

# **ETS Title II Services**

## **State User's Guide**

Version 2.1

Last Updated August 10, 2015

---

## Contents

1	Introduction to Title II Reporting .....	4
2	Reporting Timeline .....	6
3	New User Login .....	7
4	Create an ETS® Client Services for Educator Licensure Account.....	8
4.1	Confirm Account Information .....	9
4.2	Choose User Name and Password .....	9
4.3	Institution/Agency Agreement.....	10
4.4	Your Title II Account Has Been Requested .....	10
5	Returning User Login.....	11
5.1	Forgot your User Name or Password .....	11
6	Title II Home Page .....	12
6.1	Manage Profile - Change Contact Information, Password, and Security Question .....	12
6.2	User Assistance/Help Documents/Site Navigation .....	13
6.2.1	Help Documents.....	13
6.2.2	ETS Contact/Reference Information .....	13
6.3	Other Site Navigation .....	14
7	Test and License Review – New for 2014/15 .....	15
7.1	Review Test List.....	15
7.2	Review License Rules.....	16
7.3	CHECK RULE INTENT.....	18
8	Monitor Institutions .....	22
8.1	Verify Your Institutions .....	22
8.2	Deactivate/Activate Institutions .....	22
8.3	Add New Institutions.....	23
8.4	Tracking Institution Activity .....	23
8.5	E-mailing Institutions .....	23
9	Appendix .....	24

## Figures

Figure 1 - 2010/11 Reporting Timeline .....	6
Figure 2 - Create New User Account .....	7
Figure 3- Create an Account.....	8
Figure 4 - Confirm New Account Information.....	9
Figure 5 - User Name and Password .....	10
Figure 6 - Returning User Login.....	11
Figure 7 - State User Home Page .....	12
Figure 8 - Manage Your Profile.....	13

## 1 Introduction to Title II Reporting

This manual provides instruction and guidance for State Department of Education users to review their state's licensure information in order for their institutions of higher education (IHEs) to enter student data required for ETS to prepare and make available pass rate reports to satisfy Section III of the Institutional and Program Report Card on the Quality of Teacher Preparation (IHE Report Card).

Sections 205 through 208 of Title II of the *Higher Education Act (HEA)*, as amended in 2008, (PL 110-315) call for accountability for programs that prepare teachers. Section 205 of Title II requires reports from each IHE that conducts a traditional teacher preparation program or an alternative route to state certification or licensure program and that enrolls students receiving federal assistance under *HEA* (e.g., Title IV). In addition, states must be able to report on alternative routes to teacher certification or licensure that are operated by entities that are not institutions of higher education, referred to as Alternate Route Organizations (ARO). The law can be accessed at <http://www2.ed.gov/policy/highered/leg/hea08/index.html>.

A teacher preparation program is a state-approved course of study, the completion of which signifies that an enrollee has met all the state's educational and/or training requirements for initial certification or licensure to teach in the state's elementary, middle, or secondary schools. A teacher preparation program may be either a traditional program or an alternative route to certification program, as defined by the state. Also, it may be within or outside an institution of higher education. For the purposes of Title II reporting, all traditional teacher preparation programs at a single institution of higher education are considered to be a single program.

The law requires IHEs to submit timely and accurate reports or risk a fine of up to \$27,500.

Teacher preparation programs, both traditional and alternative, report to their states, which report to the U.S. Department of Education. Since 2001, the Office of Postsecondary Education at the U.S. Department of Education has collected data from states on teacher preparation programs and their students, as well as states' assessment and licensing of teacher candidates. State certification requirements and policy-related information have also been collected.

While annual Title II reporting is required by law, the mechanisms IHEs use to report are determined by the state. ETS, as primary test vendor in most states, provides the service of collecting data and preparing pass rate reports for departments of education to satisfy the requirements of **Section V of the Title II State Report Card on the Quality of Teacher Preparation**.

ETS has developed an online application to collect your IHE student data and match it to each student's test scores. The reauthorized law requires one report to be submitted by each state containing the combined pass rates of all teacher licensure tests offered in the state. ETS's data collection application was designed with the capability to add the tests and results of secondary vendors where applicable.

Section III of the IHE Report Card requires information on the performance of the students in your IHE's teacher preparation programs on each teacher certification/licensure assessment used by your state. ETS will provide you and your IHEs with reports that can be downloaded from the web application in an easy-to-read format for review during the Resolution Period.

In addition, ETS works closely with Westat, the research organization contracted by the U.S. Department of Education to oversee the Title II process. ETS will provide pass rate reports to them in the format required for

direct upload into their IPRC system; in turn, Westat will upload all reports into Section III of the IHE report card of each of your institutions submitting student data to us.

In cases where a student has taken a given assessment more than once, the highest score on that test will be used. There must be at least 10 students in each category taking the same assessment in an academic year for data on that assessment to be reported; for summary data, there must also be at least 10 students (although not necessarily taking the same assessment) for data to be reported. In cases where there are less than 10 students taking the same assessment and the assessment pass rate is not reported, those students must be included in the summary data.

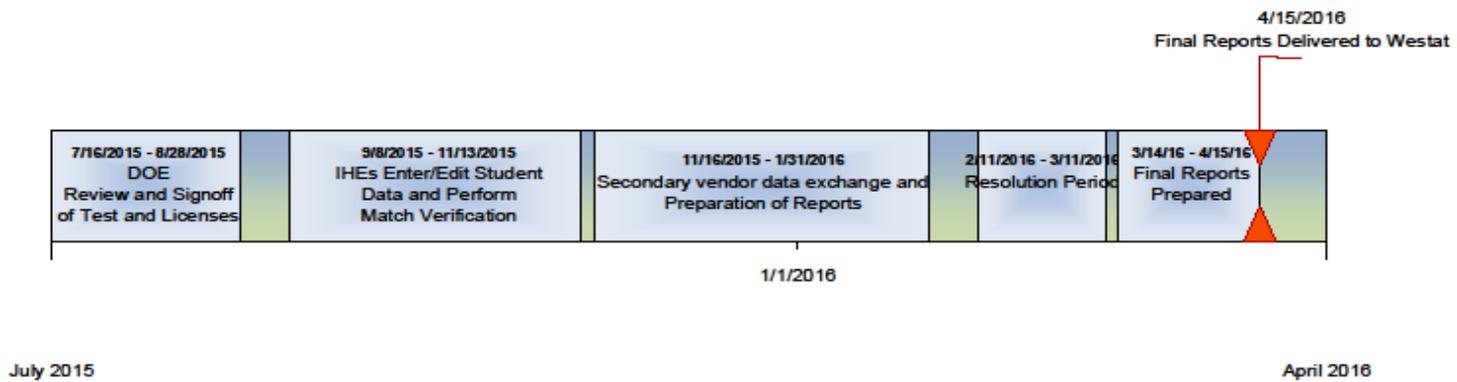
If a teacher preparation program has fewer than 10 students reported on any single initial teacher certification or licensure assessment during an academic year, the program shall collect and publish information with respect to an average pass rate and scaled score on each state certification or licensure assessment taken over a three-year period.

Your state's institutions and organizations are not required by Title II law to publish summary pass rates. Please retain the individual assessment data for each student that will allow you to verify these summary pass rates. This information is requested for validation purposes.

