Certificate Correction and Deactivation and Reactivation Processes Webinar Frequently Asked Questions

Certificate Corrections:

1. **Will the process for certificate corrections be posted or shared?**

   The Certificate Correction Process document is posted to the Program Provider Resources page.

2. **Recently, our Educator Preparation Program (EPP) had candidates whose internship placement changed to an ESL (English as Second Language) setting during the internship. What is the process for adding the ESL Supplemental certificate after the start of the candidate's internship?**

   If a candidate's assignment has changed and it now requires them to hold an ESL Supplemental certificate, then the EPP will need to submit a letter of request, the candidate's updated statement of eligibility, and fee to TEA (Texas Education Agency) for a certificate correction. The statement of eligibility must identify the candidate's new assignment and the date their new assignment will begin. The letter of request must include the required information as outlined on the Certificate Correction Process document posted to the Program Provider Resources page, including the explanation of the candidate's assignment change. Per 19 TAC §230.104(b), the request and fee must be received at TEA no later than 6 weeks from the date of the assignment change.

   The EPP must also provide coursework in the supplemental area in addition to the candidate passing the required exam(s) for the certificate held. If a candidate's internship assignment has changed to now require an ESL Supplemental certificate, the candidate will need to have completed coursework covering the ESL Supplemental standards and have passed the ESL Supplemental certification exam.

Certificate Deactivations and Reactivations:

3. **What happens if a candidate resigns their position but does not notify the EPP within 1 week? Sometimes we find out they resigned when the field supervisor schedules the next visit, which may be a month later. We inform candidates as you suggest of this requirement, but they do not always follow up on their end.**

   The EPP can utilize the field supervisor to conduct frequent check-ins with the candidate, such as a weekly email checking in on the candidate's progress of the internship. By doing this, the field supervisor can remind the candidate of EPP requirements, such as notifying the EPP if the candidate resigns from the internship position. Since TAC is specific about the certificate deactivation notification timeline, the EPP will have to implement processes that support the TAC requirement.

4. **Is our program "risk level" still partially determined by the number of inactivated certificates? If so, would we be punished if the candidate had a reasonable reason for leaving their position (such as a spouse got transferred out of state)? If we don't indicate the reason for the resignation, how will you know?**

   Deactivated certificates do not count towards the EPP's risk level for the Continuing Approval Review. Risk assessment factors can be found in 19 TAC §228.10(b)(3)(A). TEA will review the certificate deactivation request timeline for deactivation requests submitted by the EPP during the program's Continuing Approval Review. EPPs are required to submit the certificate deactivation request with the

notification timeline identified in 19 TAC §228.35(e)(2)(B)(vii)(II).

5. **Is the EPP required to submit the candidate's date of birth on the TEA deactivation letter?**

No, the candidate's date of birth is not required to be included on the TEA deactivation letter. Please see the TEA deactivation letter template posted under Forms and Documents on TEA's Program Provider Resources page.

Request to Correct the Finisher Record List (FRL):

5. **On the Request for Correction (RFC) form, is the "finisher status" the new status or the old status?**

Column (6) on the RFC form refers to the correct finisher status. If the EPP is adding a record that did not previously exist, the EPP would type in the finisher status that needs to be added. If the EPP is changing or updating a finisher status, then the EPP would include the correct or "new" finisher status.

6. **Would you please add the naming convention to the directions on the form?**

The RFC form is updated annually. Adding the naming convention to the RFC form is a great suggestion; TEA will note this recommendation so when the RFC form is updated for the 2022-2023 reporting year, we can include the naming convention directly on the form. Directions for the naming convention are also included on the Request to Correct the Finisher Record List Process document posted on the Program Provider Resources page.

General:

5. **I was unable to download the handouts. Will they be sent?**

The RFC Form 2022 and the recording of the Certificate Correction and Deactivation and Reactivation Process Webinar are available on the Program Provider Resources page.

6. **What happens with a candidate who was previously enrolled in the program, classified as a "finisher" but did not become standard certified and requests to change content areas and resumes working in the program? Can they be "other enrolled" or "finisher" in a new content area after already being a previous finisher? And if they were not "readmitted" but were still enrolled in the program working on testing requirements in the meantime, do we still use the original admission date?**

A candidate can be admitted to an EPP to certify in a certificate category (e.g., Science 7-12) that they were not previously prepared for. The candidate would be required to meet the EPP's admission requirements and complete a full program (e.g., coursework, training, test