

TITLE II Higher Education Opportunity Act

NDE REPORTING TIPS

Last Updated 03-15-2018

Updates posted to <https://www.education.ne.gov/educatorprep/information-for-institutions/title-ii-higher-education-act/>

GENERAL INFORMATION

1. We recommend that you disable any pop-up blockers prior to working in the **Institutional Program and Report Card (IPRC)**. Your browser must allow pop-up windows in order for some features of the IPRC to work properly.
2. Attach supplementary information to the report in the following formats only: Word, Excel, or Adobe Acrobat PDF.
3. Refer to the IPRC User Manual, Reporting Cycles, to determine the correct data collection year/cycle for each section of the report.
4. Reports are due on or before April 30. No exceptions to or extensions of the deadline will be granted.
5. Do not wait until the last days of the reporting period to begin work on your institution's report. Allow time for unexpected questions and issues that may arise and for the report review by the appropriate person at your institution (e.g., university president, provost).
6. Once the reporting period closes and the Report Card is certified complete, each institution's report shall be posted (in PDF format) on the Nebraska Educator Preparation website at <https://www.education.ne.gov/educatorprep/information-for-institutions/title-ii-higher-education-act/>.
7. SOME INFORMATION WILL **PREPOPULATE** FROM THE PREVIOUS YEAR'S REPORT. You are encouraged to make use of the text boxes to provide additional information related to your institution's teacher preparation program and to provide context for the data reported. **Be sure to check the prepopulated information to be certain it is current and accurate.**

INSTITUTION INFORMATION – this area is prepopulated

1. We know of no Nebraska institution that is a Teacher Quality Partnership Grant member.
2. As previously determined, Nebraska programs are 'Traditional' with the exception of the Transition to Teaching Program (UNK).

SECTION I Program Information – this area is prepopulated

List of Programs – this area is prepopulated

"Program" means, in Nebraska language, the endorsement programs offered by your institution for initial certification only. (i.e. Elementary Education, Family and Consumer Science, History, Social Studies, Special Education Generalist, etc.) Include endorsements earned concurrently with a subject or field endorsement on an initial certificate. (i.e. Bilingual, High Ability Education, Information Technology, Special Education-Functional Academic Skills, Special Education-Visual Impairment, etc.) You DO NOT need to list level of the endorsement areas.

Program Requirements

Admissions, Undergraduate Requirements, Postgraduate Requirements – these areas are prepopulated

Supervised Clinical Experience

1. Question: Average number of clock hours required prior to student teaching. Most institutions report 100 hours; however, as discussed below, institutions may report using other considerations.— this area is prepopulated
 - a. Options:
 - i. Provide the average of the required hours for each endorsement program (not each individual student but each individual program). For example, the ELED program requires 100 hours, the Secondary has 100, the Early Childhood has 140 and the Special Education program has 140. The average of these four programs, and therefore the response provided, would be 120 hours.
 - ii. Provide the number of required hours of the endorsement program with the lowest requirement to show that all programs complete at least that number of hours. Using the previous example, the answer would be 100 hours.
 - b. For either of the above options, you will want explain your answer in the text box provided.
2. Question: Average number of clock hours required for student teaching. – this area is prepopulated
 - a. Report the average clock hours required for all initial candidates using one of the following options:
 - i. For most Nebraska institutions, the minimum in Rule 20 will be reflective of the requirements for most candidates; therefore, the response will be 560 hours (14 weeks).
 - ii. You can elect to enter the number that best reflects the average of your candidates; however, be sure to provide an explanation in the text box.
 - b. Use the text box to explain how you arrived at this ‘average’:
 - i. If you used minimum state requirements for your calculation, example language you use in the text box might be – *State requirement is that all candidates must complete a minimum of 14 weeks. All programs are compliant with this requirement.* If your response reflects student teaching requirements above the State minimum, example language might be – *All candidates complete a minimum of 14 weeks of student teaching; however, candidates in XXXX program are required to complete 16 weeks.*
3. Question: Average number of clock hours required for mentoring/induction support. – this area is prepopulated
 - a. IPRC guidance indicates that this will likely not be applicable to traditional programs since candidates complete a student teacher/clinical experience. Report this in cases where the candidate is also the teacher of record while completing the program.
4. Question: Number of full-time equivalent faculty in supervising clinical experience during this academic year.

There has been considerable conversation related to this question over the course of time. In 2014, NDE provided the following recommendations to institutions for IPRC completion as the result of changes in Rule 20 and IPRC Guidance.