## 2 Reporting Timeline

July - August	State Users review, edit, and accept tests and licenses
September–October	IHEs update and enter student data and verify match results
December–February	ETS compiles data and prepares reports
February	Resolution period
April	ETS sends files to Westat for IHE report cards
April 30	IHE Report Cards due to Westat
October	State Report Cards due to Westat

Figure 1 - 2010/11 Reporting Timeline

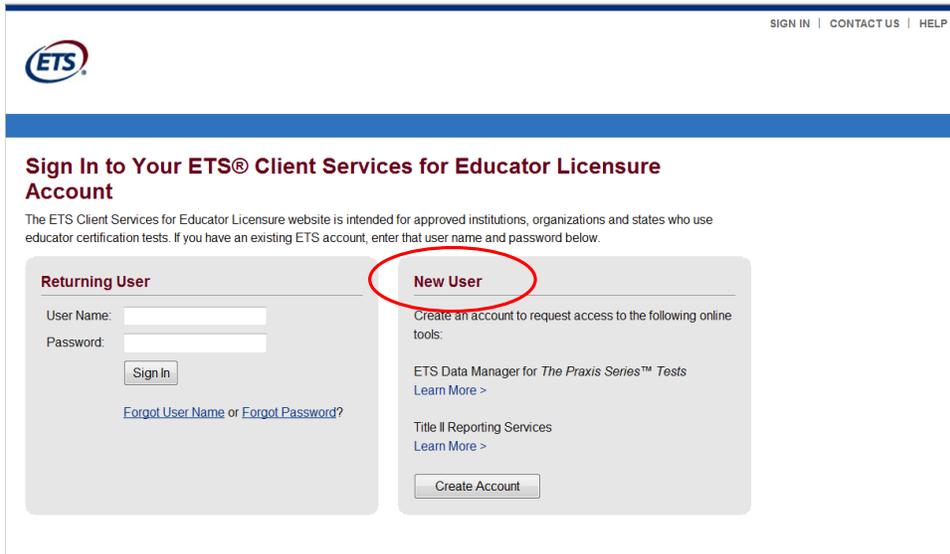


### 3 New User Login

To access the ETS Title II website go to <https://tlcs.ets.org>.

All individuals accessing this new system for the first time must create a new user account. From the ETS Client Services for Educator Licensure homepage, select the **Create Account** button under New User:

Figure 2 - Create New User Account



## 4 Create an ETS® Client Services for Educator Licensure Account

To create an account, fill in the information requested on the **ETS® Client Services for Educator Licensure Account** screen. Be sure to fill in all required fields noted with a red asterisk **\***.

**Type of Account:** There are two types of user accounts:

- a) State or National Agency – user has the ability to enter/edit tests, enter/edit/accept licenses, activate/deactivate/add new institutions, enter/upload student information on behalf of an institution, monitor institution activity, view student data entered by institutions, view match results, and download all institution reports within their state.
- b) Institution or Organization – user has the ability to enter/upload student information for both traditional and alternate route within their institution, view and edit their student data and match results, and download reports.
  - a. This user type will also need to indicate whether they are the primary or secondary user for their institution.

When you have completed all required fields, choose Continue.

Figure 3- Create an Account

The screenshot shows the 'Create an Account' form on the ETS website. At the top, there are links for 'SIGN IN', 'CONTACT US', and 'HELP'. The ETS logo is on the left. The main heading is 'ETS® Client Services for Educator Licensure' followed by 'Create an Account'. Below this, there is a sub-heading and a paragraph of instructions. The form is divided into several sections:

- Type of Account:** Two radio buttons: 'State or National Agency' (selected) and 'Institution or Organization'. To the right is a dropdown menu showing 'Alabama' and 'Select'.
- Administrative Role:** Two radio buttons: 'Primary' and 'Secondary'. An arrow from a yellow callout box points to these options.
- Job Title:** A text input field.
- Select the service(s) you would like to access:** Two checkboxes: 'Title II Reporting Services' and 'ETS® Data Manager for The Praxis Series™ Tests'.
- Personal Information:** Fields for First Name, Middle Initial, Last Name, Email Address, Re-enter Email Address, Address Line 1, Address Line 2, City, State (dropdown), ZIP/Postal Code, Primary Phone Number, Alternate Phone Number, and Fax Number. Examples are provided for ZIP and phone numbers.

At the bottom of the form are 'Cancel' and 'Continue' buttons.

Institution or Organization Account Type will need to select either Primary or Secondary Administrative Role

Select the service(s) you would like to access. Your user name and password will be the same for all services available; your current options are:

1. Title II Reporting Services
2. ETS® Data Manager for *The Praxis Series*™ Tests

## 4.1 Confirm Account Information

After selecting **CONTINUE** on the **Create an Account** screen, a **Confirmation Screen** will appear giving you the opportunity to review your information. Select **EDIT INFORMATION** if changes are necessary, otherwise select **CONTINUE**.

Figure 4 - Confirm New Account Information

**Confirm Your Information and Continue with Account Creation**

Please review your account information for accuracy. Once you submit your information, you will not be able to change your name or user name.

Institution or Agency :	KY EDUCATION PROFESSIONAL STANDARDS BD
Title :	
First or Given Name:	Jane
Middle Initial:	
Last or Family Name:	Smith
E-mail Address:	jl@ets.org
Address Line 1:	Rosedale Road
Address Line 2:	
City:	Princeton
State:	NJ
ZIP Code:	08541
Primary Phone Number:	6096832000
Alternate Phone Number:	
Fax Number:	

## 4.2 Choose User Name and Password

Next you will be asked to create a **User Name** and **Password**.

The user name must be between 6 and 16 characters (letters and/or numbers only).

The password must be between 8 and 16 characters, and include an uppercase letter (A–Z), a lowercase letter (a–z), a number (0–9), and a special character (! @ # \$ % ^ & \* ( ) - \_ + = ?). Re-enter your password and choose a security question and answer. Then choose **CONTINUE**.

Figure 5 - User Name and Password

### User Name and Password

\* Required field

* User Name:	<input type="text"/>	User Name must be between 6 and 16 characters (letters and/or numbers only).
* Password:	<input type="text"/>	Password must be between 8 and 16 characters, and include an uppercase letter (A-Z), a lowercase letter (a-z), a number (0-9), and a special character (! @ # \$ % ^ & * ( ) - _ + = ?).
* Re-enter New Password:	<input type="text"/>	
If you forget your user name or password, you will be asked to respond to your security question to verify your identity. Select a question and answer below.		
* Security Question:	<input type="text" value="Select"/>	
* Security Answer:	<input type="text"/>	

### 4.3 Institution/Agency Agreement

All users must agree to abide by the terms listed in the agreement in order to create an account in the single sign on portal. Please read the terms and select the check box next to the statement indicating your agreement to the terms. You have the option to print the user agreement. See Appendix to review the Title II Reporting Services Agreement.

### 4.4 Your Title II Account Has Been Requested

After agreeing to the terms, a message will pop up advising that your request for access has been sent to the ETS Client Services Administrator. On approval by the ETS Client Services Administrator, a confirmation e-mail will be sent to the e-mail address that you provided. Keep your user name and password in a safe place.

## 5 Returning User Login

To access the ETS Title II website go to <https://tlcs.ets.org>.

Enter your User Name and Password in the Returning User box and select **SIGN IN**.

Select Title II Reporting Services under the Client Services heading. Note to new users who just created their account: you should receive a confirmation e-mail from the Administrator advising that the account has been approved. Once you receive that email, you can enter your User Name and Password in the Returning User box and choose **SIGN IN**.

### 5.1 Forgot your User Name or Password

If you have forgotten your User Name or Password, select the appropriate link from the Returning User box. You will be requested to answer identifying questions including the security question that you entered when you first created your account. If you are still unable to gain access, contact the ETS Title II Administrator at [Title2@ets.org](mailto:Title2@ets.org).

