



## ED PREP EXPRESS



THE OHIO STATE UNIVERSITY

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### CAEP Accreditation Visit A Success!

A big **thank you** to everyone who helped us with the CAEP team visit! Details and summary of the visit will be reported in our next newsletter. Final recommendations will be determined by the CAEP Accreditation Council in the spring. There were approximately 130 individuals (students, alumni, faculty, staff, instructors, supervisors, and P-12 partners) interviewed by the CAEP Team.

Comments from the CAEP team leader include, "We were so impressed with the number of individuals who attended the focus groups, both from the community and within the university," and "This is the most organized report I have ever seen."

Your hard work and dedication to your students, programs, practicing educators, and to the teaching profession is much appreciated. Again, many thanks.

### CAEP Feedback is Welcome

For those of you who participated in focus groups with the CAEP visiting team, we would welcome and appreciate your feedback. Please share any overall thoughts and comments with Erica Brownstein at [brownstein.2@osu.edu](mailto:brownstein.2@osu.edu). Thank you!

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## Are You an OSU Employee with an Ohio Teaching License?

If you are an Ohio State employee and would like to renew your Ohio teaching license(s)/endorsements, Ohio State has an active Local Professional Development Committee (LPDC) that may help. For those with licenses due to expire on June 30, 2019, you may wish to begin the renewal process with the OSU LPDC now, by contacting [Christine Fagan](#), Licensure and Graduation Coordinator.

Also, we are seeking new LPDC members! Please contact Erica Brownstein (Brownstein.2) if you are interested in serving on this committee. For more information, see our [website](#).

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## Licensure Applicants

Please remind your students to be aware of when to apply for licensure on the ODE website. Applications are valid for 60 days. Autumn 2018 graduation is December 16. If students are waiting on test scores, they may want to wait to make certain they have passed before applying. Additionally, please remind them to be patient for approval, as many applications are received around graduation, and also depend on the complexity of the license being requested.

Spring and summer term 2019 graduates should count backwards 60 days from the day of graduation, then add a few weeks for approval processing time. Spring semester has the greatest number of graduates, so waiting until the halfway point in the semester is advisable, as is waiting to make sure they have passed any required OAE tests.

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## Have any Students Left Your Program?

If you know of a student who was admitted to your program for autumn 2018 and has since left to pursue a different program, please complete a Student Status Change Survey in Qualtrics, found here: [https://osu.az1.qualtrics.com/jfe/form/SV\\_efbdX5iQumUAGYR](https://osu.az1.qualtrics.com/jfe/form/SV_efbdX5iQumUAGYR). This way we can make sure they are not charged the Ed Prep voucher fee for spring of 2019.

Thank you for your assistance in monitoring these students, and especially to those who have been submitting all semester long.

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## Monitoring Supervisors Data in Tk20

Would you like to know if your university supervisors have entered Pre-CPAST, CPAST, or Observation documents for their students into Tk20? Or what data they have entered into Tk20?

Here is a step-by-step guide on how to login as the university supervisor to view the data they have inputted into Tk20:

1. Change access to Program Coordinator (using the dropdown located top left under your name)
2. Click on the Administration menu option from the list of items on the left
3. Select Users to search for someone and then login as them using the Log in button
4. Note: Contact Jacob Chacko at [chacko.7@osu.edu](mailto:chacko.7@osu.edu) if you need access to Tk20 as a Program Coordinator.

The screenshot shows the Tk20 Users Administration interface. On the left is a red navigation menu with options: HOME, ADMINISTRATION, USERS (selected), REPORTS, ADVISEMENT, and FIELD EXPERIENCE. The main content area is titled 'Administration > Users' and 'USERS'. It includes a 'SEARCH FOR USERS' section with input fields for 'NAME' (containing 'sondri') and 'ROLE' (containing 'Any'). Below the search is a table of users.

Name ▲	Primary Role ▼	Username ▼	Personal ID Number ▼
SONDRINI, ANDREA MARIE	Help Desk	sondrini.2@osu.edu	86114966

## ADVISING CONNECTION... by Heather Long, Academic Advisor in EHE

### When and how can students add a course?

Students may add a course through Buckeye Link until the **first Friday** of every semester. After the first Friday, they need permission from the instructor.

What counts as permission? An email from the instructor giving the student permission to enroll is sufficient through the **second Friday** of the semester.

What happens after the second Friday? Students are required to complete:

1. A "late add" petition and
2. Submit a Course Enrollment Permission Form. The Course Enrollment Permission Form requires signatures from the instructor and the department offering the course.

### edTPA and OAE Scores

AU18 edTPA results are coming in! As of early December, we received 33 new scores with the overall mean of 43.6 points. New scores have been posted to your program's Ed Prep>Data for [Program]>edTPA Data folders. As a reminder, you can check your students' [edTPA submission status](#) in the Ed Prep: Unit Information folder to ensure portfolios are received by Pearson.

The latest round of OAE scores was posted December 3. Scores are from tests taken October 22 to November 18, 2018. Both the 2018-19 Student Teaching file (tests for only STs across all years) and 2018-19 Program Scores file (tests from this academic year only) are updated monthly.

## Judges Needed for Educators Rising Competitions

Educators Rising national competitions are performance-based competitive events in which aspiring teachers demonstrate their knowledge, skills, and leadership in education. Students from all over Ohio in Teacher Academy and ECE programs will be competing in 18 competitions. Judges are needed for this conference on **Thursday, February 28, 2018** at Capital University. If you would be interested in judging or know some people who might be interested (retired teachers, retired administrators, college students in the education field, friends of education!, etc.), please forward this information.

Click here <https://www.educatorsrising.org/what-we-offer/competitions> to see a list of competitions.

When: Thursday, February 28, 2018 (7:30am- 5:00 pm)

Where: Capital University

Please use this link to express your interest: <https://goo.gl/forms/S1iyU6oKpnfgdqjC3>. Thank you!

## Dates to Observe

Dec. 1	In case you missed this deadline, <b>UPDATE</b> admissions decisions in Tk20/SIS coding for Spring 2019* <b>SUBMIT</b> student teaching appeals for Spring 2019
Dec 15	<b>SEND</b> supervisor assignments (all) and student teaching placement information (regional campuses) for Spring 2019
Dec 20	<b>INPUT</b> Autumn 2018 key and unit assessment data into Tk20

## New Subscribers to the Ed Prep Express

Do you know of new faculty or staff interested in receiving this newsletter? It is an electronic newsletter distributed by the Office of Educator Preparation to program managers and faculty leads. The publication focuses on the logistics of program management (e.g., deadline reminders, OAE and edTPA updates, Tk20 changes, etc.). If so, please contact our office [here](#).

## Contact us

Ed Prep Express is distributed by the Office of Educator Preparation located in the College of Education and Human Ecology. We are interested in sharing news from your area. Send news items or unsubscribe at: [EHE-EdPrepExpress@osu.edu](mailto:EHE-EdPrepExpress@osu.edu).

More information is available on our website at [go.osu.edu/edPrep](http://go.osu.edu/edPrep) on topics such as assessments, background checks, edTPA, field placement, licensure and Tk20. The e-newsletters are archived there as well.

*Our vision is to serve as the Epicenter of Eminence for Educator Preparation (E<sup>3</sup>P)*



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