TEACH School District
Training Guide

Version dated 2/2/2006
NEW YORK STATE EDUCATION DEPARTMENT

TEACH School District Functions: Training Guide
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Course Information

Course Name: TEACH School District Functions

Purpose: This course will provide an overview of the intended purpose and functionality of the School District functions within the TEACH system. It will focus on using each of the screens in this module, entering superintendent statements, handling employment clearance / termination requests, entering professional development hours, and using the inquiry and reports functions.

The material presented in this document is for training and reference purposes only.

Audience:
- School District users

Pre-Requisites: The following course materials are recommended to be completed prior to this course:
- None
Introduction

The Teacher Certification System (TEACH) was designed to help streamline certification application and evaluation procedures, including discipline activities, by moving them online and integrating the various existing SED systems for OT and OSPRA into one system. The benefits of this shift include:

- Processing will now be quicker and more efficient
- Reduced emphasis on paper-based processes
- Consolidated record holder information improves customer service

The school district training process will show school district users how to utilize all of the activities available to their user role. The primary activities that will be performed by school district users are entering superintendent statements, entering a clearance or termination request, logging a teacher’s professional development hours, performing an inquiry into a record holder’s account information, and publishing reports.

School district users who want to employ an educator under a Supplementary Certificate, Temporary License, Modified Temporary License, or Limited Certificate can complete and submit application components online through the superintendent statement process. In this process a user identifies a candidate for employment under one of the aforementioned certificates and searches for the candidate in the system. If the person’s name is found, the superintendent statement will be entered into the person’s record. If the person’s name is not found, the user will create a new record by entering the person’s name and date of birth. After the user signs the Superintendent Statement and selects the “Finished Entering Statements” button, the system will return a list of statements entered during the session.

School districts can perform three main activities regarding fingerprint clearance. They can enter fingerprint clearance requests for individual prospective employees, notify the state that a person’s employment has been terminated, and perform clearance status check on all individuals within the district. All three processes occur under the umbrella of fingerprint activities, and will be discussed in detail in this document.

Users also have the ability to log hours that count toward their teachers’ professional development credit requirements. The default requirement in the system will be 75 hours over the 5-year period (which is the requirement for teaching assistants level III). The system will provide the capability to capture the
hours of professional development along with activity/course name, provider, dates of activity and content or pedagogy selection. The system will also keep a tally of the hours completed for a person, the requirement of hours and any applicable discounts. In addition, the system will give SED staff access to modify the number of hours required for each individual, and overwrite any hours recorded by the record holder. Record holders cannot alter hours logged by a SED employee or school district.

To access the TEACH system, users will log on with the login ID and password provided to them. There is a password recovery process if a password is forgotten.

Once a user has successfully logged in, the TEACH Home will display all of the activities available within the TEACH system. Each of these activities will be discussed in detail in this document.

School District User TEACH Home
1.0 Entering Superintendent Statements

Superintendent statements are statements issued by a school district requesting that the record holder be able to perform one of a variety of functions at a school. The statements include several questions or attestations (the questions vary depending on the specific statement and certificate type) that must be completed by the school district. These statements are required for certain certificates and the type of statement corresponds typically with the type of the certificate. The types of superintendent statements include:

- Adult Education
- Exchange Teacher Permit
- Modified Temporary License, Limited License, or Temporary License
- Supplementary Certificate
- Transitional A Certificate
- Teaching Assistant Continuation
- Visiting Lecturer Permit
- Note: There is another type of statement in the system (Conversion Superintendent Statement) which is only used as part of the data conversion process into TEACH. This statement type will not be available going forward.

For all School District users, the basic process flow for entering superintendent statements is:

1.) Click on Enter Superintendent Statement on TEACH Home.
2.) Enter social security number of applicant and click Search.
3.) Select matching record from search results and click Enter Statement.
4.) Select superintendent statement type from drop down list and click Go.
5.) Select certificate title details (area of interest, subject area, grade level, title) and certificate type from the drop down lists. Fill in candidate’s employment date, duties, supervision, and school building of employment. Click box to confirm affirmation statement.
6.) Click Sign and Enter Statement to complete process.
1.1 Screenshots and Descriptions

Click Enter Superintendent Statement to access Entering Superintendent Statements features.
Screen Name: Applicant Search Screen

<table>
<thead>
<tr>
<th>NEW YORK STATE EDUCATION DEPARTMENT</th>
<th>TEACH Home</th>
<th>Search Certification Requirements</th>
<th>Logout</th>
</tr>
</thead>
</table>

Search for Applicant

Search for the applicant by entering his or her social security number.

* SSN: [__ __ __] [__ __ __] [__ __ __]

<table>
<thead>
<tr>
<th>Search</th>
<th>Clear</th>
</tr>
</thead>
</table>

Search Results

<table>
<thead>
<tr>
<th>SSN</th>
<th>Name</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>321-32-1322</td>
<td>Trainee Joe</td>
<td>01/31/1970</td>
</tr>
</tbody>
</table>

If you wish to enter a superintendent statement for the above applicant, select "Enter Statement". If this is not the applicant for whom you wish to enter a statement, please revise your search by reentering the social security number and clicking on search again.

