

# PLEASE NOTE

This presentation is being provided for informational purposes only.

The information in this presentation may have changed since it was created.

This presentation is not meant to provide detailed reporting instructions and is not a replacement for the EMIS Manual, Report Explanations, or other documentation provided by the Ohio Department of Education and Workforce.





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**Department of  
Education &  
Workforce**

# EMIS GENERAL TRAINING

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## Topics

- Proper Certification, 5
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# THE USUAL REMINDERS

- Manual sections posted after this training prevail in a conflict between this presentation and the manual
- Some questions may be deferred to helpdesk
- Hierarchy of support
  - EMIS Manual
  - EMIS Coordinator
  - ITC
  - Helpdesk

# PROPER CERTIFICATION

# GENERAL REMINDERS

- Proper certification determination final as of close of FY26 Initial Staff and Course (L) Collection
  - Sept. 4, 2025 – Jan. 28, 2026
- All staff and courses for the year must be reported in the initial collection
  - Do not report courses not being offered this year

# PROPER CERTIFICATION PROCESS

Compares teacher's current valid credentials against

- Course data
- Staff data
- Student data

# COURSE MASTER (CN) RECORD

- Local Classroom Code (CN060) should match code on Staff Course (CU) and Student Course (GN) Records
  - Ties three records together
- Student Population (CN340) should describe structure/curriculum of the course
- Verify current Subject Code (CN050) on all courses
- Ensure Course Start Date (CN280) and Course End Date (CN290) are within range of calendar for students in the course

# STAFF COURSE (CU) RECORD

- Employee ID (CU050) should match ID on Staff Demographic (CI) and Staff Employment (CK) Records
  - Ties three records together
- Staff Provider IRN (CU120) should be IRN of contracting entity, if not reporting district
- Staff Course Start Date (CU070) and Staff Course End Date (CU080) used to decide teacher to be evaluated for proper certification
- Teacher Licensure Course IRN (CU110) determines where course counts for proper cert calculations

# STUDENT COURSE (GN) RECORD

- Verify all students reported
  - Currently enrolled in course ***and***
  - Any who withdrew early from course
- Ensure Course Enrollment Start Date (GN160) and Course Enrollment End Date (GN170) are all within acceptable range of calendar/course dates

# OTHER RELATED RECORDS

- Verify Staff Demographic (CI) Record
  - Early Childhood Education Qualification (CI225)
- Verify Student Attributes – Effective Date (FD) Record
  - Disability Condition (FD130)
  - State Equivalent Grade Level (FD090)

# SUBSTITUTE TEACHERS AS TEACHERS OF RECORD

- Conducting activities typically completed by teacher of record
  - In charge of class; provides instruction; assigns grades
- Even if
  - Regular teacher will return
  - No credential or incorrect credential
  - Contracted from non-EMIS reporting entity
- Report Position Code (CK060) 230
- Will **never** meet proper certification in traditional districts
  - May in community schools

# LICENSURE REPORTS

# (TLCS-001) TEACHER LICENSURE COURSE (TLC) STATUS REPORT OVERVIEW

- Indicates whether teacher is properly certified to teach assigned courses
- Updated daily
  - Submit and review regularly
  - May be impacted by other districts
  - May impact other districts
- CTE overrides **do not** impact the report
- Result codes may not be as expected

# TLC STATUS REPORT – MULTIPLE TEACHERS

- Which teacher appears on the report is based on length of time as determined by
  - Staff Course Start Date (CU070) **and**
  - Staff Course End Date (CU080)
- Different lengths of time
  - Teacher assigned to course for the most amount of time
- Same length of time
  - Teacher with proper certification
- Same length of time, all/none properly certified
  - First teacher selected in report generation process
  - Can change with each report version

# TLC STATUS REPORT – OTHER CONSIDERATIONS

- Teachers assigned to courses outside licensure grade level by 2 years will appear as properly certified
  - <https://education.ohio.gov/Topics/Teaching/Educator-Equity/Proper-Certification-and-Licensure>
- Teachers who are properly certified due to exempt district status will appear as properly certified
  - <https://education.ohio.gov/Topics/Data/Report-Card-Resources/Awards-and-Recognition/Exempt-Status-and-its-Impact>
- Teachers with adult ed permits teaching OTC+ courses will continue to show as not properly certified

# TLC STATUS REPORT – NO STUDENTS

- Courses with no students enrolled should not be reported to EMIS
- Ensure calendar, course, and course enrollment dates are within an acceptable range
  - First day of school, course start date, course enrollment start date = Aug. 21
  - Last day of school, course end date = May 14
  - Course enrollment end date = June 26

