

Appropriate Placement and Reporting: Using the Teacher Credential Verification Report

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Agenda & Topics

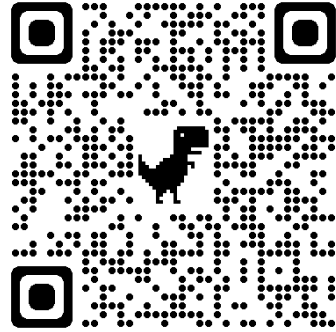
- Important 2023-24 Updates (OFM)
- Credentialing Appropriate Placement Guidance (OEE)
- Creating Common Language (CEPI-OEE)
- Staffing Flexibilities (OEE-CEPI)
- Preparing for Data Submissions (CEPI)
- Using the Teacher Credential Verification Report (CEPI)
- Audit Process (OFM)
- Upcoming Changes in 2024-25 (OFM)
- Helpful Tips (OEE-OFM-CEPI)

2023-2024 Academic Year

1. For academic year 2023-2024, teacher placement will be reviewed by ISD auditors for grade level and valid certification or permit only.
2. Failure to appropriately place teachers at grade level will result in a pupil membership adjustment.
3. If an auditor finds a teacher to be inappropriately placed in content area, but the teacher is appropriately placed at grade level on count day, the auditor should report the teacher to the Office of Educator Excellence, and not make an FTE adjustment.

Placement Considerations

- Credit
- Curriculum
- Context
- Coding
- Certification



Considerations for Teacher Assignment



The Michigan Department of Education (MDE) maintains a current list of [Michigan endorsement areas](#) on their website.

Create Common Language:

SCED

Upon creating a course, schools must select the SCED code that aligns closest to the course content.

REP Code

Each SCED code aligns to a REP code. Districts can find the corresponding REP code using the crosswalk

Endorsement

Each REP code is matched to one or more endorsements that are considered appropriate for the assignment.

Communication is Key!



Mr. Harrington

- Teacher
- Department Chair



Sam

- Curriculum Director



Dolph

- Human Resources
- REP Administrator



Ms. Campbell

- Administrator

Creating and Staffing a Course:



I want to offer a **sports math class!**

Mr. Harrington

Great! What will the **content** cover?

We'll use mathematical equations to analyze sports data.

That's correct!



Ms. Campbell

So it sounds like this is covering **math standards only?**

Creating and Staffing a Course:



Ms. Campbell

We need to choose a SCED code for a new sports math course.

Is the focus **math curriculum, PE curriculum, or both?**

The course will **only cover** math curriculum.

It looks like the **closest** SCED match is 02999
Mathematics – Other.

According to the crosswalk, we'll be reporting it
as 000EX in REP.

Thanks! I'll verify who can teach it.



Dolph

Creating and Staffing a Course:



Ms. Campbell

We have a sports math course that is being reported into REP as 000EX. We need to ensure appropriate placement.

Let's check the Courses That Can Be Taught webpage!

We're only seeing that the Mathematics (EX) course can teach math.

Does Mr. Harrington hold the Mathematics EX endorsement on a valid Michigan certificate?

He does!



Sam

Creating and Staffing a Course:



Mr. Harrington

You're all set to teach sports math!

Great. Go Lions.



Sam

Ms. Campbell

Dolph

Appropriate Placement of Educators

Ensuring that an appropriately prepared and endorsed educator is assigned to each classroom is critical for student achievement. This guidance outlines the legal requirements for certification, as well as provides best practice guidance to support schools with appropriate staff placement.


Proper Placement Considerations

✕ Appropriate Placement of Teachers

Teachers are typically required to hold the endorsement for the subject(s) and grade levels in which they are assigned to teach.

All Subject Endorsements

Some Michigan certificates specify an "all subjects" endorsement at specific grade levels. Teachers with these valid certificates may be placed in any subject area for that grade level.



**Memo Coming
Soon!**

Self-Contained Endorsements

When one teacher is assigned to teach the same group of students for a majority of the instructional day, the assignment is considered self-contained. These assignments are typically found in elementary school settings. In some Michigan schools these assignments may also be found in middle school settings.

