OFFICE OF FINANCIAL MANAGEMENT / EDUCATION RESEARCH DATA CENTER

PROFESSIONAL EDUCATOR STANDARDS BOARD

EDUCATOR PREPARATION PROGRAM ACCOUNTABILITY DATA COLLECTION AND SUBMISSIONS MANUAL

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

Reporting Year 2024-25: 9/1/24 – 8/31/25

Data Collection Year 2025-26

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Relevant Links

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

Secure (Managed) File Transfer Portal: https://mft.wa.gov

Change Log

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Clerical Changes

- Dates changed throughout the document to reflect the current collection and reporting cycles.
- Missed corrections and minor wording clarifications.

Changes to process and procedure

- Revised timeline for submission
- Made note of new web address on ERDC web properties for EPP data collection resources.
- Provided clarification on the process of reporting candidates who switch programs.
- Repeated guidelines for changes in naming convention of files for submission to automated validation system.

Changes to data definitions

- exit_reason valid value 3 definition has been clarified to indicate what constitutes a leave of absence.

Changes to valid values

- exit_reason: adding three valid values to accommodate 1) candidates who change from a certification track program to a non-education major, or 2) who wish to pursue an education major, but are dropping the intent for certification, or 3) who are enrolled in multiple programs and decide to drop one.

Additional clarifications

- Multiple clarifications and edits made to the “Things to Know” column of the file formats to aid in accurate data recording.

Changes to the list of required data elements

- prog_status, changed_prog_id, prev_prog_id, prog_effective_date, prog_no_enroll, prog_enroll_type, prog_award_req_clockhrs; these elements are proposed as additions to the **program file** to make possible tracking of changes in naming conventions for programs, valid programs with no current enrollments, how groups of candidates are enrolled in each program, and programs that operate on clock hours versus credits.

- new_prog_start, field_exp, re_entry, last_enroll_date; these elements are proposed additions to the **demographic file** to make possible tracking of first ever cohorts for new programs, type of field experience required for add-on endorsements, and movement of students who stop out and return at a later date.

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What's New for 2024-25

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. 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 gives you an overview of what is changing for the next reporting cycle in summary form. Additional details will be given in other sections of the manual where needed.

The collection has been ongoing now for several years, and as we begin the seventh cycle of data collection and reporting in the fall of 2025, we are poised to start bringing the data elements together to track a candidate's journey to certification in one coherent story across multiple reporting years. In the preliminary planning for this milestone, we found there are additional pieces of information needed to support our ability to do that. While the number of changes described here are broader and more numerous than in previous years, they are necessary steps to continue the development of the collection into the tool it was intended to be. Given that over half of the new elements proposed are at the program level rather than the student level, and do not apply to all programs every year, we don't anticipate this to be an undue burden for program staff. Likewise, the new elements proposed for students apply to only a small subset of students and should not present excessive difficulties.

Quick Summary

Several new elements and valid values are approved for the 202425 reporting / 202526 collection year. The table provided here gives an easy overview of the changes and when they are to be implemented. Additional details are offered in the sections below the table.

File	Elements	Change	Timing
Program	prog_status	New element to indicate the status of a program, e.g., new, continuing, paused, etc.	All changes optional for 202425 reporting year; required in 202526.
	changed_prog_id	New element to indicate a change in a program ID	
	prev_prog_id	New element to indicate previous ID of program if program ID has changed	
	prog_effective_date	New element to indicate what termYYYY a new program or program ID change is effective	

File	Elements	Change	Timing
Program	prog_no_enroll	New element to indicate a program that is on the books, but with no current enrollments	All changes optional for 202425 reporting year; required in 202526.
	prog_enroll_type	New element to indicate the way candidates are enrolled in the program, e.g. cohort-based, rolling, etc.	
	prog_award_req_clockhrs	New element to report time requirement if a program runs on clock hours versus credits.	
Demographic	new_prog_start	New element to indicate first use of new program or new program ID	
	field_exp	New element to indicate whether the program requires a field experience for an add-on endorsement	
	re_entry	New element to indicate an enrollment after a change in program, alt route status, or leave of absence	
	last_enroll_date	New element to indicate date of last enrollment for returning / transferring students; format termYYYY	
	exit_reason	Adding valid values to indicate students changing from education major to non-education major OR non-certification status OR dropping one of multiple programs.	

New Elements

The new elements approved last year by the Board for the admissions file to indicate the status of an applicant's basic skills test status (**exam_req_m, exam_req_r, exam_req_w**) are now required, beginning with the 202425 reporting year.

Eleven new elements are approved for the 202425 collection - 202526 reporting years, across two files; seven in the program file, and four in the demographic file.