[Cancel] [Enter Statement]

Required fields are marked with an asterisk (*)

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Description:

This screen allows users to search for an applicant by entering his or her social security number. To select the matching applicant record and to continue the Entering Superintendent Statement process, the user should click on the "Enter Statement" button. If an applicant record does not show, the user still should click the "Enter Statement" button to create a new applicant profile.

Actions Available:

<p>| Search | Performs a search of all person records in the database that match the entered search criteria. |
| Clear | Refreshes screen and search fields. |
| Cancel | Ends search process and takes user back to TEACH Home. |
| Enter Statement | Continues Entering Superintendent Statement process by taking the user to Superintendent Statement Type Screen. |</p>
<table>
<thead>
<tr>
<th>Screen Name:</th>
<th>Superintendent Statement Type Screen</th>
</tr>
</thead>
</table>

**Superintendent Statement**

**Personal Information**

- **First Name**: Joe
- **Last Name**: Trainee
- **SSN**: 321-32-1322

**Statement Information**

Please select the type of superintendent statement you would like to provide for this applicant. Upon selecting the type and clicking the “Go” button, you will be presented with a questionnaire that you must complete before submitting the statement to the Office of Teaching.

- **Select Statement Type**: Adult Ed

**Actions Available:**

- **Go**: Saves statement type information into system and takes user to Superintendent Statement Information Screen.
Screen Name: Superintendent Statement Information Screen

Superintendent Statement

Personal Information

First Name: Joe  Last Name: Trainee  MI: 
SSN: 021-32-1022

Statement Information

Please select the type of superintendent statement you would like to provide for this applicant. Upon selecting the type and clicking the "Go" button, you will be presented with a questionnaire that you must complete before submitting the statement to the Office of Teaching.

Select Statement Type: Adult Ed

Adult Ed

1. Select Your Certificate Title
   - Select an Area of Interest
   - Select a Subject Area
   - Select a Grade Level
   - Select a Title

2. Select Your Certificate Type
   - Select a Type of Certificate

3. Date the candidate will become employed: 09/15/2006 (mm/dd/yyyy)

4. Describe the candidate's duties in relation to the certificate requested (include subject area where appropriate).
   - Teaching and other administrative duties

5. Describe how the candidate will be supervised:
   - Department supervisor

6. Select the school building where the candidate will be employed:
   - EAST GREENBUSH CSD - COLUMBIA HS

7. I certify that the applicant on whose behalf I am submitting this superintendent statement is employed under the conditions described in the field, subject or area for which this statement has been filed

Required fields are marked with an asterisk (*)

Description: The Superintendent Statement Information Screen displays the person’s statement information and personal information. The user chooses the certificate title and type details via the drop-down lists and enters the candidate’s employment, duties, supervision, and school building information. The user must check the affirmation statement box and click the “Sign and Enter Statement” button to complete the process.
### TEACH SCHOOL DISTRICT FUNCTIONS

<table>
<thead>
<tr>
<th>Actions Available</th>
<th>Area of Interest link</th>
<th>Takes user to OTI’s Types of Licenses and Certificates Screen with detailed descriptions of different licenses and certificates.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Type of Certificate link</td>
<td>Takes user to OTI’s Certificate Area of Interest Screen with detailed descriptions of different certificate types.</td>
</tr>
<tr>
<td></td>
<td>Cancel</td>
<td>Ends process without saving information. Takes user back to Applicant Search Screen.</td>
</tr>
<tr>
<td></td>
<td>Sign and Enter Statement</td>
<td>Submits superintendent statement into system and completes process.</td>
</tr>
</tbody>
</table>

---

### Superintendent Statement Summary Screen

**Screen Name:** Superintendent Statement Summary Screen

**Description:**

The Superintendent Statements entered on January 26, 2006 are listed below. You may print this list by using the “Print” function from your browser.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>SSN</th>
<th>Statement Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trainee</td>
<td>Joe</td>
<td>321-32-1322</td>
<td>Adult Ed</td>
</tr>
</tbody>
</table>

**Actions Available:**

- **Enter More Statements**: Clicking this button returns user to Applicant Search Screen where he can search for a new applicant and enter another superintendent statement.
- **Print**: Clicking Print initiates a print job on the user's local printer so he or she can print the summary for records.
- **Done**: Returns the user to TEACH Home.
3.0 Entering Professional Development Hours

Teachers are required to maintain a level of professional development training once certified. School districts have the ability to record professional development training hours on behalf of the teachers in that district.

For all users, the basic process flow for entering professional development hours is:

1.) Select Log Teachers’ Professional Development Hours from TEACH Home.

