not required for a program can be left blank.

If a program's color is not seen in the template, this means only the non-shaded elements need to be reported for that program.

If an element is required for two or more programs only, but not all programs, the color key row will be split to show the program colors for all programs required to report that element.

This system allows for future customization of the data collection by program, without adding the confusion of different templates for different programs.

Let’s look at another example, with a different template.

Figure 2 below displays a portion of the template for the Clinical Practice collection. In this collection, the school counselor program has a different structure to their practicum requirements. The practical for school counselors is done in two parts, with each part having potentially different hour requirements. To make reporting this easier, we added another prac_hour field, but here you can see how the color-shading methodology makes it clear that the added element is reported only by the school counselor program.

							Counseling Only
alt_ed_env	lead_mentor_cert	lead_mentor_contact	prac_start	prac_end	prac_hours	prac_outcome	prac_hours2

Fig.2 Clinical Practice template with single shaded element & special instructions

Because purple is the color for both school psychologists and counselors, it was necessary to include the instruction in the color row key to report that element ONLY for the counseling program.

The non-shaded elements are required of all program types. The purple shaded element is required only for the school counseling programs.

Institutions that do not have a school counseling program will leave this column blank.

Where do I find my PEAB template? It’s not on the ERDC website!

The first year of the candidate level collection, the PEAB (Program Education Advisory Board) data was reported in two files: one provided information on the composition of the meetings, the other provided information on any recommendations that resulted from the meetings. Last year we combined those two templates into one and added elements to capture more detail about the meetings and recommendations. Specifically, we wanted to understand better:

- What standards are being reviewed by the advisory boards, and more specifically what parts of the standards?
- Is data from the program more or less used / better received than data from the PESB office?

- What recommendations are related to which part of what standard?
- How is the program responding to those recommendations?

We recognize there is a time-lag on when a recommendation is made, and when the program provider is able to respond to that recommendation. At the same time, we wanted all the information for PEABs to be in one file. To satisfy all these requirements, we designed a single template that is customized for each program with your previous year's information already filled in. This file is loaded to your SFT account sometime after the indicator reporting has finished.

The template is prefilled with the summary of what was recommended in the previous reporting year, with a column for the program response. Figure 3 depicts this part of the PEAB template.

component	recommendation	recommend_txt	prev_yr_meeting_date	program_board	prev_yr_summary	prev_yr_response

Fig. 3 PEAB meeting template with fields for last year's recommendations highlighted in yellow.

The first three elements visible in Figure 3 apply to the current reporting year for any recommendations made by the PEAB and are included here to show the difference between current reporting year elements and prior year response elements. The first element shown is for the component of the standard being reviewed, the next is for the recommendation category, and the next one is for the text summary of what the recommendation was about. These are not all the elements in this collection, just a few. There are several elements that come before these shown in Fig. 3 in the actual template.

The next four elements, highlighted in yellow, are included at the end of the file and are for reporting how the program responded to recommendations made in the previous reporting year. The first three of these yellow highlighted elements will be prefilled for you with the meeting date for when the recommendation was made, the name of the advisory board that made the recommendation, and the text summary of what the recommendation was about. The fourth column will come to you blank – this is where you put the program response that was made to the recommendation.

All the elements that come before these four fields should be left blank for any row that has a previous year recommendation filled in.

After filling in these elements for everything that was prefilled, you will start the current reporting year's data entry on the next line that is completely blank. The four elements highlighted in yellow will be left blank for all records for the current reporting year.

What Is The Difference Between The *YEAR* And The *ACADEMIC_YEAR* Fields?

Every provider gets to decide what their academic year is – when it starts, when it stops, and what kind of structure is used to offer instruction – term, semester, or some other hybrid system.

What this means when we're talking about data is that the academic year may result in a difference in the actual time something occurs for two different groups when trying to compare things from institution to institution. This is most problematic for things that happen during the summer term.

- Institutions that **START** their academic year with summer term are called ***summer lead*** institutions. Typical term or semester structure is: Summer, Fall, Winter, Spring for quarter systems, or Summer, Fall, Spring for semester systems.

- Those that **END** their academic year with summer term are called ***summer lag*** institutions. Typical year: Fall, Winter, Spring, Summer, or Fall, Spring, Summer.

This difference is important when comparing things about summer candidates, because the AY 2019-20 candidates in a summer lead school are candidates who attended at the same point in real time as the AY 2018-19 candidates in a summer lag school.

> To standardize the timeframe in which comparisons are made, the PESB reporting year is a reference to the period in real time of **Sept. 1 of a year through Aug. 31** of the next year.

Programs are asked to report all activity that occurs for their candidates during that time period, regardless of when that activity occurs in the institution's academic year cycle.

Because we are building a student level longitudinal database where each year builds on the previous year, there are potential cases where knowing in which academic year something happened will be important, especially as we attempt data linkages with data sources that may only have academic year as a time identifier. There are also reporting calculations that rely on knowing what activity happened in the summer months so things can be counted accurately for the right year.

Last year, academic_year was added to the collection. Because we were still collecting multiple years of data, it became confusing to know when that field should match the year field and when it should not.

There is actually a fairly simple way of remembering this:

- First – determine if you are a summer lead or summer lag school
- Second – get clear on the definitions of each of the fields in question
  - **ACADEMIC_YEAR**: The institutional academic year during which the candidate activity being reported on occurred
  - **YEAR**: The PESB reporting year for which the data contained in the record should be aggregated.

- Third – apply the guidance given for which kind of school you are:
    - *<u>Summer **LAG** Schools:</u>* The ACADEMIC_YEAR and YEAR fields should always match. This means your academic year matches the timeframe of the PESB reporting year, and so everything that happens for your candidates during a regular academic year will be included in the same PESB reporting year.
    - *<u>Summer **LEAD** Schools:</u>* The ACADEMIC_YEAR and YEAR fields will match for reported activity that occurred ONLY during fall, winter, and spring terms. For summer term activity, the ACADEMIC_YEAR and YEAR fields will **NOT** match. Please be extra careful about this. For records containing summer term data, the ACADEMIC_YEAR field will be one year AHEAD of the PESB reporting year.

Help! I Don't Have An Academic Year, Terms Or Semesters, Or A Census Day!

Not all organizations offering educator preparation programs are IHEs (institutions of higher education). Some are private organizations, some are ESDs, and not everyone has a traditional "academic year" or runs a sequence of terms. In these organizations, there is no such thing as "census day" or program awards as defined for this collection (traditional academic credentials).

If you are one of these providers, you may be wondering how to report when asked for information better suited to a traditional school.

- Academic year – your academic year becomes the same as the PESB reporting year, unless you choose to define it differently. You may want to declare a summer lead academic year if you typically start your candidates in the summer.
- For questions about term systems, respond with whatever code is designated as "other". Where dates are required in the format termYYYY, use a standard quarter system to align with, where fall term begins with September and runs through the end of the year; Winter begins with January, Spring begins with April, and Summer begins mid June.
- Census day – consider this as the day after which candidates who drop are still considered to have been enrolled. This can be any day you choose – in schools where Federal financial aid is available, it is typically around the 10th day of each term.
- Prog_award_level – check with ERDC or PESB for how to determine this.
- Anything else you are not sure about, just check in with ERDC or PESB staff and we'll figure it out together.

Where Can I Find Instructions On What Data To Put In The Templates For Each Collection?

There is a section in this manual that provides a file format layout of each collection. These layouts give you each element in the collection in the same order you will find them in the template. The format and size information for each element in the collection is provided so you know what kind of data to enter: numeric – just numbers as numbers, or alphanumeric, which can be text that contains letter, numbers, or special characters). Numeric fields are of the format “int” which is short for integer, or “varchar” which is short for variable character. These are programming terms that are commonly used in the data processing world.

Detailed definitions for each element are given to help you know what data you need to enter. A “THINGS TO KNOW” column is also included that gives additional information, tips, and instructions on what to enter for special circumstances.

If questions come up that the information in these formats doesn’t answer, or you run into a situation we haven’t seen yet, you can always send an email to the ERDC analyst who will get back with you ASAP.

You might now be wondering how you know what codes to use when the definition and instructions talk about codes and valid values. There is another document that accompanies this manual that has all the lookup tables you need for the valid values of every field. This document is the Data Manual Appendices Workbook, found at the ERDC website link https://erdc.wa.gov/data-resources/working-erdc-data

What Are Lookup Tables?

The Appendices Workbook contains several tabs with all the codes that you can use to enter data for each variable that needs a code. These are called “look-up values” and the tabs are called “look-up tables.” Here’s what’s in the Workbook:

- Tab A contains all elements that have valid values, ordered alphabetically for your convenience. Not all elements have codes. Some are dates, some are text, so only those elements that have codes for you to use are on Tab A.
- Tab B contains the race codes used for race and ethnicity reporting. These codes are the codes used by the Census Bureau, and are the same codes used by all the post-secondary public institutions in the state.
- Tab C gives all the endorsement codes that are valid for the reporting year. Note that some codes used in previous years are no longer needed. Please use only those codes that appear in this list. Note also there are separate endorsement codes for CTE Plan 1 programs, but none for CTE Plan 2.
- Tab D provides the OSPI building codes to be used in the Clinical Practice file for district and school building where a candidate completes their practice requirement.
- Tab D1 has been added this year to provide you with the private school building codes from the list maintained by SBE.
- Tab E is where you will find your Institution code if you don’t already know it.
- Tab F details the Domain Standards to help you with your PEAB reporting.
- Tab G gives a full list of approved basic skills exams for out of state candidates and codes for them.