Program file: **prog_status, change_prog_id, prev_prog_id, prog_effective_date, prog_no_enroll, prog_enroll_type, prog_award_req_clockhrs**

Demographic file: **new_prog_start, field_exp, re_entry, last_enroll_date**

Program File Elements

prog_status: this is a field used to characterize the status of a program in the program file. This allows for easy identification when new programs are added or changes to existing programs occur, whether permanent or temporary. A new program does not need to have students enrolled at the time of reporting. Valid values are:

- 0 – continuing program
- 1 – new program
- 2 – program on enrollment pause
- 3 – program in teach-out phase
- 4 – retired program reinstated

changed_prog_id: this is a flag field used when a program changes the program ID for one of their previously reported programs. This field will be left blank if not used, or a valid value of 1 entered if the name reported has been changed.

prev_prog_id: this is a text field used to record the previous program ID when it has been changed. This allows us to build a cross-walk of changes over time. It is left blank if it does not apply.

prog_effective_date: this is a text date field where the effective date of the change in program ID or program status is reported, in format termYYYY. The date carries over from the previous year so long as no change occurs in the prog_status or changed_prog_id fields.

prog_no_enroll: this is a flag field to indicate a program that is still actively on the books but does not currently have any candidates enrolled. A program such as this may be coded as 2 (paused) in the program_status field. Previously, instructions for the program file asked that only programs with active enrollment be included, but many institutions have programs that do not always have active enrollment. This change will allow those institutions to maintain one list from year to year and not have to add back programs when they begin accepting enrollment again, only change the program status indicator.

prog_enroll_type: this field is used to indicate the type of enrollment cycle used for the program.

Valid values are:

- 1 – single cohort per year, summer start;
- 2 – single cohort per year, fall start;
- 3 – single cohort per year, winter or spring start;
- 4 – two cohorts per year, any combination of terms/semesters;
- 5 – three cohorts per year, any combination of terms;
- 6 – rolling enrollment, start any day of the year;
- 7 – continuous enrollment, at the beginning of each of four terms;
- 8 - other enrollment pattern.

There were questions about the valid values for this field that are difficult to resolve without knowing more about this aspect of operations. We will pilot this field with these valid values and make adjustments as we learn more.

prog_award_req_clockhrs: there are a few programs (mainly CTE programs) that operate on clock hours rather than credits. This field is for those programs that need it to report the hours required for the award.

Demographic File Elements

new_prog_start: this is a flag field to identify the beginning cohort for a new program. All students in the beginning cohort of a program will have this flag set to 1, for the first-ever enrollment period only. All other records will be blank.

field_exp: this field is used to indicate what add-on endorsements have a field experience requirement imposed by the PROGRAM that is separate from the requirements stated in law. This field is left blank if cred_type contains value of 10 or 30.

Valid values are:

- 0 – add-on endorsement, test-only, no additional requirements
- 1 – add-on endorsement, program requires field experience, no extra coursework
- 2 – add-on endorsement, program requires both coursework and field experience
- 3 – add-on endorsement, program requires coursework, but no field experience

re_entry: this field is used to identify students who are returning after a leave of absence or after switching programs. Currently, a second record is required when exit reason 4 (switching programs) is used to enroll a candidate in the new program they are switching to; this field would be checked on both the exit record and the new enrollment record so it is easy to identify the paired records. In addition, if a student takes a leave of absence (exit code 3; one term or more break in enrollment), this field would be checked **when the student returns** and resumes their enrollment. Their new enrollment record would have this field checked and have the date of their last active enrollment entered in the field *last_enroll_date* (see next entry). The valid values for this field are:

- 1 – candidate switched programs and enrolled in the new program in the same or immediately following term all within the same reporting year
- 2 – candidate is returning from a leave of absence to enroll in coursework
- 3 – candidate is returning after an absence of one or more terms for testing only regardless of enrollment status
- 4 – candidate switched programs in the spring or summer of the current reporting year and will return in the fall of the next reporting year to enroll in the new program

This field is left blank if circumstances do not apply.

NOTE: Institutions may have formal definitions or processes related to withdrawal and leaves of absence. Programs should code students as withdrawn when a student follows formal processes and is officially withdrawn from the institution. Other absences of more than one term that are not an actual withdrawal, whether formalized by the institution or not, should be coded as a leave of absence. For additional information, see below for the definition of leave of absence.

last_enroll_date: used for students who are returning from an absence, or who have completed coursework in a previous reporting year and are returning just to complete testing and get their recommendation, but are not actually enrolled in coursework, even if the last year of enrollment was the most recently completed reporting year. The valid entry for this field is the last date of active enrollment, entered in the format termYYYY.

Deleted Elements

asset_prime_txt; asset_aux_txt; deficiency_prime_txt; deficiency_aux_txt: these fields are permanently dropped from the admissions file as of the 202425 reporting year.

score_exam_m; score_exam_r; score_exam_w: these fields are permanently dropped from the admissions file as of the 202425 reporting year.

New Valid Values

All valid values approved last year by the Board are available for use.

Three additional valid values have been added for one element in the demographic file: **exit_reason**.

exit_reason: valid values are being added to this element to indicate when a candidate changes their major from education to another major offered by the parent institution; for when a candidate informs the program they want to continue their program and get the education degree, but are dropping their intent to seek certification; and for when a candidate is enrolled in more than one program and decides to drop one of them. **Valid value 6** will be added to the list for a change in major, **valid value 7** for dropping intent for certification, and **valid value 8** for dropping one of multiple programs.