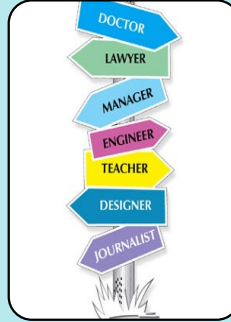
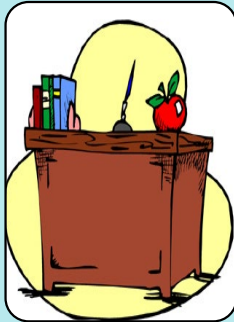
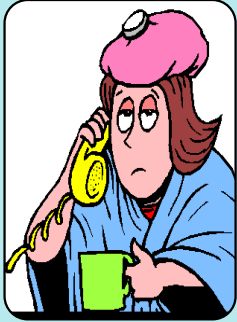
[Self-Contained Classroom Guide](#) >

Single Subject

Subject-specific endorsements are intended for assignments in departmentalized settings, where students are receiving instruction by an individual prepared and endorsed in that content. These assignments are often found in high school settings, but can be found at all grade levels.

[Quick Reference: Courses That Can Be Taught](#) >

Permits, Authorizations & Approvals



Daily
Substitute
Permit

Full-
year
Basic
Permit

Full-year
Shortage
Permit

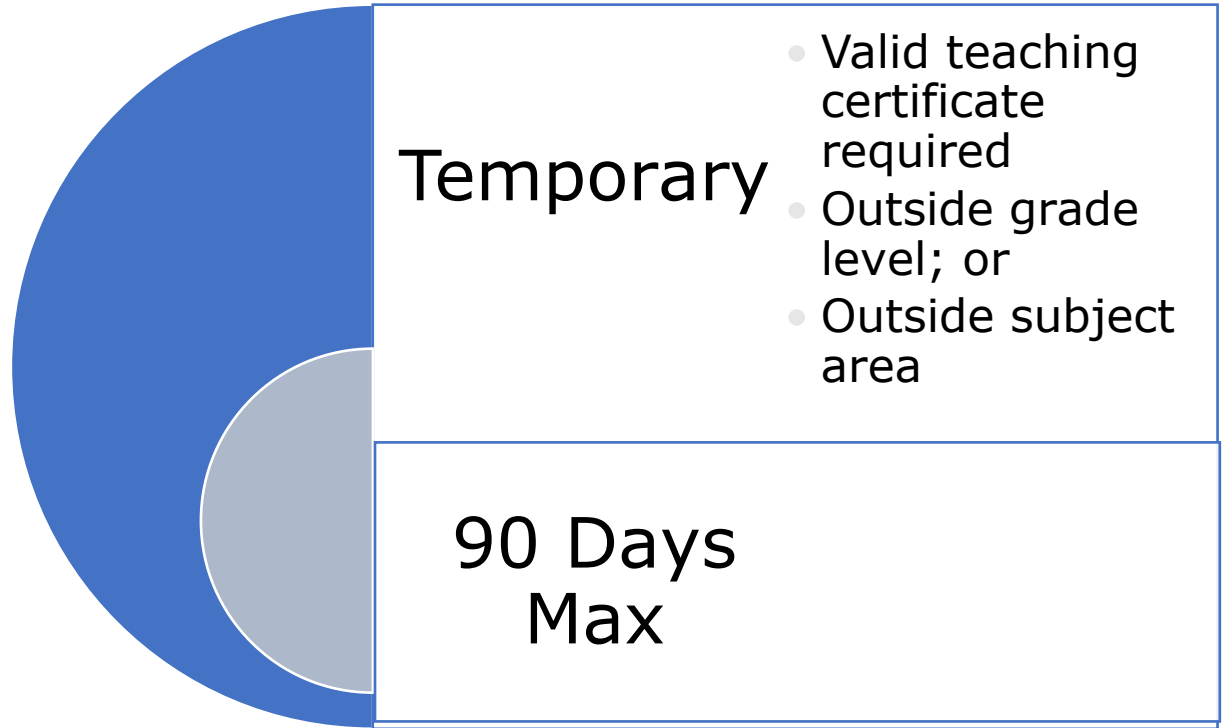
Expert
Permit

Annual
Authorization

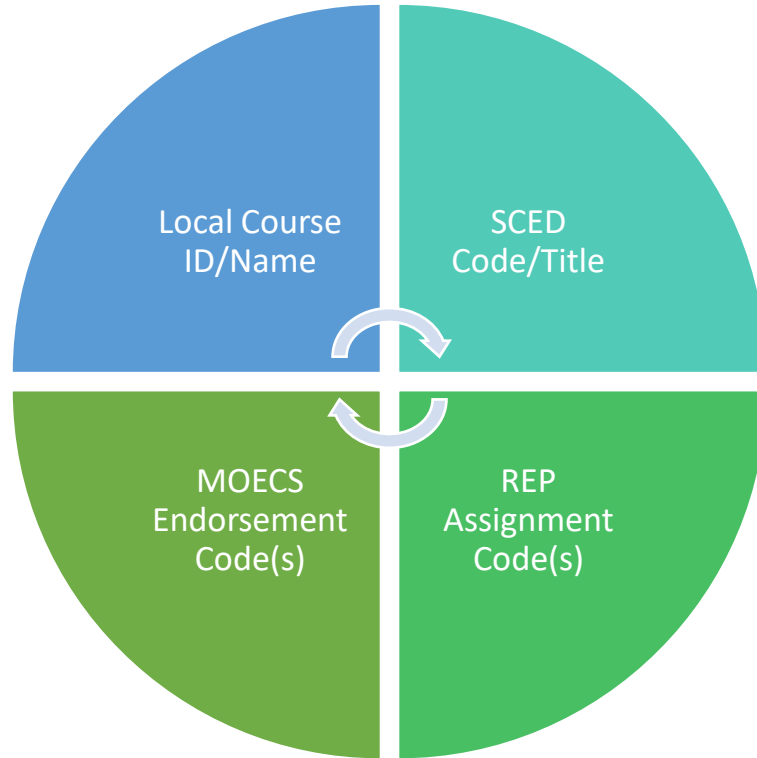
Special
Education
Approval

School
Administrator
Permit

Certified Teacher Staffing Flexibility



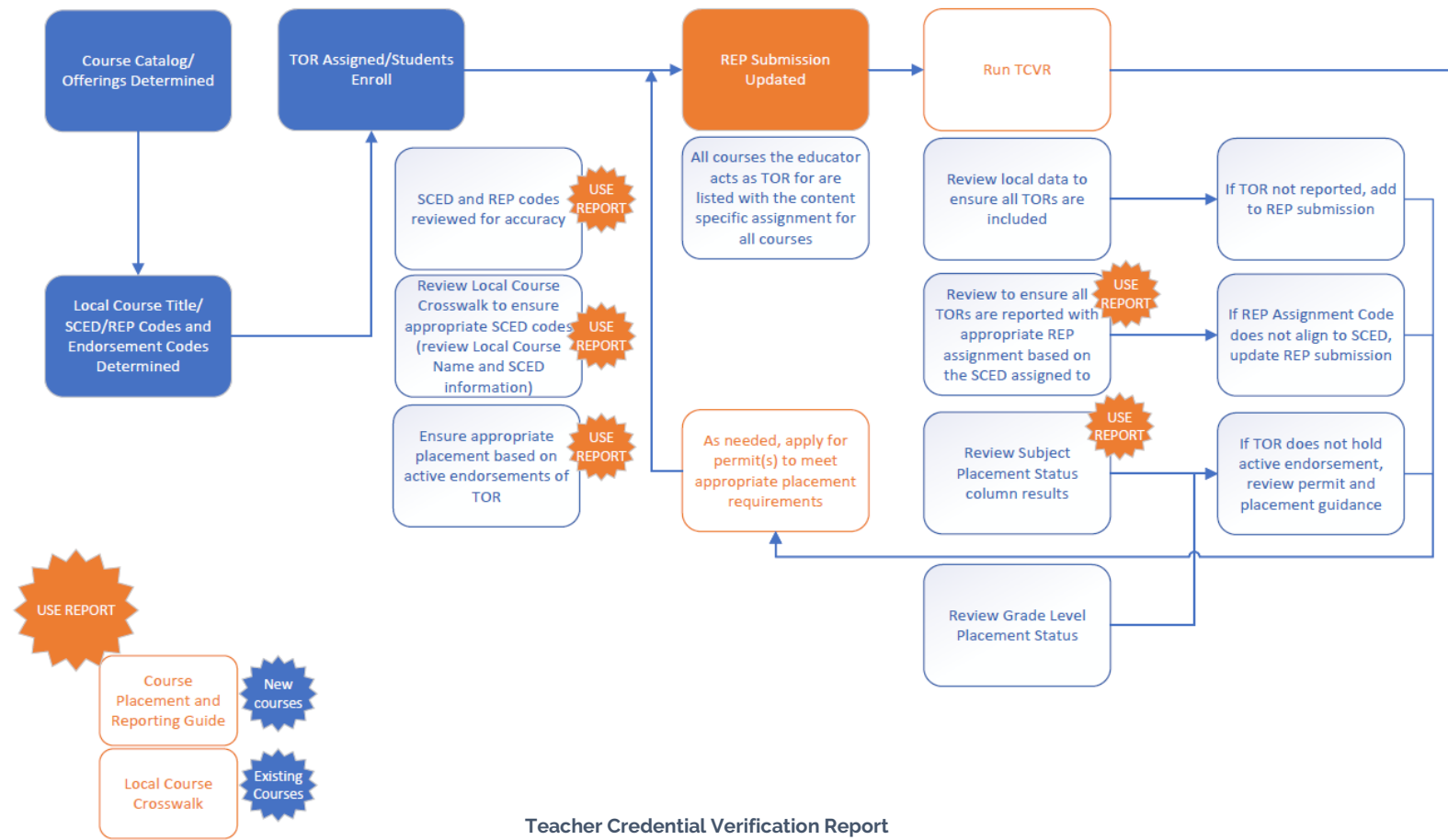
Data Connections:



