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| **Guidance for Data Administrators involving COVID-19 and related PESB Emergency Rules** |
| *WAC 181-78A-027 Waiver of clinical practice and course work by preparation program provider* |
| PESB COVID-19 Emergency Rules | Submission Files Involved | Data Elements Involved | Collection and Reporting Guidance  |
| **WAC 181-78A-027 Waiver of clinical practice and course work by preparation program provider.** Based on review of current educational settings, and review of a candidate's previous course work, field experiences, work experiences, and alternative learning experiences, an educator preparation program provider may waive or reduce in length the required clinical practice, and/or waive required course work, if based on the review the provider determines that the candidate has the knowledge and skills to be otherwise gained from the required clinical practice or course work. | Demographics File | terms\_attended | Include all terms attended, even if attendance included modified or curtailed participation due to COVID-19. If the whole of a term’s coursework and fieldwork were waived in their entirety, then do not include that term as a term attended. |
| endorse\_complete\_date | Enter the academic term and year all requirements were determined to be complete, even if sooner than the expected completion date associated with full program participation.  |
| endorse\_recommend |  Enter the endorsement code the candidate is being recommended for. |
| cw\_completion\_date | Enter the term and year when all required coursework was completed or when the candidates’ previous course work, field experiences, work experiences, and alternative learning experiences were reviewed and determined sufficient to waive the remainder. |
| cwtest\_completion\_date | Enter the term and year when all required coursework was completed or when a candidate's previous course work, field experiences, work experiences, and alternative learning experiences were reviewed and determined sufficient to waive the remainder AND when testing requirements were completed. If testing requirements were not completed prior to granting the candidate an emergency certificate per 181-79A-228, enter “DEFER”.  |
| recommend | If waiving any coursework and / or field work and recommending a candidate for certification, use 10=candidate has been recommended.  |
| exit\_date | If granting a candidate a waiver for any coursework and / or fieldwork, and recommending the candidate for certification in the same program / course of study the candidate enrolled to complete, do not use these fields. |
| exit\_reason |
| Clinical Practice File | prac\_start | Note the first day the candidate is on site, or beginning in an approved online setting. If the candidate started in an onsite setting, then transitioned to an online setting, enter the data of initial onsite setting.  |
| prac\_end | Note the last day of clinical practice, regardless of whether the end was related to a waiver or the planned conclusion of the clinical practice.  |
| prac\_hours | Number of total hours of clinical practice completed by the candidate, regardless of whether there was a waiver or whether the experience changed to an online format. |
| prac\_outcome | Enter “10=satisfactorily completed clinical practice” if candidate was granted a waiver. Enter “30=In-progress” if the clinical practice will resume during the 2020-21 academic year.  |

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| **Guidance for Data Administrators involving COVID-19 and related PESB Emergency Rules** |
| *WAC 181-79A-228 Emergency teacher certificates.* |
| PESB COVID-19 Emergency Rules | Submission Files Involved | Data Elements Involved | Collection and Reporting Guidance  |
| **WAC 181-79A-228 Emergency teacher certificates. Emergency teacher certificates, valid for one year, may be issued by the superintendent of public instruction under the following conditions:**(1) A teacher preparation program approved by the professional educator standards board has recommended the candidate as having met all requirements for program completion with the exception of one or more of the following:(a) The performance assessment as described in WAC 181-78A-232 and 181-78A-300; (b) The content knowledge assessment as described in WAC 181-78A-300 (2)(b); and (c) The basic skills assessment as described in WAC 181-78A-232 and 181-78A-300. (2) During the validity period of the certificate, preparation program providers are required to inform, advise, and support applicants on assessment requirements as described in WAC 181-78A-231(3). (3) One additional one-year emergency certificate may be issued upon request by the preparation program provider. | Demographics File | terms\_attended | See Demographic File guidance on previous table, *WAC 181-78A-027 Waiver of clinical practice and course work by preparation program provide.* |
| endorse\_complete\_date |
| endorse\_recommend |
| cw\_completion\_date |
| cwtest\_completion\_date |
| recommend |
| exit\_date |
| exit\_reason |
| Admissions File | entrance\_exam 1-3 | If required basic skills testing had not been completed prior to a candidate receiving an emergency certificate; or if the candidate is enrolling without having attempted basic skills testing use the valid value provided in the Appendices workbook applicable to each of these fields. |
| basic\_skills\_area 1-3 |
| score\_exam 1-3 |
| exam\_stat 1-3 |
| Assessment File | assess\_code | Use the 2020 Data Manual and Appendices Workbook to enter the assessment code, test code, assessment and rubric names as applicable for all exams required for the candidate’s endorsement, regardless of whether the candidate took the exams.  |
| test\_code |
| assess\_name |
| rubric\_name\_edTPA |
| test\_date | Once the emergency certificate holder has taken the assessment, enter test date, score, and passed statistics as done with all candidates. Until the exams have been taken enter “DEFER” instead of a score, 99/99/9999 for the test date, and “900” in the passed field |
| score |
| passed |

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| **Guidance for Data Administrators involving COVID-19 and related PESB Emergency Rules** |
| *Conditional admittance of candidates for the 2020-21 academic year* |
| PESB COVID-19 Emergency Rules | Submission Files Involved | Data Elements Involved | Collection and Reporting Guidance  |
| **Admitting Candidates for the 2020-2021 Academic year.**  | Demographics File | enroll\_date | Continue to use this as the first term of enrollment – enter the term when instruction began, not the term of conditional acceptance. |
| Admissions File | decision | If the candidate has not taken basic skills tests at the time of reporting, enter 2 = conditionally accepted |
| deficiency\_prime | Required if conditionally accepted. Enter valid value 90 = Other |
| deficiency\_prime\_text | Enter “accepted pending required assessment “  |
| deficiency clear date | Enter date of test when taken, if taken after date of PESB data submission. |
| entrance\_exam 1-3 | Enter “DEFER” instead of a score, “900” for the entrance\_exam and exam\_stat fields, and 99/99/9999 instead of an actual test date. |
| exam\_stat 1-3 |
| score\_exam 1-3 |
| test date |
| waitlist\_date | Do not enter 3= waitlisted in the decision field for candidates accepted pending required assessments. Use waitlist as usual.  |