

eTPES Support:

- For technical support questions regarding [the eTPES product](#), please contact: support@OhioTPES.com
- For eTPES policy questions, please contact eTPES@education.ohio.gov

Evaluation Support:

- For questions regarding Teacher and Principal evaluation, please contact: evaluation@education.ohio.gov
- For questions regarding School Counselor evaluation, please contact: school.counselor@education.ohio.gov
- For student growth measure questions, please contact: SGM@education.ohio.gov

Access to eTPES:**Q: How do I obtain access to eTPES?**

A: Initial access to the system is determined by the following:

1. Superintendents and superintendent designees are required to be listed in the Department's OEDS system. If you need to update your district information in OEDS, please contact your local OEDS Administrator, and they can make the changes for you. A superintendent designee is not a requirement for eTPES system access, but it is an option for superintendents who wish to delegate the eTPES superintendent tasks to an appropriate staff member in their district. Check your district [OEDS data here](#). If you have questions regarding how to access and use OEDS, please see the [OEDS web page](#) for resources.
2. A state ID is required. If your district superintendent or superintendent designee does not have a state ID, one can be requested and created quickly. [Click here](#) for more information regarding how to request a state ID online.
3. After successful login to eTPES, the district superintendent or superintendent designee will be required to complete setup tasks, which includes a principal roster review and verification. When these tasks are complete, the superintendent or superintendent designee can enable access to the appropriate staff in principal roles for the district. Principals will then have access to conduct a staff roster review and verification in eTPES. See the [Superintendent User Guide](#) for assistance with LEA setup and other tasks in eTPES.

Q: Will my SAFE account in STARS allow me access to eTPES?

A: No, a SAFE account will not allow users access. Please [log in here](#) to access eTPES.

Q: Can I give my login and password to another person instead of waiting for them to be set up?

A: Never share your eTPES password or username information. This information is unique to each user and provides you access to many eTPES system functions, determined by your role of superintendent, superintendent designee, principal, teacher, school counselor or evaluator. Please do not try to log into eTPES before you receive the unique password and username enabled by your supervisor. Your password is your personal access to the eTPES system.

Q: Do I need an activation email to access eTPES?

A: Educators who used the eTPES system previously do not need an activation email and should log in using their username and password they used the previous year (even if the educator was moved to another district or building). If the educator has never used eTPES, they will need an activation email. If a user has previously used eTPES and is sent an activation email, they may choose to ignore the activation email. If they click the activation link they will be notified that the activation process has already been completed.

Q: I can't remember my username and password. How can I log in?

A: If you do not remember your username and/or password, go to the [login screen](#) and click on forgot username and/or forgot password link(s). You will be prompted to enter your email address and state ID. You must enter the email address set up in eTPES (your school email address). If you do not know your state ID, there is a link on the screen. If the email address you entered does not match the email address in eTPES or the state ID you entered is invalid, you will receive an error message. Please verify the information you entered or contact your district or building administrator and request that your eTPES account be updated with the correct information.

Q: I moved to a new school. Will I receive a new eTPES username and password?

A: If a user previously used eTPES and has been assigned to a new district, Building or role, the user will continue to use the same eTPES username and password. Make sure your email address is updated in your User Profile (if it has changed) in order for you to receive the eTPES notifications. Please see [directions for getting email addresses changed](#) if you need instructions.

Q: What browser can I use to access eTPES?

A: eTPES is currently supported on the following browsers:

- Google Chrome - most current version - auto updated by provider unless disabled
- Firefox - most current version - auto updated by provider unless disabled
- Safari 6 (or higher)
- Microsoft Internet Explorer 10 (or higher)

Note that eTPES cannot be accessed using Microsoft Internet Explorer version 9.

Credentialed Evaluators**Q: Do evaluators of teachers, principals and school counselors need to be credentialed?**

A: Yes. In order to be credentialed to evaluate teachers and/or principals, the evaluator must attend an ODE-sponsored training and pass the online assessment. These trainings and online assessments are separate – one to evaluate teachers (OTES), and one to evaluate principals and assistant principals (OPES). Principals evaluating their assistant principals will need to attend the OPES training and be credentialed. Trainings are posted in STARS and accessed through your SAFE account. Use the keyword search OTES or OPES for a list of upcoming events. In order to be credentialed to evaluate school counselors the evaluator must attend an ODE-sponsored training and receive a certificate. They will then need to keep this certificate and to upload it into the eTPES system. These trainings are not always posted in STARS. Those wishing to be trained should contact their local ESC.

Q: When does credentialing expire? When do teacher and principal evaluators have to re-calibrate?

