

DUE DECEMBER 15, 2004

**PERSONNEL DEVELOPMENT FOR SPECIAL EDUCATION AND RELATED SERVICES
IN SELECTED AREAS, FALL 2004**

Purpose: The purpose of this form is to assist the New York State Education Department in identifying personnel needs associated with the provision of special education and related services pursuant to the Individuals with Disabilities Education Act (IDEA) as reauthorized in 1997. The data will be used to inform and justify program initiatives to address possible provider shortages under consideration by the Department. The data will also be used to respond to requests for letters of support from IHEs applying for federal personnel preparation grants.

Content: This form collects information on students seeking their initial certificates/licenses and enrolled during fall 2004 in certification and license areas of special education and related services. It also explores capacity and institutional plans in these areas.
NOTE: As this is the first year of collection, you may not have items such as employment status. Please put a process in place to collect them for the next data year.

Return to: Download and complete the Word or PDF version from the ORIS website, <http://www.highered.nysed.gov/oris/>, and submit by fax, mail or e-mail. Please retain a copy in case we need to contact you. Mail or fax the completed form on or before **December 15, 2004** to:

New York State Education Department
Office of Research and Information Systems
Room 964 EBA
Albany, New York 12234

Fax: 518-474-1907

Assistance: If you have questions about completing the form or to request an extension, call (518) 474-5091 or email HEDS@mail.nysed.gov.

Applicable to: All institutions offering programs in these enrollment certification/licensure areas:

Certification Areas

Teaching Students with Disabilities, Birth - Grade 2
Teaching Students with Disabilities, Birth - Grade 2, bilingual extension
Teaching Students with Disabilities, Grades 1 - 6
Teaching Students with Disabilities, Grades 1 - 6, bilingual extension
Teaching Students with Disabilities, Birth-Grade 2 & Grades 1-6
Teaching Students with Disabilities, Grades 5 - 9
Teaching Students with Disabilities, Grades 5 - 9, bilingual extension
Teaching Students with Disabilities, Grades 7 - 12
Teaching Students with Disabilities, Grades 7 - 12, bilingual extension

Deaf or Hard of Hearing
Deaf or Hard of Hearing, Bilingual Extension
English to Speakers of Other Languages
Blind or Visually Impaired

Blind or Visually Impaired, Bilingual Extension
 Speech and Language Disabilities
 Speech and Language Disabilities, Bilingual Extension
 School Psychologist
 School Psychologist, Bilingual Extension

Licensure Areas

Occupational Therapy
 Physical Therapy
 Psychology
 Psychology, Bilingual*
 Speech-Language Pathology
 Speech-Language Pathology, Bilingual *

*Include those candidates who are competent in languages other than English.

ENROLLMENT / CAPACITY INSTRUCTIONS

General: Designed to collect information about students preparing to enter the teaching workforce, this form targets students seeking their initial certificate or license in the above areas. Report students enrolled in baccalaureate programs as undergraduate. Report students enrolled in master’s, doctoral, or graduate certificate programs as graduate. Report students in bilingual education extension (only) programs separately.

Specific: Unused Capacity: Additional seats available through the use of existing resources for the program area. Please contact your dean of education or the appropriate planner for this information.

Undergraduate: In column A, for each certification or licensure area, report the total number of candidates (full and part-time) enrolled in undergraduate **coursework** in fall 2004.

Undergraduate Capacity: In column D, record unused capacity (seats) in the undergraduate certification/licensure program. In column E, indicate whether you want to increase capacity (Y/N) and if yes, in column F, identify whether you will need additional: (a) applicants, (b) faculty, (c) facilities and/or (d) fiscal resources. Check all that apply.

Graduate: In column A, for each certification or licensure area, report the total number of candidates (full and part-time) enrolled in graduate **coursework** in fall 2004. In column B, report the number of these students employed in public schools in the certification/licensure area reported.* Report the number of column A students employed in non-public schools in column C.* All students reported in columns B and C should also be reported in column A.

Graduate Capacity: In column D, record the unused capacity in the graduate certification/licensure area. In column E, indicate whether you want to increase capacity (Y/N) and if yes, in column F, identify whether you will need additional (a) applicants, (b) faculty, (c) facilities and/or (d) fiscal resources. Check all that apply.

Bilingual Education Extension (Only): Institutions may offer a program leading to a bilingual education certificate extension to students **not enrolled in a degree program**. Report these students under **Bilingual Extensions (Only)**. Identify students enrolled in a degree program *and* completing coursework leading to a bilingual education extension under the degree program and the certification/licensure area labeled ‘bilingual’ (i.e.; ‘Teaching Students with Disabilities: Birth - Grade 2, Bilingual Extension’).

Bilingual Education Extension (Only) Enrollment: In column A, for each of the selected certification or licensure areas, report the total number of students (full and part-time) enrolled in fall 2004 who are not in a degree program but are taking coursework to earn a bilingual certificate extension. For column B, report the number of these students employed in public schools.* Report the number of column A students employed in non-public schools in column C. All students reported in columns B and C should also be reported in column A.

