

Appropriate Placement Webinar – November 2, 2023

Q&A

Q: What happens when there is a discrepancy with SCED and REP crosswalk?

A: (Krista Ried-OEE) Determine if it is something that needs added and notify CEPI (CEPI@Michigan.gov) so it can be edited.

Q: Can someone share that website the QR code related to?

A: (Caitlin Groom- MI CEPI) <https://www.michigan.gov/mde/services/ed-serv/ed-cert/permits-placement>

Q: Is there a SCED code that maps to the Self-Contained allowable endorsement codes in the Course Placement and Reporting Guide from the REP website?

A: (Caitlin Groom- MI CEPI) The Subject Code 23 Covers "non-subject specific" courses, which includes a SCED for self-contained grade level courses.

Q: Auditing question - when inaccurate data is being pulled into the Teacher Verification Report due to inappropriate SCED or REP code usage by districts, causing the report to not catch inappropriate placements, what is the recourse for districts or responsibility for auditors? We have a great deal of problems with Social Studies and Science courses not being reported with appropriate REP assignment codes and despite training and recommendations, these are still happening and make it difficult to trust the report based on district data.

A: (Brian Ciloski-OFM) Districts will be given an opportunity to provide evidence that a placement that appears inappropriate in the report is actually a correct placement prior to a deduction being issued.

Q: When you have a STEM teacher at the elementary level, how is this to be reported in the REP?

A: (Krista Ried-OEE) Conversations need to be had at the school level (e.g., sports math) to determine the content, context, and credit. The course title is not sufficient to answer that question. Once that conversation has been had, enter key words into the SCED code crosswalk that CEPI provides to find the closest matching SCED Code.

Q: Krista - please repeat the new flexibility for us again.

A: (Krista Ried-OEE) The memo explaining: [2023 - 121 Elementary and World Language Staffing Flexibilities](#)

Q: ZG endorsement flexibility: If a person who is K-5/all subjects; K-8/Self-Contained is assigned to teach a grade 6 math class in a K-8/building, is a permit required for the assignment or is this assignment allowed without a permit under the new guidance for ZG endorsements?

A: (Krista Ried-OEE) The memo explaining: [2023 - 121 Elementary and World Language Staffing Flexibilities](#)

Q: I just want to verify, if the school is a Middle and High school combined, our middle school teachers 6-8 can still have any K-8 endorsement and/or Elementary only.

A: (Krista Ried-OEE) The memo explaining: [2023 - 121 Elementary and World Language Staffing Flexibilities](#)

Q: When will the Teacher Credential Report be edited so that anyone with a sub permit doesn't show as "Out"?

A: (Krista Ried-OEE) There are multiple sub permits. Daily Permits will always show out (per Caitlin Groom's portion of the presentation on the permit slide). The Full-year options will be IN if the subject area(s) the permit was issued for matches the SCED & REP code. The MOECS and CEPI technical teams are actively working to update the report for Permit Endorsement categories. I believe that is an update to the TCVR we should see in the next couple weeks.

Q: Will the report be updated to account for Annual Career Authorization permits for CTE or do these not need to be reported? Currently they all show as "OUT"

A: (Caitlin Groom- MI CEPI) Yes, that will be included with the update we expect within the coming weeks.

Q: Any valid certificate or Michigan only?

A: (Brian Ciloski-OFM) It must be a certificate or permit issued by Michigan.

Q: Are the 90 days calendar days or school days?

A: (Brian Ciloski-OFM) You will use calendar days.

Q: Where can we pull the TCVR from for our district?

A: (Gloria Suggitt-OFM) The TCVR is available in MSDS.

Q: Where do we find the TCVR report?

A: (Gloria Suggitt-OFM) The TCVR is available in MSDS.

Q: If a special ed teacher is teaching English, math, social studies, etc., in a special ed classroom their SCED code would not match their endorsement. Should we change the assignment code in REP to special ed (00196)?

A: (Krista Ried-OEE) This question should be posed to the Office of Special Education MDE-
OSE@Michigan.gov.