2.) Enter applicant’s social security number, year the professional development hours were completed, and number of hours completed, and click Add.

3.) Repeat step 2 until all professional development hours have been entered and click Next.

4.) View updated applicant record listed in table. Check off two affirmation statements and click Next.

5.) View updated applicant information in table. Confirm information by clicking Submit.
3.1 Screenshots and Descriptions

Click Log Teachers’ Professional Development Hours to access Entering Professional Development Hours.
After clicking **Search**, the screen is refreshed with the matching teacher’s name.

If the SSN is not found, an error:
**TEACH SCHOOL DISTRICT FUNCTIONS**

<table>
<thead>
<tr>
<th>Description:</th>
<th>This screen allows users to input hours for a certificate holder who is working in their district. The user will enter the social security number and press search to confirm the person’s name and identify the person for which hours are to be reported. Then, on the same screen, the user can select a year, and enter the number of hours the certificate holder has completed. The user can continue to add hours for various persons and then affirm the information and submit. No information will be saved to the certificate holders’ professional development record until the user has submitted the information after the summary page.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Actions Available:</strong></td>
<td><strong>Search</strong></td>
</tr>
<tr>
<td></td>
<td>System searches teacher records to match social security number and display corresponding name for user to confirm.</td>
</tr>
<tr>
<td></td>
<td><strong>Add</strong></td>
</tr>
<tr>
<td></td>
<td>Adds a professional development record to this professional development submission record. User will continue to search for persons, enter hours, and click Add for all persons they wish to submit hours for in this transaction.</td>
</tr>
<tr>
<td></td>
<td><strong>Cancel</strong></td>
</tr>
<tr>
<td></td>
<td>Exits the process for reporting professional development hours. User is returned to TEACH Home.</td>
</tr>
<tr>
<td></td>
<td><strong>Next</strong></td>
</tr>
<tr>
<td></td>
<td>Takes the user to the confirmation screen for reporting professional development hours.</td>
</tr>
<tr>
<td></td>
<td><strong>View History</strong></td>
</tr>
<tr>
<td></td>
<td>Takes user to Professional Development History Screen, which displays the total hours reported per year in the professional development period 2005 – 2009.</td>
</tr>
<tr>
<td>Screen Name: Professional Development History Screen</td>
<td></td>
</tr>
<tr>
<td>-------------------------------------------------------</td>
<td></td>
</tr>
</tbody>
</table>

Description:
This screen displays the applicant name generated after the user entered the social security number into the system and clicked the “Search” button. The user can now choose the year from the drop down list and enter the number of hours completed and click the “Add” button to enter the information into the system.

Actions Available:
Previous: Takes user back to Report Professional Development Hours Search Screen.
**Screen Name:** Updated Person Search Screen

### Report Professional Development Hours

**Employing District:** EAST GREENBUSH CSD

**Teacher Data:**

- **SSN:**
- **Name:**
- **Year:**
- **Hours Completed:**

<table>
<thead>
<tr>
<th>Year</th>
<th>SSN</th>
<th>First Name</th>
<th>Last Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>2005-2006</td>
<td>11111111</td>
<td>ALTHA</td>
<td>CUMBERBATCH</td>
<td>30</td>
</tr>
</tbody>
</table>

* I hereby declare and affirm that the information reported here is accurate, I agree to retain documentation of this activity for seven years and understand that these records are open to audit by New York State Education Department.

* I hereby affirm that these individuals were employed for 90 or more days in the indicated school year.

### Actions Available:

- **Search:** System searches teacher records to match social security number and display corresponding name for user to confirm.
- **Add:** Adds a professional development record to this professional development submission record. User will continue to search for persons, enter hours, and click Add for all persons they wish to submit hours for in this transaction.
- **Remove:** Clicking item and “Remove” button removes entered professional development information from the system.
- **Cancel:** Exits the process for reporting professional development hours. User is returned to TEACH Home.
- **Next:** Generates Report Professional Hours Confirmation Screen to continue Entering Professional Development Hours process.
**Screen Name:** Report Professional Hours Confirmation Screen

---

**Report Professional Development Hours**

Please confirm that the following information is correct and print the page for your records before you click "Submit".

<table>
<thead>
<tr>
<th>Year</th>
<th>SSN</th>
<th>First Name</th>
<th>Last Name</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>2005-2006</td>
<td>111111112</td>
<td>ALTHIA</td>
<td>CUMBERBATCH</td>
<td>30</td>
</tr>
</tbody>
</table>

* I hereby affirm that these hours are true to the best of my knowledge. I agree to retain records of professional development activities completed for seven years and understand that these records are open to audit by New York State Education Department.
* I hereby affirm that these individuals were employed for 90 or more days in the indicated school year.

---

**Description:**

This screen displays the applicant’s updated professional development information in the table. Clicking the “Submit” button saves the entered professional development information in the system and ends the process. Clicking the “Cancel” button ends the process without saving any information.