Bilingual Education Extension (Only) Capacity: In column D, record the unused capacity in the certification/licensure program. In column E, indicate whether you want to increase capacity (Y/N) and if yes, in column F, identify whether you will need additional (a) applicants, (b) faculty, (c) facilities and/or (d) fiscal resources. Check all that apply.

*Student employed in a public or non-public school: A student currently employed in a public or non-public pre-school, elementary, middle or secondary school in the State of New York in the licensure/certification area reported.

Personnel Development for Special Education and Related Services in Selected Areas, Fall 2004

Form Processing Information

SED CODE:	
Institution Name:	

Respondent Information

Name:			
Title:			
Telephone: ()	Ext.	Facsimile No.: ()	Ext.
E-Mail Address:			

Indicate **Time Required** to retrieve information from files and complete this form.

Hours spent by all staff (whole numbers)	
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Notes and Explanations regarding data provided and/or comments about this form and its completion.

<p>IMPORTANT: PLEASE RETURN ALL PAGES EXCEPT INSTRUCTIONS EVEN IF THEY CONTAIN NO DATA</p>

**Personnel Development for Special Education and Related Services in Selected Areas, Fall 2004
ENROLLMENT / CAPACITY**

Institution Name:						
Taking Undergraduate Coursework in Initial Certificate/Professional Programs						
Selected Certification/ Licensure Areas	Title Code	Line No	Enroll- ment	Capacity		
			Total (Full- and Part- Time) (A)	Unused Capacity (Seats) (D)	Want to increase? Y / N (E)	To increase, would you require more (check all that apply): (F)
Teaching Certificates						
Total, 1.1-1.9 (Below)		1				() Applicants () Facilities () Faculty () Fiscal Resources
Students w Disabilities: Birth - Grade 2	9013	1.1				
Students w Disabilities: Birth - Grade 2, Bilingual Ext.	9013 & 7093	1.2				
Students w Disabilities: Grades 1 – 6	9014	1.3				
Students w Disabilities: Grades 1 – 6 Subject Spec.	9014, 9022-9044	1.31				
Students w Disabilities: Grades 1 - 6, Bilingual Ext.	9014 & 7093	1.4				
Students w Disabilities: Birth - Grade 2 & Grades 1-6	9013 & 9014	1.5				
Students w Disabilities Grades 1-6 & Grades 5-9	9014 , 9015	1.55				
Students w Disabilities: Grades 5 - 9	9015, 9022-9044	1.6				
Students w Disabilities: Grades 5 - 9, Bilingual Ext.	9015, 9022-9044 & 7093	1.7				
Students w Disabilities: Grades 7 - 12	9045 - 9068	1.8				
Students w Disabilities: Grades 7 - 12, Bilingual Ext.	9045-9068 & 7093	1.9				
Total, 2.1-2.2 (Below)		2				
Deaf and Hard of Hearing	9017	2.1				
Deaf and Hard of Hearing, Bilingual Ext.	9017 & 7093	2.2				
Total, 3.1-3.2 (Below)		3				() Applicants () Facilities () Faculty () Fiscal Resources

Institution Name:						
Taking Undergraduate Coursework in Initial Certificate/Professional Programs						
Selected Certification/ Licensure Areas	Title Code	Line No	Enroll- ment	Capacity		
			Total (Full- and Part- Time) (A)	Unused Capacity (Seats) (D)	Want to increase? Y / N (E)	To increase, would you require more (check all that apply): (F)
Teaching Certificates						
Blind or Visually Impaired	9018	3.1				
Blind or Visually Impaired, Bilingual Ext	9018 & 7093	3.2				
Total, 4.1 and 4.2		4				() Applicants () Facilities () Faculty () Fiscal Resources
Speech and Language Disabilities	9021	4.1				
Speech and Language Disabilities, Bilingual Ext	9021 & 7093	4.2				
English to Speakers of Other Languages	7080	5				() Applicants () Facilities () Faculty () Fiscal Resources
Licensure Areas						
Occupational Therapy	NA	6				() Applicants () Facilities () Faculty () Fiscal Resources
Physical Therapy	NA	7				() Applicants () Facilities () Faculty () Fiscal Resources