- Tab H contains the full list of elements for 2020, whether they have a set of look-up values or not, sorted alphabetically. Columns to indicate which file(s) the elements appear in have been added to help you find what you need more quickly. You can filter the spreadsheet by an individual file to get the list of only those elements in the file. A sequence number is also provided so you can sort the list to get it into the same order as presented in the template.

How Do I Submit Data To ERDC?

Every program has one or more people responsible for assembling the data for these files. Sometimes the data for different files comes from different places in an institution, and different people are the "keepers" of different types of data. Somehow all this data gets compiled, formatted, and entered into the templates for submission.

Regardless of how many people this job is divided among, there should be one point of contact for the program who is responsible for submitting the files to ERDC. To PESB and ERDC, this person is known as the data administrator, or the DA. This is the person we will contact with questions about the data or to fix things that don't look right.

Each DA will be set up with an account in ERDC's secure file transfer system (SFT) so that files can be transmitted electronically in an encrypted and secure manner. The ERDC SFT system meets all state and federal security requirements for the transfer of sensitive data.

When a program identifies who their DA is, or when this responsibility changes hands, the ERDC analyst should be contacted, and the process of setting up an account will begin. A short instruction manual will be sent detailing how to sign in, and upload or download files. This is the way files are securely sent back to the program as well throughout this process.

A few things to know:

- There is someone on staff at ERDC who maintains all the accounts for SFT and resets passwords if someone forgets or does not renew their password before it expires. If you run into trouble, a quick email to that person will resolve everything (contact listed on the front of the manual).

- Files can be submitted any time, day or night, seven days a week, and should be in .xlsx or .csv format. Either format is fine. The preferred format is .csv.

- If you are sending more than one file, they should be zipped together in one file before sending. A single file submission does not need to be zipped.

- There is a "submission window" during which we expect files to be sent. When that window "closes" that does not mean SFT is no longer available. SFT is open at any time. The submission window simply defines the period of time during which we expect to receive files.

- If a file is sent back to you to download, it will come with a date stamp appended to the end of the file name. Simply delete this time stamp by renaming the file and your computer will then recognize the file extension and you will be able to open it.

What Does ERDC Do With My Files?

The analyst at ERDC goes through each of your files and does a series of edit checks to ensure the consistency, quality, and accuracy of your data submission.

Some checks are simple checks to be sure all cells that should have a value are filled in and there are no blank cells where there shouldn't be. Some are just to be sure the right format was used for dates, and other special formats. Some are to detect spelling errors, or errors in the way codes were entered.

Some checks are more complicated and are designed to make sure the data entered in one column is consistent with data in another column. There are even checks that look at data elements in one file compared to elements in another file.

All this checking is what we call the data cleaning phase of the submission process. The analyst makes a note of every inconsistency or error found, by file, and sends that information back to the DA via email and asks if the work can be completed in a certain timeframe. The DA then goes to work to fix the errors and resubmits the file when they are done. And the process begins again.

The DA and the ERDC analyst do this back and forth collaboration until the data files all pass all the edit checks. The files are then ready to be loaded into the master database.

The master database is where all the same files from all the programs are combined into one single file. This is so the report analysis and processing can be done just once for all programs, saving significant time and effort. The results of this processing are contained in one master report that is then separated back out into individual program reports. These actions are taken for each of the aggregated reports that are required to be sent to PESB for your program approval.

The master database is a longitudinal database and contains data across multiple years. Once enough time has passed so there are several years of high quality data in this database, it will be possible to ask and answer important policy questions about educator preparation and workforce activity in Washington.

How Can I Be Sure My Data Will Pass Edit Checks?

To help DAs complete their submissions with the fewest possible errors, we have a couple different things in development for this year to release before the next submission window opens.

- Over-the-shoulder style tutorial videos that walk through each template and show how to correctly enter data for different situations into the templates.
- Over-the-shoulder style videos on how to do the same error checks that are done at ERDC so DAs can diagnose their own data quality before submitting their files.
- A set of checklists, one for each file, that detail the steps to take to do many of the same edit checks that are done by ERDC so you can catch a lot of the things normally found in the first round of data cleaning.

When these are available they will be posted at the same places where this manual is found. Another thing DAs can do proactively is go through the data manual and related materials, make a note of your questions file by file, and then request a video meeting with ERDC and PESB staff where we can walk through each question, share screens if needed, and answer any questions you have before you get started. Just contact either ERDC or PESB staff to request a meeting if this is something you want to take advantage of.

How Does PESB Receive My Aggregated Reports?

Once the aggregated reports have been created, the DA will receive an EXCEL workbook in their SFT account with a tab for each of the aggregated reports, along with information on how the specific metrics in each report was calculated. Before any aggregated data files are sent to PESB, program providers need to review the aggregations calculated by the ERDC analyst and sign-off on them as correct.

> DAs should ***share these reports with their program admins***, and go through the aggregated numbers to make sure everyone agrees the numbers are correct. This phase of the process is what we call the aggregated report validations.

If there is disagreement with the numbers on any report, the DA needs to contact the ERDC analyst and together they will look at the data and determine where the discrepancy is coming from. Sometimes the ERDC analyst can make the changes needed in the master data files and rerun the report. Sometimes the DA will need to make changes in their files and resubmit them to ERDC for reprocessing.

Once everyone has agreed their aggregated reports are correct, the master file that contains the reports for every program is sent through SFT to PESB. PESB downloads the file and continues with their data processing routines to complete their required reporting and program review activities.

Do I Get Any Data Back?

There are two main data products program providers will receive back. First, the final version of the aggregated reports file, meaning the one that was received by PESB, will be sent to the DA for distribution to the appropriate people in their program. Second, for teacher and principal preparation programs, the indicator reports that are created in another phase of analysis that happens after the aggregated reports have been validated.

The Indicator reports are a set of metrics that compare individual program performance to the statewide performance on those metrics. Calculating the statewide metrics requires that every program have their data included and be as accurate as possible. Delays by one institution results in a delay for all programs in receiving their Indicator reports.

Indicator reports are used by program staff for program improvement planning, and in PESB's program review process. In addition, the Indicator reports are presented to the Board annually for review.

When Do I Have To Have My Data Files In To ERDC?

The submission window always opens on September 1st, meaning this is the first day files can be submitted to ERDC. The deadline for having clean and accurate files submitted to ERDC has always been October 31st; however, we have made exceptions to that deadline the past two years.

The first year, 2019, the deadline was set at November 30th because submitting data at the candidate level was a brand new process. That deadline was later extended to December 31st.

The second year, 2020, the deadline for FIRST submission of all files was set at November 30th with a deadline of January 15th for all files to be clean and accurate. This was done in response to the challenges presented by the pandemic, and because a significant number of new fields had been added to the collection and we expected programs would need additional time to accurately complete their work.

To better manage the submission process this year and ensure the time that has been allocated for certain activities in the work flow over this entire process can be used as planned (from data submission to Indicator report production), we are trying a staggered, assigned approach to submission times.

The 34 providers that submit data will be assigned to one of four groups, based on the past two years' level of technical assistance needed to complete the process. Each group will have a particular week assigned for submission, during which, time is reserved specifically for them to receive feedback on their files. Programs are free to submit their files any time BEFORE their assigned week, but must have their first submission in no later than their assigned time.

Any program DA can contact ERDC or PESB staff at any time with questions, request video meetings, or submit files. The assignment of submission times is not intended to limit access to the technical assistance needed to complete the data entry work, only to manage the workflow for the data review process.

The submission window opens September 1st, and closes October 31st. Here's how submission will be assigned:

- The first two weeks of September are open for anyone in any group who is ready to submit files.
- The third week of September is assigned to group 1.
- The fourth week of September is assigned to group 2.
- The first week of October is not assigned.
- The second week of October is assigned to group 3.
- The third week of October is assigned to group 4.
- The last week of October is reserved for last minute follow-up with those who are still working on their files.

This phase of the process will not include the cross-file validation work. This will be done next, in the first two weeks of November.

Providers can volunteer to be in a particular group. ERDC and PESB reserve the right to override that request and make a group assignment. Requests for a particular assignment should be sent to the eppquestions@ofm.wa.gov address PRIOR TO APRIL 30th . Program DAs will be notified of their group assignment the first week of May.

What Does The Rest Of The Timeline For Reporting Look Like?

There are a lot of things that have to get done between September and April besides programs submitting data. There are multiple reporting requirements to be fulfilled, evaluation of the current year's process needs to happen, and plans for the next cycle have to be outlined.

There is also a body of work that happens behind the scenes that programs are not particularly aware of to create the longitudinal data warehouse for the EPP data and to outline the calculations needed for required reporting to other state level entities.

There is also a wide array of people and groups involved with different parts of the process that all have to coordinate and contribute to the plans to move forward into the next cycle.

Here is a loose calendar of what the timeline looks like for all activities related to this project. This timeline is based on real calendar time, not reporting year or academic year. This reflects the upcoming period of time from September 2021 through April 2022:

- September 1st – submission window opens, providers begin submitting data
- October 31st – submission window closes, all data must be in to ERDC
- November – first two weeks – cross-file validations
- November – second two weeks – aggregated report production and validation
- November – all month – provider review and feedback on data manual and submission process
- December – first two weeks – aggregated reports finalized and sent to PESB
- December – second week - data manual review and revisions
- January – first week – first draft of data manual finalized for January Board meeting
- January – all month – Indicator report analysis
- February – first two weeks – Indicator report production
- February – last two weeks – Indicator reports shared with programs
- February – all month – final revisions to data manual
- February – all month – provider review and feedback on data manual
- March – first week – final draft of data manual prepared for March Board meeting
- April – release of final data manual for the next cycle, with accompanying materials.
- April – cross-year validation and integration to longitudinal database begins; alt route report requirements gathering for 2023 reporting begins.