The two required affirmation statements must be checked off to finish reporting professional development hours. The user must affirm that the teacher has been employed in a public school for more than 90 days. He/she must also affirm that the hours have been reported correctly and that records will be retained for seven years onward in case of audit by NYSED OTI. The user must check off **both** affirmation statements in order to complete the process.

**Actions Available:**

- **Previous** Takes user back to Updated Person Search Screen.
- **Cancel** Ends Entering Professional Development Hours process with no information saved. User is taken back to TEACH Home.
- **Submit** Saves all professional development hours into the system and completes the Entering Professional Development Hours process.
4.0 Inquiry

The Inquiry process allows users to view consolidated summary information for a person record in one place. Once a user has selected the person record he or she wants to view, he/she can then select the information desired. Users can view the following information from the inquiry process: education, work experiences, certificates, fingerprinting, test scores, workshops, superintendent statements and college recommendations. Each of these categories is described in detail below.

For all users, the basic process flow for inquiry is:

1.) Select **Account Information** from TEACH Home.

2.) Enter search parameters to search for the applicant for which information is desired.

3.) Select record from search results and click **View Report**

4.) View overview information about the person, select categories to view more information, and click **Go**.
4.1 Screenshots and Descriptions

Click Account Information to access Inquiry.
Screen Name: Inquiry Search Screen

Search for Person

Choose option and enter information

- SSN: 321-32-1322
- Personal Information (Enter full last or first name. Do not use prefixes, suffixes, or hyphens)
  Last Name: 
  First Name: 

Search Results

<table>
<thead>
<tr>
<th>SSN</th>
<th>Name</th>
<th>DOB</th>
</tr>
</thead>
<tbody>
<tr>
<td>321-32-1322</td>
<td>Joe Trainee</td>
<td>01/31/1970</td>
</tr>
</tbody>
</table>

Description: This screen allows users to search for person record for Inquiry. Select either social security number or name as a search tool, fill in fields, and click search. Records that match the requirements appear in the Search Results table, sorted by name. Selecting a record and clicking the View Report button takes the user to the next screen, which shows the available inquiry information based on user role for the applicant selected. The Clear button empties the Search Results table.

Actions Available:

- Search: Performs a search of all person records in the database that match the entered search criteria and displays them in the search results table.
- Clear: Clears any previously entered search criteria and associated results.
- View Report: Takes the user to the Inquiry Account Information Screen for the selected person record.
Screen Name: Inquiry Account Information Screen

<table>
<thead>
<tr>
<th>Account Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: Joe Trainers</td>
</tr>
<tr>
<td>Date of Birth: 01/31/1976</td>
</tr>
<tr>
<td>Address: 100 Main Street, ALBANY, NY 12207</td>
</tr>
<tr>
<td>Gender: Male</td>
</tr>
<tr>
<td>SSN: 321-22-1322</td>
</tr>
</tbody>
</table>

Select information you want to view:
- Education
- Work Experience
- Certificates
- Fingerprinting
- Test Scores
- Workshops
- Superintendent Statements
- College Recommendations

Actions Available:
- Change Folder Location
- Go
- Done

Description:
The Inquiry Account Information Screen displays summary demographic information about the record holder and presents a list of information categories that can be selected for review. Selecting one or more categories and clicking the Go button refreshes the screen with the selected information. When the user is finished viewing the information on this page, the Done button ends the process.
### Screen Name:
Inquiry Screen (after selecting all available information areas)

### Description:
The user is able to select more categories and click the “Go” button to view additional details. Clicking the “Done” button completes the inquiry process and takes the user back to the Inquiry Search Screen.

### Actions Available:
- **Go**: Retrieves the category information and updates the information on the screen.
- **Change Folder Location**: Allows users to update the location of the paper file for this applicant.
TEACH SCHOOL DISTRICT FUNCTIONS

<table>
<thead>
<tr>
<th></th>
<th>Done</th>
<th>Ends the inquiry process. The user will be returned to the Inquiry Search Screen.</th>
</tr>
</thead>
</table>

Education Information

<table>
<thead>
<tr>
<th>College/ University</th>
<th>Location</th>
<th>Program</th>
<th>Award Title</th>
<th>From</th>
<th>To</th>
<th>Credits Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>HAMILTON COLLEGE</td>
<td>NY, US</td>
<td></td>
<td></td>
<td>09/01/1988</td>
<td>09/01/1992</td>
<td></td>
</tr>
</tbody>
</table>

Verified Education

<table>
<thead>
<tr>
<th>College / University</th>
<th>Program</th>
<th>Award Title</th>
<th>Major</th>
<th>Award Date</th>
<th>Credits Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>HAMILTON COLLEGE</td>
<td>BACHELOR OF ARTS (SEE ALSO BA)</td>
<td></td>
<td>English</td>
<td>06/01/1982</td>
<td></td>
</tr>
</tbody>
</table>

Description: This section of inquiry displays education related information that is on file for the person. It is divided into two sections: Self-Reported Education and Verified Education. Self-Reported Education is education that has been entered as a part of the record holder’s profile. This information is used for reference, but is never used as criterion for certificate application evaluations. Verified Education is a record of a transcript that has been submitted to SED by a college or university for the record holder. This information is used in evaluation processes.

