

NEW YORK STATE EDUCATION DEPARTMENT

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Deloitte Consulting

# TEACH School District Training Guide

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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

NEW YORK STATE EDUCATION DEPARTMENT  
Office of Teaching Initiatives

[TEACH Home](#) | [Search Certification Requirements](#) | [Logout](#)

**TEACH Home**

- ▶ **Profile Links**  
Search Person to Update Profile
- ▶ **Fingerprinting Links**  
View Fingerprinting Clearance Status
- ▶ **Inquiry Links**  
Account Information
- ▶ **Online Application**  
Enter Superintendent statement
- ▶ **Professional Development**  
Log Teachers' Professional Development Hours
- ▶ **Report Links**  
View Reports

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## 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

The screenshot shows the TEACH Home page. At the top, there is a header with the New York State Education Department logo and the text "Office of Teaching Initiatives". To the right of the header are links for "TEACH Home", "Search Certification Requirements", and "Logout". Below the header is a vertical sidebar with four images and labels: "Inspire" (a child reading), "Motivate" (a child writing), "Shape" (a child with a ball), and "Influence" (a child with a globe). Below these is a yellow box with the word "TEACH". To the right of the sidebar is the main content area titled "TEACH Home". It contains several sections, each with a right-pointing arrow icon and a list of links: "Profile Links" (Search Person to Update Profile), "Fingerprinting Links" (View Fingerprinting Clearance Status), "Inquiry Links" (Account Information), "Online Application" (Enter Superintendent statement), "Professional Development" (Log Teachers' Professional Development Hours), and "Report Links" (View Reports). A callout box on the left side of the page contains the text "Click Enter Superintendent Statement to access Entering Superintendent Statements feature" and has an arrow pointing to the "Enter Superintendent statement" link in the "Online Application" section. At the bottom of the page, there is a footer with links for "Office of Higher Education", "New York State Education Department", and "Disclaimer & Copyright Notice".

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[TEACH Home](#) | [Search Certification Requirements](#) | [Logout](#)

Inspire  
Motivate  
Shape  
Influence

**TEACH**

**TEACH Home**

- ▶ **Profile Links**  
Search Person to Update Profile
- ▶ **Fingerprinting Links**  
View Fingerprinting Clearance Status
- ▶ **Inquiry Links**  
Account Information
- ▶ **Online Application**  
Enter Superintendent statement
- ▶ **Professional Development**  
Log Teachers' Professional Development Hours
- ▶ **Report Links**  
View Reports

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Click Enter Superintendent Statement to access Entering Superintendent Statements feature

<b>Screen Name:</b>	<b>Applicant Search Screen</b>							
 <a href="#">TEACH Home</a>   <a href="#">Search Certification Requirements</a>   <a href="#">Logout</a>								
<b>Search for Applicant</b>								
Search for the applicant by entering his or her social security number.								
* SSN : <input type="text" value="321"/> - <input type="text" value="32"/> - <input type="text" value="1322"/>								
<input type="button" value="Search"/> <input type="button" value="Clear"/>								
<b>Search Results</b>								
<table border="1"> <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>			SSN	Name	Date of Birth	321-32-1322	Trainee Joe	01/31/1970
SSN	Name	Date of Birth						
321-32-1322	Trainee Joe	01/31/1970						
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.								
<input type="button" value="Cancel"/> <input type="button" value="Enter Statement"/>								
Required fields are marked with an asterisk (*)								
<a href="#">Office of Higher Education</a>   <a href="#">New York State Education Department</a>   <a href="#">Disclaimer &amp; Copyright Notice</a>								
<b>Description:</b>	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.							
<b>Actions Available:</b>	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.						