2020 File Formats & Data Entry Instructions

General Notes:

- The starred fields (*) designate the fields that make up the key that allows for joining the files together. These fields should be exactly the same for a candidate in each file.
- If a field name is in **RED** it is a new field to be collected this year, and reported next year. These elements will appear in the templates for this year. If you have the information and are able to report it, we encourage it. However, it is not required for reporting until next year.
- Fields that are filled in with solid **GREEN** are elements that may have multiple record entries. If the text itself is **green**, that means it is an element that goes along with the solid green one. If the solid green element is reported, then all the green text elements should be reported too.
- The definitions included in the file layouts are now the same as what was in the longer, more detailed definition section previously found at the end of the manual.
- The "Rules" column now contains instructions or **THINGS YOU NEED TO KNOW** for entering the data for the element. Previously, "Rules" referred to the business logic needed for developers to program a file to pass automated systems checks. This information can be obtained by request to ERDC staff.
- Valid values are provided in the Appendices Workbook to save space in this document.
- If resubmission of files is needed, submit ONLY the files that were changed. DO NOT resubmit files that have already been accepted.

PEAB MEETINGS

FIELD NAME	FORMAT	LENGTH	DEFINITION	THINGS TO KNOW
inst_code	varchar	5	Institution code – this is the same as your CEEB code.	If you are a multi-campus institution where your campuses are independently authorized by PESB, each campus will use the main institution code with a letter at the end to identify their campus uniquely. See TAB B in the Appendices Workbook for the list of institution codes.
mtg_date	date	10	Date of PEAB meeting; use mm/dd/yyyy format (including slashes)	If a scheduled meeting was cancelled because of COVID or any other reason, do not report the meeting.
cred_role	int	3	Credential role reviewed	All alt route roles can be reported under the main teacher code cred_role = 10.
adv_grp_name	varchar	60	This is the name that the advisory group is called by the Institution. It can be whatever the institution determines it should be.	This field is limited to 255 characters. **DO NOT USE COMMAS, APOSTROPHES, SEMI-COLONS, OR QUOTES.**
comp_flg	int	2	This field is used to indicate whether a program is in compliance with administrative and other PESB rules with regards to the composition and operation of the PEAB group whose activity is being reported on. Are all positions on the board filled?	This element asks about vacant positions on the board, not about appointed members who are absent or on extended leave.
exp_num	int	3	Number of appointed board members expected to attend.	This is the full number of members who are appointed to the board. Do not count vacant positions.
attnd_num	int	3	This is the actual number of advisory board members attending the meeting.	

PEAB MEETING, cont'd

FIELD NAME	FORMAT	LENGTH	DEFINITION	THINGS TO KNOW
prog_data	Int	2	Indicator field for whether the data reviewed by the advisory board was data that had been compiled and analyzed by PROGRAM staff (as opposed to data that was analyzed by PESB and then provided to the program).	
prog_data_sat	int	3	Advisory boards are asked to rate on a scale of 1-5 their level of satisfaction with the data that was presented during their meeting. This field is where you record the AVERAGE of all the advisory board members' scale ratings for the quality and appropriateness of the data that came to them from analyses done by the PROGRAM staff.	If no data produced and analyzed by program staff was presented, leave this field blank.
pesb_data	int	2	Indicator field for whether the data reviewed by the advisory board was data that had been analyzed by PESB staff and provided to the program staff (as opposed to data that was analyzed by the program staff themselves and then provided to the PEAB).	
pesb_data_sat	int	3	Advisory boards are asked to rate on a scale of 1-5 their level of satisfaction with the data that was presented during their meeting. This field is where you record the AVERAGE of all the advisory board members' scale ratings for the data they reviewed that was a result of analyses done by PESB and provided to program staff, and then passed on to them for their review.	If no data that came from PESB was presented, leave this field blank.

PEAB MEETING, cont'd

FIELD NAME	FORMAT	LENGTH	DEFINITION	THINGS TO KNOW
stand_rev	varchar	4	Standard / Domain and the component area that was reviewed during the meeting	This field now combines the standard number and the component area letter into one field. If all areas of the standard were reviewed, you can enter in the standard number and "ALL" – i.e., "3ALL". Standards information can be found on Tab F of the Appendices Workbook. If the purpose of the meeting was administrative and did not involve the review of any standards, enter 99.
component	varchar	6	This field is used to report the specific component (designated by a Roman numeral) of a Standard component area that was discussed during the reported PEAB meeting.	If all components of a standard component area were reviewed, you can enter "ALL" instead of a row for each one.
recommendation	int	3	This is a category response field to indicate the subject matter of a recommendation made by an advisory board. Choose the most closely matching category to describe the topic of the recommendation.	If no recommendation was made, enter 0.
recommend_text	varchar	255	Summary text of recommendation made, if any	The emphasis here is on SUMMARY – the field can only accommodate 255 characters, so paraphrase. Also remember to NOT use commas, apostrophes, quotes or semi-colons. Use a space, dash, underscore, or slash mark instead if necessary.
prev_yr_meeting_date	date	10	FROM PREVIOUS YEAR DATA: date of the meeting when the included recommendation was made	This field is prefilled in the template for you just to help you identify in your past year's data which recommendation is being identified if you need to consult other notes to know how to fill out the response.

PEAB MEETING, cont'd

FIELD NAME	FORMAT	LENGTH	DEFINITION	THINGS TO KNOW
program_board	varchar	255	FROM PREVIOUS YEAR DATA: the name of the advisory board making the recommendation, as listed in you previous year's data submission.	This field is prefilled in the template for you just to help you identify in your past year's data which recommendation is being identified if you need to consult other notes to know how to fill out the response.
prev_yr_summary	varchar	255	FROM PREVIOUS YEAR DATA: this is the summary text of the recommendation made from last year, as included in your previous year's data submission.	
prev_yr_response	varchar	255	Summary of what response was made to a recommendation from the advisory board as documented in the previous year's PEAB data collection.	Again, this is a SUMMARY field, limited to 255 characters, same do's and don'ts as other text fields with respect to commas, etc. If no response was made, is pending or in progress, or was not needed, just state that, and a rationale of why.

INSTITUTION FILE

FIELD NAME	FORMAT	LENGTH	DEFINITION	THINGS TO KNOW
inst_code*	varchar	5	Institution code – this is the same as your CEEB code.	If you are a multi-campus institution where your campuses are independently authorized by PESB, each campus will use the main institution code with a letter at the end to identify their campus uniquely. See TAB B in the Appendices Workbook for the list of institution codes.
inst_enroll_year*	varchar	6	This field indicates the institutional academic year for which the term information is being reported. EXAMPLE: 201415	
summer_lead	int	2	If you are a summer lead school, summer term is considered the beginning of the academic year (lead), as opposed to the end of the year (lag).	A value of 1 means yes, your institution is summer lead; 0 means no it is not. This is about your INSTITUTION's academic year, not about your program cycle.
inst_enroll_term	varchar	2	Term for which institution term dates are being reported	Report a row for each of all four terms, or all semesters, or all enrollment periods defined in your academic year.
course_campus	varchar	50	Campus where courses of a program are delivered for the academic year being reported	If your institution is a multi-campus institution, and EPP courses are only offered on one campus, you only need to enter information for that one campus. If EPP instruction happens on more than one campus, enter a set of records for each campus, but only those campuses where EPP instruction is happening. (NO COMMAS etc.)
campus_enroll_term_sys	int	3	Term system for campus where program courses are delivered	If you are a non-IHL, use the code for "other"

INSTITUTION FILE cont'd

FIELD NAME	FORMAT	LENGTH	DEFINITION	THINGS TO KNOW
campus_enroll_term_start	date	10	First day of attendance for term and campus being reported; use mm/dd/yyyy format	If you are a non-IHL and are reporting a full year as a single enrollment period, just report the month and day that begins that 1-year period.
campus_enroll_term_end	date	10	Last day of term for campus being reported; use mm/dd/yyyy format	If you are a non-IHL reporting a full year as a single enrollment period, report the month and day that ends that 1-year period.
campus_enroll_census	date	10	Date for term and campus being reported when census is taken; use mm/dd/yyyy format	For schools that are approved to administer federal financial aid packages, the census day is typically around the 10th day of the term or enrollment period. This is the day after which a candidate is considered to have been enrolled for financial aid purposes, even if that candidate later withdraws or stops coming to class. If you are a non-IHL or do not administer Title IV federal financial aid, you can just choose a day after which you would consider that a candidate had actually been enrolled in your organization.

PROGRAM FILE

FIELD NAME	FORMAT	LENGTH	DEFINITION	THINGS TO KNOW
year	varchar	6	PESB reporting year for information being reported; EXAMPLE: 201415	Note that academic_year is not reported in this file. This file reflects the programs that were either open to enrollment, active but with admissions on hold, or had at least one candidate enrolled during the indicated PESB reporting year.
inst_code	varchar	5	Institution code – this is the same as your CEEB code.	If you are a multi-campus institution where your campuses are independently authorized by PESB, each campus will use the main institution code with a letter at the end to identify their campus uniquely. See TAB B in the Appendices Workbook for the list of institution codes.
prog_award_name	varchar	50	This is the name the institution has given the specific program being reported.	This can be anything the institution decides, but cannot have any commas or other characters on the do-not-use list.
prog_id*	varchar	22	This is for the institution defined, unique program identifier. Each program or unique pathway an institution offers for candidates should be given its own identification number. *This ID field is part of the collection key and will appear in all candidate collections.	This should be at least three characters and be something descriptive enough to be meaningful to the program. If future analyses are done by program ID, the program staff should be able to recognize what the program is when they see the ID in a report. The program ID must be unique and correspond with one and only one program.
prog_term_type	int	3	A program may run a different type of term schedule than its parent institution. This field is to indicate the term structure of the specific program being reported.	This will probably be the same as the institutional term system, but it is possible a program breaks up instructional units differently than its parent institution.