Actions Available: None

Work Experience

Self-Reported Occupational Experience

<table>
<thead>
<tr>
<th>Employer Name</th>
<th>Start Date</th>
<th>End Date</th>
<th>Full/Part Time</th>
<th>Summary of Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graphic Designs Inc.</td>
<td>01/01/2002</td>
<td>01/01/2004</td>
<td>Full Time</td>
<td>graphic design, drawing, sketching</td>
</tr>
</tbody>
</table>

Teaching/School Experience

<table>
<thead>
<tr>
<th>Name of School and Location</th>
<th>Public School</th>
<th>Start Date</th>
<th>End Date</th>
<th>Full/Part Time</th>
<th>Summary of Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Albany Public Middle School, Albany, NY</td>
<td>No</td>
<td>08/01/1992</td>
<td>08/01/2000</td>
<td>Full Time</td>
<td>English, grades 7-8</td>
</tr>
</tbody>
</table>

Description: This section of inquiry displays work experience related information that is on file for the person. It is divided into two sections: Self-Reported Occupational Experience and Teaching/School Experience. Teaching and school experiences are self-reported work experiences in a school environment. Self-reported occupational experiences are experiences that are not formally teaching or school-related, but serve to fill out a person’s work history.

Actions Available: None
Certificates

<table>
<thead>
<tr>
<th>Credential</th>
<th>Status</th>
<th>Application Type</th>
<th>Effective Begin Date</th>
<th>Effective End Date</th>
<th>Last Evaluated By</th>
<th>Time of Evaluation</th>
<th>Control No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secondary - Core Subjects - English Language Arts, Permanent Certificate, English Language Arts 7-12</td>
<td>Issued</td>
<td>Certificate Application</td>
<td>09/01/1990</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Certificate Applications

<table>
<thead>
<tr>
<th>Credential</th>
<th>Application Type</th>
<th>Status</th>
<th>Application Date</th>
<th>OSPRA Hold?</th>
<th>Amount Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secondary - Core Subjects - English Language Arts, Permanent Certificate, English Language Arts 7-12</td>
<td>Certificate Application</td>
<td>Ready For Review</td>
<td>11/21/2005</td>
<td>No</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>C&amp;T - Option A or B, Initial Certificate, Security Operations 7-12</td>
<td>Certificate Application</td>
<td>Ready For Review</td>
<td>11/21/2005</td>
<td>No</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>Pre-K to 12 - Post 2004 Regs, Initial Certificate, Visual Arts</td>
<td>Certificate Application</td>
<td>Ready For Review</td>
<td>11/21/2005</td>
<td>No</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>C&amp;T - Option A or B, Initial Certificate, Professional Photography 7-12</td>
<td>Certificate Application</td>
<td>Ready For Review</td>
<td>11/21/2005</td>
<td>No</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>C&amp;T - Option A or B, Initial Certificate, Dance - Modern 7-12</td>
<td>Certificate Application</td>
<td>Ready For Review</td>
<td>11/21/2005</td>
<td>No</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>Secondary - LOTE, Initial Certificate, Italian 7-12</td>
<td>Certificate Application</td>
<td>Review Complete - Pending Information</td>
<td>11/21/2005</td>
<td>No</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>Secondary - LOTE, Initial Certificate, French 7-12</td>
<td>Certificate Application</td>
<td>Review Complete - Pending Information</td>
<td>11/22/2005</td>
<td>No</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>Secondary - Core Subjects - English Language Arts, Permanent Certificate, English Language Arts 7-12</td>
<td>Request For Duplicate Certificate Application</td>
<td>Approved - Pending Printing</td>
<td>11/01/2005</td>
<td>No</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>Secondary - Core Subjects - English Language Arts, Permanent Certificate, English Language Arts 7-12</td>
<td>Request For Duplicate Certificate Application</td>
<td>Ready For Review</td>
<td>11/22/2005</td>
<td>No</td>
<td>$ 0.00</td>
</tr>
</tbody>
</table>

Description: This section of inquiry displays any information regarding certificates that is on file for the person. It is divided into two sections: Issued Certificates and Certificate Applications. The Issued Certificates table lists any certificates that have been formally issued for the person. The credential name, status (Issued or Expired), application type, effective start and end dates, last evaluated by name, time of evaluation and control number can be recorded for each issued certificate. The Certificate Application table displays any outstanding applications for the person. Information on each application includes the credential title, application type, status, application date, amount due, and the evaluation history and OSPRA hold if relevant. The Evaluation History link opens a window with a record of all evaluation activities performed on that application. The link will only appear if an evaluation has been performed on that application. The OSPRA hold indicator is only visible to users who have role access to this information, namely OT administrators and OSPRA users. In addition, applicants have a Make Payment link that is visible if payment is outstanding on a certificate application. Clicking on the make payment link takes users to the payment type selection screen where users can choose to pay by credit card or mail-in check payment.
### Teach School District Functions