TEACH SCHOOL DISTRICT FUNCTIONS

Actions Available:	Area of Interest link	Takes user to OTT's Types of Licenses and Certificates Screen with detailed descriptions of different licenses and certificates.
	Type of Certificate link	Takes user to OTT's Certificate Area of Interest Screen with detailed descriptions of different certificate types.
	Cancel	Ends process without saving information. Takes user back to Applicant Search Screen.
	Sign and Enter Statement	Submits superintendent statement into system and completes process.

Screen Name:	Superintendent Statement Summary Screen
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 [TEACH Home](#) | [Search Certification Requirements](#) | [Logout](#)

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**Superintendent Statement Summary**

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

Last Name	First Name	SSN	Statement Type
Trainee	Joe	321-32-1322	Adult Ed

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Description:	The Superintendent Statement Summary Screen displays a list of all superintendent statements entered in this session. Users have the ability to print a copy of the summary statement for their records.	
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

The screenshot shows the TEACH Home page. At the top, there is a navigation bar with the text "NEW YORK STATE EDUCATION DEPARTMENT Office of Teaching Initiatives" on the left and "TEACH Home | Search Certification Requirements | Logout" on the right. Below the navigation bar is a vertical sidebar with four images labeled "Inspire", "Motivate", "Shape", and "Imagine". To the right of the sidebar is the main content area titled "TEACH Home". It contains several sections: "Profile Links" with a link "Search Person to Update Profile"; "Fingerprinting Links" with a link "View Fingerprinting Clearance Status"; "Inquiry Links" with a link "Account Information"; "Online Application" with a link "Enter Superintendent statement"; "Professional Development" with a link "Log Teachers' Professional Development Hours"; and "Report Links" with a link "View Reports". A callout box from the left points to the "Log Teachers' Professional Development Hours" link. At the bottom of the page, there is a footer with links: "Office of Higher Education | New York State Education Department | Disclaimer & Copyright Notice".

Screen Name: Report Professional Development Hours Search Screen

Report Professional Development Hours

[HELP-FAQ](#)

Employing District : EAST GREENBUSH CSD

Teacher Data :

\* SSN :  -  -

Search

Name :

\* Year : -- Select --

\* Hours Completed :

Add

After clicking Search, the screen is refreshed with the matching teacher's name.

If the SSN is not found, an error

Year	SSN	First Name	Last Name	Hours
------	-----	------------	-----------	-------

\*  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.

Cancel

Next

Report Professional Development Hours

[HELP-FAQ](#)

Employing District : EAST GREENBUSH CSD

Teacher Data :

\* SSN :  -  -

Search

Name : **ALTHIA CUMBERBATCH** [View History](#)

\* Year : ---Select---

\* Hours Completed :

Add

Year	SSN	First Name	Last Name	Hours
------	-----	------------	-----------	-------

\*  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.

Cancel

Next

TEACH SCHOOL DISTRICT FUNCTIONS

Description:	<p>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.</p>	
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.
	Cancel	Exits the process for reporting professional development hours. User is returned to TEACH Home.
	Next	Takes the user to the confirmation screen for reporting professional development hours.
	View History	Takes user to Professional Development History Screen, which displays the total hours reported per year in the professional development period 2005 - 2009.

Screen Name:		Professional Development History Screen															
<p>NEW YORK STATE EDUCATION DEPARTMENT Office of Teaching Initiatives</p> <p><a href="#">TEACH Home</a>   <a href="#">Search Certification Requirements</a>   <a href="#">Logout</a></p> <hr/> <p>Total Professional Hours Reported</p> <hr/> <table border="1"> <thead> <tr> <th>Year</th> <th>Total Hours Reported</th> </tr> </thead> <tbody> <tr> <td colspan="2"><b>Professional Development Period : 2005 - 2009</b></td> </tr> <tr> <td>2005-2006</td> <td>10</td> </tr> <tr> <td>2006-2007</td> <td>0</td> </tr> <tr> <td>2007-2008</td> <td>0</td> </tr> <tr> <td>2008-2009</td> <td>0</td> </tr> <tr> <td>2009-2010</td> <td>0</td> </tr> </tbody> </table> <p><input type="button" value="Previous"/></p> <hr/> <p><a href="#">Office of Higher Education</a>   <a href="#">New York State Education Department</a>   <a href="#">Disclaimer &amp; Copyright Notice</a></p> <hr/>				Year	Total Hours Reported	<b>Professional Development Period : 2005 - 2009</b>		2005-2006	10	2006-2007	0	2007-2008	0	2008-2009	0	2009-2010	0
Year	Total Hours Reported																
<b>Professional Development Period : 2005 - 2009</b>																	
2005-2006	10																
2006-2007	0																
2007-2008	0																
2008-2009	0																
2009-2010	0																
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
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[TEACH Home](#) | [Search Certification Requirements](#) | [Logout](#)