PROGRAM FILE, cont'd

FIELD NAME	FORMAT	LENGTH	DEFINITION	THINGS TO KNOW
prog_award_level	int	3	This field indicates what the highest available award for the reported program is. Even if there are options that involve additional credits to earn, and some candidates do not earn the higher option, if it is considered all one program, enter only the highest award that can be earned.	If your program awards an Ed.S degree or certificate, indicate what traditional level this credential is awarded at.
prog_award_req_cred	varchar	7	This is the number of credits required to earn the highest program award	If the number of credits is variable based on decisions made by the candidate, enter the full range of credits possible in this format: XXX-XXX
prog_length_min	int	3	The minimum number of months of regular full-time enrollment expected to complete the program.	Many institutions want to accurately reflect the published program length. Use this field to do that if a minimum number of months is not how you would characterize it. DO NOT report this in number of terms or years. Use months. Be sure to count the months in real time, meaning any term where instruction is not offered or other breaks are still counted in the total amount of time.
prog_length_max	int	3	This is the maximum number of months estimated by the program that are needed for a candidate to complete the program and still be considered an on-time completer, based on full-time enrollment and an average number of credits per term. By setting a minimum and maximum expectation, the program has the flexibility to account for normal variations in candidate participation, based on the program's history and experience with candidates.	This number includes a number of buffer months the program is comfortable with allowing for a candidate to go beyond the program minimum and still be considered as completing on time. Life happens to many candidates, delaying their progress through a program and some flexibility in defining what "on_time" completion looks like is encouraged.

PROGRAM FILE, cont'd

FIELD NAME	FORMAT	LENGTH	DEFINITION	THINGS TO KNOW
prog_field	varchar	25	This field is for an institution defined description of the career field the program is designed to prepare candidates for.	Generally speaking, the career field all EPP programs of study prepare candidates for is education. This may be too broad for your institution's liking. In reviewing the list of CIP codes for the CIP fields, decide what level of granularity best describes your program structure and assign this field accordingly.
prog_field_CIP	varchar	7	Enter the six-digit CIP code that most closely reflects the career field the program is designed to prepare candidates for.	CIP codes are available at the NCES website; the link is in the Appendix section of this document.
prog_conc	varchar	25	Within fields of study there can be different areas of focus. For example, within education there can be a focus on areas that are reflected by a particular endorsement, like for music. This field is where you can record what might be a particular area of focus within a program, if there is any at all.	This field is truly optional at this time. If you don't want to specify a deeper focus for your program, you can leave this field blank.
prog_conc_CIP	varchar	7	Enter the six-digit CIP code that most closely reflects the area of concentration entered in the prog_conc field for the program.	If you decide to leave the prog_conc field blank, you can leave this field blank too.

CANDIDATE DEMOGRAPHICS

FIELD NAME	FORMAT	LENGTH	DEFINITION	THINGS TO KNOW
year*	varchar	6	PESB reporting year for information being reported; ex: 201415	Do not leave this field blank.
academic_year*	varchar	6	Institutional academic year during which activity being reported occurred: ex: 201516	Do not leave this field blank. If you are a summer lead school remember that your summer activities will be in a different academic year than everything else that happens during the reporting year.
inst_code*	varchar	5	Institution code – this is the same as your CEEB code.	Do not leave this field blank. If you are a multi-campus institution where your campuses are independently authorized by PESB, each campus will use the main institution code with a letter at the end to identify their campus uniquely. See TAB B in the Appendices Workbook for the list of institution codes.
stu_id*	varchar	10	This is the candidate's regularly assigned student identification number, as referenced in RCW 42.56.290(10)(F). This number is needed to facilitate the matching algorithm for cross-system data matching, as well as within-institution record matching for extended studies.	Do not leave this field blank.

CANDIDATE DEMOGRAPHICS, cont'd

FIELD NAME	FORMAT	LENGTH	DEFINITION	THINGS TO KNOW
prog_type*	int	3	This is a category field to describe the type of program according to categories defined by PESB. Programs that are delivered remotely or through online means are not a special program type. For these programs choose the program type that best describes the content of the program, or contact a staff person at PESB or ERDC for assistance determining which program type to choose.	Do not leave this field blank. If a candidate is an alt route candidate enrolled in a traditional teaching program, use the program type code for the traditional program, and indicate what kind of alt route candidate they are by using the codes given for the cred_role field.
cred_role*	int	3	This is a category field to describe the type of candidate an individual is according to categories defined by PESB. Typically this is related to the career role the candidate is preparing for. Note the special case of the alt route candidate.	Do not leave this field blank. Valid values have been added to distinguish candidates enrolled in a traditional program as either a regular candidate or an alt route candidate. Use these codes for candidates enrolled in both traditional and alt route program types.
cred_type*	int	3	This is a category field to describe the type of credential the candidate is pursuing.	Do not leave this field blank.
prog_id*	varchar	22	Institution assigned ID for the program candidate is enrolled in (as reported in the Program Collection)	The entry in this field must correspond to an entry in the program file. Do not leave this field blank.
first_name	varchar	75	Candidate's legal first name.	Do not leave this field blank. Do not include nicknames in parentheses. Use the candidate's full legal name. Do not include apostrophes; use a space instead.
last_name	varchar	75	Candidate's legal last name.	Do not leave this field blank. Do not include apostrophes; use a space instead.

CANDIDATE DEMOGRAPHICS, cont'd

FIELD NAME	FORMAT	LENGTH	DEFINITION	THINGS TO KNOW
middle_name	varchar	75	Candidate's middle name, if any.	Use the candidate's full middle name if available. If an initial is all that is recorded, do not use a period with it. Do not include apostrophes; use a space instead.
birth_date	date	10	Candidate date of birth; use mm/dd/yyyy format (include slashes)	If the birthdate is not available, leave the field blank.
ssn	int	9	This is the full 9-digit social security number for the candidate.	If a candidate does not have a SSN or declines to provide it, leave this field blank.
gender	int	3	Candidate self-reported gender.	Do not leave this field blank. There is code 9 for a NULL value.
race_code1	varchar	4	Candidate self-reported race.	Do not leave this field blank. Do not use an Hispanic code in this field. If the candidate does not identify any race besides Hispanic ethnicity, use code 998 in this field and put the Hispanic code in the first Hispanic code field.
race_code2	varchar	4	Candidate self-reported race.	This field can be left blank if the candidate does not report more than one race code.
race_code3	varchar	4	Candidate self-reported race.	This field can be left blank if the candidate does not report more than one race code.
race_code4	varchar	4	Candidate self-reported race.	This field can be left blank if the candidate does not report more than one race code.
race_code5	varchar	4	Candidate self-reported race.	This field can be left blank if the candidate does not report more than one race code.
race_code_HISP	varchar	4	Candidate self-reported ethnicity – Hispanic use only.	This field can be left blank if the candidate does not report an Hispanic ethnicity.

CANDIDATE DEMOGRAPHICS, cont'd

FIELD NAME	FORMAT	LENGTH	DEFINITION	THINGS TO KNOW
race_code_HISP2	varchar	4	Candidate self-reported ethnicity – Hispanic use only.	This field can be left blank if the candidate does not report an Hispanic ethnicity.
race_code_HISP3	varchar	4	Candidate self-reported ethnicity – Hispanic use only.	This field can be left blank if the candidate does not report an Hispanic ethnicity.
enroll_date	varchar	6	This is the first term of enrollment for a candidate in a particular program. If the candidate was enrolled on the census date of the first term of their program, then they can be counted as having begun the program. Use the institutional academic termYYYY format.	See COVID-19 Guidance for Data Administrators, Appendix C for special cases where enrollment was impacted by COVID.
terms_attended	int	3	This is the total number of terms the candidate has been enrolled for credits in the program_id and attended past census day, beginning with the term of first enrollment through the end of the current reporting year.	This is a cumulative field across years to account for all terms of enrollment in a specific program. See COVID-19 Guidance for Data Administrators, Appendix C for special cases where enrollment was impacted by COVID. For non-IHLs, count the total number of MONTHS a candidate has attended their program activities from the first month of enrollment.
exit_date	varchar	6	This field is to record the last term of attendance for a candidate who leaves the program for reasons other than normal completion. Use the termYYYY format. The exit fields are also used to indicate timing and reason for when a candidate changes programs, or changes alt route designation. A candidate does not need to leave the institution in order to be considered as "exiting" a program.	This field is NOT to indicate date of graduation or normal completion of a program. It is also NOT to indicate a situation where a candidate finishes coursework, but not testing requirements. This is only for candidates who exit the program for reasons other than expected completion. See COVID-19 Guidance for Data Administrators, Appendix C for information on special cases impacted by COVID.

CANDIDATE DEMOGRAPHICS, cont'd

FIELD NAME	FORMAT	LENGTH	DEFINITION	THINGS TO KNOW
exit_reason	int	3	Use this field to indicate the category of reason why the candidate left the program.	See COVID-19 Guidance for Data Administrators, Appendix C for special cases impacted by COVID.
recommend	int	3	This field is used to indicate the status of a candidate's recommendation for a certificate or endorsement. New valid values have been added for 202021 to be more inclusive of all possible conditions.	Do not leave this field blank. See COVID-19 Guidance for Data Administrators, Appendix C for special cases impacted by COVID.
first_gen	int	2	This field is to indicate whether a candidate is a first generation college degree seeker at the time of first admission; a candidate is considered first generation if the parent(s) the candidate lives (lived) with the majority of the time has (had) not attained a Bachelor's degree (while the candidate lived with them). REPORTED AS OF TIME OF ADMISSION.	The candidate does not have to have earned a college credential themselves to be considered a first generation college student. Do not leave this field blank.
first_lang_Eng	int	2	This field is used to indicate whether English is the first language a candidate learned to speak.	Do not leave this field blank.
prev_degree	int	5	This is a categorical field to indicate the highest level of a previously completed college award, if any; it is also used to indicate a candidate who is returning from a previous period of enrollment after an absence to finish program requirements (e.g., testing)	Note that there is a value for no college award. This field should not be blank for anyone.