A: The initial teacher or principal credential expires in two years. When the initial credential expires, the evaluator must re-calibrate by completing a three hour re-calibration module posted on [the NIET website](#) and successfully completing the online assessment. This new date will be effective for two years, and will be downloaded into eTPES so that the evaluator can continue to evaluate. Evaluators will be sent reminder notifications at 60 days, 30 days, 10 days and expiration. eTPES will receive frequent updates regarding those teacher and principal evaluators who have successfully completed the online assessment and are credentialed or re-calibrated.

Q: When does school counselor credentialing expire? How do school counselor evaluators re-calibrate?

A: At this time the school counselor credential certificate has no expiration date or re-calibration process. School counselor evaluators must upload the certificate they received ([Principal User Guide](#), p. 19) at training into eTPES and be approved in eTPES by the superintendent or designee ([Superintendent User Guide](#), p. 50).

Evaluation Process**Q: Are directors/supervisors of Educational Service Centers/Joint Vocational Schools and assistant principals evaluated under the Ohio Principal Evaluation System (OPES)?**

A: Administrative titles vary greatly within the state. Thus to answer the above question, focus not on the administrative title, but rather on the role and alignment (if any) to the [Principal Performance Rating Rubric](#), which is based on the [Ohio Standards for Principals](#). When making determinations regarding an administrator's requirement to be evaluated under the principal evaluation system, answer these important questions:

1. Is the administrator serving as an instructional leader?
2. Do the duties of the administrator fall into at least two of the five principal standards?
3. Does the administrator evaluate multiple staff members?

Only those administrators meeting all three criteria above would be evaluated under the principal evaluation system, including student growth measures.

Administrators who would not be required to be evaluated under the principal evaluation system include those who do not fit all of these considerations above. These administrators: 1) may have limited contact with teachers and/or students; 2) have narrowly defined roles and administrative responsibilities that do not directly relate to the principal standards; 3) do not provide instructional leadership; nor do they evaluate multiple teachers.

Q: What is the data submission deadline for eTPES?

A: eTPES will close in June so that current year's evaluation documentation can be archived. eTPES will then reopen with the set-up for the new school year. It is anticipated that the closing will occur in mid-June. Announcements will be made in eTPES and on the Department website when the specific date has been determined. Before eTPES closes for the year, all documentation and copies of forms should be printed, and educators should have their final summative ratings. Users will have read-only access to eTPES until it reopens.

General Use of eTPES

Q: Why should districts use eTPES?

A: Districts are to use this required accountability system for conducting and documenting educator evaluations and calculating ratings. In addition, eTPES:

1. Automatically meets all the OPES and OTES Framework requirements for your district
2. Easily accessible from the Internet
3. Information is secure and routinely backed up
4. Calculates the final SGM rating based on data entered
5. Calculates a final summative rating based on educator performance and SGM and alternative component (if selected) for each educator
6. Electronically streamlines the evaluation process and steps to assist evaluators

Q: Is eTPES the only method used to report ratings to ODE?

A: Yes, eTPES is the method by which the Ohio Department of Education receives reports of district teacher, principal and school counselor final summative (aggregated) ratings. Districts are to use this required accountability system for conducting and documenting educator evaluations and calculating ratings. Aggregate final summative ratings for teachers and principals appear on the [district report card](#) under District Details and aggregate final summative ratings for teachers appear on the [building report card](#) under School Details.

Q: Can teachers/principals/school counselors and evaluators print paper copies of the forms?

A: Yes, those who have access to specific files can print PDF copies of the forms.

Q: Can teachers/principals/school counselors upload artifacts into eTPES?

A: Yes, artifacts and evidence can be uploaded during the year (multiple files) into the system for the sharing and documenting of evidence. There is a tab labeled "Evidence and Artifacts" on the educator's evaluation page for this purpose. Note that the file must be saved in the PDF format. See the user guides on the [eTPES Help](#) tab for step- by-step instructions.

Q: Is it necessary to personalize the forms by district?

A: No, the forms will be stored in a secure web-based environment, and will be specific to the district.

Q: Is eTPES a public record?

A: The act of entering a teacher's individual evaluation data to eTPES has no impact on whether the information is subject to release under Ohio's public records laws. A teacher's individual evaluation data is and has always been subject to release under Ohio's public records law. It is the content of a record that determines whether or not it is subject to a public records request, not the medium in which it is maintained. Thus, a change in format from paper to electronic does not change the fact that the individual evaluation data is still a public record. Since districts maintain a teacher's individual evaluation data in eTPES, only they can respond to a public records request with that information.

Q: How do we know if we should we use eTPES?

A: eTPES is the state's reporting system for public districts, ESCs, JVSs and state supported schools. Community schools have the option to use eTPES under the direction of their sponsor.