Institution Name:								
Taking Graduate Coursework in Initial Certificate/Professional Programs								
Selected Certification/ Licensure Areas	Title Code	L I N E #	Enrollment			Capacity		
			Total (Full and Part- Time) (A)	Of the Total in Col 1		Unused Capacity (D)	Want to increase? Y / N (E)	To increase, would you require more (check all that apply): (F)
				Currently Employed in Public Schools (B)	Currently Employed in Non- Public Schools (C)			
Teaching Certificates								
Total, 8.1-8.9		8						() Applicants () Facilities () Faculty () Fiscal Resources
Students w Disabilities: Birth - Grade 2	9013	8.1						
Students w Disabilities: Birth - Grade 2, Bilingual Ext	9013 & 7093	8.2						
Students w Disabilities: Grades 1 – 6	9014	8.3						
Students w Disabilities: Grades 1 - 6, Bilingual Ext.	9014, 7093	8.4						
Students w Disabilities Birth-Grade 2 & Grades 1-6	9013, 9014	8.5						
Students w Disabilities: Grades 5 - 9	9015, 9022- 9044	8.6						
Students w Disabilities: Grades 5 - 9, Bilingual Ext.	9015, 9022- 9044 & 7093	8.7						
Students w Disabilities: Grades 7 - 12	9045- 9068	8.8						
Students w Disabilities: Grades 7 - 12, Bilingual Ext.	9045- 9068 & 7093	8.9						
Total, 9.1-9.2								
Deaf and Hard of Hearing	9017	9.1						
Deaf and Hard of Hearing, Bilingual Ext.	9017 & 7093	9.2						

Institution Name:								
Taking Graduate Coursework in Initial Certificate/Professional Programs								
Selected Certification/ Licensure Areas	Title Code	L I N E #	Enrollment			Capacity		
			Total (Full and Part- Time) (A)	Of the Total in Col 1		Unused Capacity (D)	Want to increase? Y / N (E)	To increase, would you require more (check all that apply): (F)
				Currently Employed in Public Schools (B)	Currently Employed in Non- Public Schools (C)			
Total, 10.1-10.2								() Applicants () Facilities () Faculty () Fiscal Resources
Blind or Visually Impaired	9018	10.1						
Blind or Visually Impaired, Bilingual Ext	9018 & 7093	10.2						
Total, 11.1-11.2								() Applicants () Facilities () Faculty () Fiscal Resources
Speech and Language Disabilities	9021	11.1						
Speech and Language Disabilities, Bilingual Ext	9021 & 7093	11.2						
English to Speakers of Other Languages	7080	12						() Applicants () Facilities () Faculty () Fiscal Resources
Pupil Personnel Services								
Total, 13.1-13.2								() Applicants () Facilities () Faculty () Fiscal Resources
School Psychologist	2070	13.1						
School Psychologist, Bilingual Ext.	2070 & 7092	13.2						
Licensure Areas								
Occupational Therapy								
Physical Therapy	NA	15						() Applicants () Facilities () Faculty () Fiscal Resources
Psychology	NA	16						() Applicants () Facilities () Faculty () Fiscal Resources

NA

Institution Name:

Taking Graduate Coursework in Initial Certificate/Professional Programs

Selected Certification/ Licensure Areas	Title Code	L I N E #	Enrollment			Capacity		
			Total (Full and Part- Time) (A)	Of the Total in Col 1		Unused Capacity (D)	Want to increase? Y / N (E)	To increase, would you require more (check all that apply): (F)
				Currently Employed in Public Schools (B)	Currently Employed in Non- Public Schools (C)			
Psychology, Bilingual*	NA	17						() Applicants () Facilities () Faculty () Fiscal Resources
Speech-Language Pathology	NA	18						() Applicants () Facilities () Faculty () Fiscal Resources
Seeking Certificate and Licensure								() Applicants () Facilities () Faculty () Fiscal Resources
Speech-Language Pathology & Speech and Language	NA & 9021	19						() Applicants () Facilities () Faculty () Fiscal Resources

Institution Name:								
Seeking Bilingual Extensions Only (Already Holding Base Certificate) Undergraduate and Graduate Coursework								
Selected Areas	Title Code	L I N E #	Enrollment			Capacity		
			Total (Full and Part-Time) (A)	Of the Total in Col 1		Unused Capacity (D)	Plan to increase? Y / N (E)	To increase, do you require more (check all that apply): (F)
				Currently Employed in Public Schools (B)	Currently Employed in Non-Public Schools (C)			
Total, 20.1-20.4		20						() Facilities () Faculty () Fiscal () Resources
Bilingual Ext. of Students w Disabilities Birth - Grade 2 (9013)	7093	20.1						
Bilingual Ext. of Students w Disabilities Grades 1 – 6 (9014)	7093	20.2						
Bilingual Ext. of Students w Disabilities Grades 5 – 9 (9015, 9022-9044)	7093	20.3						
Bilingual Ext. of Students w Disabilities Grades 7 – 12 (9045-9068)	7093	20.4						
Bilingual Ext. of Deaf or Hard of Hearing (9017)	7093	21						() Facilities () Faculty () Fiscal () Resources
Bilingual Ext. of Blind or Visually Impaired (9018)	7093	22						() Facilities () Faculty () Fiscal () Resources
Bilingual Ext. of Speech and Language Disabilities (9022)	7093	23						() Facilities () Faculty () Fiscal () Resources
Bilingual Ext. of School Psychologist (2070)	7092	24						() Facilities () Faculty () Fiscal () Resources

25. Do you have any additional comments regarding capacity?