NOTE: *a candidate who enrolls with a stated intention of not seeking certification is identified differently – by valid value 30 in the recommend field, and does not even need to be reported if the program does not wish to include that student in their submission. The new valid value of 7 on the exit_reason field pertaining to intent for certification is only for those students who initially enrolled with an intent to seek certification and then later changed their mind to finish their program, but not seek certification. In any case, a program does not need to continue reporting on this student once the student declares this, hence a second enrollment record is not needed. That said, if the program wishes to include the student in their reporting files for their own purposes they may do so by using code 30 in the recommend field on the same record that contains the exit reason code 6 or 7.*

Changes to Definitions

exit_reason: valid value 3 indicates a leave of absence, but what constitutes a leave of absence has never been defined. A leave of absence is considered to be any lapse in continuous enrollment of one or more terms where enrollment could have been possible. If a program does not offer courses during a term, this would not count as a lapsed term for the purpose of continuous enrollment.

Process & Procedure Changes

Candidates Who Switch Programs (exit_reason = 4)

Candidates who switch programs and allow a term of non-enrollment between the term they dropped one program and the term they picked up the new program, when courses were available to enroll in during the interim term, are considered not as switchers (exit_reason = 4) but as taking a leave of absence from their original program (exit_reason = 3). When they return to begin the new program, they should be entered as enrolled in the old program and then exited as a program switcher, and the new enrollment record for their new program entered. This process will also now involve the correct values for the new re-entry variable and entries for the new variable, last date of enrollment. This process allows for correct reporting in situations where the enrollment in a new program crosses the reporting year cutoff, or doesn't end up happening.

For program switchers who have an interim term of non-enrollment due to no courses being offered, for example, during summer term, these candidates should be entered with their second record for enrollment with the new enroll_date equal to the next available term, even if that term will be in a new reporting year (e.g., exited in SP and re-enter in FL). The re_entry code of 4 should be used on the new record.

Lead_mentor_cert. Candidates participating in a clinical experience in an out-of-state location are still required to have their clinical experience supervised by a qualified mentor. Whenever possible, the license or certificate number of the mentor should be recorded. If this information is not available, the postal code for the state where the clinical experience occurred should be entered.

File Naming Convention and Format

This past cycle ERDC began pilot work with a new validation system to help speed up the process of review and feedback on submitted files. Work to refine this system and work out the “bugs” is ongoing, with an expectation that the system will be fully functional for the 202425 reporting cycle.

Programs were asked to adopt a new naming convention for files to work with this new system. There was some initial confusion about that, as the files came in for 202324 with a wide variety of different ways of naming. The requirements that were published last year are repeated here again this year, with a little extra explanation in the hopes this will be more easily understood and adopted by everyone for the next cycle.

The naming convention for the files needs to follow this format:

InstName(abbreviated)_FileName(from list below)_ReportingYear(six digit)

Examples:

ESD112_demo_202425

WSU_assess_202425

LowerColumbia_clinic_20224

File names:

- Demographics = demo
- Admissions = admit
- Assessment = assess
- Clinical = clinic
- Program = prog
- Institution = inst
- PEAB = PEAB

Institution Abbreviations

The list of institution name abbreviations is included on Tab E with the institution codes. In some cases it may not seem like much of an abbreviation, but this is the shorthand that has been used all along, so we’ll stick with it.

The templates are generically named in this way:

INSTABB_DEMO_202425

REPLACE THE LETTERS ‘INSTABB’ IN THE TEMPLATE FILE NAME WITH YOUR INSTITUTION ABBREVIATION.

No other information is needed or accepted by the system. Please adhere to this convention, do not put your institution name on the end, don’t put program names in the file name – just please follow the format given. This no-change rule applies also to the file elements and the order in which they appear in the file. The system will reject the file if there are any discrepancies. Unhide columns, unfreeze panes, and return the file to its original state before submission to avoid rejection. Also check to make sure there are not extra blank records after the last record in your file, and no extra columns after the last column of the template.

Reporting Year

The year is the same value used in the year field of the files for the reporting year. For this year it is **202425**.

File Format

Previous descriptions of the new system stated the system could only consume .xlsx. We have been able to change this so that either .xlsx or .csv can be consumed. The preference, for analytic reasons, is .csv, but either format is acceptable.

Results

You will receive back the same type of feedback you've always gotten about errors or omissions in your files. We are still working on what the format of that feedback will be. One big difference we know for sure is that it will be a lot faster to get that feedback. Another unintended consequence of an automated system is that small errors that could easily be addressed by ERDC manually will now result in an error and you will have to fix them. Please, please, please make use of the tools available to ensure your submissions are accurate the first time around (e.g., the data cleaning checklists). Use all the correct valid values and abbreviations, don't change anything in the templates, unhide rows and columns, unfreeze panes, and double check your submissions before you upload them to MFT.

Data Collection Timeline

The proposed data collection timeline for the 202425 reporting year is outlined below. The adjusted dates will enable both EPPs and ERDC to submit and process data more efficiently.