Q: A teaching certificate allows an individual to teach 90 days in any subject, but I missed what allows them to teach for an additional 90 days (for a total of 180)

A: (Krista Ried-OEE) The Daily Substitute Permit.

Q: When you have a special education teacher that is a co-teacher, do you need to report the courses that they are co-teaching or just the 00195 co-teacher code in REP?

A: (Krista Ried-OEE) This question should be posed to the Office of Special Education MDE-
OSE@Michigan.gov.

Q: Are the endorsement/placement rules for core subjects the same for non-core subject classes?

A: (Krista Ried-OEE) Yes. Core, non-core, elective, etc. IF there is an endorsement currently provided and MI is preparing teachers for that endorsement, the endorsement is required.

Q: The TCVR is available in MSDS but what if the districts do not have all the REP info uploaded yet, since it does not close until 12/1, how accurate will the TCVR be?

A: (Gloria Suggitt-OFM) It will be accurate in those teachers who have been uploaded in the REP. If the teachers are not reported in the REP, you will need to work with the district to make sure all teachers are uploaded.

Q: On the TCVR what does 'Review Settings' mean?

A: (Caitlin Groom- MI CEPI) <https://www.michigan.gov/cepi/-/media/Project/Websites/cepi/REP/Appropriate-Placement-Course-Reporting-Guide.pdf?rev=40a9aa33a9764dc8aa659f50915d9268&hash=3E2884E96D1BFCF2B6C27295C14596CB>

Q: If you are looking for a SCED code for a course there is a resource from the National Center for Education Statistics Forum - SCED finder: <https://nces.ed.gov/scedfinder>. Make sure to choose SCED 10.0 which is the version in place in Michigan - kmartin@misd.net Kristi Martin, Macomb ISD.

A: (Caitlin Groom- MI CEPI) Thank you, Kristi!

Q: Could the TCVR be available on the REP side too?

A: (Caitlin Groom- MI CEPI) Unfortunately, the REP system is not capable of producing the level of data connections needed to produce the TCVR. This will be significantly improved in the MORE system :)

Q: Krista - the link you just posted to Julia's question is an email address. Can you share the link?

A: (Krista Ried-OEE) The Office of Special Education has one guidance document to support appropriate placement. OEE has linked it through the website shared via the QR code at the beginning of the presentation. Here is the direct link: <https://www.michigan.gov/mde/-/media/Project/Websites/mde/specialeducation/approvals/SpecialEducationTeacherAssignments.pdf>. Specific questions not answered by this document should be posed to them, however.

Q: Will CEPI be updating the assignment codes in REP? Certifications will have an LX, but that is not available for REP and I was told by CEPI to use LQ.

A: (Krista Ried-OEE) Endorsement codes will continue to change. They were used to establish REP Assignment Codes. The REP Assignment Codes will not change with the launch of new endorsement codes. Use the existing assignment code for the corresponding placement. CEPI accounts for the new endorsement code and matches it in the background. The endorsement code reflects what an educator may provide instruction in, the REP Assignment Code is what they are providing instruction in.

Q: According to the TSDL Local Course Crosswalk, Early Childhood Education PK-K (ZA) endorsement is appropriate for science grades 6-8 and Social Studies grades 6-8 courses. Can you please explain how that is an appropriate endorsement for middle school courses?

A: (Caitlin Groom- MI CEPI) We will take a look. In the future, please feel free to send questions on the mappings to CEPI@michigan.gov and we can look into them further.

Q: With the new system of reporting all new personnel within 30 days of employment, do we need to recertify each time we add a new employee?

A: (Caitlin Groom- MI CEPI) The collection does not need to be certified at this time. The records of new/terminated or changes in assignment should be updated but may be saved with errors (yellow triangle status).

Q: It used to be that a grade-level certified teacher (middle school) could teach an elective course that was not part of the merit curriculum without specific endorsements. Is that still the case now?