CANDIDATE DEMOGRAPHICS, cont'd

FIELD NAME	FORMAT	LENGTH	DEFINITION	THINGS TO KNOW
crntyr_endorse_active	varchar	6	This is the endorsement code for the endorsement the candidate was engaged in program activities to attain as of the end of the current PESB reporting period OR that was attached to the program they exited if they changed programs during the year.	If a candidate is pursuing more than one endorsement, a separate line is needed for each endorsement. Do not put all endorsements on one record separated by commas. If a candidate changes their endorsement pursuit during the year that does not require a change of program, use the last endorsement they were actively studying for at the end of the reporting year. If the candidate changes programs, and therefore adopts a new endorsement pursuit, attach the old endorsement to the record for the old program with exit codes, and the new endorsement to the new program record, as effective at the end of the reporting year. If a candidate has not / does not need to decide(d) which endorsement to test for at the end of the reporting period, enter TBD (to be determined).
endorse_complete_date	varchar	6	This is the ACADEMIC term and year candidate was recommended for their endorsement or certification; use format termYYYY.	This is a change in definition from the previous year. Note that this applies to all programs, not just those that involve an endorsement. See COVID-19 Guidance for Data Administrators, Appendix C for special cases impacted by COVID.
endorse_recommend	varchar	6	This is the endorsement code for the endorsement the candidate was recommended for.	This is a change in definition from the previous year. See COVID-19 Guidance for Data Administrators, Appendix C for special cases impacted by COVID.

CANDIDATE DEMOGRAPHICS, cont'd

FIELD NAME	FORMAT	LENGTH	DEFINITION	THINGS TO KNOW
cw_completion_date	varchar	6	This is the institutional academic term and year the candidate completed all **program coursework requirements** AND submitted their **PGP**; use format termYYYY	See COVID-19 Guidance for Data Administrators, Appendix C for special cases impacted by COVID
cwtest_completion_date	varchar	6	Institutional academic term and year candidate completed all **coursework AND testing** requirements; use format termYYYY	Sometimes a candidate completes their testing requirements before their coursework; however, the definition of this field INCLUDES the completion of coursework, so the date in this field can never be earlier than the date in the cw_completion_date field. See COVID-19 Guidance for Data Administrators, Appendix C for special cases impacted by COVID.
Title_II_flag	int	2	Indicator that this candidate is considered by the program to be a completer for the purposes of Title II reporting	According to the Title II guidance, programs are free to define what constitutes a "completer" for the purposes of Title II reporting. This indicator is for you to tell us who you are counting as a completer. This field should correspond with the enroll_cat value of 10 in the assessment file. Do not leave this field blank.

CANDIDATE ADMISSIONS

FIELD NAME	FORMAT	LENGTH	DEFINITION	THINGS TO KNOW
year*	varchar	6	PESB reporting year for information being reported; ex: 201415	Do not leave this field blank.
academic_year*	varchar	6	Institutional academic year during which activity being reported occurred: ex: 201516	Do not leave this field blank. If you are a summer lead school remember that your summer activities will be in a different academic year than everything else that happens during the reporting year.
inst_code*	varchar	5	Institution code – this is the same as your CEEB code.	Do not leave this field blank. If you are a multi-campus institution where your campuses are independently authorized by PESB, each campus will use the main institution code with a letter at the end to identify their campus uniquely. See TAB B in the Appendices Workbook for the list of institution codes.
stu_id*	varchar	10	This is the candidate's regularly assigned student identification number, as referenced in RCW 42.56.290(10)(F). This number is needed to facilitate the matching algorithm for cross-system data matching, as well as within-institution record matching for extended studies.	Do not leave this field blank.

CANDIDATE ADMISSIONS cont'd

FIELD NAME	FORMAT	LENGTH	DEFINITION	THINGS TO KNOW
prog_type*	int	3	This is a category field to describe the type of program according to categories defined by PESB. Programs that are delivered remotely or through online means are not a special program type. For these programs choose the program type that best describes the content of the program, or contact a staff person at PESB or ERDC for assistance determining which program type to choose.	Do not leave this field blank. If a candidate is an alt route candidate enrolled in a traditional teaching program, use the program type code for the traditional program, and indicate what kind of alt route candidate they are by using the codes given for the cred_role field.
cred_role*	int	3	This is a category field to describe the type of candidate an individual is according to categories defined by PESB. Typically this is related to the career role the candidate is preparing for. Note the special case of the alt route candidate.	Do not leave this field blank. Valid values have been added to distinguish candidates enrolled in a traditional program as either a regular candidate or an alt route candidate. Use these codes for candidates enrolled in both traditional and alt route program types.
cred_type*	int	3	This is a category field to describe the type of credential the candidate is pursuing.	Do not leave this field blank.
prog_id*	varchar	22	Institution assigned ID for the program candidate is enrolled in (as reported in the Program Collection)	The entry in this field must correspond to an entry in the program file. Do not leave this field blank.
last_name	varchar	75	Candidate's legal first name.	Do not leave this field blank. Do not include nicknames in parentheses. Use the candidate's full legal name. Do not include apostrophes; use a space instead.
first_name	varchar	75	Candidate's legal last name.	Do not leave this field blank. Do not include apostrophes; use a space instead.

CANDIDATE ADMISSIONS cont'd

FIELD NAME	FORMAT	LENGTH	DEFINITION	THINGS TO KNOW
app_date	date	10	The date the candidate submitted an application for entry to the program. Use mm/dd/yyyy format (including slashes).	This can be either the actual date of application submission or the date the application was reviewed by program staff.
gender	int	3	Candidate self-reported gender.	Do not leave this field blank. There is code 9 for a NULL value.
race_code1	varchar	4	Candidate self-reported race.	Do not leave this field blank. Do not use an Hispanic code in this field. If the candidate does not identify any race besides Hispanic ethnicity, use code 998 in this field and put the Hispanic code in the first Hispanic code field.
race_code2	varchar	4	Candidate self-reported race.	This field can be left blank if the candidate does not report more than one race code.
race_code3	varchar	4	Candidate self-reported race.	This field can be left blank if the candidate does not report more than one race code.
race_code4	varchar	4	Candidate self-reported race.	This field can be left blank if the candidate does not report more than one race code.
race_code5	varchar	4	Candidate self-reported race.	This field can be left blank if the candidate does not report more than one race code.
race_code_HISP	varchar	4	Candidate self-reported ethnicity – Hispanic use only.	This field can be left blank if the candidate does not report an Hispanic ethnicity.
race_code_HISP2	varchar	4	Candidate self-reported ethnicity – Hispanic use only.	This field can be left blank if the candidate does not report an Hispanic ethnicity.
race_code_HISP3	varchar	4	Candidate self-reported ethnicity – Hispanic use only.	This field can be left blank if the candidate does not report an Hispanic ethnicity.

CANDIDATE ADMISSIONS cont'd

FIELD NAME	FORMAT	LENGTH	DEFINITION	THINGS TO KNOW
asset_prime	int	3	This field is for the broad category indicator for the primary asset a program found most appealing about this applicant.	There are broad categories defined for the assets and deficiencies that should provide a comprehensive framework to describe all the various aspects of an applicant and their application to a program. If a program takes note of something an applicant presents better than other things, that something would be a prime asset. Do not leave this field blank.
asset_prime_txt	varchar	255	This field is for text that describes in more detail the primary asset the program found most appealing about this applicant. This is not for the category name for the entry in the asset prime field.	More detail that describes what it was within the broad asset category that was of particular interest or merit should be included in this field. Our goal is to understand the decision process behind program admissions, and without this detail that is really hard to do. This field is limited to 255 characters. **DO NOT USE COMMAS, APOSTROPHES, SEMICOLONS, OR QUOTES.**
asset_aux	int	3	This field is for any additional asset categories the program may want to include for this applicant to better describe all the appealing characteristics this applicant brings to the program.	This field is optional. If a program wants to list more than one asset, as many records as needed can be repeated to cover all assets a program wishes to report.
asset_aux_txt	varchar	255	This field is for text that describes in more detail the additional assets the program found appealing about this applicant. This is not for the category name for the entry in the asset_aux field.	This field is limited to 255 characters. **DO NOT USE COMMAS, APOSTROPHES, SEMICOLONS, OR QUOTES.**