Planning for Data Submissions:

- Coordination of data submissions must occur prior to school year start to ensure valid and reliable audit
- Local Courses are mapped to SCED (TSDL submission)
- Course content determines what endorsements are required for appropriate placement ([Permits and Placement: Courses that can be Taught](#))
- SCED Codes must be properly mapped to REP Assignment Codes ([Course Placement and Reporting Guide](#))

Planning for Data Submissions: The Process



Resources:

Registry of Educational Personnel

Data that school districts submit in REP are used to produce school personnel reports for the U.S. Department of Education and the State of Michigan. The Michigan Department of Education uses REP data for their teacher certification audit.

(Nonpublic schools submit their personnel data in the [Nonpublic School Personnel Report](#).)

- [CEPI District/ISD/PSA User Application Security Form](#)
- Deadlines: REP data are due to CEPI on June 30 and the first business day in December.

See the [CEPI Calendar Page](#) for our master calendar of deadlines and collection dates.

Go to REP

⊕ Manuals

⊗ Help and Training

- [Appropriate Placement: Student and Teacher Course Reporting Guide](#)
- [Calculating the Number of Core Academic Classes Taught](#)
- [Course Placement and Reporting Guide](#)
- [Guide for Users New to REP](#)

Local Course Crosswalk

- MSDS Authorized User Access-Audit FTE Menu
- Customized to the local district
- Provides the unique Local Course Code/SCED Codes reported by the district
- Utilizes the previous SY TSDL collections
- Can be used for review of existing courses offered in the district
- Can be used in review of accuracy of SCED, REP and MOECS codes

Course Planning and Reporting Guide

- Publicly available on CEPI's site
- Provides full mappings for all SCED codes
- Does not include local course data
- Can be used for determining new course SCED codes
- Can be used in review of accuracy of the REP and MOECS codes



Local Course and SCED Review: Local Course Crosswalk

Local Course Code	Local Course Name	SCED Code	SCED Course Title	SCED Description
01001A	English 9	01001	English/Language Arts I (9th grade)	English/Language Arts I (9th grade) courses build upon students' prior knowledge of grammar, vocabulary, word usage, and the mechanics of writing and usually include the four aspects of language use: reading, writing, speaking, and listening. Typically, these courses introduce and define various genres of literature, with writing exercises often linked to reading selections.
01001B	English 9	01001	English/Language Arts I (9th grade)	English/Language Arts I (9th grade) courses build upon students' prior knowledge of grammar, vocabulary, word usage, and the mechanics of writing and usually include the four aspects of language use: reading, writing, speaking, and listening. Typically, these courses introduce and define various genres of literature, with writing exercises often linked to reading selections.
01001C	ONLINE ENGLISH 9	01001	English/Language Arts I (9th grade)	English/Language Arts I (9th grade) courses build upon students' prior knowledge of grammar, vocabulary, word usage, and the mechanics of writing and usually include the four aspects of language use: reading, writing, speaking, and listening. Typically, these courses introduce and define various genres of literature, with writing exercises often linked to reading selections.
01001D	ONLINE ENGLISH 9	01001	English/Language Arts I (9th grade)	English/Language Arts I (9th grade) courses build upon students' prior knowledge of grammar, vocabulary, word usage, and the mechanics of writing and usually include the four aspects of language use: reading, writing, speaking, and listening. Typically, these courses introduce and define various genres of literature, with writing exercises often linked to reading selections.
01001F	ONLINE ENGLISH 9 HONORS	01001	English/Language Arts I (9th grade)	English/Language Arts I (9th grade) courses build upon students' prior knowledge of grammar, vocabulary, word usage, and the mechanics of writing and usually include the four aspects of language use: reading, writing, speaking, and listening. Typically, these courses introduce and define various genres of literature, with writing exercises often linked to reading selections.
01002A	English 10	01002	English/Language Arts II (10th grade)	English/Language Arts II (10th grade) courses usually offer a balanced focus on composition and literature. Typically, students learn about the alternate aims and audiences of written compositions by writing persuasive, critical, and creative multi-paragraph essays and compositions. Through the study of various genres of literature, students can improve their reading rate and comprehension and develop the skills to determine the author's intent and theme and to recognize the techniques used by the author to deliver his or her message.
01002B	English 10	01002	English/Language Arts II (10th grade)	English/Language Arts II (10th grade) courses usually offer a balanced focus on composition and literature. Typically, students learn about the alternate aims and audiences of written compositions by writing persuasive, critical, and creative multi-paragraph essays and compositions. Through the study of various genres of literature, students can improve their reading rate and comprehension and develop the skills to determine the author's intent and theme and to recognize the techniques used by the author to deliver his or her message.