Q: What if the superintendent is also a principal for buildings?

A: The superintendent role has full rights to view/edit the evaluations under them depending on the primary evaluator assignment. In this specific case, (if the individual is not being evaluated as a principal) remove the principal role from the user who also has the superintendent role.

In order to accommodate the largest percentage of users, eTPES is designed to use the most common evaluator strategies (superintendents evaluate principals and principals evaluate teachers). The local district then has the option to customize eTPES if the default settings don't meet their organizational needs. If you have questions regarding how to set up users in multiple roles, please contact eTPES [technical customer support](#).

Q: I have a teacher employed by my district who teaches at a Catholic school. Should I evaluate the teacher in eTPES?

A: The employing district and the other organization, for example, a Catholic school, should decide who is responsible for evaluating the teacher.

Q: Why do I need to enter a 4-digit PIN in the eTPES evaluation forms?

A: Teachers, principals, school counselors and evaluators enter their Personal Identification Number (PIN) in eTPES forms to indicate completion of the form(s). Upon form completion, various automated eTPES processes occur – email notifications to evaluators and administrators are generated, and eTPES displays the completion status of the entire evaluation process for the educator. Please note that entry of your PIN indicates you have viewed the information and does not necessarily indicate you agree with the information.

Q: Why are certain evaluation forms in “locked” status to the evaluator?

A: The form locking rules are a system-wide feature in eTPES. Some forms must be initiated by the evaluator and therefore are “locked” until that step happens. Some must be initiated by the teacher, principal or school counselor being evaluated. Locking the forms provides assurance that the appropriate user has control over certain aspects of the process. For example, professional growth plans are started by the teacher, principal or school counselor. The optional self-assessment, professional growth, pre-conference and project forms are all initiated by the teacher or school counselor. All others are initiated by the evaluator.

Q: We have set up eTPES to use a combination of the forms—district and state. Can we use the forms right in the system, instead of uploading individual district forms?

A: The only forms that are interactive in eTPES are the OTES, OPES and OSCES forms. The PDF upload feature (Option 2) is for completed individual forms that when uploaded show that step completed. Districts cannot integrate their own customized forms and have them become interactive in the system. This design feature is beyond the scope of the eTPES project because it exceeded the funding available.

Q: Moving staff around is done by principals. Does this mean one principal is waiting on the other to delete a teacher or school counselor that has moved locations or works in multiple buildings?

A: A principal has direct control over their building staff roster data. There is no eTPES limit on the number of buildings or districts to which a teacher or school counselor can belong. The educator search feature allows a principal to add a staff member without waiting for that staff member to be deleted from another district.

Q: Where can I find more information regarding the eTPES setup tasks?

A: The [Superintendent User Guide](#) provides detailed information regarding setup, including the three workflow choices. If a user has their own internal system for completing performance documentation (either electronic or on hard copy) and they want to only enter the overall performance rating, the district should select Option 3. Options 1 and 2 have OTES and OPES forms loaded for each educator. Option 2 has the added feature of district pdf form uploads.

If the superintendent or superintendent designee is unsure of the choice, we recommend saving but not entering the PIN, as the PIN locks in that choice. If, however, a change must be made due to district policy during the setup process, they should contact [eTPES policy support](#) for assistance. Important note: **Any evaluation forms completed or updated after the initial setup will be lost if eTPES setup configurations are changed.** This may be unavoidable but we want people to understand this before making the decision to change the option they have selected.

Q: Which Teacher evaluation forms are required in eTPES?

A: The following teacher evaluation forms are required in eTPES when using setup option 1 (electronic forms) or 2 (electronic and/or district-developed forms): Formal Observation/Performance Rubric, Student Growth Measures and Final Summative. The following teacher evaluation forms are required in eTPES when using setup option 3 (not using electronic or district-developed forms): Student Growth Measures and Final Summative. Note: Ohio Revised Code also requires the Professional Growth Plan (or Improvement Plan), two Formal Observations and Informal Observations.

Q: Which Principal evaluation forms are required in eTPES?

A: The following principal evaluation forms are required in eTPES when using setup option 1 (electronic forms) or 2 (electronic and/or district-developed forms): Formal Observation, Student Growth Measures and Final Summative. The following principal evaluation forms are required in eTPES when using setup option 3 (not using electronic or district-developed forms): Student Growth Measures and Final Summative. Note: Ohio Revised Code also requires the Professional Growth Plan (or Improvement Plan) and Performance Rating Rubric.

Q: Which school counselor forms are required in eTPES?