Columns in TLC Status Report	Data Displayed in Report
Student Count Columns	All blank or all zeros
Proper Cert Flag	N – No
Result Code	TL0005 – Course is not properly certified as no students scheduled into the course

# TLC STATUS REPORT – LICENSE INVALID FOR STUDENT POPULATION

Teacher license = Adolescence to Young Adult (7-12) with 110000 – Mathematics

Columns in TLC Status Report	Data Displayed in Report
Subject Code	111200 – Geometry
Student Population	SE – Special Education K-12
Credential Course Disability Type Indicator – Description	C – Student population of D8 or SE. More than 50% of the students enrolled in course must have a disability condition, and the course cannot fit into codes A or B.
Check Type Code – Description	S – Special Situation Check
Proper Cert Flag	N – No
Result Code – Description	TL0006 – Course not properly certified as no current valid credential or incorrect student population

# TLC STATUS REPORT – TEACHER WITH MIDDLE SCHOOL VALIDATION STILL APPEARS NOT PROPERLY CERTIFIED

- Teacher license = Resident Educator Adolescence to Young Adult (7-12) with 110094 – Integrated Mathematics; has middle school validation
- Career Technical Education Middle Grade Course
  - Curriculum (CN310) option VM

Columns in TLC Status Report	Data Displayed in Report
Subject Code	990364 – Career Connections
Proper Cert Flag	N – No
Result Code – Description	TL0006 – Course not properly certified as no current valid credential or incorrect student population

- Verify approved override on (CTEA-006) CTE Approved Overrides report



# TLC STATUS REPORT – DISTRICT QUALIFIED FOR EXEMPT STATUS

Teacher license = Early Childhood (Grades P-3) with 111770 – Computer/Technology (PreK-12)

Columns in TLC Status Report	Data Displayed in Report
Subject Code	102295 – Technological Literacy 7-8
Proper Cert Flag	N – No
Result Code – Description	TL0009 – Course not properly certified as students enrolled are outside the grade range for relevant credential
Check Type Code – Description	R – Regular Check will become E – Exempt

# HELPFUL TOOLS FOR TLC STATUS REPORT REVIEW

- Educator Profile
  - Search Department website for “Educator search”
  - In OH|ID, look for Educator Licensure and Records (CORE)
- Teacher Licensure Course Status Search Tool
  - <https://education.ohio.gov/Topics/Teaching/Teacher-Licensure-Course-Status-Tool>
  - Special Education Courses and Elementary Credentials are not included



# ESSA STATE LICENSURE ASSURANCE REPORT

- 2026\_PRIN\_ESSA\_Licensure\_Assurances
- Displays all core courses and whether staff member assigned is validly credentialed to teach them
  - Per the TLC Status Report
- Changes made after close of Initial Staff and Course (L) Collection will not be reflected
  - But should still be reported
- Will be distributed in January and after initial collection closes
- Principals must review, sign, keep on file

# STAFF SEPARATION

# WHAT TO REPORT

- Separation information is reported for **all** staff
    - Position Separation Date (CK300, CL090) = last day **worked**
    - Position Separation Reason (CK230, CL080) = most applicable
  - Position Status (CK070)
    - If employed in the current school year = C, A, I, P
    - Left before last day of prior school year, separation not reported = U
    - Summer separations: Left after last day of prior school year, did not work this year
      - Method 1: Staff Demographic (CI) Record and Staff Employment (CK) Record with Position Status option U
- Or**
- Method 2: Staff Summer Employment Separation (CL) Record, which does not include Position Status (no CI/CK Records)

# FY25 SEPARATION – BEFORE LAST DAY OF SCHOOL YEAR

- Separation not reported in FY25 Final Staff and Course (L) Collection
- Not working at all in FY26
- CI/CK Records
  - In both FY26 Staff and Course Collections

Element	Option
Position Status (CK070)	U – No longer employed by district in this position
Position Separation Reason (CK230)	5 – Resigned took another education job in Ohio (most applicable)
Position Separation Date (CK300)	20250420 (last day worked)

# SUMMER SEPARATION, METHOD 1

## FY25 SEPARATION – AFTER LAST DAY OF SCHOOL YEAR

- Separation not reported in FY25 Final Staff and Course (L) Collection
- Not working at all in FY26
- Staff Employment (CK) Record
  - In both FY26 Staff and Course Collections

Element	Option
<b>Position Status (CK070)</b>	U – No longer employed by district in this position
<b>Position Separation Reason (CK230)</b>	5 – resigned took another education job in Ohio (most applicable)
<b>Position Separation Date (CK300)</b>	20250606 (last day worked)