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**Report Professional Development Hours** [HELP-FAQ](#)

Employing District : **EAST GREENBUSH CSD**

**Teacher Data :**

\* SSN :  -  -

Name :

\* Year :

\* Hours Completed :

	Year	SSN	First Name	Last Name	Hours
<input type="radio"/>	2005-2006	111111112	ALTHIA	CUMBERBATCH	30

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.

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<b>Description:</b>	This screen displays the applicant's updated professional development record in the table. The user is able to remove the record by choosing the applicant's record and clicking the "Remove" button. Clicking the "Next" button continues the Entering Professional Development Hours process.	
<b>Actions Available:</b>	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											
 <a href="#">TEACH Home</a>   <a href="#">Search Certification Requirements</a>   <a href="#">Logout</a>												
<b>Report Professional Development Hours</b>		<a href="#">HELP-FAQ</a>										
<p>Please confirm that the following information is correct and print the page for your records before you click "Submit".</p>												
<table border="1"> <thead> <tr> <th>Year</th> <th>SSN</th> <th>First Name</th> <th>Last Name</th> <th>Hours</th> </tr> </thead> <tbody> <tr> <td align="center">2005-2006</td> <td align="center">111111112</td> <td align="center">ALTHIA</td> <td align="center">CUMBERBATCH</td> <td align="center">30</td> </tr> </tbody> </table>	Year	SSN	First Name	Last Name	Hours	2005-2006	111111112	ALTHIA	CUMBERBATCH	30		
Year	SSN	First Name	Last Name	Hours								
2005-2006	111111112	ALTHIA	CUMBERBATCH	30								
<p>* <input checked="" type="checkbox"/> 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.</p> <p>* <input checked="" type="checkbox"/> I hereby affirm that these individuals were employed for 90 or more days in the indicated school year.</p>												
		<input type="button" value="Previous"/> <input type="button" value="Cancel"/> <input type="button" value="Submit"/>										
<a href="#">Office of Higher Education</a>   <a href="#">New York State Education Department</a>   <a href="#">Disclaimer &amp; Copyright Notice</a>												
Description:	<p>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.</p> <p>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 <u>both</u> affirmation statements in order to complete the process.</p>											
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

The screenshot shows the TEACH Home page. At the top, there is a header with the New York State Education Department logo and the text "NEW YORK STATE EDUCATION DEPARTMENT Office of Teaching Initiatives". To the right of the header are links for "TEACH Home", "Search Certification Requirements", and "Logout". Below the header is a vertical sidebar with five icons: "Inspire" (a child reading), "Motivate" (a child looking up), "Shape" (a child with a pencil), and "Influence" (a child with a globe). Below these icons is a yellow box with the word "TEACH". To the right of the sidebar is the main content area titled "TEACH Home". It contains several sections, each with a right-pointing arrow icon: "Profile Links" (Search Person to Update Profile), "Fingerprinting Links" (View Fingerprinting Clearance Status), "Inquiry Links" (Account Information), "Online Application" (Enter Superintendent statement), "Professional Development" (Log Teachers' Professional Development Hours), and "Report Links" (View Reports). A callout box from the left points to the "Account Information" link under "Inquiry Links". At the bottom of the page, there is a footer with links for "Office of Higher Education", "New York State Education Department", and "Disclaimer & Copyright Notice".