Figure 6 - Returning User Login

**ETS** | [SIGN IN](#) | [CONTACT US](#) | [HELP](#)

### Sign In to Your ETS® Client Services for Educator Licensure Account

The ETS Client Services for Educator Licensure website is intended for approved institutions, organizations and states who use educator certification tests. If you have an existing ETS account, enter that user name and password below.

#### Returning User

User Name:

Password:

[Forgot User Name](#) or [Forgot Password?](#)

#### New User

Create an account to request access to the following online tools:

ETS Data Manager for *The Praxis Series™ Tests*  
[Learn More >](#)

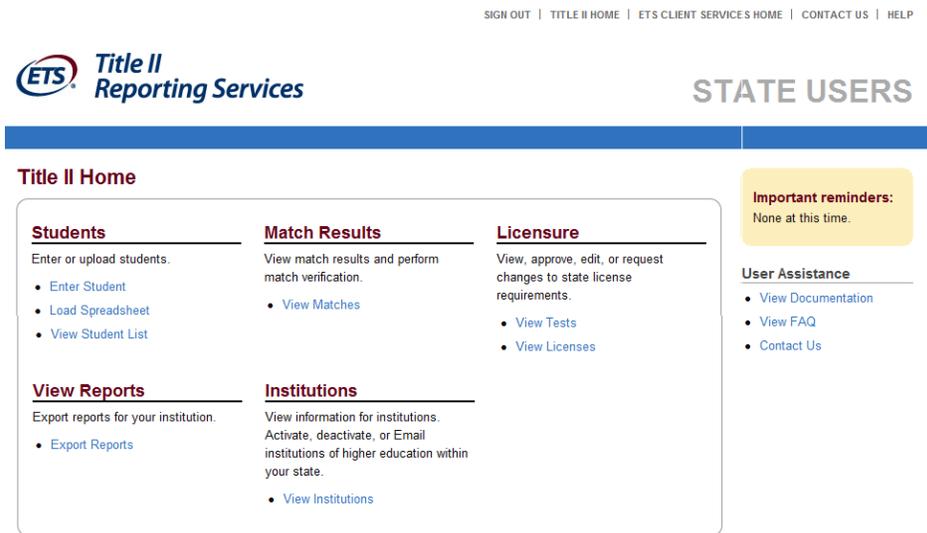
Title II Reporting Services  
[Learn More >](#)

## 6 Title II Home Page

State Users and IHE Users have different options available to them on the Home Page. An example of the State User home page is below.

**Important Reminders:** During the reporting cycle, ETS will display important messages in the upper right corner under the green bar. Be sure to check here when you log in.

Figure 7 - State User Home Page



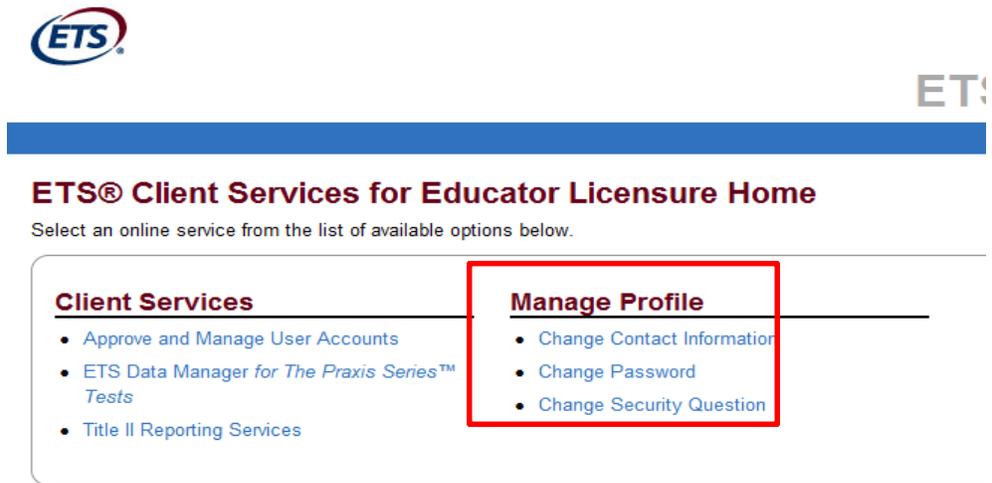
### 6.1 Manage Profile - Change Contact Information, Password, and Security Question

Options to manage your account information are available from the ETS Client Services Home Page under Manage Profile. Select the **ETS Client Services Home** link in the upper right hand corner of the screen.



Select the information you wish to update and follow indicated steps. Once your changes have been accepted by the system, you will receive an e-mail confirming that your account has been updated.

Figure 8 - Manage Your Profile

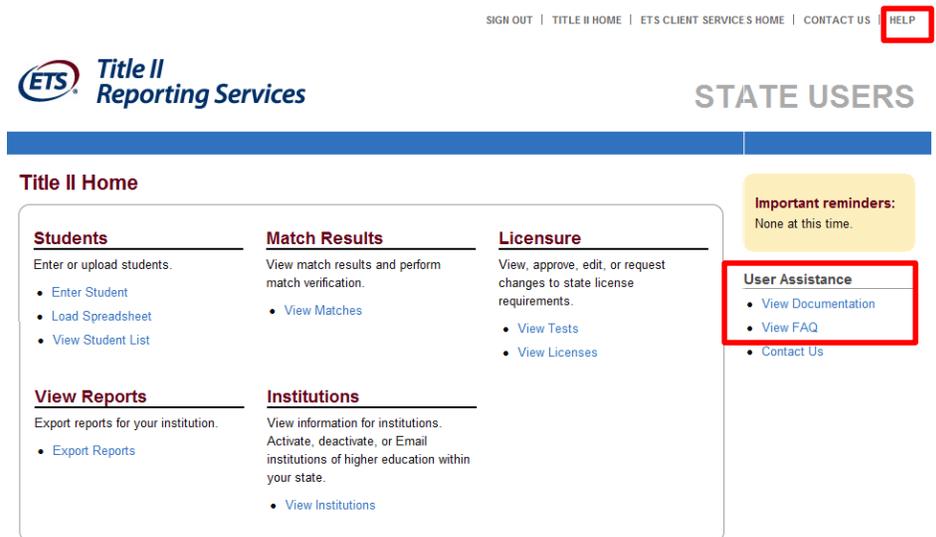


## 6.2 User Assistance/Help Documents/Site Navigation

### 6.2.1 Help Documents

This user manual is available via the **Help** and **View Documentation** links. A **Frequently Asked Questions** document is also accessible from the Home Page. The Help link is accessible from every page.