- INITIAL data submissions of the four candidate files (demographic, admissions, assessment, and clinical) is **November 14, 2025. TRY NOT TO WAIT UNTIL THE LAST MINUTE! EARLY SUBMISSIONS ARE ENCOURAGED!!**
- The three remaining files (Program, Institution, PEAB) are due **November 26, 2025.**
- All corrections to any of the files are due by **December 19, 2025.**

FALL 2025 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/resources-submitting-data-erdc
- 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 topic *(i.e., demographics, admissions, etc.)*
- Check your data file for errors and blank cells that should not be blank before you submit, as well as hidden characters *(use notepad and search for* ***double quote marks*** *(") – delete if found)*
- Use the Data Cleaning Checklist provided to error-check all your files before submission
- Use the correct 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 rows and columns and unfreeze panes 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 .csv.
- 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 Manage File Transfer system (MFT)

Please do NOT…

- Make up your own template or 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 candidate 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 or who withdraw their application. Report all viable applicants whose application was reviewed during the reporting year.
Assessment	All candidates in any teacher or principal program (including CTE Plan 1 candidates) who attempt an assessment. Do not report basic skills assessments in this file.	Include only the best attempt for any assessment except edTPA. Include most recent attempt if reporting edTPA. EdTPA is reported only if used as a regular requirement of your program.
Clinical	All candidates in any program type who begin or continue a clinical practice or internship experience that accrues hours towards the legal requirement for certification.	You MAY but are not required to report on field observations and other activities that don't count towards the total number of practical hours needed by law 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. Test-only endorsement candidates who send in test results who were never enrolled in your programs do not need to be reported.	Candidates returning to test do not have to be officially enrolled, but they do need to be in the demographic file. They should be marked with the returning code (60) in the prev_degree field to indicate they have been enrolled in a program at some point in the past where they did not complete their testing requirements. Include their date of last enrollment in the last_enroll_date field in the demo file.

Institution	This file provides information about the term start and end dates for your institution.	This is about your INSTITUTION 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 that are finishing up. 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 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.

Can You Clarify Who I Should Include In My Files?

PESB has regulatory authority only over those candidates who are seeking Washington State educator credentials. Given this, there may be some types of students enrolled in your programs you do not have to report. International students typically fall into this category, because they generally have no intention of pursuing a Washington teaching credential or going to work in a Washington public school. Some denominational private schools offer programs for their own denominational institutions that do not require a Washington teaching certificate. These students also do not need to be reported.

Because of the associated challenges some programs may have excluding these students from their data collection system, we have included a valid value for the recommend field to use on records for those students who should not be counted in the sum of candidates that are used for reporting to PESB. In the recommend field in the demographics file you can use valid value 30 to designate these types of students. They will be excluded from all reporting calculations.

What About Add-On Endorsement Students? When Do I Report Them?

Candidates who are seeking an add-on endorsement may or may not need to be included in your file, depending on the type of endorsement they are pursuing. If the endorsement is test-only, meaning there is no coursework to be completed, and no formal recommendation from a program needed, you report these students only if they were enrolled in an educator preparation program at your institution at some time in the past. There are codes for various variables in the demographic file to identify these students as not having been enrolled during the reporting period, but having sought an add-on endorsement.

Candidates who contact your institution with test results who were never enrolled in any of your programs but are seeking assistance in getting an add-on endorsement that is test only do NOT need to be reported. These candidates could go directly to OSPI and get their endorsement, so they are not reportable as associated with your programs.

Candidates who enroll in a program offered at your institution that requires coursework or testing that results in a recommendation for an “add-on” endorsement should be treated and reported just like any other enrolled candidate.

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 202425, meaning you will report all candidate activity that occurred during the time period of September 1, 2024 through August 31, 2025.

How Do I Use The Templates To Report My Data?

Excel templates have been provided for you to enter your data into 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. Save your files as .csv once you are done and ready to submit them to the MFT system. Delete the extra rows before the element name row, then save the file.

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/resources-submitting-data-erdc
- **Do not use any commas, quotes, semi-colons, or apostrophes in any text field.** 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 from this established order will cause an error in the import. 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. Unhide all columns so they are visible. Unfreeze panes.
- 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 hidden 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. You can also open the spreadsheet in Notepad and search for instances of a double-quote.

This indicates an illegal character. Delete the quote mark and any spaces that should not be there and save the file. When the file is reopened in Excel, the illegal characters should be gone.

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 cells 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 are to be reported for each program. (See Fig. 1)

prev_degree	crntyr_endorse__active	endorse_complete_date	endorse_recommend	cw_completion_date	cwtest_completion_date	Title_II_flag

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 two 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 cells that apply 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 method 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.

What About Assessments? Who Do I Have To Report Assessments For?

Only candidates enrolled in your teaching or principal programs need to be reported in the Assessment file. Also, any prior students who return to complete their testing and receive their recommendation, or return for an add-on endorsement in a teaching area you offer a program for should be reported as well. Students who come to you wanting an add-on endorsement who were never enrolled in any of your programs and do not need coursework (test-only) should not be reported. If a candidate tests for an endorsement you do not have a program for, you can use the flag_not_offered field to note that. It will be excluded from your assessment calculations.

What About edTPA Assessments? Do We Still Report Those?

If your program uses the edTPA as a formative assessment and this is a regular practice within your programs, then yes, report all edTPA assessments. If your program decision has been to not use edTPA for any program requirement or as a formative assessment tool, then no, you do not have to report any edTPA assessment results that are provided to you by your candidates. If you are reporting edTPA, remember that all 18 rubrics need to be reported individually, and it is the latest attempt that is reported, not best attempt as with the other assessments.

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

The PEAB template is customized for each provider with the recommendations made by the advisory board(s) in the previous year. We ask providers to complete the last column labeled prev_yr_response with a short description of the action taken by the program to address the recommendation given. This customized file is then loaded to your MFT account during September so it can be downloaded and completed for submission. If you need your template before September, just ask and it will be sent.