Screen Name:		Inquiry Search Screen	
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																	
<div style="border: 1px solid black; padding: 10px;"> <p style="font-size: small; margin: 0;">  NEW YORK STATE EDUCATION DEPARTMENT              Office of Teaching Initiatives             <span style="float: right; margin-left: 20px;"> <a href="#">TEACH Home</a>   <a href="#">Search Certification Requirements</a>   <a href="#">Logout</a> </span> </p> <hr/> <p><b>Account Information</b></p> <table style="width: 100%; border: 1px solid #ccc; border-collapse: collapse;"> <tr> <td style="width: 20%;">Name :</td> <td style="width: 30%;">Joe Trainee</td> <td style="width: 20%;">SSN :</td> <td style="width: 30%;">321-32-1322</td> </tr> <tr> <td>Date of Birth :</td> <td>01/31/1970</td> <td>Gender :</td> <td>Male</td> </tr> <tr> <td>Address :</td> <td colspan="3">100 Main Street ALBANY, NY 12207</td> </tr> <tr> <td>Folder Location:</td> <td colspan="3"><a href="#">Change Folder Location</a></td> </tr> </table> <p style="margin-top: 10px;"> <b>Select information you want to view:</b>  <i>To view more than one category, press CTRL while clicking each category you want to see, then click the "Go" button.</i> </p> <div style="display: flex; align-items: flex-start;"> <div style="border: 1px solid #ccc; padding: 5px; margin-right: 10px;"> <ul style="list-style-type: none"> <li>Education</li> <li style="background-color: #0056b3; color: white;">Work Experience</li> <li>Certificates</li> <li>Fingerprinting</li> <li style="background-color: #0056b3; color: white;">Test Scores</li> <li style="background-color: #0056b3; color: white;">Workshops</li> <li>Superintendent Statements</li> <li>College Recommendations</li> </ul> </div> <div style="margin-top: 20px;"> <input type="button" value="Go"/> </div> </div> <div style="text-align: right; margin-top: 20px;"> <input type="button" value="Done"/> </div> </div> <hr/> <p style="font-size: x-small; margin: 0;"> <a href="#">Office of Higher Education</a>   <a href="#">New York State Education Department</a>   <a href="#">Disclaimer &amp; Copyright Notice</a> </p>			Name :	Joe Trainee	SSN :	321-32-1322	Date of Birth :	01/31/1970	Gender :	Male	Address :	100 Main Street ALBANY, NY 12207			Folder Location:	<a href="#">Change Folder Location</a>		
Name :	Joe Trainee	SSN :	321-32-1322															
Date of Birth :	01/31/1970	Gender :	Male															
Address :	100 Main Street ALBANY, NY 12207																	
Folder Location:	<a href="#">Change Folder Location</a>																	
Description:	<p>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.</p>																	
Actions Available:	Change Folder Location	Allows users to update the location of the paper file for this applicant.																
	Go	Retrieves the category information and updates the information on the screen.																
	Done	Ends the inquiry process. The user will be returned to the Inquiry Search Screen.																