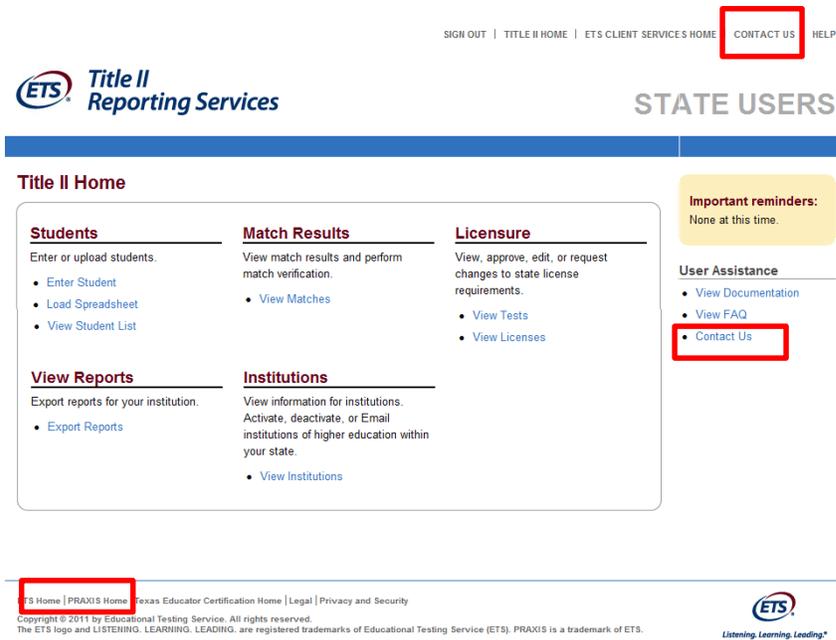
Figure 9 – Help Links



### 6.2.2 ETS Contact/Reference Information

A direct link to the [title2@ets.org](mailto:title2@ets.org) e-mail address is available via the “Contact Us” link on every page in the upper right corner. Links to [www.ets.org](http://www.ets.org) can be found on every page in the bottom left corner.

Figure 10 – ETS Contact/Reference Links

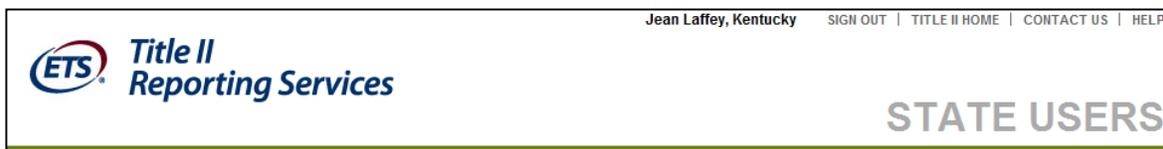


### 6.3 Other Site Navigation

**TITLE II HOME:** Select the **TITLE II HOME** link in the upper right-hand corner of any page to be directed back to the **Title II Home Page**. Be sure to save any changes you may have made prior to selecting this option.

**SIGN OUT:** Select the **SIGN OUT** link in the upper right-hand corner of any page. Be sure to save any changes you may have made prior to selecting this option.

Figure 11 – Other Navigation



**User Tip:** Save your work often; after being idle for 30 minutes, you will be disconnected and any changes not saved will be lost.

## 7 Test and License Review – New for 2014/15

This year, ETS Title II administrators have performed the test and license updates through the use of adoption paperwork and communications with each state’s Title II Coordinator. You will receive a spreadsheet in mid July which captures the test changes that occurred in your state and entered into the Praxis Test Use Database that we maintain. However, this information may not be complete, so we rely on your review and edits to this document where necessary.

Once the test changes have been reviewed and approved, we will update current year licenses and ask you to log into the site during the last two weeks of August to perform a review of your licenses, provide us with any edits that are required, and provide your signoff.

Please note that all test and license data must become final in the Title II website before we can open the site to your institutions on September 8. If you have any questions or concerns, please address them as soon as possible so as not to delay the start of your institutional data entry. We will not be able to leave the site open past the published date of November 13, 2015

In summary, the work necessary by each State Title II Coordinator is a thorough review of the 2014/15 test and licenses as well as your written consent that they are an accurate reflection of what your state used for initial classroom teacher certification for that academic year. Below are the steps we ask you to follow to perform this review.

### 7.1 Review Test List

Each state with testing requirements that have changed since the prior reporting year will receive a spreadsheet of test changes as reflected in our test adoption records. Title II Reporting Services will ask that a complete review and approval of changes for the following items.

- tests that have been replaced/discontinued: confirm the **expiration date**; a date is already present for each test based on the adoption of the replacement test or information from paperwork received. Changes to this date should be noted in Column I.
- tests that have been replaced/discontinued: provide the **last date on which you will accept this test** for licensure (*yellow highlighted cell*). If your state will continue to accept the test indefinitely, the date should be 8/31/2019, which is the 5-year maximum amount of time a test can be included in pass rate calculations in accordance with federal regulations. ETS will continue to include tests in pass rate reports until the “last date to accept,” as long as the test was taken prior to the date on which it expired (test expiration date).
- replacement and newly-adopted tests: provide the **test effective date**.
- replacement and newly-adopted tests: **confirm the cut score** noted. Changes to this data should be noted in Column I.
- For newly adopted tests, provide the license information: name, code, *all* tests required, after the last row of test data.
- If there are questions in Column B, please respond in Column I, State Comments/Questions
- If there are no issues with the test, provide your signoff in Column J (for each test): APPROVED

Yellow highlighted cells will require input and the gray cells should be ignored. The sheet is alpha-sorted by test name, but feel free to re-sort it any way that makes your review most efficient for you. Note that the top row (headers) is frozen so it will be visible as you scroll. If there are tests not on the sheet that should be, add them after the last entry with relevant date and/or score information.

If your state uses other vendors' tests in addition to Praxis tests, there will be a second tab with a list of those tests. Please review this list and note any changes in column I. If you have dropped a secondary vendor test, provide the necessary dates, both expiration and last date accepted for licensure; if you have adopted a new secondary vendor test, provide the necessary information at the bottom of the list – test name, effective date, and cut score.

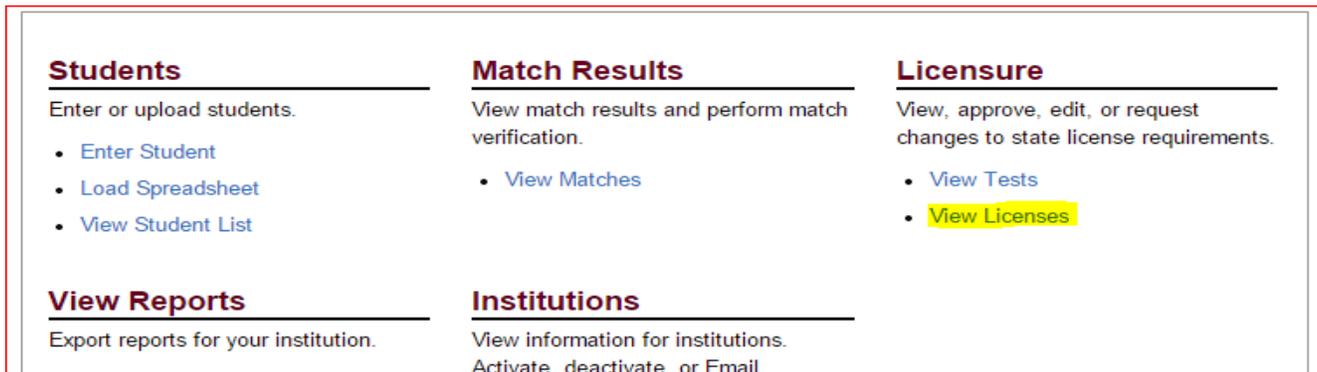
Please return the spreadsheet as soon as you have completed your review and signoff, but no later than the date noted in the email accompanying the sheet. In order to open the ETS Title II website to your institutions by the published date and begin performing match runs, it is important that we have this information from you by that date. Sheets received after that date may cause a delay in the opening of the site to your institutions for student data entry.

## 7.2 Review License Rules

Each Title II state coordinator will be required to log into the ETS Title II Reporting website and perform a review and provide acceptance of every license used for initial classroom teacher certification in their state.