Review the Local Course Names compared to the SCED

- Does this SCED make sense for the course?
- If yes, REP/MOECS recommended codes can be reliably used
- If no, the SCED needs to be updated for current year, which may impact REP/MOECS codes

SCED and REP Assignment Code Review:

SCED Code	SCED Course Title	SCED Description	REP Assign Code 1	REP Assign Desc 1	REP Assign Code 2	REP Assign Desc 2
04052	World History and Geography	In addition to covering the objectives of World History—Overview courses, World History and Geography courses provide an overview of world geography. These courses are often developed in response to increased national concern regarding the importance of geography, and they explore geographical concepts.	000CB	Geography	000CC	History
04052	World History and Geography	In addition to covering the objectives of World History—Overview courses, World History and Geography courses provide an overview of world geography. These courses are often developed in response to increased national concern regarding the importance of geography, and they explore geographical concepts.	000CB	Geography	000CC	History
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Now that the SCED is confirmed, is the TOR REP Assignment Code accurate?

- Is the TOR accurately reported in REP with the correct subject specific assignment code?
- If yes, the TCVR can be used reliably
- If no, the TOR record in REP should be updated to correct REP assignment code, as aligned to the SCED

Course to Endorsement Review:

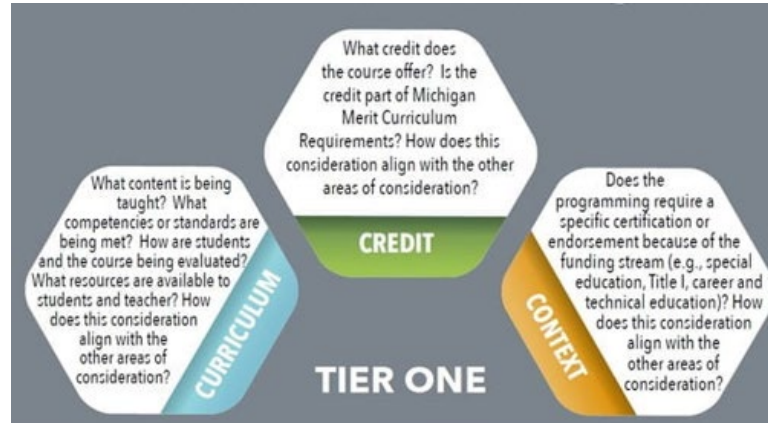
Local Course Name	SCED Code	SCED Course Title	SCED Description									
World History & Geography	04052	World History and Geography	In addition to covering the objectives of World History—Overview courses, World History and Geography courses provide an overview of world geography. These courses are often developed in response to increased national concern regarding the importance of geography, and they explore geographical concepts.									
World History & Geography	04052	World History and Geography	In addition to covering the objectives of World History—Overview courses, World History and Geography courses provide an overview of world geography. These courses are often developed in response to increased national concern regarding the importance of geography, and they explore geographical concepts.									
ONLINE WLD HIST	04052	World History and Geography	In addition to covering the objectives of World History—Overview courses, World History and Geography courses provide an overview of world geography. These courses are often developed in response to increased national concern regarding the importance of geography, and they explore geographical concepts.									
REP Assign Code 1	REP Assign Desc 1	REP Assign Code 2	REP Assign Desc 2	MOECS Allowable Endors 1	MOESC Endors Desc 1	MOECS Allowable Endors 2	MOESC Endors Desc 2	MOECS Allowable Endors 3	MOESC Endors Desc 3	MOECS Allowable Endors 4	MOESC Endors Desc 4	
000CB	Geography	000CC	History	CB	GEOGRAPHY	CC	HISTORY	CX	SOCIAL SCIENCE	RX	SOCIAL STUDIES	
000CB	Geography	000CC	History	CB	GEOGRAPHY	CC	HISTORY	CX	SOCIAL SCIENCE	RX	SOCIAL STUDIES	
000CB	Geography	000CC	History	CB	GEOGRAPHY	CC	HISTORY	CX	SOCIAL SCIENCE	RX	SOCIAL STUDIES	