Screen Name:	Inquiry Screen (after selecting all available information areas)																																																																																								
<p>NEW YORK STATE EDUCATION DEPARTMENT Office of Teaching Initiatives</p> <p style="text-align: right;"><a href="#">TEACH Home</a>   <a href="#">Search Certification Requirements</a>   <a href="#">Logout</a></p> <hr/> <p><b>Account Information</b></p> <table border="1" style="width: 100%;"> <tr> <td>Name :</td> <td>Joe Trainee</td> <td>SSN :</td> <td>321-32-1322</td> </tr> <tr> <td>Date of Birth :</td> <td>01/31/1970</td> <td>Gender :</td> <td>Male</td> </tr> <tr> <td>Address :</td> <td colspan="3">100 Main Street ALBANY, NY 12207</td> </tr> <tr> <td>Folder Location:</td> <td colspan="3"><a href="#">Change Folder Location</a></td> </tr> </table> <p>Select information you want to view: To view more than one category, press CTRL while clicking each category you want to see, then click the "Go" button.</p> <div style="border: 1px solid black; padding: 5px; display: inline-block;"> <p>Education Work Experience Certificates Fingerprinting Test Scores Workshops Superintendent Statements College Recommendations</p> </div> <p style="text-align: right;"><input type="button" value="Go"/></p> <p><b>Self Reported Education</b></p> <table border="1" style="width: 100%;"> <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>06/01/1992</td> <td></td> </tr> </tbody> </table> <p><b>Verified Education</b></p> <table border="1" style="width: 100%;"> <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> <p><b>Self-Reported Occupational Experience</b></p> <table border="1" style="width: 100%;"> <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> <p><b>Teaching/School Experience</b></p> <table border="1" style="width: 100%;"> <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> <p><b>Test Scores</b></p> <table border="1" style="width: 100%;"> <thead> <tr> <th>Test Name</th> <th>Test Date</th> <th>Test Result</th> </tr> </thead> <tbody> <tr> <td>English</td> <td>03/31/2004</td> <td>Pass</td> </tr> <tr> <td>Literacy</td> <td>05/15/2003</td> <td>Fail</td> </tr> </tbody> </table> <p><b>Workshops</b></p> <table border="1" style="width: 100%;"> <thead> <tr> <th>Workshop</th> <th>Date of Training</th> </tr> </thead> <tbody> <tr> <td>School Violence Intervention And Prevention</td> <td>05/15/2003</td> </tr> <tr> <td>School Violence Intervention And Prevention</td> <td>05/15/2003</td> </tr> <tr> <td>Child Abuse Identification</td> <td>05/15/2003</td> </tr> <tr> <td>School Violence Intervention And Prevention</td> <td>12/01/2003</td> </tr> <tr> <td>Child Abuse Identification</td> <td>01/01/2003</td> </tr> <tr> <td>School Violence Intervention And Prevention</td> <td>05/15/2003</td> </tr> </tbody> </table> <p style="text-align: right;"><input type="button" value="Done"/></p> <p style="text-align: center;"><a href="#">Office of Higher Education</a>   <a href="#">New York State Education Department</a>   <a href="#">Disclaimer &amp; Copyright Notice</a></p>			Name :	Joe Trainee	SSN :	321-32-1322	Date of Birth :	01/31/1970	Gender :	Male	Address :	100 Main Street ALBANY, NY 12207			Folder Location:	<a href="#">Change Folder Location</a>			College/ University	Location	Program	Award Title	From	To	Credits Received	HAMILTON COLLEGE	NY, US			09/01/1988	06/01/1992		College / University	Program	Award Title	Major	Award Date	Credits Received	HAMILTON COLLEGE	BACHELOR OF ARTS (SEE ALSO BA)		English	06/01/1982		Employer Name	Start Date	End Date	Full/Part Time	Summary of Experience	Graphic Designs Inc.	01/01/2002	01/01/2004	Full Time	graphic design, drawing, sketching	Name of School and Location	Public School	Start Date	End Date	Full/Part Time	Summary of Experience	Albany Public Middle School, Albany, NY	No	08/01/1992	08/01/2000	Full Time	English, grades 7-8	Test Name	Test Date	Test Result	English	03/31/2004	Pass	Literacy	05/15/2003	Fail	Workshop	Date of Training	School Violence Intervention And Prevention	05/15/2003	School Violence Intervention And Prevention	05/15/2003	Child Abuse Identification	05/15/2003	School Violence Intervention And Prevention	12/01/2003	Child Abuse Identification	01/01/2003	School Violence Intervention And Prevention	05/15/2003
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<b>Description:</b>	This screen displays all the details for the selected information categories. 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.																																																																																								
<b>Actions Available:</b>	Change Folder Location	Allows users to update the location of the paper file for this applicant.																																																																																							
	Go	Retrieves the category information and updates the information on the screen.																																																																																							