A webinar will be conducted annually to walk coordinators through the process of reviewing and accepting licenses. If you were unable to attend the live webinar, please contact Sharen Virgin ([svirgin@ets.org](mailto:svirgin@ets.org)) for a link to the recording of the webinar.

After logging into TLCS, and choosing Title II Reporting Services from the main menu, you will be taken to the Title II Homepage:



The screenshot shows a grid of menu items for the Title II Reporting Services homepage. The items are arranged in two columns and two rows. Each item has a title, a brief description, and a list of sub-links. The 'View Licenses' link under the 'Licensure' section is highlighted in yellow.

<b>Students</b> Enter or upload students. <ul style="list-style-type: none"><li>• <a href="#">Enter Student</a></li><li>• <a href="#">Load Spreadsheet</a></li><li>• <a href="#">View Student List</a></li></ul>	<b>Match Results</b> View match results and perform match verification. <ul style="list-style-type: none"><li>• <a href="#">View Matches</a></li></ul>	<b>Licensure</b> View, approve, edit, or request changes to state license requirements. <ul style="list-style-type: none"><li>• <a href="#">View Tests</a></li><li>• <a href="#">View Licenses</a></li></ul>
<b>View Reports</b> Export reports for your institution.	<b>Institutions</b> View information for institutions. Activate. deactivate. or Email	

Here you will choose View License to access your license list.

The list will appear on the next screen in alphabetical order by license name. Each license will have a status of either New or Rolled Over:

Year:  To Year:  Status:  Name Contains:

52 records retrieved. [Show Expired Licenses](#) | [Hide Expired Licenses](#)

<input type="checkbox"/>	Year	License Code	License Name	Status
<input type="checkbox"/>	2014-2015	30	<a href="#">Agriculture</a>	New 07/29/2015
<input type="checkbox"/>	2014-2015	50	<a href="#">Art</a>	Rolled Over 07/16/2015
<input type="checkbox"/>	2014-2015	*14	<a href="#">Biology</a>	Rolled Over 07/16/2015
<input type="checkbox"/>	2014-2015	4B	<a href="#">Business and Marketing Technology</a>	Rolled Over 07/16/2015
<input type="checkbox"/>	2014-2015	*15	<a href="#">Chemistry</a>	Rolled Over 07/16/2015
<input type="checkbox"/>	2014-2015	5D	<a href="#">Chinese</a>	Rolled Over 07/16/2015
<input type="checkbox"/>	2014-2015	58	<a href="#">Dance</a>	Rolled Over 07/16/2015

Your task is completed when the status for each test reads “Accepted.”

To begin, sort your list by Status: New.

**Title II Licensure**

Year:  To Year:  Status:  Name Contains:

This will give you the list of those licenses that we have recently edited due to test requirement changes. Click the name of the first new license to arrive at the License Detail screen:

**Title II License Detail — Agriculture (30)**

This license has been New as of 07/29/2015.

License Rules: (( 5624 OR 0624 ) AND ( 5701 OR 0701 )) [Show Names](#) | [Hide Names](#)

License Code: 30  
License Name: Agriculture

2 records retrieved.

<input type="checkbox"/>	Test Code	Test Name	Vendor	Test Expiration Date	Last Date to Accept Test	Cut Score	Cut Score Effective Date	Cut Score Expiration Date
<input type="checkbox"/>	5701 OR 0701	AGRICULTURE	ETS			147	09/01/2014	
<input type="checkbox"/>	5624 OR 0624	PRINC LEARNING AND TEACHING 7-12	ETS			157	07/01/2011	

This is where you will review the correctness of each of the tests required by the license, the cut score for each test, the effective date for each test within your state, the expiration and “last date to accept” dates (if relevant) as well as the name and code of the license itself. This is also where you will review the requirements or “Rule” of the license, i.e. a **PLT AND the Agriculture** test are required for this license. This is what we refer to as a simple rule, requiring only two current tests.

The next step is to click “Accept” at the bottom of the screen:

0624	TEACHING 7-12			
------	---------------	--	--	--

\*Cut score is different from *Praxis*™ passing score.

**Accept** Edit License Expire Selected Tests Check Rule Intent Cancel

You will be taken to the next screen to confirm what you are accepting:

**Accept Agriculture (30) License fo**

By accepting this license, you are certifying that all of its components a

- Tests
- Cut Scores
- Test Rules

**Accept** Back to License Detail

If you agree that all the information on the previous page for that license was accurate, click the “Accept” button to be returned to the previous page.

If you want to check the license again, click “Back to License Detail.”

After Accepting a license you will be returned to the Licence Detail screen where you should click “Cancel” to return to your full list of licenses.

Accept Edit License Expire Selected Tests Check Rule Intent **Cancel**

You will note that because you have the license filtered to “New,” the license that was just accepted is no longer on the list. Choose the first license on the list and repeat the above process.

When you have finished accepting all of the New licenses, reset your license list filter to “Rolled Over” and complete process again for each of the rolled over licenses:

Year: 2014-2015 To Year: 2014-2015 Status: **Rolled Over** Name Contains: Search

### 7.3 CHECK RULE INTENT

This functionality was new to State users beginning with the 2014/15 academic year. As more and more tests added computer verions and regenerated iterations, the rules became complex. It was designed to assist state coordinator charged with review and signoff of license rules to feel confident about how the rule will function when appalled to a student’s tets record.

Checking the intent of a license will show you what tests will be included in the summary pass rate report for a student when the license rule is applied based on tests taken and passed. Summary Pass Rate Reports will include the count of students who passed all tests taken for their area of specialization whether or not they took all tests required for their area of specialization

If any tests in a this rule are part of a composite calculation, the user should mark each test in the composite as though the calculation has been applied. For example, if there are three tests that are calculated as composites, and the student passes by the composite calculation, all three tests should be entered as PASS. If the student does not meet the composite, one or more of the tests should be marked as NOT PASS or NOT TAKEN.

If you have complex license rules and would like a one-on-one demonstration on how best to use this new tool, please contact Sharen Virgin at [svirgin@ets.org](mailto:svirgin@ets.org) to set up a convenient time.

## License Terminology

**Passing Rate Rule** –The definition by the state of what tests or groups of tests and their relative replacements that need to be passed in order for an individual to become certified. Each rules is for a specific type of certification within a specific state.

**Test ID** – This is the 4 digit test ID or identifier that is used to identify the specific test.

**Primary Test** – Tests that are considered by the state that need to be passed to get certified. An example would be 0710.

**Related Test** – Test that is essentially the same as the Primary Test, but uses a different delivery method

**Regenerated Test**– A Newer version of a test that could replace one or more older primary tests

## So how are Passing Rate Rules defined?

The system is designed to have the state and/or business to define the rule in a BOOLEAN (yes or no) model that uses a syntax similar to a SQL query. In this syntax, the tests to be passed are represented by their TEST ID. The ID are combined using AND to indicate both pass conditions must be met or an OR meaning that passing either test is acceptable. The parenthesis are used to create groupings of Test IDs in order to satisfy complex certification conditions that require the passing of multiple tests and potentially have multiple of acceptable certification requirements.

Here are some examples of the rule definitions along with the “English” language definition/translation ...