A: (Krista Ried-OEE) Core, non-core, elective, etc. is irrelevant for placement.... IF there is an endorsement currently provided and MI is preparing teachers for that endorsement, the endorsement is required.

Q: Will the social studies discrepancy be updated? RX certifications should be able to teach World History and U.S. History but is not shown on the crosswalk.

A: (Caitlin Groom- CEPI) The Course Placement and Reporting Guide includes the aligned REP Assignment Codes, as well as the allowable endorsement codes. It is important to note that the recommended assignment code for World History is 000CC, in columns M through AG the allowable endorsements are listed which include the RX endorsement. As adjustments are made to the mappings, the Course Placement and Reporting Guide will be updated, but this specific issue is accurate in the guide. If you believe an appropriate endorsement code is missing from the guide, please contact CEPI@Michigan.gov with specific examples for correction or addition.

Q: We have a couple of courses that don't exist as well. Family Consumer Science has been our closest for all of them.

A: (Caitlin Groom- MI CEPI) All student courses are required to be reported within the TSDL collection, which includes a SCED code. The Course Placement and Reporting Guide should be used to map the established SCED code to the recommended REP Assignment Code(s) and allowable MOECS Endorsement Code(s).

Q: Is a mechanism for schools to be notified when new updated iterations of the Course Placement and Reporting Guide are released?

A: (Krista Ried-OEE) It will take over the current web pages but still have the same links leading to the pages. If helpful, we can send out a Thursday communication via Dr. Rice to ensure every knows changes were made.

Q: Are courses with Educational Setting = Adult Education and Assignment Code = 10 mapped to SCED (i.e., included in the TSDL submission)? Are they excluded from the audit process?

A: (Krista Ried-OEE) Not counting adult education and those assignments are not included.

Q: Will REP give me an error if a REP assignment course code and teacher certification endorsement don't match? If the teacher is not certified to teach that course code?

A: (Caitlin Groom- MI CEPI) The REP system will not, the TCVR is connecting educator courses to the endorsements, which will display as "Out" in the report if the educator does not hold the appropriate endorsement for the REP assignment code.

Q: According to MDE's Special Education Teacher Assignments document, "Special education teachers assigned to a special education program are not properly placed to teach core content".

<https://www.michigan.gov/mde/-/media/Project/Websites/mde/specialeducation/approvals/SpecialEducationTeacherAssignments.pdf>

Does that mean that a Special Ed teacher who is teaching an English class to students in a Special Ed program (no general ed students) must also have an English (BA or BX) endorsement, in addition to an appropriate Special Ed endorsement, listed on their teaching certificate?

A: (Krista Ried-OEE) This question should be posed to the Office of Special Education MDE-OSE@Michigan.gov.

Q: If a teacher has a CX endorsement (which is discontinued) on their cert and is teaching a "social studies" class that aligns with a SCED code of 04260 but the crosswalk says to use either 000CL or 000RX, which do you recommend entering as the assignment code in REP, when the teacher has CX?

A: (Krista Ried-OEE) That is one that OEE staff are working with CEPI to correct.

(Caitlin Groom- MI CEPI) Either recommended REP assignment code can be reported and will map to the allowable endorsements within that same SCED row.

Q: I was unaware that some of these newer reports existed. Does MDE (CEPI) send out notices to all REP users regarding when these new reports are available? I don't recall receiving notices, and only find out about some of them via a conference I may have attended or from my pupil accounting person.

A: (Caitlin Groom- MI CEPI) The reports are very new, and we have many communications in the works. Please keep an eye on the CEPI announcements!

Q: How quickly is the TCVR updated after updating REP information?

A: (Caitlin Groom- MI CEPI) The TCVR is updated nearly instantly.

Q: I apologize I missed - who will run the TCVR - is that in MSDS side?

A: (Gloria Suggitt-OFM) The TCVR may be run by anyone who has access to the MSDS. It will be run by ISD auditors when performing reviews.