<table>
<thead>
<tr>
<th>Evaluation History</th>
<th>The Evaluation History link opens a window with a record of all evaluation activities performed on that application. The link will only appear if an evaluation has been performed on that application.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Make Payment</td>
<td>Applicants have a Make Payment link that is visible if payment is outstanding on a certificate application. Clicking on the make payment link takes users to the payment type selection screen where users can choose to pay by credit card or mail-in check payment.</td>
</tr>
</tbody>
</table>

### Fingerprinting

**Description:**
The Fingerprinting information section of inquiry displays all existing employment or termination requests for a record holder. The Fingerprint Information table displays the application type, application date, the employer name for whom the request is being performed, the position of the application, the application status and the status action date. The fingerprint information section also can include additional statements on application status for the record holder’s reference. These two statements are ‘Your Fingerprinting Application has been received’ and ‘Your payment has not been received.’ If payment is received, there will be no message.

<table>
<thead>
<tr>
<th>Application Type</th>
<th>Application Date</th>
<th>Employer Name</th>
<th>Position</th>
<th>Application Status</th>
<th>Status Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employment/Termination Request</td>
<td>11/15/2005</td>
<td>EAST GREENBUSH CSD</td>
<td></td>
<td>BRING PROCESSED</td>
<td>11/15/2005</td>
</tr>
<tr>
<td>Employment/Termination Request</td>
<td>11/16/2005</td>
<td>ALBANY CITY SD</td>
<td></td>
<td>TERMINATED</td>
<td>10/01/2005</td>
</tr>
</tbody>
</table>

**Actions Available:** None

### Test Scores

**Description:**
The Test Score table displays the results of any test information received by SED on the person. The table displays the test name, date taken, the overall test result, and in some cases, the raw score. The raw score field is only visible
TEACH SCHOOL DISTRICT FUNCTIONS

<table>
<thead>
<tr>
<th>Workshops</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Workshop</th>
<th>Date of Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Violence Intervention And Prevention</td>
<td>01/15/2001</td>
</tr>
<tr>
<td>Child Abuse Identification</td>
<td>09/15/2000</td>
</tr>
</tbody>
</table>

Description: The Workshop Information table displays the results of any workshop information received by SED performed by the person. The table displays the title of the workshop and the date that the trained was performed.

Actions Available: None

Superintendent Statements

<table>
<thead>
<tr>
<th>Superintendent Statements</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Type of Statement</th>
<th>Date Entered</th>
<th>Certificates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Ed</td>
<td>01/05/2006</td>
<td>View Statement</td>
</tr>
<tr>
<td>Supp Cert</td>
<td>01/05/2006</td>
<td>View Statement</td>
</tr>
</tbody>
</table>

Description: The Superintendent Statement table displays all superintendent statements on record for the person. The table includes information such as the school district name, type of statement, the date entered, the certificate(s) a statement is linked to, and a link to view the statement. Statement types include Adult Education, Exchange Teacher Permit, Modified Temporary License, Limited License, or Temporary License, Supplementary Certificate, Transitional A Certificate, Teaching Assistant Continuation or Visiting Lecturer Permit. The View Statement link opens a popup window that displays a non-editable copy of the superintendent statement.

Actions Available: None
**College Recommendations**

<table>
<thead>
<tr>
<th>Institution</th>
<th>Program</th>
<th>Award</th>
<th>Degree Date</th>
<th>Recommended Credential</th>
</tr>
</thead>
<tbody>
<tr>
<td>STATE UNIVERSITY OF NEW YORK</td>
<td>ENGLISH &quot;7.12&quot;</td>
<td>MASTER OF ARTS IN TEACHING</td>
<td>09/01/2002</td>
<td>Secondary - Core Subjects - English Language Arts,English Language Arts 7-12,Permanent Certificate</td>
</tr>
<tr>
<td>AT BRONX</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HOFSTRA UNIVERSITY-MAIN</td>
<td>ENGLISH EDUCATION</td>
<td>MASTER OF ARTS (SEE ALSO AM)</td>
<td>06/10/2004</td>
<td>Secondary - Core Subjects - English,English 7-12,Professional Certificate</td>
</tr>
<tr>
<td>CAMPUS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HOFSTRA UNIVERSITY-MAIN</td>
<td>EDUCATIONAL</td>
<td>DOCTOR OF EDUCATION</td>
<td>06/01/2000</td>
<td>School District Administrator, School District Administrator, Permanent Certificate</td>
</tr>
<tr>
<td>CAMPUS</td>
<td>ADMINISTRATION</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Description:** This section includes the history of college recommendations entered for the person. Each record in the College Recommendations table includes the title of the recommending institution, the approved program name, the educational award being received by the record holder, the degree date and the title of the recommended credential.