Figure 3 depicts the part of the PEAB template that is prefilled with information from the previous year. The first three yellow columns will contain that information. Programs will complete the fourth column.

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 that have no color shading 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 that are 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 something that happens at the same actual time for two different groups may be recorded in two different academic years, making it difficult to do analyses that compares events across institutions. 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. The typical term or semester structure is: Summer, Fall, Winter, Spring for quarter systems, or Summer, Fall, Spring for semester systems.

- Those institutions that **END** their academic year with summer term are called ***summer lag*** institutions. The typical year for these is: Fall, Winter, Spring, Summer, or Fall, Spring, Summer.

This difference is important when comparing things about summer candidates. For example, the AY 2020-21 candidates in a summer lead school are candidates who attended at the same point in real time as the AY 2019-20 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 the time period defined as the reporting year, 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.*

It will help a lot for ensuring accurate time reporting to understand when the year field (reporting year) and academic_year field (academic year) should match and when they 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 (INSTITUTIONAL academic year, not program cycle year)
  - **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:
  - *Summer **LAG** Schools:* 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.
  - *Summer **LEAD** Schools:* 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, and fields that may contain alpha characters are designated as "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. The data manual is accompanied by another document 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/resources-submitting-data-erdc

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. The public institutions have additional codes they use that are not included in this list. For those institutions, they can use the codes they normally use even though they are not on this list.

- Tab C and C1 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, and a long list of codes called “V-codes” for CTE Plan 2. For this year codes for CTE Plan 2 candidates are not required if you don’t have that information readily available. This may change in the future.
- 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 all the approved private school building codes from the list maintained by the State Board of Education.
- Tab E is where you will find your Institution code and abbreviation 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 2025, 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. After filtering for the template you are working with, sort the file by sequence number in ascending order, and the elements will be in the same order as the template. When you turn off the template filter, you can sort the file again by the element name to get the list back into alphabetical order.

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 and receiving and disseminating data files coming back from 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 have an account in ERDC’s secure file transfer system (now known as MFT) so that files can be transmitted electronically in an encrypted and secure manner. The ERDC MFT system meets all state and federal security requirements for the transfer of sensitive data. Under no circumstance should student data ever be sent by any means other than the MFT system. For example, **sending a student file through email is not allowed, ever.**

When a program identifies who their DA is, or when this responsibility changes hands, contact the ERDC analyst to begin the process of setting up a new account. 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 MFT and answers general questions about the system. Password resets are accomplished through the system on a self-serve basis, meaning you can initiate a reset yourself from the main login screen. If you have questions or run into something you can't fix, a quick email to the MFT staff 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 can be in .csv (preferred) or .xlsx format.

- 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 MFT is no longer available. MFT is open at all times. 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.

- Files that are sent to you will remain on the system for fourteen days, and then will be automatically deleted by the system. For example, when your PEAB file is sent, an email will notify you it is ready for download. If you do not retrieve it within fourteen days, it will disappear.

What Does ERDC Do With My Files?

In the past, the analyst at ERDC would go through each of your files and do a series of edit checks to ensure the consistency, quality, and accuracy of your data submission. These are the same edit checks described in the Data Cleaning Checklists Workbook, also found on the ERDC website. Beginning with this year, this process is going to be done by an automated system. We have been piloting this solution and will continue to do so until it is fully vetted, so there may also be a manual verification as well, but the hope is that feedback on your submission accuracy will happen a lot quicker than before.

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 done 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 will take the feedback from the automated system about needed corrections and send that information back to the DA via email and verify the timeframe for resubmission. 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 type of 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 changes in educator preparation and workforce activity over time 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 are always looking for tools we can design that will help the data administrators understand and complete all the data submission and cleaning tasks. The primary tool available for DAs to use is the Data Cleaning Checklists.

This tool is 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 new tools are developed, they will be posted at the same place 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 MFT account with a tab for each of the aggregated reports, along with information on how the specific metrics in each report were calculated. Before any aggregated data files are sent to PESB, program providers have an opportunity to review the aggregations calculated by the ERDC analyst and verify that they are consistent with the expectations of program staff.

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 MFT 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, teacher and principal preparation programs will receive the indicator reports that are created in another phase of analysis that happens after the aggregated reports have been validated. These will be sent by PESB staff.

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 even just one institution result 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 for the 202425 year is December 19, 2025. To assist in meeting this deadline, the initial submission of the four candidate files (demographic, admissions, assessment, and clinical experience) is due by **November 14, 2025.** The remaining three files (PEAB, Institution, and Program) are due by November 26, 2025.

Programs are free to submit their files any time BEFORE these deadlines, but all corrections to files must be submitted, clean, and accepted by ERDC by the close of the submission window on December 19, 2025. **DO NOT WAIT UNTIL THE LAST MINUTE TO SUBMIT YOUR FILES!!** Allow ample time for correction and resubmission and rechecking by ERDC.

Any program DA can contact ERDC or PESB staff at any time with questions, request video meetings, or submit files. The designation of a submission window or deadlines 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.