### 1. SIMPLE RULE

(5710 OR 0710) AND 0063

- This is the “perfect world” rule where the test taker/candidate must pass Test ID 5710 OR Test ID 0710 AND they must pass test ID 63. So at a minimum the test taker/candidate must pass at least two tests to get certified ... 5170 and 0063 OR 0710 and 0063.
- In this case the conditions must be met and the entire rule is referred to as a SECTION. A section defines the conditions that must be met in order to become certified. A passing rate rule can have multiple sections if there are multiple combinations of tests that can be used to become certified. The IDs framed by **GREEN ()** parens are ways of combining the test IDs and conditions within a specific section and depending upon how the combinations are set-up can be called SEGMENTS (which is what the GREEN parens are) or GROUPS (which are smaller condition groupings within a SEGMENT).
- In this case Test ID 0170 is the PRIMARY Test ID and 5710 is the RELATED Test ID.

## 2. COMPLEX RULE

(( 0730 OR 5730 ) AND ( 0710 OR 5710 ) AND ( 0720 OR 5720 ) ) AND ( ( ( 5153 OR 0153 ) AND ( 5155 OR 0155 ) AND ( 5154 OR 0154 ) AND ( 5156 OR 0156 OR 0158 OR 5158 OR 0157 OR 5157 OR 0159 OR 5159 ) ) OR ( ( 0511 OR 5511 ) AND ( 0011 OR 5011 ) AND ( 0049 OR 5049 OR 0069 OR 0439 OR 0089 OR 5089 ) ) )

Trying to analyze complex rules by looking at a single line of text is very complex and you can easily misinterpret the intent of the rule. To make it easier, you break down the groupings into multiple lines with indentation to make it easier to understand what is being defined ... which looks like this

( ( 0730 OR 5730 ) AND ( 0710 OR 5710 ) AND ( 0720 OR 5720 ) ) *... candidate must pass 3 tests in this segment*

**AND**

( *... the candidate must pass the defined tests in either of the following two groups*

( ( 5153 OR 0153 ) AND ( 5155 OR 0155 ) AND ( 5154 OR 0154 ) AND ( 5156 OR 0156 OR 0158 OR 5158 OR 0157 OR 5157 OR 0159 OR 5159 ) ) *... this group defines 4 possible tests that the candidate must pass*

OR

( ( 0511 OR 5511 ) AND ( 0011 OR 5011 ) AND ( 0049 OR 5049 OR 0069 OR 0439 OR 0089 OR 5089 ) ) *... this group defines 3 possible tests that the candidate must pass*

)

- This is a “perfect storm” or complex rule where the test taker/candidate must pass a minimum of 6 tests or a maximum of 7 tests in order to be certified. While this complex rule has only one set of test conditions that must be met for certification (which is a SECTION), we do have passing rate rules defined that include multiple SECTIONS. For instance if the AND above highlighted in YELLOW was an OR, then the first line of the rule would be one SECTION and the remainder of the rule after that OR would be the second SECTION.
- The elements framed by the **GREEN ()** parens are the SEGMENTS, or complex blocks of rules
- The elements framed by **BLUE ()** parens are the GROUPS within the SEGMENTS

- The elements framed within the remaining **BLACK ()** parens are the SUB-GROUPS within the Groups.
- Essentially there is a hierarchy of definitions for the rules ...  
**SECTION** (which is assumed ... no parens for framing ... if there is only a single section in the rule

### SEGMENTS

### GROUPS

### SUB-GROUPS

As a result of the experiences we have encountered in the past two years, we know that there are several guidelines that need to be followed when defining the text definition of the PASSING RATE RULE in the system; they are:

1. When defining multiple segments or sections within a segment, you should always position the IDs of the tests that the state prefers to see in the reporting on the RIGHT of the rule definition. For instance if the state prefers to have the certifications based on regenerated tests as opposed to older tests, then the part of the rule that defines the inclusion of the regenerated tests should be on the right side of the rule definition. In general, if there were two sections or segments defined in the rule and the candidate passed all of the tests in both, then the results of the segment to the right of the rule definition is the one that will be reported.
2. You have to clearly define the PRIMARY and the alternative RELATED tests in the rule and the PRIMARY test ID should be on the RIGHT of the definition.
3. You can not mix ANDs and ORs with the same pair of parens. For example:  
**(5710 OR 0710 AND 0063)** – This is **NOT** permitted because the AND and OR are within the same pair of parens  
  
**( (5710 OR 0710) AND 0063)** – This is permitted because the AND and OR are not within the same pair of parens

## 8 Monitor Institutions

You may narrow your search by the type of program or by the institution name.

**Program Type Search:** Three search options are available when searching by **Program Type**. Select the appropriate program type and click **ENTER**.

**All** – All Institutions – Both Alternate and Traditional (not ARO)

**Alternate** – colleges and universities that offer a non-institution route for teacher licensure

**Traditional** – colleges and universities that offer the traditional route for teacher licensure

**ARO** – organizations that offer alternative certification – outside of a college or university.

**Institution Name Search:** Enter any of the letters contained in the institution name in the **Name Contains** field and click **ENTER**.

Figure 38 – Search for Institutions

The screenshot shows the ETS Title II Reporting Services State Users interface. At the top, it says "Jean Laffey, Kentucky" and has links for "SIGN OUT", "TITLE II HOME", "CONTACT US", and "HELP". The main heading is "STATE USERS". Below that, it says "Title II Institutions for Kentucky". There is a search form with "Program Type" set to "All" and "Name Contains" field. A dropdown menu is open showing "All", "Alternate", "Traditional", and "ARO". Below the search form, it says "31 records retrieved". A table shows the following data:

<input type="checkbox"/>	Program Type	Institution Code	Last Signed In	Total Students Entered / Rolled Over	
<input type="checkbox"/>	Alternate	ACES	1260	NONE	0
<input type="checkbox"/>	Traditional	ALICE LLOYD COLLEGE	1098	NONE	68
<input type="checkbox"/>	Traditional	ASBURY COLLEGE	1019	NONE	139

### 8.1 Verify Your Institutions

Review the list of institutions to ensure that the list is complete. See Sections below should you need to add or remove an institution.

### 8.2 Deactivate/Activate Institutions

If an institution in your state no longer has a teacher preparation program or is otherwise no longer required to report for purposes of Title II, you will need to move them from your “Active Institutions” list to the “Inactive Institutions” list. To do this,

1. click View Institutions on the Home Page
2. click the Activate/Deactivate Institutions button at the bottom of the page
3. Scroll down the box on the right of the screen to locate the institution to be deactivated
4. Highlight the institution and click the Deactivate button in the center of the two boxes
5. The institution will be moved to the Inactive Institutions list and you will be redirected to the “Deactivation Dates for Institutions” page
6. Enter the date when the institution should no longer have access to the site, keeping in mind that they will need access for follow up reporting for two years.

## 8.3 Add New Institutions

When an institution in your state needs to begin reporting for Title II, they can be added to your institution list as follows:

1. click View Institutions on the Home Page
2. click the Activate/Deactivate Institutions button at the bottom of the page
3. click the Add New Institution button at the bottom of the screen
4. Complete the fields with a red asterisk on the Title II Institution Data for [State] page
5. Click "Save"

If the institution does not yet have a 4-digit organization code, they should contact Karen Piccinetti at [kpiccinetti@ets.org](mailto:kpiccinetti@ets.org). This code is required for the institution to be added to the Title II web application.

## 8.4 Tracking Institution Activity

You have the ability to track individual IHE activity.

**The Last Signed In date** is the last date that the IHE has signed into their account. If this field is NONE, the IHE either never created a user account or never logged into the system.

**Total Students Entered/Rolled Over:** At rollover, the Number of Students will be the number of students in the categories of All But Clinical and Other Enrolled who were carried over from last year's reporting. As the IHEs begin to access the site again, these numbers will increase as more students are added for the new reporting year.