- a. Count only those individuals who have assignments for clinical (student teaching) supervision/evaluation and who the institution regards as having faculty status. DO NOT WEIGHT the number of faculty based on the number of candidates they are supervising or the number of credit hours their supervision represents. For example, a full-time faculty member counts as 1.0 FTE (regardless of how much of their time is associated with actual clinical supervision) and a half-time faculty person counts as 0.5 FTE.
 - b. NDE RECOMMENDS you provide the following statement in the text box: *The response provided above reflects faculty directly engaged with candidates in supervised clinical experience, which, in Nebraska, is defined, as the student teaching experience.* FURTHER, NDE ENCOURAGES you to determine the number of faculty engaged in supervising other field-based experiences (such as the 100-hour practicum) and include this information in the text box with a statement such as – *In addition to the numbers reported above, XXXX individuals are engaged with other supervised field experiences such as the state-required 100-hour practicum.*
5. Question: Number of adjunct faculty supervising clinical experience during this academic year (IHE and PreK-12 staff)
6. There has been considerable conversation related to this question over the course of time. In 2014, NDE provided the following recommendations to institutions for IPRC completion as the result of changes in Rule 20 and IPRC Guidance.
 - a. Count adjuncts (hired by the institution) and PK12 staff (cooperating teachers) who are significantly (institution-defined) engaged with candidates during clinical experience (student teaching). Count each individual as 1.0 – no FTE calculation is required.
 - b. NDE RECOMMENDS you provide the following statement in the text box: *The number provided reflects adjunct faculty and PK12 teachers (cooperating teachers) directly engaged with candidates in supervised clinical experience, which, in Nebraska, is defined as the student teaching experience.* FURTHER, NDE ENCOURAGES you to determine the number of adjuncts and PK12 teachers participating in other field-based experiences (such as the 100-hour practicum) and include this information in the text box with a statement such as – *In addition to the numbers reported above, XXXX adjunct faculty and PK12 teachers are engaged with other supervised field experiences such as the state-required 100-hour practicum.*
7. Question: Number of students in supervised clinical experience during this academic year.
 - a. This is to be an unduplicated count.
 - b. NDE RECOMMENDS you provide the following statement in the text box: *The number provided reflects candidates in supervised clinical experience, which, in Nebraska, is defined as the student teaching experience.* FURTHER, NDE ENCOURAGES you to determine the number of candidates participating in other field-based experiences (such as the 100-hour practicum) and include this information in the text box with a statement such as – *In addition to the numbers reported above, XXXX candidates participated in other supervised field experiences such as the state-required 100-hour practicum.*

Program Enrollment

1. Report only the number of students (candidates) enrolled in the initial teacher preparation program.

- a. Enrolled student: A student who has been admitted to a teacher preparation program, but who has not yet completed the program. Do not report an individual that is reported in Section I as a Completer.
2. Do not include teachers who are returning to add endorsements or individuals preparing for school-based careers other than a classroom teacher (e.g., administrators, guidance counselors, speech-language pathologists).
3. Do not include individuals who are earning a Special Services Certificate.
4. Report only the race/ethnicity data that you have available. It is not expected that the sum of the students reported by race/ethnicity will match the total number of students enrolled. This may also apply to the reporting of student gender.

Teachers Prepared

1. Report completers in specified academic major and subject areas. Refer to the “Title II Tips for Reporting-Teachers Prepared by Subject Area and Academic Major” for additional information.
 - a. Program completer: A person who has met all the requirements of a state-approved teacher preparation program. Program completers include all those who are documented as having met such requirements. Documentation may take the form of a degree, institutional certificate, program credential, transcript or other written proof of having met the program’s requirements. In applying this definition, the fact that an individual has or has not been recommended to the state for initial certification or licensure may not be used as a criterion for determining who is a program completer. (NDE provides you with a list of those who were certified during this time – however, it should not be viewed as a list of completers for purposes of this question.)
2. Do not include currently licensed teachers who are earning additional licenses/endorsements or individuals preparing for school-based careers other than a classroom teacher (e.g., administrators, guidance counselors, school psychologists, speech-language pathologists). Only report the Library Media Specialist endorsement if it was obtained concurrently with another initial teaching endorsement.
3. Do not include individuals who are earning a Special Services Certificate.

Program Completers – prior years’ data is prepopulated

1. This is an unduplicated number. It is a count of individuals who have completed an initial teacher certification preparation program (see definition in Section I Program Completers). It is not a count of endorsements obtained or of individuals recommended for certification. Do not report an individual that is reported in Section I Program Enrollment as an enrolled student.
2. Do not include teachers who are returning to add an endorsement or individuals preparing for school-based careers other than a classroom teacher (e.g., administrators, guidance counselors, speech-language pathologists, school psychologists).
3. Do not include individuals who are earning a Special Services Certificate.
4. NDE provides each institution with a report of individuals that were certified during the reporting period. This is not an exact count of the institution’s completers depending on when the completer applies for their certificate, or if the completer is certificated in another state. The report is intended to assist the institution with determining completers.

SECTION II Annual Goals and Assurances – this area is prepopulated

1. Institutions that do not have a teacher preparation program in one or more of the teacher shortage areas provided (Mathematics, Science, Special Education, or LEP) can enter NA for that area in the Goal text box.
2. In the Assurances section, answer each statement by checking yes or no.
3. Use the text box to describe your institution's most successful strategies in meeting the assurances.