CANDIDATE ADMISSIONS cont'd

FIELD NAME	FORMAT	LENGTH	DEFINITION	THINGS TO KNOW
deficiency_prime	int	3	This field is for the broad category indicator for the primary deficiency, if any, a program identified about this applicant, or any condition the applicant needs to meet before full acceptance to the program can be granted.	Any applicant who is conditionally admitted (decision = 2) should have a deficiency entered here to indicate what the condition is for full acceptance to the program. See COVID-19 Guidance for Data Administrators, Appendix C for information about lack of test results as a deficiency.
deficiency_prime_txt	varchar	255	This field is for text that describes in more detail the primary deficiency of the applicant identified by the program. This is not for the category name for the entry in the deficiency prime field.	This field is limited to 255 characters. **DO NOT USE COMMAS, APOSTROPHES, SEMICOLONS, OR QUOTES**
deficiency_clear_date	date	10	This is the actual calendar date that the identified deficiency was cleared; use mm/dd/yyyy format (include slashes)	See COVID-19 Guidance for Data Administrators, Appendix C for information about recording deficiency information due to the impact of COVID.
deficiency_aux	int	3	This field is for any additional deficiency categories the program may want to include for this applicant to better describe additional drawbacks or weaknesses the applicant presents.	This field is optional. If a program wants to list more than one deficiency, as many records as needed can be repeated to cover all deficiencies a program wishes to report.
deficiency_aux_txt	varchar	255	This field is for text that describes in more detail the additional drawbacks or weakness the program identified about this applicant. This is not for the category name for the entry in the deficiency_aux field.	This field is limited to 255 characters. **DO NOT USE COMMAS, APOSTROPHES, SEMICOLONS, OR QUOTES**

CANDIDATE ADMISSIONS cont'd

FIELD NAME	FORMAT	LENGTH	DEFINITION	THINGS TO KNOW
decision	int	3	This is a categorical field to indicate the decision status of the applicant's admission to the program.	See COVID-19 Guidance for Data Administrators, Appendix C for special cases impacted by COVID. There are several options in the codes for this field. Two may seem similar but are actually different. Conditional acceptance is not the same thing as acceptance pending. Conditional acceptance means there is something on the applicant side that must be corrected, remedied, sent to the program, or otherwise attended to before the applicant can enroll. Acceptance pending is a result of something on the program side, where maybe someone else needs to review the materials before a decision is rendered or there is some other process issue that has to work its way out. Do not include applicants in this file with incomplete applications.

CANDIDATE ADMISSIONS cont'd

FIELD NAME	FORMAT	LENGTH	DEFINITION	THINGS TO KNOW
endorse_code_initial	varchar	6	Candidate declared endorsement goal at time of application.	This definition was clarified for 202021. All applicants to teaching programs must have a value in this field. Even if the applicant is applying to a program where they don't have to decide until late into the program what endorsement to choose, enter what is most likely or most commonly chosen. We know a lot can happen between acceptance to the program and enrollment in terms of advising and program selection. The program someone applies for may not be the program they end up enrolling in. For this reason we ask that you enter the endorsement they made their initial application for, even if it does not match the program they end up enrolling in.
waitlist_date	date	10	If an applicant is placed on a waiting list, enter here the date their name was put on that list; use mm/dd/yyyy format (include slashes)	See COVID-19 Guidance for Data Administrators, Appendix C for special cases impacted by COVID.
entrance_exam1	int	4	This field is for the entrance exam code that identifies which of the approved entrance exams was presented to satisfy the basic skills testing requirement reported for basic_skills_area1.	All exams approved for use for assessing basic skills are listed on Tab G of the Appendices Workbook. See COVID-19 Guidance for Data Administrators, Appendix C for special cases impacted by COVID.

CANDIDATE ADMISSIONS cont'd

FIELD NAME	FORMAT	LENGTH	DEFINITION	THINGS TO KNOW
basic_skills_area1	int	3	This is for the code for the basic skills area this exam was used for in the admissions process.	Make sure that each applicant has all three basic skills areas represented, and that there is not duplication of one across the three elements for basic_skills_areaX. Some programs code all math in one field, all reading in another field, and all writing in the remaining field. This helps prevent duplication. If an applicant has not presented their basic skills test results, use code 800 in each of the three basic skills area fields to indicate you are waiting to receive results.
score_exam1	varchar	6	This is the actual score the applicant obtained for the basic skills section reported.	See COVID-19 Guidance for Data Administrators, Appendix C for special cases impacted by COVID.
exam_stat1	int	4	This field is for a category code to describe how the program used the basic skills exam results to determine competency in the basic skills area and whether remediation in that area is needed or not.	Do not leave this field blank unless you coded basic_skills_areaX = 800. The purpose of the basic skills exams is to assess the applicant's level of proficiency in the basic skills areas of math, reading, and writing, and determine if remediation is needed during the course of their program. Choose the code that best describes the actions of the program based on the applicant's test results.
alt_comp_demo_txt1	varchar	255	This is a text description of 1) how the applicant's degree of competency in basic skill area 1 was determined if not determined solely based on test performance, or 2) whether remediation is needed and any other pertinent details.	This field is required if exam_stat1 = 20. This field is limited to 255 characters. **DO NOT USE COMMAS, APOSTROPHES, SEMICOLONS, OR QUOTES**

CANDIDATE ADMISSIONS cont'd

FIELD NAME	FORMAT	LENGTH	DEFINITION	THINGS TO KNOW
entrance_exam2	int	4	This field is for the entrance exam code that identifies which of the approved entrance exams was presented to satisfy the basic skills testing requirement reported for basic_skills_area2.	All exams approved for use for assessing basic skills are listed on Tab G of the Appendices Workbook. See COVID-19 Guidance for Data Administrators, Appendix C for special cases impacted by COVID.
basic_skills_area2	int	3	This is for the code for the basic skills area this exam was used for in the admissions process.	Make sure that each applicant has all three basic skills areas represented, and that there is not duplication of one across the three elements for basic_skills_areaX. Some programs code all math in one field, all reading in another field, and all writing in the remaining field. This helps prevent duplication.
score_exam2	varchar	6	This is the actual score the applicant obtained for the basic skills section reported.	See COVID-19 Guidance for Data Administrators, Appendix C for special cases impacted by COVID.
exam_stat2	int	4	This field is for a category code to describe how the program used the basic skills exam results to determine competency in the basic skills area and whether remediation in that area is needed or not.	Do not leave this field blank unless you coded basic_skills_areaX = 800. The purpose of the basic skills exams is to assess the applicant's level of proficiency in the basic skills areas of math, reading, and writing, and determine if remediation is needed during the course of their program. Choose the code that best describes the actions of the program based on the applicant's test results.
alt_comp_demo_txt2	varchar	255	This is a text description of 1) how the applicant's degree of competency in basic skill area 2 was determined if not determined solely based on test performance, or 2) whether remediation is needed and any other pertinent details.	This field is required if exam_stat2 = 20. This field is limited to 255 characters. **DO NOT USE COMMAS, APOSTROPHES, SEMICOLONS, OR QUOTES**

CANDIDATE ADMISSIONS cont'd

FIELD NAME	FORMAT	LENGTH	DEFINITION	THINGS TO KNOW
entrance_exam3	int	4	This field is for the entrance exam code that identifies which of the approved entrance exams was presented to satisfy the basic skills testing requirement reported for basic_skills_area3.	All exams approved for use for assessing basic skills are listed on Tab G of the Appendices Workbook. See COVID-19 Guidance for Data Administrators, Appendix C for special cases impacted by COVID.
basic_skills_area3	int	3	This is for the code for the basic skills area this exam was used for in the admissions process.	Make sure that each applicant has all three basic skills areas represented, and that there is not duplication of one across the three elements for basic_skills_areaX. Some programs code all math in one field, all reading in another field, and all writing in the remaining field. This helps prevent duplication.
score_exam3	varchar	6	This is the actual score the applicant obtained for the basic skills section reported.	See COVID-19 Guidance for Data Administrators, Appendix C for special cases impacted by COVID.
exam_stat3	int	4	This field is for a category code to describe how the program used the basic skills exam results to determine competency in the basic skills area and whether remediation in that area is needed or not.	Do not leave this field blank unless you coded basic_skills_areaX = 800. The purpose of the basic skills exams is to assess the applicant's level of proficiency in the basic skills areas of math, reading, and writing, and determine if remediation is needed during the course of their program. Choose the code that best describes the actions of the program based on the applicant's test results.
alt_comp_demo_txt3	varchar	255	This is a text description of 1) how the applicant's degree of competency in basic skill area 3 was determined if not determined solely based on test performance, or 2) whether remediation is needed and any other pertinent details.	This field is required if exam_stat3 = 20. This field is limited to 255 characters. **DO NOT USE COMMAS, APOSTROPHES, SEMICOLONS, OR QUOTES**

CANDIDATE ASSESSMENT

FIELD NAME	FORMAT	LENGTH	DEFINITION	THINGS TO KNOW
year*	varchar	6	PESB reporting year for information being reported; ex: 201415	Do not leave this field blank.
academic_year*	varchar	6	Institutional academic year during which activity being reported occurred: ex: 201516	Do not leave this field blank.
inst_code*	varchar	5	Institution code – this is the same as your CEEB code.	Do not leave this field blank. If you are a multi-campus institution where your campuses are independently authorized by PESB, each campus will use the main institution code with a letter at the end to identify their campus uniquely. See TAB B in the Appendices Workbook for the list of institution codes.
stu_id*	varchar	10	This is the candidate's regularly assigned student identification number, as referenced in RCW 42.56.290(10)(F). This number is needed to facilitate the matching algorithm for cross-system data matching, as well as within-institution record matching for extended studies.	Do not leave this field blank.
prog_type*	int	3	This is a category field to describe the type of program according to categories defined by PESB. Programs that are delivered remotely or through online means are not a special program type. For these programs choose the program type that best describes the content of the program, or contact a staff person at PESB or ERDC for assistance determining which program type to choose.	Do not leave this field blank. If a candidate is an alt route candidate enrolled in a traditional teaching program, use the program type code for the traditional program, and indicate what kind of alt route candidate they are by using the codes given for the cred_role field.

