

SURDS Educator Preparation File Description

Added January 28, 2009; Last updated July 8, 2011

Pursuant to Colorado Revised Statute §23-1-121(4)(c), the Colorado Department of Higher Education (DHE) shall work cooperatively with each institution of higher education that offers an educator preparation program to obtain any data requested by the department. The Department of Higher Education uses this data to prepare a report to the House and Senate Education Committees on enrollment in and review of educator preparation programs in Colorado and to link Colorado educators to the preparation program from which they graduated as part of the new Educator Identifier System (C.R.S. §22-68.5).

A row in the file is a STUDENT x TERM x ENDORSEMENT PROGRAM. Include all STUDENTS x TERMS IN THE FISCAL YEAR in which the student is accepted into and enrolled in courses in an endorsement program. This includes teacher, principal, administrator and special education endorsement area programs, as well as any endorsement listed in the Field Definitions. If students are enrolled in more than one endorsement program then they need to be shown as one record for each endorsement.

Do not report students in terms in which they were not enrolled in such endorsement programs, even if they were enrolled in other programs at your institution. For example, if Jane Doe is in fall SURDS enrollment as a history major but was not accepted into and enrolled in classes in an endorsement program in fall, and then in spring is in SURDS enrollment as a history major and also had been accepted into and enrolled in classes in an endorsement program, then report Jane Doe's spring enrollment in the Educator Preparation File, but not her fall enrollment.

Please note that candidates working towards the following endorsements may or may not be distinguishable from non-educator preparation candidates in the same programs: Audiologist, School Counselor, School Nurse, School Physical Therapist, School Psychologist, School Social Worker and Speech/Language Pathologist. If your institution does not distinguish between those candidates who will likely go on for educator licensure and those who will not, please report all candidates in the program so these individuals will show up when the Educator Preparation File is linked with the state's Educator ID System. Enrollment in these endorsements will not be reported in the annual report to the General Assembly because there is no reliable way to predict which of the candidates in these programs will go on to work in a P-12 setting. For public institutions of higher education only, data reported about a student in the Educator Preparation File should match similar data reported on SURDS enrollment to the extent possible. All student x term combinations in the Educator Preparation File for an institution should also be in a SURDS enrollment file for the institution for the fiscal year. August Educator Preparation Files should cover the fiscal year ending with the immediately prior spring term.

ENDORSEMENT PROGRAMS BY INSTITUTION

If in doubt and you want clarification, contact Ian.Macgillivray@dhe.state.co.us or 303-866-3846.

For a complete list of the endorsement programs offered at your institution, for which you should report enrollment in the Teacher Ed File, please visit <http://highered.colorado.gov/Academics/TeacherEd/> and then scroll down to and click on “Approved Educator Preparation Programs in Colorado.” The first two pages of that document are a “Quick Reference” that show which endorsement programs are offered at your institution. The following pages can be used for additional information and show degree programs by endorsement areas by institution, including CIP and where to find a description of the endorsement in the Rules for the Administration of the Educator Licensing Act of 1991.

July 15, 2011

Re: Educator Preparation File (previously known as Teacher Ed File) submission to SURDS

Dear All:

Pursuant to Colorado Revised Statute §23-1-121(4)(c), the Colorado Department of Higher Education (DHE) shall work cooperatively with each institution of higher education that offers an educator preparation program to obtain any data requested by the department. DHE requests you report enrollment in your educator preparation programs. The Educator Preparation File (previously known as the Teacher Ed File) is submitted to the SURDS database annually. The name has been changed to reflect that enrollment in every educator endorsement program be reported, whether teacher, principal, reading specialist, school counselor, and so on. The state uses this data to prepare a report to the House and Senate Education Committees on enrollment in and review of educator preparation programs in Colorado and to link Colorado educators to the preparation program from which they graduated as part of the new Educator Identifier System, pursuant to C.R.S. §22-68.5. DHE is working collaboratively with the educator preparation programs at your institution to use this data to provide feedback on your programs' graduates with the goals of improving preparation and more effective educators.

The submission deadline for the Educator Preparation File is August 19, 2011. If you require an extension please notify ian.macgillivray@dhe.state.co.us. Please login to SURDS (<https://surds.colorado.gov>) and submit your file. Once you have submitted a file with no remaining errors, please finalize it by “signing off” on the file.

Please note the following changes to this year's file:

- The old Race/Ethnicity field (Field #6) has been phase out and should be left blank. Please use the new federally defined race and ethnicity fields 14 through 20.
- Candidates enrolled in post-baccalaureate programs should be reported in field #9 as “20- Non Degree-Seeking Undergraduate Students With a Bachelor’s Degree—categorized by institution as an undergraduate student (should include post-baccalaureate students pursuing educator preparation endorsement).” If a candidate is enrolled in a master’s or doctoral level degree program, then they should be reported under “31- Master’s” or 52, 53, or 54 for “Doctoral.” Please refer to the Field Definitions (link below).
- This is for publics only because privates do not report CIP codes. Please do not report a CIP for candidates not enrolled in a degree program (BA, BS, MA, MEd, Phd, and so on). The only instance I can think of where this will be the case is for post-bacc candidates who already have a bachelor’s degree, are not enrolled in a degree program, and are only completing the necessary coursework to fulfill licensing requirements. When it comes to reporting approved CIP codes for candidates who ARE enrolled in degree programs, please refer to “Approved Educator Preparation Programs in Colorado” linked below if you have any questions.
- Field 21 has been added: “Was the candidate enrolled in your institution’s alternative certification program?” (applies only to CCU, MSCD, UCCS, & WSC). This is a one character field, the default for which is set to “0” for “no.” If the candidate is in your institution’s alternative certification route, please change to “1” for “yes.” DHE is requesting this data because it will help us compare the effectiveness of graduates of both traditional versus alternative programs.
- Field 22 has been added: “Did the candidate complete the endorsement program and was the candidate eligible to receive an institutional recommendation for licensure?” This is a one character field, the default for which is set to “0” for “no.” If, “yes,” please change to “1.” DHE is requesting this data because it will allow the state to track completion rates as well as which completers did or did not go on to get a teaching license from CDE.
- Same as last year, if you are unable to distinguish which candidates in the following endorsement areas will go on to work in P12 schools, please report total enrollment in these programs so those individuals will show up in the file when linked with other databases: Audiologist (11.01), School Counselor (11.09), School Nurse (11.05), School Physical Therapist (11.04), School Psychologist (11.06), School Social Worker (11.07) and Speech/Language Pathologist (11.08).

Please note the following resources to assist you with the Educator Preparation File:

- A list of the endorsement area programs and their associated degree programs with CIP codes approved for each institution, for which you should report enrollment, is available at <http://higher.ed.colorado.gov/Academics/TeacherEd/Educators.html> and click on “Approved Educator Preparation Programs in Colorado.”
- File Description is available at <https://surds.colorado.gov/Documentation/Teacher/FileDescription.asp>
- Field Definitions are available at <https://surds.colorado.gov/Documentation/Teacher/FieldDefinitions.asp>

Should you encounter any technical problems accessing the website or submitting your file, or if you have questions regarding any errors in the submission, please contact our SURDS website administrator, Ryan Allred (ryan.allred@dhe.state.co.us). Please let me know if you have any other questions. Thanks much for your cooperation.

Sincerely yours,

Ian K. Macgillivray, Ph.D.
Academic Policy Officer/Educator Preparation
303.866.3846
ian.macgillivray@dhe.state.co.us



Colorado Department of Higher Education