# SUMMER SEPARATION, METHOD 2

## FY25 SEPARATION – AFTER LAST DAY OF SCHOOL YEAR

- Separation not reported in FY25 Final Staff and Course (L) Collection
- Not working at all in FY26
- Staff Summer Employment Separation (CL) Record
  - In both FY26 Staff and Course Collections

Element	Option
<b>Local Contract Code (CL070)</b>	3-character code; must match prior year CK250
<b>Position Code (CL060)</b>	3-digit code; must match prior year CK060
<b>State Staff ID (CL050)</b>	XX9999999; must match prior year CI270
<b>Position Separation Reason (CL080)</b>	5 – Resigned took another education job in Ohio (most applicable)
<b>Position Separation Date (CL090)</b>	20250718 (last day worked)

# FY26 SEPARATION

- If worked any days in FY26
- Staff Employment (CK) Record
  - In both FY26 Staff and Course Collections
- Should no longer be reported after FY26

Element	Option
Position Status (CK070)	C – current (continue to report)
Position Separation Reason (CK230)	1 – retirement ( or most applicable)
Position Separation Date (CK300)	20251222 (last day worked)

# GEN ISSUES

- 478: Current Position with Previous Year Separation
  - Position Status and Separation Date conflict
- 481: Reporting U Status Code for Staff Who Worked This School Year
  - Review Position Status reported for staff working in current year
- Contact: [Mary.Rose@education.ohio.gov](mailto:Mary.Rose@education.ohio.gov)

# CONTRACTED STAFF

# DEFINITIONS

- Contract: an agreement with another entity or individual to provide instruction and/or services to a district's students
  - E.g., formal written document, general agreement, etc.
- Contracting district: the resident or educating district contracting for the instruction or service
- Contractor: the entity with which the resident or educating district is contracting
  - Employing entity
  - EMIS reporting entity, non-EMIS reporting entity, individual

# CONTRACT ONLY STAFF (CC) RECORD

- Collective reporting of staff contracted from a non-EMIS reporting entity
  - Transportation, custodial, food service, etc.
- No individual staff data
- One record per contractor, contract, position code, and fund source
  - For contracts in effect July 1 – June 30
- Only for certain position codes
  - See Table 1 in EMIS Manual Section 3.6

# CONTRACTOR STAFF EMPLOYMENT (CJ) RECORD

- Links contracted staff from contractor to contracting district
  - Contracting District IRN (CJ070)
  - Employee ID (CJ050)
- One for each contracting district
  - Position FTE (CJ080) = time at district
  - Should be less than or equal to Staff Employment (CK) FTE (26-54)
- Do not report for
  - Contract career-tech
  - Special education co-op

# CONTRACTOR: EMIS REPORTING ENTITY

- Position codes
  - 1xx, 2xx, 304, 318, 320, 323, 325-328, 331-334, 399, 415, 510
- Contractor reports staff data
  - Staff Demographic (CI) Record
  - Staff Employment (CK) Record
  - Contractor Staff Employment (CJ) Record
- Contracting district does not report staff data

# CONTRACTOR: INDIVIDUAL OR NON-EMIS REPORTING ENTITY

- Contracting district reports staff data for position codes
  - 1xx, 2xx, 304, 318, 320, 323, 325-328, 331-334, 399, 415, 510
- Non-EMIS reporting entity
  - Staff Demographic (CI) Record
  - Staff Employment (CK) Record with Position Status option A
- Individual
  - Staff Demographic (CI) Record
  - Staff Employment (CK) Record with Position Status option I

# IN CASE YOU MISSED IT

# STAFF AND COURSE CHANGES

- Updated reporting of State Staff ID on Staff Demographic (CI) Record for non-credentialed staff (26-56)
- Removed Suggested Subject Area for Credit column and International Baccalaureate Courses Section from Manual Section 4.7 (26-9)
- Added Arts and Communications and Information Technology subject codes (26-31)
- Added and deleted fine arts subject codes (26-40)
- Updated reporting guidance for CTE CCP courses to be correlated as anchor V3 course (26-47)
- Removed CTE College Credit (CN300) from Course Master (CN) Record (26-82)

# REMINDERS

- Report Explanations
  - CTE FTE Reports
  - Teacher Licensure Course Status Report (TLCS-001)
- At this time, one additional FY26 EMIS Change still to be posted

# QUESTIONS?

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# RESOURCES

# Training Evaluation

Available through Dec. 5

Your evaluations of our trainings are now being collected via an online form. This will give us access to better, more immediate feedback and statistics about these trainings, which will allow us to be even more responsive to your input. This will also be easier for you as you will no longer have to email anything to us.