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 need to coordinate and provide input 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 2025 through April 2026:

- September 1st – submission window opens, providers begin submitting data
- November 14th – initial submission of candidate files is due
- November 26th – submission of remaining three files is due
- December 19th – submission window closes, all data must be clean and accepted by ERDC
- December – second week – call for feedback on changes to the data manual for the next reporting year
- December – January – discussions with providers and drafting of data manual for next reporting year
- January – third week – aggregated reports sent to providers for review
- February – review, feedback, and revision of draft data manual
- February – first week – aggregated reports finalized and sent to PESB
- February – all month – final revisions to data manual
- February / March – Indicator report analysis
- March – first week – draft of data manual prepared for March Board meeting
- April – Indicator reports provided to PESB
- May - final data manual presented to PESB Board for approval at May Board meeting
- April thru June – cross-year validation and integration to longitudinal database begins
- June – release of approved data manual and associate materials for new reporting year

2025 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.
- Changes to field names or definitions or instructions are also noted in **RED.**
- 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 "Rules" column 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	255	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 10^{th} 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_status	int	3	Indicator for the status of the program, e.g., new, enrolling, paused, etc.	See list of valid values on Tab A or H in Appendices Workbook. This field should never be blank.

PROGRAM FILE, cont'd

FIELD NAME	FORMAT	LENGTH	DEFINITION	THINGS TO KNOW
changed_prog_id	int	3	Indicator field to highlight a change in the program id of a previously existing program.	Leave this field blank if there has been no change.
prev_prog_id	varchar	22	Text field to match the old program id with the new program id of a previously existing program that has been given a new program id.	Leave this field blank if there was no change in program id.
prog_effective_date	varchar	6	Field in the form of termYYYY to note the term in which the changed program id became effective.	Leave this field blank if there has been no change in the program id.
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.
prog_enroll_type	int	3	This field is for a valid value that indicates what type of cycle new candidates begin the program.	See list of valid values on Tab A or H in the Appendices Workbook.
prog_no_enroll	int	3	This is an indicator field to signal that a program is still valid and active, but does not currently have any students enrolled.	Leave blank if this does not apply.
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_clockhrs	varchar	7	This is the number of clock hours required to earn the highest program award, for programs that are measured in this way.	If the number of clock hours is variable based on decisions made by the candidate, enter the full range of hours possible in this format: XXX-XXX. Leave blank if the program is not a clock hour program.

PROGRAM FILE, cont'd

FIELD NAME	FORMAT	LENGTH	DEFINITION	THINGS TO KNOW
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: 201718	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)(a)(i)(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.
new_prog_start	int	2	This is an indicator field to identify the first cohort of students enrolled in a brand new program.	This field will be blank for all students except the first time the first cohort of student in a brand new program are reported. This field does not need to be filled out in subsequent years, only the first time enrolled students are reported.

CANDIDATE DEMOGRAPHICS, cont'd

FIELD NAME	FORMAT	LENGTH	DEFINITION	THINGS TO KNOW
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.
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.
ssn4	int	4	This is the last four digits of the social security number for the candidate.	If a candidate does not have a SSN, declines to provide it or have it used in this manner, 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.

CANDIDATE DEMOGRAPHICS, cont'd

FIELD NAME	FORMAT	LENGTH	DEFINITION	THINGS TO KNOW
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.
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.	This date should reflect the first term of enrollment in the program identified in the prog_id field. Do not use the institution enrollment date, and do not use the enrollment date from any other previous program. If the program includes gen ed requirements that are not part of the teaching coursework, use a date that corresponds with the commencement of the teaching coursework. See COVID-19 Guidance for Data Administrators, Appendix C for special cases where enrollment was impacted by COVID.

CANDIDATE DEMOGRAPHICS, cont'd

FIELD NAME	FORMAT	LENGTH	DEFINITION	THINGS TO KNOW
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. Candidates who leave a teaching program to enroll in a different program within the institution that is NOT an educator program are NOT considered switching programs. They are withdrawing and should be coded as such. See COVID-19 Guidance for Data Administrators, Appendix C for information on special cases impacted by COVID.
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.
re_entry	int	3	This field is used to indicate what type of re-entry record to look for when a candidate changes programs or returns after an absence. Valid values describe the different uses of this variable.	See Tab A or H in the Appendices workbook for valid values. Leave this field blank if there is no circumstance to warrant its use.

CANDIDATE DEMOGRAPHICS, cont'd

FIELD NAME	FORMAT	LENGTH	DEFINITION	THINGS TO KNOW
last_enroll_date	varchar	6	This field gives the last date of enrollment for a candidate who is returning from an absence or is returning to finish testing.	The date for this field is in the form of termYYYY following the same convention as other date fields of this format. Valid values are contained in Tab A or H of the Appendices Workbook.
recommend	int	3	This field is used to indicate the status of a candidate's recommendation for a certificate or endorsement.	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 testing.	Note that there is a value for no college award. This field should not be blank for anyone. If a student is returning for testing, the value in this field should be 60. See valid value list on Tab A or H in the Appendices Workbook.

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. This field should not be blank for anyone except CTE Plan 2 candidates. If the endorsement code for a CTE Plan 2 candidate is known, it should be entered.	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 or slashes (this is accepted only in the clinical file). 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). CTE Plan 2 candidates should have an endorsement or V-code they are interested in. If this information can be obtained by the program, it should be, and the code should be entered in this field. All CTE Plan 2 codes are included on Tab C1 in the Appendices Workbook. If this field is left blank for CTE Plan 2 candidates, it will not trigger an error at this time.