	Done	Ends the inquiry process. The user will be returned to the Inquiry Search Screen.
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### Education Information

<b>Self Reported Education</b>															
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College / University	Program	Award Title	Major	Award Date	Credits Received										
HAMILTON COLLEGE	BACHELOR OF ARTS (SEE ALSO BA)		English	06/01/1982											
<b>Description:</b>	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.														
<b>Actions Available:</b>	None														

### Work Experience

<b>Self-Reported Occupational Experience</b>													
<table border="1"> <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>		Employer Name	Start Date	End Date	Full/Part Time	Summary of Experience	Graphic Designs Inc.	01/01/2002	01/01/2004	Full Time	graphic design, drawing, sketching		
Employer Name	Start Date	End Date	Full/Part Time	Summary of Experience									
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<b>Teaching/School Experience</b>													
<table border="1"> <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>		Name of School and Location	Public School	Start Date	End Date	Full/Part Time	Summary of Experience	Albany Public Middle School, Albany, NY	No	08/01/1992	08/01/2000	Full Time	English, grades 7-8
Name of School and Location	Public School	Start Date	End Date	Full/Part Time	Summary of Experience								
Albany Public Middle School, Albany, NY	No	08/01/1992	08/01/2000	Full Time	English, grades 7-8								
<b>Description:</b>	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.												
<b>Actions Available:</b>	None												

## Certificates

Issued Certificates							
Credential	Status	Application Type	Effective Begin Date	Effective End Date	Last Evaluated By	Time of Evaluation	Control No
Secondary - Core Subjects - English Language Arts,Permanent Certificate,English Language Arts 7-12	Issued	Certificate Application	09/01/1990				

Certificate Applications							
Credential	Application Type	Status	Application Date		OSPRA Hold?	Amount Due	
Secondary - Core Subjects - English,Permanent Certificate,English 7-12	Certificate Application	Ready For Review	11/21/2005	<a href="#">Evaluation History</a>	No	\$ 0.00	
C&T - Option A or B,Initial Certificate,Security Operations 7-12	Certificate Application	Ready For Review	11/21/2005	<a href="#">Evaluation History</a>	No	\$ 0.00	
Pre-K to 12 - Post 2004 Regs,Initial Certificate,Visual Arts	Certificate Application	Ready For Review	11/21/2005	<a href="#">Evaluation History</a>	No	\$ 0.00	
C&T - Option A or B,Initial Certificate,Professional Photography 7-12	Certificate Application	Ready For Review	11/21/2005	<a href="#">Evaluation History</a>	No	\$ 0.00	
C&T - Option A or B,Initial Certificate,Dance - Modern 7-12	Certificate Application	Ready For Review	11/21/2005	<a href="#">Evaluation History</a>	No	\$ 0.00	
Secondary - LOTE,Initial Certificate,Italian 7-12	Certificate Application	Review Complete - Pending Information	11/21/2005	<a href="#">Evaluation History</a>	No	\$ 0.00	
Secondary - LOTE,Initial Certificate,French 7-12	Certificate Application	Review Complete - Pending Information	11/22/2005	<a href="#">Evaluation History</a>	No	\$ 0.00	
Secondary - Core Subjects - English Language Arts,Permanent Certificate,English Language Arts 7-12	Request For Duplicate Certificate Application	Approved-Pending Printing	11/01/2005		No	\$ 0.00	
Secondary - Core Subjects - English Language Arts,Permanent Certificate,English Language Arts 7-12	Request For Duplicate Certificate Application	Ready For Review	11/22/2005		No	\$ 0.00	

<b>Description:</b>	<p>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.</p>
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Actions Available:	Evaluation History	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.
	Make Payment	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.