After completing the evaluation and clicking submit, you will see a message thanking you for your feedback and acknowledging your attendance at a training. If this is information you need, be sure to capture or print the page and retain it for your records. Once the evaluation period for the session ends (2 weeks after the final session), you will no longer be able to submit a response or receive an attendance acknowledgement. *Note that this is the only way to receive this acknowledgement. We will no longer be emailing this information to participants.*

<https://forms.office.com/Pages/ResponsePage.aspx?id=xPz4UNiUB0-E6zbtV8floq21PJobZDZHsfF9IK1Hs1pUNFhPSThNOEhVRVZGTERIQVHRDFTV1BMQyQlQCN0PWcu>

# EMIS TRAINING WEBPAGE

- A recorded version of this presentation will be posted
- The Q and A will be posted
- The next EMIS General Training is March 2026
  - Dates and times will be announced via Newsflash
  - Prior registration is not required
  - A link to join the training—along with the presentation handout—will be available on the EMIS Training webpage

<https://education.ohio.gov/Topics/Data/EMIS/EMIS-Training/EMIS-General-Training>

# EMIS MANUAL, 1

- 2.5 Student Attributes – Effective Date (FD) Record
- 3.2 Reporting Contracted Staff
- 3.3 Staff Demographic (CI) Record
- 3.4 Staff Employment (CK) Record
- 3.5 Contractor Staff Employment (CJ) Record
- 3.6 Contract Only Staff (CC) Record
- 3.7 Staff Summer Employment Separation (CL) Record

# EMIS MANUAL, 2

- 4.2 Course Master (CN) Record
- 4.3 Staff Course (CU) Record
- 4.4 Student Course (GN) Record

# REPORT EXPLANATIONS

- CTE FTE Reports
- Teacher Licensure Course Status (TLCS-001)

# GENERAL ISSUES, (GNIS-XXX)

***Disclaimer: General Issues Reports are supplemental reports that are provided to districts to help identify potential data issues. The reports should NOT be used as the primary and/or sole mechanism for reviewing and verifying the accuracy/completeness of data. These reports are limited in the types of errors flagged and are not guaranteed to be generated on a regular basis as they are not part of the automated EMIS validation system. In accordance with ORC 3301.0714, the accuracy and completeness of EMIS data submitted to the Department is the responsibility of the district.***

- Level 2 reports generated by business offices
- Announced via Release Notes
  - <http://education.ohio.gov/Topics/Data/EMIS/Technical-Documentation/EMIS-Release-Notes>
- For assistance, contact data manager on report and in report explanation
- Do **not** include student identifiable information in communications

# CERTIFICATION & LICENSURE

- CTE Overrides
  - <https://education.ohio.gov/Topics/Career-Tech/CTE-Data-and-Accountability>
- Educator Equity
  - <https://education.ohio.gov/Topics/Teaching/Educator-Equity/Proper-Certification-and-Licensure>
- Educator Profile
  - <https://core.ode.state.oh.us/Core4/ODE.CORE.Lic.Profile.Public.UI/>
- Rewards and Recognition
  - <https://education.ohio.gov/Topics/Data/Report-Card-Resources/Awards-and-Recognition/Exempt-Status-and-its-Impact>
- Teacher Licensure Course Status Search Tool
  - <https://education.ohio.gov/Topics/Teaching/Teacher-Licensure-Course-Status-Tool>

# OTHER

- EMIS Changes
  - <http://education.ohio.gov/Topics/Data/EMIS/EMIS-Documentation/EMIS-Changes-1>
- File Descriptions
  - <https://education.ohio.gov/Topics/Data/EMIS/EMIS-Documentation/FY16-EMIS-Validation-and-Report-Explanation-Docume/File-Descriptions>

# OFFICE OF DATA QUALITY

- Districts and Schools Final Correction Opportunities
  - <https://education.ohio.gov/Topics/Data/EMIS/Reporting-Responsibilities/Final-Correction-Opportunities>
- EMIS Data Review & Verification
  - <https://education.ohio.gov/Topics/Data/EMIS/Reporting-Responsibilities/EMIS-Data-Review-Verification>
- Contact information
  - dataquality@education.ohio.gov
  - (614) 466-7144

# SECURE DATA CENTER (SDC)

- Secure Data Center webpage
  - <https://education.ohio.gov/Topics/Data/EMIS/EMIS-Resources/Secure-Data-Center>
- Secure Data Center – Status of Reports
  - <https://education.ohio.gov/Topics/Data/EMIS/EMIS-Documentation/Secure-Data-Center-Status-of-Reports>
- Contact
  - [datamanagement@education.ohio.gov](mailto:datamanagement@education.ohio.gov)



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