A: The following school counselor evaluation forms are required in eTPES when using setup option 1 (electronic forms) or 2 (electronic and/or district-developed forms): Formal Observation/Performance Rubric, Metric(s) of Student Outcomes and the Final Summative which must include a rating on all six standards. The following school counselor evaluation forms are required in eTPES when using setup option 3 (not using electronic or district-developed forms): Metric(s) of Student Outcomes and Final Summative which must include a rating on all six standards. Note: The Evaluation Framework for School Counselors also requires the Professional Growth Plan (or Improvement Plan), two Formal Observations and Informal Observations.

Q: Who can restore forms that have been marked “skipped”?

A: The eTPES roles of superintendent, superintendent designee or evaluator can always restore skipped forms. The educator can restore any forms that they are assigned to complete first.

Q: How do I change a name in eTPES?

A: The Educator name in eTPES comes from the Ohio Department of Education. Superintendent and superintendent designee name changes are handled through OEDS and transmitted to eTPES regularly. For other eTPES roles, the educator name will come from ODE's SAFE/CORE system. Once the name is updated in the ODE (CORE Educator Profile and SAFE) systems, eTPES will be updated the next day. Information about changing your name is [available here](#).

Q: How can I view my previous years' evaluations?

A: Click on the Evaluations tab, then click on the View History button. Find the row with the appropriate academic year and click on Evaluation on the right of the row.

Q: How can I view educators' previous years' evaluations?

A: Click on the Educators tab. Select the Academic Year from the dropdown. The educator lists below will display the appropriate academic year when selected.

If you are currently viewing the evaluation screen for a specific educator, click on the View History button in the top left hand corner of the screen. Find the row with the appropriate academic year and click on Evaluation on the right of the row.

Q: If a teacher is not to be fully evaluated in the current year, can I use the evaluation forms?

A: If the teacher is not to be fully evaluated, they can still access all of the same forms. The evaluation screen will look the same but indicate the teacher's rating is being carried forward (see below). Also, the first three completion milestone circles will be grayed out – but the forms can still be used.

The screenshot shows a 'COMPLETION STATUS' window with a lock icon in the top right. At the top, there are five circular progress indicators: three are grayed out and labeled 'N/A', and two are blue and labeled 'SGM' and 'FS'. Below these are four rows of text:

Last full evaluation year:	2016-2017
Previous year SGM rating:	Most Effective
Next required full evaluation:	2018-2019
Is full evaluation year?	No, rating carried forward

The text 'No, rating carried forward' is circled in red. At the bottom of the window, there are two links: 'Not completing due to retirement/leave/other reason?' and 'Set to full evaluation'.

Q: Why is PDF the only attachment type allowed in eTPES?

A: PDF is the only file attachment format permitted due to the following: 1) PDF is the international standard for document security; 2) PDF file sizes are smaller; 3) the PDF reader allows viewing regardless of the OS or application used to create the file; and 4) the PDF reader is no charge.

Rubric Alignment

Q: Can districts use their own locally developed rubrics?

A: Yes, but the rubric used must be aligned to the Ohio Teacher, Principal and School Counselor Performance Rubrics and contain the four rating categories with similar indicators of performance. In eTPES, a teacher rubric Alignment Tool is the first step in the process, and must be used for those districts who have modified the OTES Rubric, are using Danielson, TAP or Marzano rubrics, or who are using their own locally developed rubric. In eTPES, a school counselor rubric Alignment Tool is the first step in the process, and must be used for those districts who have modified the OSCES Rubric. In eTPES, the superintendent must also sign-off on the Principal Evaluation Rubric Alignment.

Q: Why must district rubrics be aligned to the Ohio Teacher, Principal and School Counselor Rating Rubrics?

A: Legislation has delineated four rating categories: Ineffective, Developing, Skilled and Accomplished. The Teacher, Principal and School Counselor Performance Rubrics use descriptive indicators to establish performance expectations at each level based on the [Ohio Standards for Educators](#) and the [Ohio Standards for School Counselors](#). In order for ratings to be reliable and consistent throughout the state, all rubrics must align to the OTES, OPES and OSCES Teacher, Principal and School Counselor Performance Rubrics.

Student Growth Measures

Q: Will all Student Growth Measures be uploaded into eTPES?

A: No, only Value-Added data will be uploaded from EVAAS into eTPES. There are three categories of data that can be used for teacher or principal evaluations: value-added, ODE-approved vendor assessments and locally determined measures. Vendor assessments and district-determined measures will be specific to the district. As part of the district set-up, districts will be asked to assign a percentage to each measure that will be used for teachers in A1, A2, B and C categories and principals in A, B and C categories.

Training

Q: How do I find eTPES training?

A: Web training videos, frequently asked questions, user guides and other helpful resources are available on the [ODE eTPES Help page](#). Please contact [Kathy Harper](#) if additional training is needed.