**Actions Available:** None
5.0 Reports

For all users, the basic process flow for reports is:

1.) Select **View Reports** from the TEACH Home.

2.) Select a report to view by clicking one of the available report links.

3.) Enter search parameters to generate report for which information is desired and click **Submit Query**.

4.) View information generated by report.

5.1 Screenshots and Descriptions

Click **View Reports** to access Reports features.
<table>
<thead>
<tr>
<th>Screen Name:</th>
<th>View Reports Screen</th>
<th>*Sample</th>
</tr>
</thead>
</table>

### View Reports

- **Third Party Application Components**
  - Superintendent Statements Entered

- **OTI Certificates Issued**
  - Temporary License, Modified Temporary License, and Limited Certificate Disapprovals
  - Temporary Licenses, Modified Temporary Licenses, and Limited Certificates Issued by School District

- **OTI NCLB**
  - GEP Hours Completed for Persons by School District

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**Description:**

Note: This is a sample. Reports available will vary over time.

The View Reports Screen displays the different reports the user can generate. Clicking on a link takes the user to a search screen where the report’s parameters can be entered.
6.0 Practice Scenarios

Now that you have gained some understanding of how the District Training process works, it is time to practice using the system. Starting with Scenario 6.1 and referring to the system description above, attempt to run through the system from start to finish.

Superintendent Statements

Scenario 6.1
Enter a superintendent statement for User 2. User 2 will be receiving an exchange permit to be an exchange teacher.

Scenario 6.2
Enter a superintendent statement for User 2. User 2 will be receiving a supplemental certificate in Latin for Grades 5-9.

Scenario 6.3
Enter a superintendent statement for User 1. User 1 will be receiving a visiting lecturer permit to begin teaching on 01/23/2006 in Argyle High School in Argyle CSD.

Fingerprint Clearances

Scenario 6.4
Perform a clearance request for User 1 as a prospective classroom teacher.

Scenario 6.5
Perform a clearance request for User 2 as a prospective custodian.

Scenario 6.6
Perform enter a termination notice for User 1.
Scenario 6.7
Perform enter a termination notice for User 2.

Scenario 6.8
Search for all individuals within your school district to observe their clearance statuses.

Scenario 6.9
Search for all individuals within your school district to observe their clearance statuses, and view the fingerprint clearance link for the first record in the table.

Scenario 6.10
Searching for all individuals within your school district, terminate three people.

Scenario 6.11
Searching for all individuals within your school district, terminate five people.

Professional Development
Scenario 6.12
Log the following Professional Development hours in a single session:
- User 1: 4 hours for 2006-2007
- User 2: 6 hours for 2006-2007

Print a copy of the summary statement for your records.

Scenario 6.13
TEACH SCHOOL DISTRICT FUNCTIONS

Log the following Professional Development hours in a single session:

- User 1: 4 hours for 2006-2007, and view his professional development history
- User 2: 6 hours for 2006-2007

Print a copy of the summary statement for your records.

Scenario 6.14

Log the following Professional Development hours in a single session:

- User 1: 4 hours for 2006-2007
- User 2: 6 hours for 2006-2007

Before submitting, remove the record for User 2. Print a copy of the summary statement for your records.

Inquiry

Scenario 6.15

- Select Account Information from the TEACH Home and search for the user information provided, perform an inquiry on the record holder and find the following information:
  a. Does the applicant have any applications pending?
  b. What self-reported education is recorded for the applicant?

Scenario 6.16

- You are a customer service representative, and a user calls asking if SED has received his test score, sent sometime in 2005. What steps would you take in the system to answer his question?

Reports

Scenario 6.17
Appendix: Practice Scenario Answers

Superintendent Statements

Scenario 6.1
The statement type selected is Exchange Teacher. The following information should have been selected from the dropdowns:
Area of Interest: Other School Service
Subject Area: Exchange Teacher
Grade Level: Pre K – 12 – all grades
Title: Exchange Teacher
Certificate Type: Exchange Permit
Complete the remaining required fields.

Scenario 6.2
The statement type selected is Supplemental Certificate. The following information should have been selected from the dropdowns:
Area of Interest: Classroom Teacher – Foreign Languages
Subject Area: Latin
Grade Level: Middle Childhood - Grades 5-9
Title: Latin (Grades 5-9)
Certificate Type: Supplementary Certificate
Complete the remaining required fields.

Scenario 6.3
The statement type selected is Visiting Lecturer License. The following information should have been selected from the dropdowns:
Area of Interest: Other School Services
Subject Area: Visiting Lecturer
Grade Level: Pre K – 12 – All Grades
Title: Visiting Lecturer
Certificate Type: Visiting Lecturer License
Enter the start date as 01/23/2006, and complete the remaining required fields.
Select Argyle CSD as the school district and Argyle High School as the school building. Check the confirmation statement and click Submit.