Q: Is this one of the upcoming edits to the crosswalk? Where should items like this be sent (email)? Our current issue is what is required to teach SCED code 01036? In the SCED 10 crosswalk shows 000BX or 000ZG can teach the course. One of our districts has assigned a teacher with assignment 000BA, which our tool flags as possible mismatch because 000BA is not authorized to teach this course. They are relying on MDE Quick Reference Guide: Courses that can be taught. In that document it states that The English (BA) teacher may teach a course called "Language Arts" at the 6-8 grade level only.

Can MDE update the SCED 10 crosswalk to include assignment 000BA for SCED 01036? How do we handle similar discrepancies with other courses.

A: (Caitlin Groom- MI CEPI) The BA endorsement is included in the allowable endorsements within the Course Placement and Reporting Guide. There are many allowable endorsements for this SCED.

Q: What about classes co-taught with a TOR with a correct endorsement for the assignment code and another co-teacher who does not have the proper endorsement? Will this trigger an issue for the not properly endorsed co-teacher?

A: (Caitlin Groom- MI CEPI) Co-Teaching is one of the nuances that is not able to be accounted for within the REP submission. When multiple educators are utilized to meet appropriate placement that information will need to be included in the justification for placement.

Q: This information is very valuable, and the collaboration of departments is appreciated. In the future, might it be possible to include the OSE to be able to address the questions related to Special Education? Thank you.

A: (Krista Ried-OEE) We'd love to! We'll try again.

Q: For teachers that are on loan or leave, are the long-term subs considered to be on loan?

A: (Caitlin Groom- MI CEPI) The sub filling in for the employee on loan/leave should be reported with the TOR assignment.

Q: Where is that guidance document about special education teachers?

A: (Brian Ciloski-OFM) You will find that document here: <https://www.michigan.gov/mde/-/media/Project/Websites/mde/specialeducation/approvals/SpecialEducationTeacherAssignments.pdf>

Q: Will the Credential Verification report show if a teacher has both a valid teaching certificate and a permit requested for an assignment because the district had already done that for an out-of-content or out-of-level assignment??

A: (Caitlin Groom- MI CEPI) The report attempts to match to all valid credentials, including certificates and permits, to make the determination of In/Out.

Q: When can we expect the audit?

A: (Brian Ciloski-OFM) Audits begin shortly after the count period has ended. I recommend contacting your auditor directly to get a more accurate timeframe for when it will take place.

Q: So how is this different from the way we have been submitting information in the past? Haven't we always been expected to have the proper teacher assignments?

A: (Caitlin Groom- MI CEPI) Yes, however, we have found many districts are not coordinating the REP submission with the TSDL, which now impacts the audit of the REP data.

Q: Is there any way to enforce the REP being submitted early and often re: the 30-days in the new memo? Ran my reports on Count Day but many were not updated at all - when I went to tell districts, they hadn't heard about the changes. Will have to run again after 12/1 for better results.

A: (Caitlin Groom- MI CEPI) This is certainly a learning curve for districts, we are encouraging districts to work through reviewing or establishing the processes this year to support the audit requirements for next year.

Q: REP fall collection is not due until December. Are you saying that it should be updated as the teacher's schedule changes for the new year in the fall?

A: (Caitlin Groom- MI CEPI) While the full REP collection is not due until 12/1, new legislation requires changes in staff to be reported every 30 days.

Q: If I understood correctly, if a certified teacher is teaching out of area or grade level in the first 90 days that is going to show as out, but they are actually ok. And would be ok for an additional 90 days with a sub permit. This is just cleaned up with the auditor then?

A: (Krista Ried-OEE) It will NOT show as out. The TCVR has been programmed to account for that. Thank you, CEPI! :) The Daily in addition would need to be noted and cleaned up.

Q: Will there be extended timelines for REP corrections -- for districts that are loading data from systems and loading multiple contractor files - that makes the load early and often complicated because we have to load district data last.

A: (Caitlin Groom- MI CEPI) The REP collection deadlines are not expected to change. We are encouraging districts to look at existing processes that may make the audit process more difficult and address those issues in the current school year to avoid issues next year.