With SCED, and REP codes confirmed, how do we appropriately staff the course?

- Review the allowable endorsements for SCED/REP codes
- Does the educator hold an appropriate endorsement for the course?
- If yes, the educator can be placed in the course
- If no, review permit and placement flexibilities to determine if a permit is needed.

Teacher Credential Verification Report

- Authorized user access within MSDS- Audit FTE Menu
 - Coordinate the review of this report with your MSDS authorized users
- Can be used as a **resource** for reviewing appropriate placement
- Using mappings from Course Placement and Reporting Guide provides TOR level REP Assignment Code to MOECS Endorsement Codes
- This report cannot account for the Tier One considerations of appropriate placement

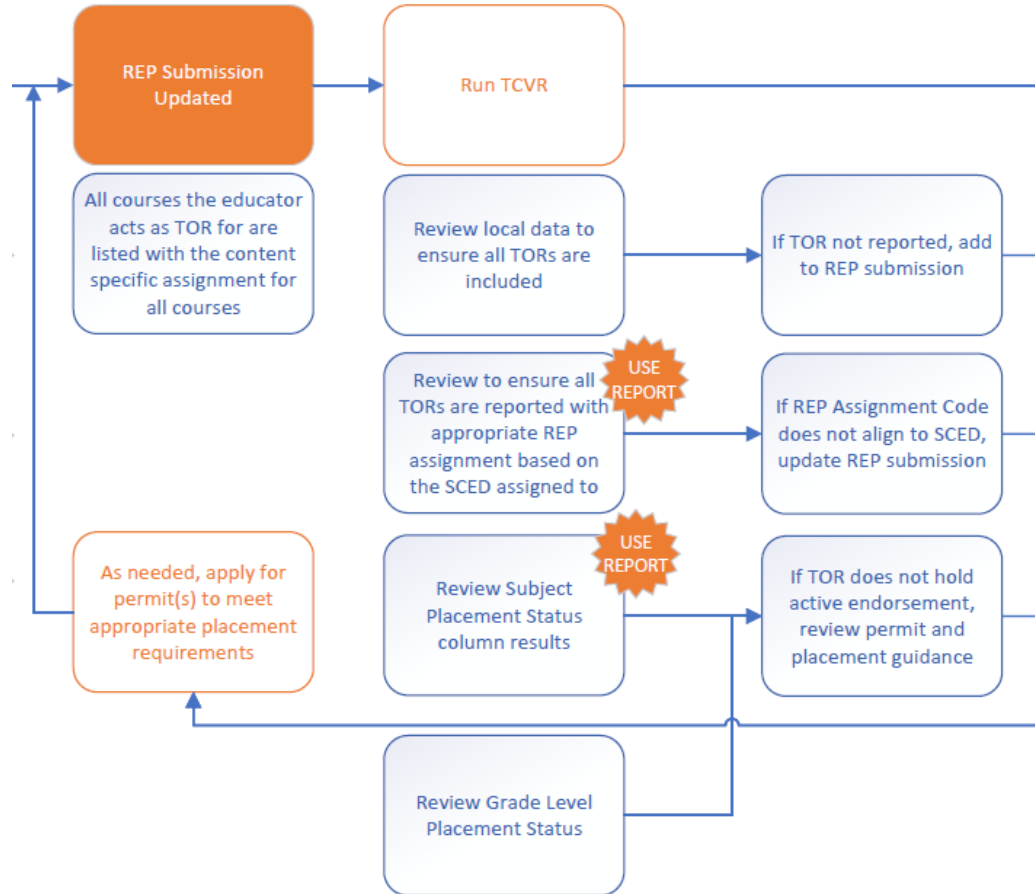


TCVR Details

- Records must be updated in REP
 - Records in the “red x” status are not included
- Records must include an Instructional Assignment Code:
 - 000AX through 000ZZ (excluding 000NY, 000ND, 00200 thru 00413) 60300, 00192-00197, and 00500 through 00599
- All courses the educator is TOR for, must be reported in REP
- 00SUB- Daily Substitute Assignment Code is not included
 - If the individual is acting as TOR, must be reported as TOR
- Mappings of REP Assignment to MOECS Endorsements can be found in Course Placement and Reporting Guide or Local Course Crosswalk