Fingerprint Clearances

**Scenario 6.4**
To perform a clearance request, perform the following activities:
Select View Fingerprinting Clearance Status from TEACH Home. On the Fingerprinting Status search screen, click Enter Clearance Request. Search for User 2’s SSN. Select the record from the search results and click Edit. Select ‘classroom teacher’ as the title of the prospective employee and click Submit.

**Scenario 6.5**
To perform a clearance request, perform the following activities:
Select View Fingerprinting Clearance Status from TEACH Home. On the Fingerprinting Status search screen, click Enter Clearance Request. Search for User 1’s SSN. Select the record from the search results and click Edit. Select ‘custodian’ as the title of the prospective employee and click Submit.

**Scenario 6.6**
To perform a termination request, perform the following activities:
Select View Fingerprinting Clearance Status from TEACH Home. Search for User 1 by SSN or name information. Select the person record by checking the box to the left of the record and click Terminated.

**Scenario 6.7**
To perform a termination request, perform the following activities:
Select View Fingerprinting Clearance Status from TEACH Home. Search for User 2 by SSN or name information. Select the person record by checking the
box to the left of the record and click Terminated. The screen will refresh with the updated clearance list for your district, minus the person just terminated.

**Scenario 6.8**
To view the clearance status for everyone in your district, perform the following activities:
Select View Fingerprinting Clearance Status from TEACH Home. Select Search for All Individuals and click Search. The screen will display all clearance requests for your school district.

**Scenario 6.9**
Select View Fingerprinting Clearance Status from TEACH Home. Select Search for All Individuals and click Search. The screen will display all clearance requests for your school district. Under the FP status column, select the clearance type link for the first record in the table. View the clearance notice popup window. To exit the clearance notice, click Close.

**Scenario 6.10**
To perform a termination request, perform the following activities:
Select View Fingerprinting Clearance Status from TEACH Home. Select Search for All Individuals and click Search. The screen will display all clearance requests for your school district. Select five records by checking the box to the left of the record and click Terminated. The screen will refresh with the updated clearance list for your district, minus the person just terminated.

**Scenario 6.11**
To perform a termination request, perform the following activities:
Select View Fingerprinting Clearance Status from TEACH Home. Click Search for All Individuals and click Search. The screen will display all clearance
requests for your school district. Select three records by checking the box to the left of the record and click Terminated.

Professional Development

Scenario 6.12
To log Professional Development hours, perform the following activities:
Select Log Teachers’ Professional Development Hours from TEACH Home. Enter User 1’s SSN and click Search. When the user’s name appears, select 2006-2007 as the period and enter the amount of hours. Click Add. Enter User 2’s SSN and click Search. When the user’s name appears, select 2006-2007 as the period and enter the amount of hours. Check off the two affirmation statements and click Next. Print a copy of the summary screen and click Submit.

Scenario 6.13
To log Professional Development hours, perform the following activities:
Select Log Teachers’ Professional Development Hours from TEACH Home. Enter User 1’s SSN and click Search. When the user’s name appears, click View History. Observe the person’s professional development history for the development period and click Previous. Select 2006-2007 as the period and enter the amount of hours. Click Add. Enter User 2’s SSN and click Search. When the user’s name appears, select 2006-2007 as the period and enter the amount of hours. Check off the two affirmation statements and click Next. Print a copy of the summary screen and click Submit.

Scenario 6.14
To log Professional Development hours, perform the following activities:
Select Log Teachers’ Professional Development Hours from TEACH Home. Enter User 1’s SSN and click Search. When the user’s name appears, select 2006-2007 as the period and enter the amount of hours. Click Add. Enter User
2’s SSN and click Search. When the user’s name appears, select 2006-2007 as the period and enter the amount of hours. After User 2’s information has been entered in the table, select the radio button to the left of the record and click Remove. The record will now be removed from the table and only User 1’s hours will remain. Check off the two affirmation statements and click Next. Print a copy of the summary screen and click Submit.

Inquiry
Scenario 6.15
Steps taken:
1. Click on ‘Account Information’ under Inquiry Links
2. Search for the user either by name, or Social Security number if they provide it to you.
3. Select user record, view account information summary screen.
4. Select Certificates and Education as the viewing topics, and then click ‘Go.’
5. Look in the table labeled ‘Certificate Applications’ and observe one application is pending with a status of ‘Not Ready for Review.’ In the Self-Reported Education table there is a listing for the University of Rochester.

Scenario 6.16
Steps taken:
6. Click on ‘Account Information’ under Inquiry Links
7. Search for the user either by name, or Social Security number if they provide it to you.
8. Select user record, view account information summary screen.
9. Select Test Scores as the viewing topic, and then click ‘Go.’
10. Look in the table labeled ‘Test Scores’ and observe one that no exam score has yet arrived.
Reports

Scenario 6.17