### Fingerprinting

<p><b>Fingerprint Information</b></p> <p>Your Fingerprinting Application has been received. Your payment has not been received.</p> <table border="1"> <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>BEING PROCESSED</td> <td>11/15/2005</td> </tr> <tr> <td>Employment/Termination Request</td> <td>11/10/2005</td> <td>ALBANY CITY SD</td> <td></td> <td>TERMINATED</td> <td>10/01/2005</td> </tr> </tbody> </table>		Application Type	Application Date	Employer Name	Position	Application Status	Status Date	Employment/Termination Request	11/15/2005	EAST GREENBUSH CSD		BEING PROCESSED	11/15/2005	Employment/Termination Request	11/10/2005	ALBANY CITY SD		TERMINATED	10/01/2005
Application Type	Application Date	Employer Name	Position	Application Status	Status Date														
Employment/Termination Request	11/15/2005	EAST GREENBUSH CSD		BEING PROCESSED	11/15/2005														
Employment/Termination Request	11/10/2005	ALBANY CITY SD		TERMINATED	10/01/2005														
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.																		
Actions Available:	None																		

### Test Scores

<p><b>Test Scores</b></p> <table border="1"> <thead> <tr> <th>Test Name</th> <th>Test Date</th> <th>Test Result</th> <th>Raw Score</th> </tr> </thead> <tbody> <tr> <td>English</td> <td>03/31/2004</td> <td>Pass</td> <td>220</td> </tr> <tr> <td>Literacy</td> <td>05/15/2003</td> <td>Fail</td> <td>250</td> </tr> </tbody> </table>		Test Name	Test Date	Test Result	Raw Score	English	03/31/2004	Pass	220	Literacy	05/15/2003	Fail	250
Test Name	Test Date	Test Result	Raw Score										
English	03/31/2004	Pass	220										
Literacy	05/15/2003	Fail	250										
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												

	to OT user roles.
Actions Available:	None

### Workshops

<b>Workshops</b>							
<table border="1"> <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>		Workshop	Date of Training	School Violence Intervention And Prevention	01/15/2001	Child Abuse Identification	09/15/2000
Workshop	Date of Training						
School Violence Intervention And Prevention	01/15/2001						
Child Abuse Identification	09/15/2000						
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

<b>Superintendent Statements</b>															
<table border="1"> <thead> <tr> <th>Type of Statement</th> <th>Date Entered</th> <th></th> <th>Certificates</th> </tr> </thead> <tbody> <tr> <td>Adult Ed</td> <td>01/05/2006</td> <td><a href="#">View Statement</a></td> <td></td> </tr> <tr> <td>Supp Cert</td> <td>01/05/2006</td> <td><a href="#">View Statement</a></td> <td></td> </tr> </tbody> </table>				Type of Statement	Date Entered		Certificates	Adult Ed	01/05/2006	<a href="#">View Statement</a>		Supp Cert	01/05/2006	<a href="#">View Statement</a>	
Type of Statement	Date Entered		Certificates												
Adult Ed	01/05/2006	<a href="#">View Statement</a>													
Supp Cert	01/05/2006	<a href="#">View Statement</a>													
<input type="button" value="Generate Correspondence"/> <input type="button" value="Done"/>															
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:	View Statement	The View Statement link opens a popup window that displays a non-editable copy of the superintendent statement.
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### College Recommendations