CANDIDATE DEMOGRAPHICS, cont'd

FIELD NAME	FORMAT	LENGTH	DEFINITION	THINGS TO KNOW
field_exp	int	3	This field is used to indicate any PROGRAM defined requirements for field experience for an ADD-ON endorsement that are not required by another authority.	Valid values for this field are found on Tab A or H of the Appendices Workbook. Note: this field is in reference to the endorsement listed in the record, and applies only to add-on endorsements.
endorse_complete_date	varchar	6	This is the ACADEMIC term and year candidate was recommended for their endorsement or certification, or in the absence of an endorsement, the date of program completion; use format termYYYY.	This field is required for all candidates in all programs, to indicate the program completion date. The date should reflect the date of recommendation to OSPI for endorsement or certification. 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 field is required for all candidates except CTE Plan 2 candidates. If the information for CTE Plan 2 candidates is available, it should be entered, but a blank will not trigger an error. See COVID-19 Guidance for Data Administrators, Appendix C for special cases impacted by COVID.
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

CANDIDATE DEMOGRAPHICS, cont'd

FIELD NAME	FORMAT	LENGTH	DEFINITION	THINGS TO KNOW
cwtest_completion_date	varchar	6	Institutional academic term and year candidate completed all **testing** requirements; as of reporting year 202526 this field will reflect testing completion independent of coursework completion; use format termYYYY	Prior to reporting year 202526 this field has been used to indicate the timing of completion of both coursework AND testing requirements. Beginning with reporting year 202526 this field should reflect the date testing requirements were completed, independent of the completion of coursework. 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. For all teacher and principal programs with a cred_type value of 10, this field should correspond with the enroll_cat value of 10 in the assessment file in that if the enroll_cat value in the assessment file is 10, the Title II flag should be 1. However, not all candidates who are Title II = 1 must be enroll_cat = 10. Do not leave this field blank. Even though Title II is relevant only to teaching programs, this field should contain a value for all candidates. For programs to which Title II does not apply, the value will always be zero.

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, or the date a previously submitted application was reviewed. Whichever date is used, it should be within the current reporting year timeframe. 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. If a candidate applies more than once during a reporting year, record only the most recent application. If a candidate is applying again in a different reporting year, record their application and the decision information for their latest application.
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.

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.
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. There is a valid value to indicate there was no dominant asset apparent. Do not leave this field blank.
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.
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.

CANDIDATE ADMISSIONS cont'd

FIELD NAME	FORMAT	LENGTH	DEFINITION	THINGS TO KNOW
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.

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. Applicants who were conditionally admitted in a previous year who did not clear deficiencies in the year they were admitted but have done so in the current reporting year do NOT need to be reentered in the admissions file with their deficiency clear date at this time. Applicants who are conditionally admitted but never enroll are still decision code = 2, not 4.
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.

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.	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.
entrance_exam_m	int	4	This field is for the entrance exam code that identifies the exam used for the math skills area that satisfies the basic skills testing requirement.	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.
exam_req_m	int	2	This is an indicator field to note the status of an applicant with respect to the requirement to take a basic skills exam in the indicated area.	Each candidate for an educator certification is required to take a basic skills exam. While there is no passing score requirement, they do have to take an exam. If the applicant has taken the exam, you can indicate that they have and that you have either received or not received the scores. Alternatively, if they have not met this requirement yet and you are going to assess their competency by some other means, there is a valid value for this too. Please see the Appendices Workbook, Tab A or H for valid values.

CANDIDATE ADMISSIONS cont'd

FIELD NAME	FORMAT	LENGTH	DEFINITION	THINGS TO KNOW
exam_stat_m	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 math skills area and whether remediation is needed or not.	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_txt_m	varchar	255	This is a text description of 1) how the applicant's degree of competency in math 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_stat_m = 20. This field is limited to 255 characters. **DO NOT USE COMMAS, APOSTROPHES, SEMICOLONS, OR QUOTES**
entrance_exam_r	int	4	This field is for the entrance exam code that identifies the exam used for the reading skills area that satisfies the basic skills testing requirement.	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.
exam_req_r	int	2	This is an indicator field to note the status of an applicant with respect to the requirement to take a basic skills exam in the indicated area.	Each candidate for an educator certification is required to take a basic skills exam. While there is no passing score requirement, they do have to take an exam. If the applicant has taken the exam, you can indicate that they have and that you have either received or not received the scores. Alternatively, if they have not met this requirement yet and you are going to assess their competency by some other means, there is a valid value for this too. Please see the Appendices Workbook, Tab A or H for valid values.

CANDIDATE ADMISSIONS cont'd

FIELD NAME	FORMAT	LENGTH	DEFINITION	THINGS TO KNOW
exam_stat_r	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 reading skills area and whether remediation is needed or not.	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_txt_r	varchar	255	This is a text description of 1) how the applicant's degree of competency in reading 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_stat_r = 20. This field is limited to 255 characters. **DO NOT USE COMMAS, APOSTROPHES, SEMICOLONS, OR QUOTES**
entrance_exam_w	int	4	This field is for the entrance exam code that identifies the exam used for the writing skills area that satisfies the basic skills testing requirement.	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.
exam_req_w	int	2	This is an indicator field to note the status of an applicant with respect to the requirement to take a basic skills exam in the indicated area.	Each candidate for an educator certification is required to take a basic skills exam. While there is no passing score requirement, they do have to take an exam. If the applicant has taken the exam, you can indicate that they have and that you have either received or not received the scores. Alternatively, if they have not met this requirement yet and you are going to assess their competency by some other means, there is a valid value for this too. Please see the Appendices Workbook, Tab A or H for valid values.