CANDIDATE ASSESSMENT cont'd

FIELD NAME	FORMAT	LENGTH	DEFINITION	THINGS TO KNOW
cred_role*	int	3	This is a category field to describe the type of candidate an individual is according to categories defined by PESB. Typically this is related to the career role the candidate is preparing for. Note the special case of the alt route candidate.	Do not leave this field blank. Valid values have been added to distinguish candidates enrolled in a traditional program as either a regular candidate or an alt route candidate. Use these codes for candidates enrolled in both traditional and alt route program types.
cred_type*	int	3	This is a category field to describe the type of credential the candidate is pursuing.	Do not leave this field blank.
prog_id*	varchar	22	Institution assigned ID for the program candidate is enrolled in (as reported in the Program Collection)	The entry in this field must correspond to an entry in the program file. Do not leave this field blank.
enroll_cat	int	3	Indicator of the enrollment status of the candidate relevant to the program associated with the assessment, as of the end of the reporting year. Note that completion (Title II defined) takes precedence over clinical status, which in turn takes precedence over other enrolled status.	This field is tied to the Title II flag and the recommend field in the demographic file, and the inclusion of a candidate in the clinical file. The cross-file validation checks use these fields and other elements to validate the accuracy of this field. It is this field that is used in the aggregated assessment reporting that all of PESB's reporting to Title II is based on. It is critical that this field be accurate.
assess_code	varchar	5	This is the value found in the "Assessment Code" column of the "*Appendix for Report Guidance & Data Manual*" on the PESB website (link provided in Appendix D of this document) on the tab for the specific assessment you are reporting.	Note that the assessment codes for edTPA have been changed in PESB's workbook to reflect the National codes. The old codes are still valid though, so whichever codes are used on the test you receive, those are the codes you should report. See COVID-19 Guidance for Data Administrators, Appendix C for special cases impacted by COVID.

CANDIDATE ASSESSMENT cont'd

FIELD NAME	FORMAT	LENGTH	DEFINITION	THINGS TO KNOW
test_code	int	3	This is the value found in the "Test Code" column of the *"Appendix for Report Guidance & Data Manual"* on the PESB website (link provided in Appendix D of this document) on the tab for the specific assessment you are reporting.	See COVID-19 Guidance for Data Administrators, Appendix C for special cases impacted by COVID.
assess_name	varchar	60	This is the name found in the "Assessment Name" column of the *"Appendix for Report Guidance & Data Manual"* on the PESB website (link provided in Appendix D of this document) on the tab for the specific assessment you are reporting.	See COVID-19 Guidance for Data Administrators, Appendix C for special cases impacted by COVID.
rubric_name_edTPA	varchar	10	Each of the 18 rubrics that make up a full edTPA assessment are named "SCORE X" where X = the number of the rubric. This field is to enter the name "SCORE" and the number of the rubric being reported.	Required if test_code = 40 (edTPA)
test_date	date	10	This is the date the candidate took the assessment; use mm/dd/yyyy format (include slashes).	See COVID-19 Guidance for Data Administrators, Appendix C for special cases impacted by COVID.
score	varchar	6	This is the earned score or condition code on the assessment.	If a candidate takes an assessment more than once during the year, use these guidelines to determine which score to report: if the assessment is an edTPA assessment, report the most recent set of scores; for all other assessments report the best score. Do not report the total edTPA score, only the individual rubrics. See COVID-19 Guidance for Data Administrators, Appendix C for special cases impacted by COVID.

CANDIDATE ASSESSMENT cont'd

FIELD NAME	FORMAT	LENGTH	DEFINITION	THINGS TO KNOW
passed	int	4	This is a simple pass / no-pass indicator for the reported assessment.	The edTPA rubrics individually do not have a pass / no pass status. Use code 99 for all edTPA rubrics. See COVID-19 Guidance for Data Administrators, Appendix C for special cases impacted by COVID.
cbc_status	int	3	This is a category field to indicate the status of a candidate's eligibility for a case-by-case exception to a passing score on any assessment in test codes 20, 50, or 80.	If a candidate does not attain a passing score on an eligible assessment, they are able to apply for a case-by-case exception where they can submit two pieces of evidence to demonstrate competency in the exam area. The codes available for this field describe a variety of scenarios for this new option. If a candidate submits evidence more than once during the reporting year, report only the status of the last attempt to submit satisfactory evidence of competency.
alt_content_demo1	int	3	This field is for a short category description of the first piece of evidence submitted by the candidate.	
alt_content_demo1_txt	varchar	255	This is a text field to describe in more detail what evidence was submitted for the first piece of evidence.	This field is limited to 255 characters. **DO NOT USE COMMAS, APOSTROPHES, SEMI-COLONS, OR QUOTES.**
alt_content_demo2	int	3	This field is for a short category description of the second piece of evidence submitted by the candidate.	
alt_content_demo2_txt	varchar	255	This is a text field to describe in more detail what evidence was submitted for the second piece of evidence.	This field is limited to 255 characters. **DO NOT USE COMMAS, APOSTROPHES, SEMI-COLONS, OR QUOTES.**

CLINICAL PRACTICE

FIELD NAME	FORMAT	LENGTH	DEFINITION	THINGS TO KNOW
year*	varchar	6	PESB reporting year for information being reported; ex: 201415	Do not leave this field blank.
academic_year*	varchar	6	Institutional academic year during which activity being reported occurred: ex: 201516	Do not leave this field blank.
inst_code*	varchar	5	Institution code – this is the same as your CEEB code.	Do not leave this field blank. If you are a multi-campus institution where your campuses are independently authorized by PESB, each campus will use the main institution code with a letter at the end to identify their campus uniquely. See TAB B in the Appendices Workbook for the list of institution codes.
stu_id*	varchar	10	This is the candidate's regularly assigned student identification number, as referenced in RCW 42.56.290(10)(F). This number is needed to facilitate the matching algorithm for cross-system data matching, as well as within-institution record matching for extended studies.	Do not leave this field blank.
prog_type*	int	3	This is a category field to describe the type of program according to categories defined by PESB. Programs that are delivered remotely or through online means are not a special program type. For these programs choose the program type that best describes the content of the program, or contact a staff person at PESB or ERDC for assistance determining which program type to choose.	Do not leave this field blank. If a candidate is an alt route candidate enrolled in a traditional teaching program, use the program type code for the traditional program, and indicate what kind of alt route candidate they are by using the codes given for the cred_role field.

CLINICAL PRACTICE cont'd

FIELD NAME	FORMAT	LENGTH	DEFINITION	THINGS TO KNOW
cred_role*	int	3	This is a category field to describe the type of candidate an individual is according to categories defined by PESB. Typically this is related to the career role the candidate is preparing for. Note the special case of the alt route candidate.	Do not leave this field blank. Valid values have been added to distinguish candidates enrolled in a traditional program as either a regular candidate or an alt route candidate. Use these codes for candidates enrolled in both traditional and alt route program types.
cred_type*	int	3	This is a category field to describe the type of credential the candidate is pursuing.	Do not leave this field blank.
prog_id*	varchar	22	Institution assigned ID for the program candidate is enrolled in (as reported in the Program Collection)	The entry in this field must correspond to an entry in the program file. Do not leave this field blank.
prac_name	varchar	255	This is the institution assigned descriptive name for the candidate's clinical practice.	This field is limited to 255 characters. **DO NOT USE COMMAS, APOSTROPHES, SEMI-COLONS, OR QUOTES.**
prac_type	int	3	This is a categorical field with codes to describe the type of clinical practice the candidate was engaged in.	Do not leave this field blank.

CLINICAL PRACTICE cont'd

FIELD NAME	FORMAT	LENGTH	DEFINITION	THINGS TO KNOW
prac_endorse	varchar	25	This field is to indicate which endorsement the clinical practice is designed for. Multiple endorsements may be put in this field by using a slash to separate them. Use format XXXX/XXXX/XXXX	This field can hold up to 5 endorsement codes, each separated by a slash. Use this feature of the field only if the practice includes hours that are applicable for each endorsement included. If the hours associated with each endorsement are supervised by a different mentor, it would be better to enter a record for each endorsement with the different mentor information for each. If the program associated with the practice does not have an endorsement, leave this field blank.
dist_code	int	6	OSPI district code of the district where the majority of the clinical practice is performed; if the clinical site is not a school building, enter the district code for the district in which the site is located.	Any private school or alternative site that is within Washington State can be located within a public school district. There are also codes for out of state and out of country placements. This field should not be left blank. Do not enter multiple codes in one field.
bldg_code	int	6	OSPI building code for school building where majority of clinical practice is performed. Private school codes have been added to the list of building codes.	If the practice site is a public school building or a private school within Washington, there should be a building code for it. If there is no code available use the district code in both fields and enter the appropriate code in the alt_ed_env field. Do not enter multiple codes in one field.
alt_ed_env	int	4	This field is to indicate what type of setting the practice environment is when it is not in a traditional public or private school.	The default value of this field is zero. Other codes available for this field include codes for ECE settings, alternative placements due to COVID concerns, and other unspecified alternative environments. There should be no blanks in this field.