Q: Does the daily permit reset if a teacher misses a day?

A: (Krista Ried-OEE) The Daily Substitute Permit can be used for 90-consecutive calendar days. If there is an interruption in the placement, it does break the consecutive nature of the placement. Mis-using this Administrative Rule would not be in the best interest of the students and the instruction Michigan schools are legally required to provide, but yes.

Q: For auditing, if someone shows "IN" on the report but is showing that way due to inaccurate SCED/REP codes being reported by the district and is actually "OUT" - those won't be caught unless auditor digs in deeper. How do we address this as auditors? Did not see it listed in the steps. Thank you Gloria!

A: (Caitlin Groom- MI CEPI) That should be caught in the district review using the Local Course Crosswalk and TCVR.

Q: So essentially if the audit is based on count day rep.. you are moving the required REP submission date up until early October...that is a challenge in particular for large districts

A: (Caitlin Groom- MI CEPI) We understand that this may change district timelines and encourage folks to take the proactive measures, so it has the least impact. Please remember that this is a temporary solution to support the changing requirements. With the 30-day reporting requirement, this will also shift the way districts have performed submissions historically. We will have better processes in place with MORE!

Q: On the report some showed no grade level but showed the educational setting, i.e. preschool, sp ed, cte, adult ed. . .and these typically showed as out . . do they also need to put in a grade level or can they just use the settings? seems like this causes issues

A: (Caitlin Groom- MI CEPI) Please review the details included here: <https://www.michigan.gov/cepi/-/media/Project/Websites/cepi/REP/Appropriate-Placement-Course-Reporting-Guide.pdf?rev=40a9aa33a9764dc8aa659f50915d9268&hash=3E2884E96D1BF2B6C27295C14596CB>. Within the REP submission either grades or ed settings can be reported (not both).

Q: Can you speak to the length of time that a daily sub permit or a full year permit can be granted to the same person year after year.

A: (Krista Ried-OEE) The Daily Substitute Permit can be obtained year after year for the same person. There is no limitation. However, extensions to the Daily (which identify a subject area and grade level assignment) cannot be used in a subsequent year in the same assignment.

The Full-Year Basic Permit and the Full-Year Shortage Permit can be obtained for the same person in the same assignment (subject/grade level) for a maximum of 4 years. Note renewal requirements here: <https://www.michigan.gov/mde/services/ed-serv/ed-cert/permits-placement/permits>.

Full-Year Expert Permits do not have a limit for the number of years they can be utilized for the same person in the same assignment.

Q: Our district is trying to get answers about special education teachers teaching English & Math to students (not co teaching w/subject endorsed teacher). In the past we would use highly qualified (HOUSE options, etc) to determine, but I believe this is no longer valid.

A: (Krista Ried-OEE) HOUSE options were available during the days of No Child Left Behind. When it was reauthorized as ESSA in 2012, the Office of Special Education provided updated guidance. That can be found here: <https://www.michigan.gov/mde/>

</media/Project/Websites/mde/specialeducation/approvals/SpecialEducationTeacherAssignments.pdf> or by contacting the Office of Special Education at MDE-OSE@Michigan.gov.

Q: I have a teacher on military leave. We had a long-term sub hired, but they left for another position in another district. We now have a daily sub covering the two classes each day, can we leave the teacher as TOR or do we need to change it to the substitute as TOR?

A: (Caitlin Groom- MI CEPI) Whomever is filling the roles of TOR defined in the PAM, should be reported with the instructional assignment in REP. (Krista Ried-OEE) It is important to ensure that the appropriate permit has been obtained.

Q: In regards to the updating of REP within 30 days of a new or exiting employee, does that pertain only to teachers or are districts needing to report all employee changes including non teaching staff, coaches, substitutes etc within 30 days?

A: (Caitlin Groom- MI CEPI) The requirement for changes in staff, new hires or terminations, and changes in assignment be reported to the REP within 30 days and does not exclude any staff groups.