College Recommendations				
Institution	Program	Award	Degree Date	Recommended Credential
STATE UNIVERSITY OF NEW YORK AT BINGHAMTON	ENGLISH "7-12"	MASTER OF ARTS IN TEACHING	09/01/2002	Secondary - Core Subjects - English Language Arts, English Language Arts 7-12, Permanent Certificate
HOFSTRA UNIVERSITY-MAIN CAMPUS	ENGLISH EDUCATION	MASTER OF ARTS (SEE ALSO AM)	06/10/2004	Secondary - Core Subjects - English, English 7-12, Professional Certificate
HOFSTRA UNIVERSITY-MAIN CAMPUS	EDUCATIONAL ADMINISTRATION	DOCTOR OF EDUCATION	06/01/2000	School District Administrator, School District Administrator, Permanent Certificate
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:

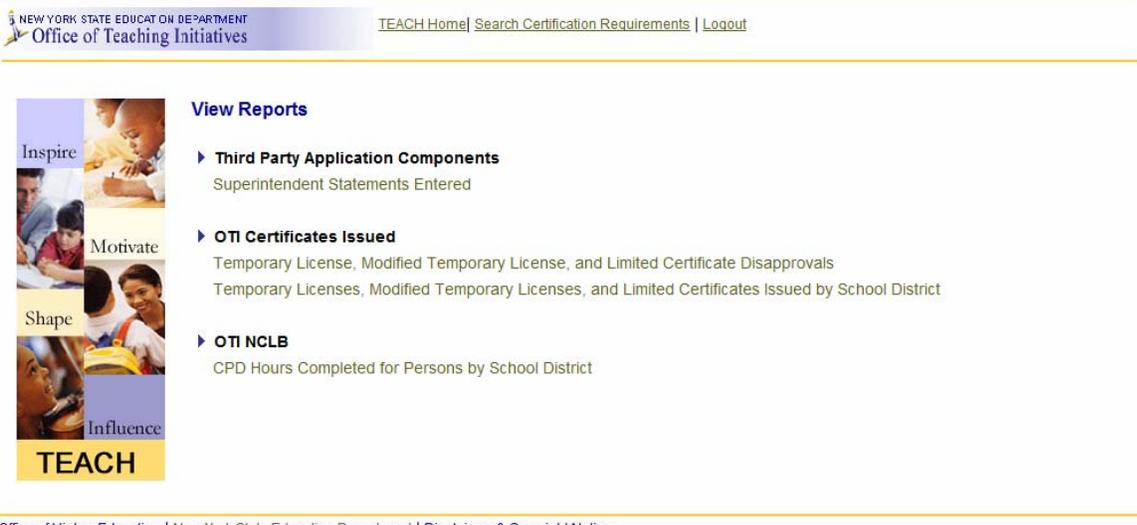
- 1.) Select **View Reports** from the TEACH Home.
- 2.) Select a report to view by clicking one of the available report links.
- 3.) Enter search parameters to generate report for which information is desired and click **Submit Query**.
- 4.) View information generated by report.

### 5.1 Screenshots and Descriptions

The screenshot shows the TEACH Home page with the following structure:

- Header: NEW YORK STATE EDUCATION DEPARTMENT Office of Teaching Initiatives | [TEACH Home](#) | [Search Certification Requirements](#) | [Logout](#)
- Left Column: Inspire, Motivate, Shape, Influence, TEACH
- Right Column:
  - TEACH Home**
  - ▶ **Profile Links**
    - Search Person to Update Profile
  - ▶ **Fingerprinting Links**
    - View Fingerprinting Clearance Status
  - ▶ **Inquiry Links**
    - Account Information
  - ▶ **Online Application**
    - Enter Superintendent statement
  - ▶ **Professional Development**
    - Log Teachers' Professional Development Hours
  - ▶ **Report Links**
    - View Reports
- Footer: [Office of Higher Education](#) | [New York State Education Department](#) | [Disclaimer & Copyright Notice](#)

A callout box on the left contains the text: "Click **View Reports** to access Reports features." with a line pointing to the "View Reports" link in the "Report Links" section.

Screen Name:	View Reports Screen *Sample
	
Description:	<p>Note: This is a sample. Reports available will vary over time.</p> <p>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.</p>

## 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**

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**