CLINICAL PRACTICE cont'd

FIELD NAME	FORMAT	LENGTH	DEFINITION	THINGS TO KNOW
lead_mentor_cert	varchar	10	Washington state certificate number of lead mentor teacher overseeing candidate clinical practice, unless practice is based outside of Washington State.	If the mentor is not a Washington State certificated teacher, leave this field blank. If the candidate works with more than one mentor, there are two options: 1) Report only one mentor as the lead 2) Report both mentors on separate records with the accrued hours divided between them, as the candidate was supervised. **DO NOT put multiple mentor certs on one record. Only one mentor cert and mentor email per record.**
lead_mentor_contact	varchar	150	This is the mentor teacher's work email address.	There have been concerns about the use of personal email addresses in this field. We specified you should ask for a work email address, and it should be understood by the mentor that whatever address they choose to provide will be used for official profession-related communication. By providing their email address, whichever one they choose, they are consenting to its use in this way and is therefore perfectly legitimate to include in the data collection. This field should not be left blank. **DO NOT put multiple mentor emails on one record. Only one mentor cert and mentor email per record. See instructions for lead_mentor_cert for how to handle multiple mentors.**

CLINICAL PRACTICE cont'd

FIELD NAME	FORMAT	LENGTH	DEFINITION	THINGS TO KNOW
prac_start	date	10	Date the clinical practice started; use mm/dd/yyyy format (including slashes).	Either the start date or the end date of the practice must fall within the PESB reporting year. Do not leave this field blank. See COVID-19 Guidance for Data Administrators, Appendix C for special cases impacted by COVID.
prac_end	date	10	Date the clinical practice ended; use mm/dd/yyyy format (including slashes).	If the practice has not ended by the end of the reporting year, use code 30 for in progress in the outcome field, and leave this field blank. See COVID-19 Guidance for Data Administrators, Appendix C for special cases impacted by COVID.
prac_hours	int	5	The total number of hours of clinical practice completed by the candidate during the reporting year.	See COVID-19 Guidance for Data Administrators, Appendix C for special cases impacted by COVID.
prac_outcome	int	3	This field should reflect the evaluation of the program supervisor of the candidate's overall performance for the clinical practice.	Do not leave this field blank. See COVID-19 Guidance for Data Administrators, Appendix C for special cases impacted by COVID.
prac_hours2	int	5	This field is ONLY for candidates in a school counselor program. Use this field to indicate the number of hours of clinical practice COMPLETED for the INDIRECT CONTACT portion of the clinical practice.	If this field does not apply, leave it blank.

APPENDICES

APPENDIX A
BACKGROUND INFORMATION

Introduction

This technical manual is the result of joint efforts by staff at the Professional Educator Standards Board and the Education Research Data Center (housed within the Office of Financial Management). The purpose of this collaboration is to provide technical guidance to educator preparation programs in Washington on fulfilling their obligation to collect and report data to PESB for program approval, monitoring, and research purposes.

Authority. RCW 28A.410.210 outlines the scope of authority and duties of PESB in reference to ensuring those who seek to become educators in the state of Washington are adequately prepared, and in sufficient supply. In particular, article (9) of this law charges PESB with *"maintain(ing) data concerning educator preparation programs and their quality, educator certification, educator employment trends and needs, and other data deemed relevant by the board."*

Further, SHB 1741, introduced into the legislature during the 2017 session, instantiated the requirement for educator preparation programs to enter into data-sharing agreements with the ERDC to facilitate the transfer of candidate-level data collected and held by those programs. The expressed intent of the legislature was to facilitate a better understanding of the training by, and best practices of, educator preparation programs, and the career paths that educators who complete those programs follow. The ERDC is explicitly charged with providing necessary data for research and monitoring to PESB, educator preparation programs, and other qualified entities. RCW 43.41.400 established the ERDC within the Office of Financial Management and outlines its mandated purpose and duties. The ERDC is authorized and qualified to collect candidate data for research purposes also under RCW 28B.77.100.

Purpose. Hence, the first-order purpose of these data collections is to provide the aggregated information required by PESB for program approval and monitoring Beginning in the fall of 2019, ERDC has provided this information on behalf of the educator preparation programs in accordance with guidance provided by PESB and as approved by the governing Board. Educator preparation programs have an opportunity before the aggregated information is sent to PESB to see the aggregations, understand the computations, and identify and participate in the resolution of any discrepant or questionable results.

Data Sharing Agreements

Every institution, organization, individual, or entity that offers an educator preparation program in the state of Washington is required to submit to the ERDC candidate-level data collected and held by the program, as determined by the governing Board of PESB. In order to make this transfer of data in compliance with federal student privacy regulations, a fully executed data-sharing agreement between the entity offering the educator preparation program and the ERDC must be in place. This means a hardcopy of the signed data-sharing agreement must be on file with the Procurement Office at OFM before any data can be transferred between the two parties.

ERDC and PESB jointly facilitate the Educator Preparation Programs Data Governance Task Force, a group comprised of representatives from institutions across the state which offer educator preparation programs. The composition of the task force was deliberately planned to mirror and be representative of the diversity of programs and offering entities within the state. This group has met monthly since early 2017 to establish the data governance policies for this project. This is the group that discusses and approves the draft language for the data-sharing agreements that govern how data is shared and handled between entities and the ERDC. Each institution then works with their own legal counsel and administrative staff to accept, reject, or propose modifications to the language.

Allowable Uses of the Data. One purpose of the data sharing agreement is to spell out the allowable uses of the data once collected. Just because the ERDC collects and stores the data does not mean it *owns* the data. The entity that provided the data retains control to a large extent over how the data can be used. Sections 5 & 6 of the data sharing agreement contain the information regarding the description of the data to be collected, and how those data can be used.

A signed data-sharing agreement does NOT grant ERDC the power to determine which elements are to be collected. This authority lies within the scope of power of the Board at PESB, and is documented in their procedures as to how new elements are introduced and approved as required, and on what timeline. ERDC may request programs to submit additional elements to assist with data cleaning and data quality assurance, or to facilitate research in line with the purposes and interests of PESB. HOWEVER, should this occur, the request should be understood to be just that – a REQUEST. ERDC does not have the authority to compel a school to submit a data element that has not been previously approved by the PESB Board, and is in accordance with the established timeline for submission of such elements. If the ERDC believes a certain element would be of use or is needed to accomplish its work, it will consult with PESB and ask to have that element included in the established process for approval.

The Educator Preparation Programs Data Governance Task Force deliberated at length over the language reflected in sections 5 and 6 of the initial data sharing agreement that defines the allowable uses of the data. It is the goal of the Task Force, the ERDC, and PESB to ensure the allowable uses of the data are limited to only those that are required by state or federal regulation, and are in accordance with the requirements of FERPA. There are three categories of use for the data that should be addressed by the language in this section: 1) reporting to PESB for program approval and monitoring, 2) use by the educator preparation programs themselves, and 3) research uses by PESB and other qualified entities.

The initial data sharing agreement addressed category 1 and 2 only, and was limited to a 2-year period during which the systems and technical details of the project were being worked out. The subsequent iteration of the data sharing agreement addresses the third category of use. The language determined for this category works in tandem with recent revisions to ERDC's policies around the provision of data through the data request process. The ERDC strives for transparency in its data request and fulfillment processes, and is committed to notifying contributing data partners when requests for their data are made, and for providing an opportunity and forum for evaluating the merit of those requests. The data request review panel convened by ERDC provides a mechanism by which data contributors can provide feedback on and consent for proposed uses of their data. For a full explanation of the ERDC data request process and related policies, please visit https://erdc.wa.gov/data-resources .

FERPA Regulations. The data sharing agreement is fully FERPA compliant with respect to disclosure of PII in two ways. First, all data collection and reporting activities covered by the agreement meet the exceptions allowable under FERPA for data sharing for the audit or evaluation of an educational program, or the studies exception, as noted in 34 CFR 99.35(a)(1). Any uses of the data that do not meet these exceptions cannot be included in the section of the data sharing agreement that defines the allowable uses of the data. Second, by signing the data sharing agreement, the data partner providing data acknowledges the ERDC as an authorized school official of their organization, as described in 34 CFR 99.31(a)(1)(i)(B).

Secure File Transfer System

Each entity required to submit data for an educator preparation program needs to identify a person who will be responsible for submitting data to the ERDC. This person is referred to as the data administrator. Once a data sharing agreement has been fully executed and the data administrator identified, an account will be created for the data administrator on the OFM Secure File Transfer System. Login information and instructions are sent to the data administrator by emails coming from OFM staff and staff at WaTech. Upload to this system is the only method of transfer to be used in submitting data to the ERDC.

Technical Assistance. The basic instructions for the secure file transfer system have been made available here: https://erdc.wa.gov/data-resources/working-erdc-data

For additional assistance and instruction, or technical assistance with matters related to the login process, password problems, or system functionality, please contact the OFM technical lead listed on the cover of this document.

Data Collection Requirements

The only data elements that are required to be collected are those that have been approved by the PESB governing Board. There is an established process for introducing new elements to the collection that involves introducing the elements and the rationale for collecting them to various stakeholders for feedback and revision. Ultimately, the Board will consider all input and make a determination on whether to require the new elements or not. If approved for collection, the programs will have a year to make adjustments and to collect the new elements before having to report on them. New elements will be considered each January for approval by the PESB each March. Program providers may submit new items in the fall following March approval, however it is not required to submit these new items until one year after the fall following March approval. Collecting and reporting on approved elements occasionally requires revision to the elements' definition or the valid values used to report. In these cases changes will be clarified each January and March for reporting the following October.

A more detailed timeline and description of the process for introducing new elements and approving the annual data collection and reporting manual can be found at https://www.pesb.wa.gov/preparation-programs/program-application-review/annual-reporting/

APPENDIX B
DATA MANUAL APPENDICES WORKBOOK

https://erdc.wa.gov/data-resources/working-erdc-data

APPENDIX C
PESB COVID-19 GUIDANCE FOR DATA ADMINISTRATORS

https://drive.google.com/file/d/1rA_j99MIQvrRIyX_TkOL08_4reUcssPB/view?usp=sharing

APPENDIX D
PESB ASSESSMENT CODE TABLES

https://docs.google.com/spreadsheets/d/1y6jNmsGK7RIoSjDqltk3_sj_K3JAuEXvQ2v88sryFSI/edit#gid=4

APPENDIX E
NCES CIP CODE TABLES

https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=56