To view a list of students for a specific IHE, click on the number in blue. This will take you to the Student List screen. By using a combination of the filters at the top of the screen, you can learn a variety of things about the students being reported by your individual IHEs for example:

1. Student Category: **Completed**; Program Type: **Traditional**; Match Status: **All** Will return the total number of traditional route completers for the current year.
2. Student Category: **Completed**; Program Type: **Traditional**; Match Status: **Matched to Scores** Will return the number of traditional route completers for the current year who have been to scores.

If the number returned for 2 is much lower than the number returned for 1, the school has very likely not been performing match verification and you may want to contact them to remind them to do so.

There are a number of ways to filter the student list to obtain information about the students being reported and their match results. Please contact us at 609-683-2733 for assistance with different uses of filters to view student records.

## 8.5 E-mailing Institutions

To email one of your institutions, click on the box associated with the institution and select the **Email Selected** box. An email will open with the email addresses of all users who have created user accounts for the institution that you selected.

## 9 Appendix

### Title II Reporting Services Agreement

**Access and use of the Services (defined below) and Materials (defined below) made available through the Site (defined below) by an Authorized User (defined below) indicates Your (defined below) acceptance of the terms and conditions set forth below. All access and use of the Services and Materials through the Site is contingent upon acceptance of the following terms and conditions. IF YOU DO NOT AGREE TO THE FOLLOWING TERMS AND CONDITIONS YOU MUST EXIT THE SITE NOW AND NOT USE THE SERVICES OR ANY MATERIALS THEREIN.**

#### TERMS AND CONDITIONS

Updated: March 28, 2011

The terms and conditions set forth below (the “Agreement”) together with those terms and conditions set forth on [www.ETS.org](http://www.ETS.org), shall govern use of Title II Reporting Services (the “Services”) currently available through <https://tlcs.ets.org> (the “Site”), and all data, content, printouts and other materials available therein (“Materials”) provided by Educational Testing Service, and its licensors (collectively “ETS”). In the case of conflict in provisions set forth in the terms and conditions of [www.ETS.org](http://www.ETS.org) and the terms and conditions set forth below, these terms and conditions shall control.

**1. Consent to Terms.** The terms “You” and “Your” mean the government agency, institution of higher education or entity entering into this Agreement with ETS. If You do not agree with these Terms of Conditions, do not use the Services. ETS reserves the right, at its sole discretion, to change these terms at any time. Please check these terms periodically for changes. Use of the Services following the posting of changes to these terms and conditions shall constitute Your acceptance of the revised terms.

**2. Grant of Rights; Restrictions on Use.**

**2.1 Grant.** You and Your Authorized Users (defined below in Section 2.2) are granted a nonexclusive, nontransferable, limited right to access and use the Services and Materials made available to you through this Site, including, without limitation, data, reports and analyses generated there from, for statistical research purposes only. You are granted the rights as follows:

- (a) The right to make copies of the Materials retrieved from the Services for Your internal use;
- (b) The right to email, fax, download or make printouts using the commands of the Services and the right to create a single printout of Materials accessed or downloaded by any other means (collectively, "Authorized Printouts");
- (c) The right to download using the commands of the Services and store in machine readable form, primarily for Your exclusive use, a single copy of insubstantial portions of those Materials included in any individually searchable file or content source in the Services; and
- (d) Notwithstanding anything to the contrary herein, the right to (1) excerpt or quote insubstantial portions of Materials in documents prepared in the ordinary course of Your business (“Reports”); (2) store and/or distribute Authorized Printouts and Reports to persons who are not Authorized Users on an occasional, infrequent basis to the extent required for internal policy, legal or regulatory compliance.

**2.2 Authorized User.** Only Your employees, and/or temporary employees (“Eligible Persons”) are eligible to access and use the Services and Materials. The term “Authorized User” means an Eligible Person whom You have identified to ETS for purposes of issuing Credentials and who You have authorized to access and use the Services and Materials on Your behalf. For purposes hereof, “Credentials” mean (a) access or authentication information required or supplied by ETS to enable access to the Service by Authorized Users; (b) passwords or password parameters issued by ETS to an Authorized User; and (c) passwords and other access information issued by You or stemming from the foregoing, including without limitation, log-in, password and other information of Authorized Users, all as changed from time to time. You agree that Credentials may only be used by the Authorized User to whom they are assigned and that the Credentials may not be shared with or used by any other person, including other Authorized Users. You will manage Your roster of Authorized Users and will promptly deactivate an Authorized User’s Credentials or notify ETS to deactivate an Authorized User’s Credentials if the Authorized User is no longer an Eligible Person or You otherwise wish to terminate the Authorized User’s access to the Services. You will cause such User (defined below) to cease any and all access and use of the Service and Materials. You are responsible for all use of the Services accessed with Credentials issued to Your Authorized Users, whether such access is by Authorized Users or by any individual who is not an Authorized User (“User”). You will use reasonable commercial efforts to prevent unauthorized use of the Credentials assigned to Your Authorized Users and will promptly notify ETS, in writing, if You suspect that any Credentials are lost, stolen, compromised, or misused. ETS may suspend or terminate any Authorized User’s rights to access and use the Services and Materials at any time without cause and/or prior notice.

2.3 **No Robots.** Use of the Services via mechanical, programmatic, robotic, scripted or any other automated means is strictly prohibited. Unless otherwise agreed to by ETS in writing, use of the Services is permitted only via manually conducted, discrete, individual search and retrieval activities.

2.4 **Modifications.** The Services, including, without limitation, any feature functionality therein, as well as Materials, may be enhanced, added to, withdrawn, or otherwise changed by ETS without notice.

2.5 **Unauthorized Users.** The Services and the Materials are protected by U.S. and international intellectual property laws and treaties, and other laws that prevent unauthorized access and use. No one other than an Authorized User may access or use the Services for any purpose whatsoever. If You permit other Users to nevertheless access and use the Services or Materials without authorization, such User's access and use will be governed by these Terms and Conditions and You will be liable to ETS for any breach of the Terms and Conditions as well as for unauthorized access.

3. **Representations.** User represents that he/she is currently an Eligible Person and has been authorized by his/her employer to be an Authorized User of the Services.

4. **Credentials.** Authorized User has been assigned user credentials (i.e., set password and security questions/responses) for access and use of the Services on Your behalf. Neither the Authorized User nor You may share such credentials or use any other party's credentials.

5. **Restricted Access.** The content, layout and other features and functionality of the Services may have restricted access rights and are subject to change without notice. One or more Authorized Users' access rights may be modified at any time as requested by You or ETS, including suspending or terminating such rights without notice.

6. **Data Protection.**

6.1 The Service may include aggregated test taker or other all personally identifying information of an individual ("PII") in the Services. If You, any Authorized User, or other User hereunder accesses any such PII in or through use of the Services, You shall not, and shall not permit any Authorized User and/or other Users, to use such PII for any purpose whatsoever and shall promptly notify ETS of same. Authorized User shall treat all PII and other Material received through the Services about and individual as confidential information; and may access and use such data only in compliance with Your privacy policy, all applicable data protection, privacy, and security laws and regulations, including, but not limited to, FERPA. You will ensure that each Authorized User will immediately notify You if they know of any unauthorized access to any portion of the Site or the Services. You will use reasonable efforts to ensure that only Authorized Users will have access to such information through Your Service account, systems or files (electronic or non-electronic).

6.2 You agree to use commercially reasonable security to protect the Service from unauthorized access by anyone who is not an Authorized User, and to cause Authorized Users not to exceed their authorized access.