CANDIDATE ADMISSIONS cont'd

FIELD NAME	FORMAT	LENGTH	DEFINITION	THINGS TO KNOW
exam_stat_w	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 writing skills area and whether remediation is needed or not.	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_txt_w	varchar	255	This is a text description of 1) how the applicant's degree of competency in writing 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_stat_w = 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.
flag_not_enrolled	int	1	This is a flag field to indicate candidates who are not yet enrolled but have assessment information to be reported and plan to enroll in the next reporting year.	Enter a value of 1 if this is a candidate who will enroll in the fall and has submitted assessment information in preparation for that enrollment; otherwise leave 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. Leave this field blank if the flag_not_enrolled field contains a 1.

CANDIDATE ASSESSMENT cont'd

FIELD NAME	FORMAT	LENGTH	DEFINITION	THINGS TO KNOW
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.	If a candidate has multiple assessment results for the same assessment, report only the best score for any assessment other than edTPA. Do not report more than one assessment result per assessment code. EdTPA assessments are reported as the most recent scores available. 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; 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.
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)

CANDIDATE ASSESSMENT cont'd

FIELD NAME	FORMAT	LENGTH	DEFINITION	THINGS TO KNOW
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.
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.
flag_not_offered	int	1	This is a flag field.	If the reported assessment is for an endorsement for which you DO NOT offer a program, code this field with a 1. Otherwise leave it blank.

CANDIDATE ASSESSMENT cont'd

FIELD NAME	FORMAT	LENGTH	DEFINITION	THINGS TO KNOW
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. Valid value (40) was added to indicate when a candidate is in the process of applying for the CBC exception but has not yet submitted all the necessary materials. A candidate who is flagged with a value other than 0 in this field will not have their assessment score included in the score averages.
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.	

CANDIDATE ASSESSMENT cont'd

FIELD NAME	FORMAT	LENGTH	DEFINITION	THINGS TO KNOW
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. This field is required for all programs except CTE Plan 2 candidates. If the information for CTE Plan 2 candidates is available, it should be entered. Blank cells for these candidates will not trigger an error.
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.** Do not enter multiple codes in one field. If the candidate works in multiple buildings for the same practice, you can enter them just once for each district they worked in and use the district code in both the district and building code fields.

CLINICAL PRACTICE cont'd

FIELD NAME	FORMAT	LENGTH	DEFINITION	THINGS TO KNOW
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.
lead_mentor_cert	varchar	10	Certificate or license number of lead mentor individual overseeing candidate clinical practice. Washington state educator certificates must always be reported; out of state certificates / licenses are optional at this time but should be reported if available; if not available, the mail abbreviation for the state of placement should be entered; these requirements apply to all roles, including counseling and psychologist candidates.	All clinical experiences are to be supervised by a mentor with at least three years of experience in the field of study, and any applicable certification or licensure offered by the mentor's state authority. Out of state candidates must be supervised by a so qualified individual. See WAC language for more detail. In lieu of a license or certificate number for out of state mentors when it is not possible to obtain, enter the mail abbreviation for the state where the mentor is credentialed. 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.**

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. If the start date occurs before the beginning of the current reporting year, the end date must either be in the current reporting year, or be left blank and code 30 used in the prac_outcome field. 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 prac_outcome field, and leave this field blank. See COVID-19 Guidance for Data Administrators, Appendix C for special cases impacted by COVID.

CLINICAL PRACTICE cont'd

FIELD NAME	FORMAT	LENGTH	DEFINITION	THINGS TO KNOW
prac_hours	numeric	7	The total number of hours of clinical practice completed by the candidate during the reporting year. EXCEPT school counseling candidates – record direct hours only here.	See COVID-19 Guidance for Data Administrators, Appendix C for special cases impacted by COVID. The hours entered should reflect only those ACTUAL hours accrued during the reporting year and during the specific experience reported in the record. Candidates who do not complete their clinical experience should still have reported whatever hours accrued before they stopped. Candidates who did not accrue hours before stopping (who never actually began) should not be reported. For school counselor candidates, the hours entered in this field are the DIRECT service hours of their practice experience, while indirect hours are recorded in prac_hours2.
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	numeric	7	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/submit-data-request .

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 (Managed) 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 (Managed) File Transfer System. Login information and instructions are sent to the data administrator by emails coming from OFM staff or an email address listed as SOW. Upload to this system is the only method of transfer to be used in submitting student data to the ERDC.

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

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/resources-submitting-data-erdc

APPENDIX C
PESB COVID-19 GUIDANCE FOR DATA ADMINISTRATORS

https://bit.ly/3ufgwAq

APPENDIX D
PESB ASSESSMENT CODE TABLES

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

For the national edTPA assessment codes and associated information go here:

http://www.edtpa.com/Content/Docs/edTPA_StateReportLayout.pdf

APPENDIX E
NCES CIP CODE TABLES

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