Q: I believe the ZA (Early Childhood PK-K) endorsement code is currently mapped as an allowable endorsement code for many 1st-8th grade content areas in error. I think the ZC (K-8 All Subjects) endorsement code should have been mapped instead. Can this be reviewed and corrected?

A: (Caitlin Groom- MI CEPI) We will take a look, thanks!

Q: If updates are needed to the crosswalk, what email should be used?

A: (Krista Ried-OEE) CEPI@Michigan.gov

Q: I find when I email CEPI a question for clarity they copy and paste the exact same information on the memo. I don't find that helpful. Is there a way to get a straight answer?

A: (Caitlin Groom- MI CEPI) We also have phone support available, which may be better to talk through a question. I am sorry to hear you have not had success emailing. 517-335-0505 x3

Q: Is that true if alternative ed students are within adult ed

A: (Brian Ciloski-OFM) Hi Monica, There are some programs that serve both groups of students, so it depends on the district.

Q: Will REP give me an error if a REP assignment course code and teacher certification endorsement don't match? If the teacher is not certified to teach that course code?

A: (Caitlin Groom- MI CEPI) The REP system will not, the TCVR is connecting educator courses to the endorsements, which will display as "Out" in the report.

Q: Same question as Lori...how updated is the information in the TCVR?

A: (Caitlin Groom- MI CEPI) As records are updated within the REP submission, they will be included in the TCVR. The report is available throughout the REP submission.

Q: Can the TCVR be run before the REP is certified?

A: (Caitlin Groom- MI CEPI) Yes, this can be used to ensure a complete and accurate REP submission, prior to certification.

Q: How often is the TVCR "updated"- meaning how quickly is MEP data showing?

A: (Caitlin Groom- MI CEPI) The report is updated as REP records are updated within the system.

Q: We have a 5th grade program where among the four teachers, each teacher teaches a specific core subject, with each student having a homeroom teacher for spelling, writing, etc. Does the K-5 self-contained (ZG) code apply for these teachers?

A: (Krista Ried-OEE) That is what is called a "departmentalized" setting. It is not considered self-contained and teachers who are providing specific subject expertise SHOULD hold the endorsement. However, at the K-5 level the Elementary K-5 All Subjects; K-8 All Subjects Self-Contained Classrooms" (ZG) endorsed teacher CAN be assigned. It is considered an appropriate placement, though not ideal as ZG endorsed teacher has not been prepared with the depth and breadth of knowledge in single subject areas without the additional endorsement. At the 6-8 grade level, however, structured programs must be self-contained for the ZG endorsed teacher to be placed without the specific endorsement. That said, there is a NEW flexibility you should be seeing in an upcoming Thursday communication that I mentioned in the presentation! [2023 - 121 Elementary and World Language Staffing Flexibilities](#)

Q: So, my TCVR report shows teachers from last year and not this year. Is that because the REP has not yet been submitted? I ran it for Fall 2023 Collection

A: (Krista Ried-OEE) Correct. "Early and updated often"

Q: We have paraprofessionals that either have current teaching certificates or degree so they are eligible to sub in a classroom. They each have a SUB permit and only sub when no outside sub is available. In addition to their parapro coding in the REP, do they need to be coded as a SUB as well for part of their FTE?

A: (Caitlin Groom- MI CEPI) Yes, the REP should reflect all roles/assignments the individual is filling.

Q: If the "memo coming soon" flexibility will allow a ZG endorsed teacher who may have minimal science-specific preparation (as an example) to teach an 8th grade departmentalized science course (000DX REP assignment code), then it seems reasonable to me for an individual with a 6-12 Biology endorsement (DA) to teach a middle school science course that might include other sub-areas of science and still be considered appropriately placed. The same is true of middle school social studies courses. Is it possible for OEE to consider adding this flexibility as well?

A: (Krista Ried-OEE) These types of assignment would show in the data around the Full-Year Shortage and Basic Permits. We continue to evaluate permit data to see where there are trends in staffing needs. In the meantime, utilize the system of permits.