6.3 You or Your Authorized Users shall immediately notify ETS of any potential or actual unauthorized access, or access exceeding authorization to the ("**Security Incident**"), and take, immediate action to investigate, mitigate and contain the incident and implement reasonable and appropriate measures to prevent further incidents and any misuse of data accessed. You shall provide complete information and assistance to ETS. If applicable law requires ETS or You to give such notice, You shall reimburse ETS for all expenses incurred by ETS to comply and to provide any mitigation provided by ETS in its sole discretion (including but not limited to costs of identity theft monitoring services and costs of altering the Service). You shall indemnify and hold ETS harmless from and against all expenses, losses and damages incurred by ETS relating to the Security Incident. If applicable law requires You to give notice of the Security Incident to individuals, it shall not do so without first: (a) consulting with ETS and providing it with a copy of said notice in time for ETS reasonably to establish a procedure for responding to any individual communications with ETS; and (b) obtaining approval of any law enforcement authority with whom ETS may be consulting about the Security Incident.

7. **Consents.** ETS may verify process, disclose, store, and transfer all personally identifying information submitted by an Authorized User in accordance with ETS's privacy and security policy located at [www.ets.org](http://www.ets.org) as amended from time to time. You warrant that You have obtained all necessary consents before submitting any (if any) personal information to ETS.

8. **NO WARRANTIES.** EXCEPT AS OTHERWISE SET FORTH IN A WRITTEN AGREEMENT SIGNED BY ETS AND YOU WHICH EXPRESSLY STATES THAT IT SUPERCEDES THIS AGREEMENT, THE SERVICES AND MATERIALS, INCLUDING ALL RELATED SYSTEMS (INCLUDING SOFTWARE AND HARDWARE), DATA, AND INFORMATION THEREOF, ARE PROVIDED "AS IS" AND WITH ALL FAULTS AND THE ENTIRE RISK AS TO SATISFACTORY QUALITY, PERFORMANCE, ACCURACY, EFFORT AND RESULTS IS WITH YOU AND

AUTHORIZED USERS AND OTHER USERS. NEITHER ETS NOR ANYONE ELSE MAKES ANY OTHER COMMITMENT OR WARRANTY AND ETS DISCLAIMS ANY (IF ANY) IMPLIED AND/OR STATUTORY WARRANTIES, INDEMNITIES, CONDITIONS AND STATUTORY OR COMMON LAW OR OTHER DUTIES, INCLUDING BUT NOT LIMITED TO ANY: (A) OF MERCHANTABILITY, (B) OF FITNESS FOR PURPOSE OR USE, (C) OF RESULTS, ACCURACY, COMPLETENESS OF INFORMATION OR FUNCTIONALITY, (D) OF LACK OF NEGLIGENCE OR LACK OF REASONABLE OR PROFESSIONAL CARE OR EFFORT, AND (E) CREATED BY TRADE USAGE, COURSE OF DEALING OR COURSE OF PERFORMANCE. IF ANY DUTY CANNOT BE DISCLAIMED THAT DUTY WILL BE MEASURED BY WILLFUL MISCONDUCT OF ETS, ITS AGENTS OR SERVICE PROVIDERS. ALSO, THERE IS NO WARRANTY AGAINST INFRINGEMENT OR OF TITLE OR OF INTERFERENCE WITH USE OR ENJOYMENT OF THE ETS SERVICES.

**9. EXCLUSION OF CERTAIN DAMAGES.** EXCEPT AS OTHERWISE SET FORTH IN A WRITTEN AGREEMENT SIGNED BY ETS AND YOU THAT EXPRESSLY STATES THAT IT SUPERCEDES THIS AGREEMENT, ETS WILL NOT BE LIABLE TO YOU OR ANY OTHER USER OR PERSON FOR ANY DAMAGES ARISING OUT OF YOUR ACCESS, INABILITY TO ACCESS OR USE OF THE SERVICES, THE MATERIALS, AND THE SITE, WHETHER DIRECT, INDIRECT, SPECIAL, CONSEQUENTIAL, INCIDENTAL DAMAGES, OR PUNITIVE DAMAGES, INCLUDING, WITHOUT LIMITATION FOR DAMAGES FOR LOST PROFITS, LOSS OF PRIVACY, SECURITY OR DATA, FAILURE TO MEET ANY DUTY (INCLUDING BUT NOT LIMITED TO ANY DUTY OF LACK OF NEGLIGENCE OR OF WORKMANLIKE OR PROFESSIONAL EFFORT), OR FOR ANY OTHER INDIRECT DAMAGES WHATSOEVER, THAT ARISE OUT OF OR ARE RELATED TO THE SERVICES EVEN IF ETS (OR AN AFFILIATE, SERVICE PROVIDER OR AGENT) HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES AND EVEN IN THE EVENT OF FAULT, TORT (INCLUDING NEGLIGENCE) OR STRICT OR PRODUCT LIABILITY OR MISREPRESENTATION.

**10. Governing Law and Jurisdiction.** These Terms and Conditions shall be governed by the laws of the State of New Jersey, without regard to its conflict of laws principles. You agree and hereby submit to the exclusive personal jurisdiction and venue of the state and federal courts in New Jersey for the resolution of any disputes arising from these Terms and Conditions.

**11. Notice.** ETS may, but is not obligated to, send notice to You and/or Your Authorized Users who must relay communications internally, as necessary. You will check the Service periodically for notices posted by ETS and disseminate them as appropriate to Authorized Users. ETS may elect to provide notices and other information related to Service activities to You in electronic form: (a) via e-mail; (b) on the Service; or (c) by non-electronic methods, at Your address in ETS records. You may deliver notices related to Service activities to ETS by sending it to “ETS, Rosedale Road, Mailstop 51L, Princeton, NJ 08541.

**12. Amendments.** ETS reserves the right to change or modify this Agreement, which will take effect thirty (30) days after the posting of notice of such changes to You. If any Authorized User accesses the Service after the effective date of the revised version, or if the You or any Authorized User fails to terminate Credentials by the Effective Date, then You shall be deemed to have accepted the revised Agreement on behalf of itself and each Authorized User as of said effective date.

**13. Miscellaneous.** If any provision of this Agreement is found by a court of competent jurisdiction to be invalid, its remaining provisions shall remain in full force and effect, provided that the allocation of risks described herein is given effect to the fullest extent possible. ETS’s failure to act with respect to a breach by You or any Authorized User or other User does not waive its right to act with respect to subsequent or similar breaches. This Agreement constitutes the entire agreement of the parties with respect to its subject matter and replaces and supersedes any prior written or verbal communications, representations, proposals or quotations on that subject matter. Nothing in this Agreement waives any of ETS’s legal rights.

By clicking “I Agree,” You are signing this Agreement; and represent and warrant to ETS that You are authorized to legally bind the Organization below to this Agreement. This Agreement will not become effective until it has been accepted by ETS, which acceptance (if any) will be evidenced by ETS issuance of Credentials to each Authorized User; the effective date of the Agreement will be the date upon which such Credentials are issued.

ORGANIZATION: \_\_\_\_\_

Name & Title of signing person: \_\_\_\_\_

Institution/Agency Mailing Address:

Institution/Agency Street Address:

Institution/Agency Email Address:

Signing person's Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Copyright © 2011 by Educational Testing Service. All rights reserved. ETS, the ETS logo and LISTENING. LEARNING. LEADING. are registered trademarks of Educational Testing Service (ETS). PRAXIS is a trademark of ETS. 15043



*Listening. Learning. Leading.®*

[www.ets.org](http://www.ets.org)