Using the TCVR:



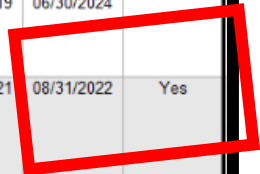
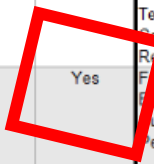
TCVR Review Step 1: Completeness

Building Code	Building Name	PIC	Last Name	First Name	Date Of Hire	Date Of Termination	On Leave
01273	Attwood School	886468	WIRTH	KATELYN	08/31/2016		No
01273	Attwood School	891227	SMORT	KRISTIN	08/21/2019		No
01273	Attwood School	125169	PEARCE	MATTHEW	03/07/2016		No
01273	Attwood School	784943	BALMER	DANIELLE	08/22/2018		Yes

- Does the report include all individuals acting as TOR?
- Are individuals that are on loan/leave accurately reported?
- Are employees that are not actively employed reported with termination data?

TCVR Review Step 2: Basic Credential Review

Building Code	Building Name	PIC	Last Name	First Name	Date Of Hire	Date Of Termination	On Leave	MOECS Credential Type	MOECS Credential Number	Issue Date	Expiration Date	Expired Credential Flag
01273	Attwood School	886468	WIRTH	KATELYN	08/31/2016		No					
01273	Attwood School	891227	SMORT	KRISTIN	08/21/2019		No	Standard Teaching Certificate	PV0000001008624	07/23/2019	06/30/2024	
01273	Attwood School	125169	PEARCE	MATTHEW	03/07/2016		No	Professional Teaching Certificate Renewal	CC-YRW820244621	07/03/2019	06/30/2024	
01273	Attwood School	784943	BALMER	DANIELLE	08/22/2018		Yes	Full-Year Basic Substitute Permit	PN0000000311772	09/01/2021	08/31/2022	Yes



- Do all active TORs have active credentials?
- If credential is expired, is the individual actively educating?

TCVR Review Step 3: Subject Placement Status

- In = REP Assignment Code aligns to one of the allowable MOECS Endorsement Codes the TOR holds
- Out = REP Assignment Code does not align to TOR's Endorsement Code(s)
- Review Settings = REP Assignment Code is not subject specific and needs further review to determine appropriate placement

MOECS Credential Type	MOECS Credential Number	Issue Date	Expiration Date	Expired Credential Flag	REP Assignment Code	MOECS Subject Endorsement	Subject Placement Status
					000ZG General EL K-5 all, K-8 self- contained		Out
Standard Teaching Certificate	PV0000001008624	07/23/2019	06/30/2024		00195 Co-teaching with a highly qualified general education teacher	SM LEARNING DISABILITIES	Review Settings
Professional Teaching Certificate Renewal	CC-YRW820244621	07/03/2019	06/30/2024		000JX Music Education	JX MUSIC EDUCATION	In
Full-Year Basic Substitute Permit	PN0000000311772	09/01/2021	08/31/2022	Yes	000ZG General EL K-5 all, K-8 self- contained		Out