SECTION III Assessment Pass Rates and Summary Pass Rates – this area will be populated from ETS information sometime mid-April

*Please refer to information from NDE (Pat Madsen) for annual updates regarding specific deadlines.

1. ETS is Nebraska's testing company.
2. Each year, in September-November, institutions update their 'program completer', 'all but clinical', and 'other enrolled cohort information through the ETS Title II Website. If candidates have left your program, they must be 'deleted' before they can be 'added' at another institution. NDE recommends that you review your institution's pass rate report carefully, as ETS will upload the required information for Section III to Westat each year in March. Corrections to your institution's ETS pass rate information made during September-November will be at no cost to your institution.
3. The resolution period (an opportunity to review your institution's final report based on student data provided during September-November, and to appeal the pass rates calculated for your institution if you believe they are not correct) begins each year early in the spring semester. Waiting to make any changes until this time will result in ETS charging a \$1500 fee to your institution. The resolution period closes and all reports are final on the date specified each year by ETS. If you believe an error was made, submit an appeal to ETS via e-mail at title2@ets.org. (See the ETS User's Manual for more detailed information.)
4. Technically, all Praxis Academic Core test pass rates should be 100% in Nebraska. If your institution uses a composite score, you will want to indicate that in the Contextual Information text box (Section VII). ETS did send pass rate information to all institutions in February, and if there were errors, you should have already gotten those corrections made. (ETS will charge your institution a \$1500 fee to do so if you wait until the Resolution Period to do so.)
5. If you do not remember your ETS login information, click 'Forgot User Name or Password' under 'Returning User' and follow the prompts. If you still experience problems, contact ETS at title2@ets.org. NDE does not have your ETS login information on record.

SECTION IV Low Performing – this area is prepopulated

SECTION V Use of Technology – this area is prepopulated

1. If any section/unit/department of your institution's teacher preparation program would respond 'yes' to an item, respond 'yes' for the entire teacher preparation program and explain any exceptions in the text box.
2. Use the text box to describe how your program prepares teachers to integrate and use technology effectively to improve teaching and learning.

SECTION VI Teacher Training – this area is prepopulated

1. Your response provides information about how your institution prepares general education teachers and special education teachers to teach students with disabilities effectively.
2. The special education items include a ‘Program does not prepare special education teachers’. Choose this response if your institution does not have a program to prepare special education teachers.
3. If any section/unit/department of your institution’s teacher preparation program would respond ‘yes’ to an item, respond ‘yes’ for the entire teacher preparation program and explain any exceptions in the text box.

SECTION VII Contextual Information – this area is prepopulated

1. You are encouraged to provide one paragraph for each of the following areas. This information will be used for the annual State Board Report.
 - a. An explanation of the benchmarks/gateways considered as a candidate moves from formal admission to program completion;
 - b. A description of field and clinical experiences – when do they start, how are they infused throughout the program, how are they ‘arranged’, how are they monitored/evaluated; and
 - c. A description of the significant changes that have been made by your institution as the result of data analysis or stakeholder input.

SECTION VIII Certification – reports cannot be certified until Pass Rate information is included and saved as complete

1. The data verification check performed is generated in real time. The information presented can be reviewed at any time.
2. If your institution’s report is not complete, a list of the unanswered questions is provided with each linked directly to the page where it is located.
3. The final step is to certify and submit your report. You will enter the name and title of the person who has prepared the report and the name and title of the person who has reviewed the report. The guidance does not specify the person who should serve as the reviewer - it is an institutional decision as to who is authorized to review the report and certify it as accurate and complete. Be sure the report is complete before it is submitted for certification. Once it has been submitted, you will no longer have the ability to edit it.
4. Upon submission of the report, you will receive an email indicating that the certification process is complete. NDE will also receive a copy of the email.
5. To receive an email verification of your institutions’ report, you must disable any pop-up blockers prior to submitting the report for certification. NDE suggests that you add ‘title2@westat.com’ to your email safe list to prevent the filtering of emails from Westat to the spam or junk folder.
6. NDE recommends that you print a copy of the complete report for your records. To print your institution’s complete report, click on the Print Report Card link located in the left-hand navigation pane.
7. The report can also be converted and saved in PDF format (requires [Adobe Acrobat](#)).

CONTACT INFORMATION

Title II

Service Center

(877) 684-8532

title2@westat.com

IPRC Login

<https://title2.ed.gov/Public/Login.aspx>

Technical Assistance

<https://title2.ed.gov/Public/TA.aspx>

ETS

Pass Rates Questions

title2@ets.org

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Title II on the Nebraska Teacher Education Web Site

<https://www.education.ne.gov/educatorprep/information-for-institutions/title-ii-higher-education-act/>

“This guidance document is advisory in nature but is binding on an agency until amended by such agency. A guidance document does not include internal procedural documents that only affect the internal operations of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules and regulations made in accordance with the Administrative Procedure Act. If you believe that this guidance document imposes additional requirements or penalties on regulated parties, you may request a review of the document. For comments regarding this document contact nde.guidance@nebraska.gov”