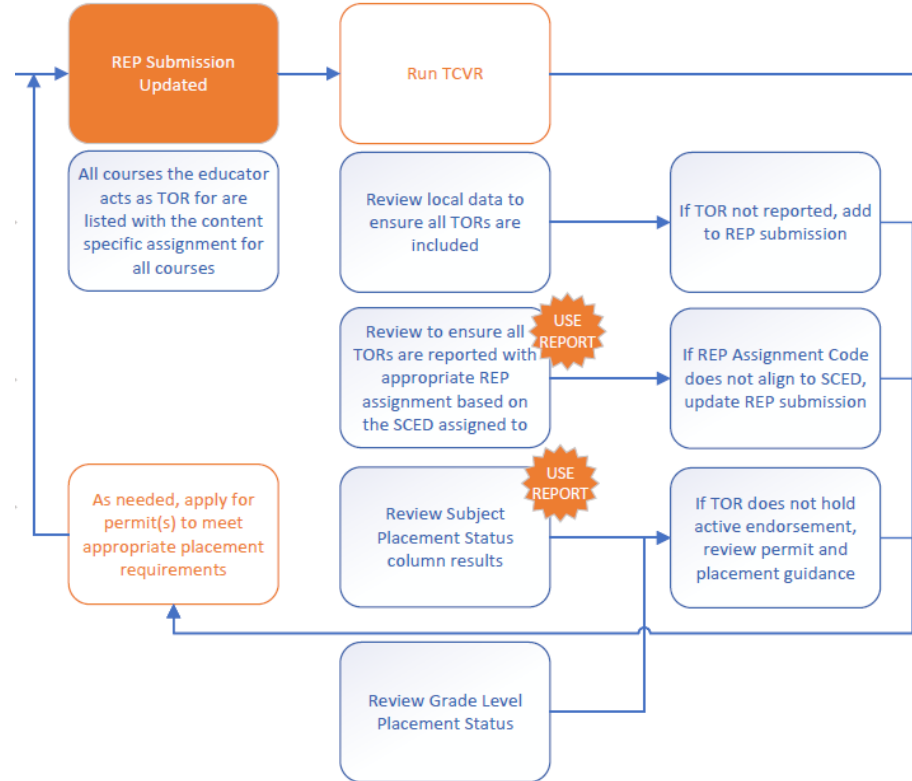
TCVR Review Step 4: Grade Placement Status

- In = REP Grades/Ed Settings aligns to MOECS grades/ed setting endorsements
- Out = REP Grades/Ed Settings does not align to MOECS grades/ed setting endorsements

MOECS Credential Type	MOECS Credential Number	Issue Date	Expiration Date	Expired Credential Flag	REP Assignment Code	MOECS Subject Endorsement	Subject Placement Status	REP Grade Assignment	REP Education Setting Assignment	MOECS Grade Endorsement	Grade Placement Status
					000ZG General EL K-5 all, K-8 self-		Out	5			Out
Standard Teaching Certificate	PV0000001008624	07/23/2019	06/30/2024		00195 Co-teaching with a highly qualified general education teacher	SM LEARNING DISABILITIES	Review Settings		Special Education Age Group 6 – 21 years of age	K-12	In
Professional Teaching Certificate Renewal	CC-YRW820244621	07/03/2019	06/30/2024		000Y Music	MUSIC	In	4, 5, 6, 7		K-12	In
Full-Year Basic Substitute Permit	PN0000000311772	09/01/2021	08/31/2022	Yes	000ZG General EL K-5 all, K-8 self-		Out	7		Middle	In
Full-Year Basic Substitute Permit	PN0000000290509	09/01/2021	08/31/2022	Yes	000ZG General EL K-5 all, K-8 self-		Out	6		Middle	In

TCVR Review Continued:

- ✓ REP data has been updated, as needed
- ✓ Permits have been obtained, as needed
- With report validated for completeness, and accuracy of REP reporting, aligned to SCED, the In/Out status can be used for audit review
- In district review, justification for placement should be documented



Audit Process

1. Auditor downloads Teacher Credential Verification Report on count day.
2. Credential Verification Report shows educators as IN or OUT or Review Settings.
3. Auditor discusses the OUT and Review Settings placements with the district.
4. District can dispute or confirm OUTs.
5. Auditor adjusts FTE for confirmed OUT placements (grade level or no certification).

Upcoming Changes 2024-2025

1. Starting in academic year 2024-2025, teacher appropriate placement will be reviewed by ISD auditors.
2. Appropriate placement requires **grade level and content area** certified educators.
3. Failure to appropriately place teachers will result in a salary **and** a pupil membership adjustment.

Tips for a Smooth Audit

- ✓ Early and often REP entry.
- ✓ Course titles should be clear and concise.
- ✓ Know your Flexibilities.
- ✓ Utilize permits.
- ✓ Verify credential before placement.
- ✓ Involve all parties.

Questions?



Appropriate Placement and Reporting: Using the Teacher Credential Verification Report November 2, 2023

- General Placement Questions:
 - MDE-EducatorHelp@Michigan.gov
- REP & TSDL Reporting Questions:
 - CEPI@Michigan.gov
- Pupil Auditing Questions:
 - SuggittG@Michigan.gov
- Pupil Accounting Questions:
 - CiloskiB@Michigan.gov
 - BeagleJ1@Michigan.gov