

# Frequently Asked Questions

## Clinical Experience Records Training

### Implementation

Q1: When does this new feature start? Fall 2022 clinical teaching?

Does this start with Fall 2022 Clinical Teaching?

When will these changes go into practice?

Create Clinical Experience records for candidates completing clinical teaching, an internship, or a practicum in ~~2022~~2023 (fall 2022, spring 2023) and thereafter. This includes candidates with ~~any~~of their clinical experience happening between 9/1/2022 and following. Records from fall 2022 may be easily uploaded in one CSV file using the templates available on the [Program Provider Resource](#) page on the TEA website. To find the templates, use the "Clinical Experience Records Information" link under Forms and Documents.

Q2: If a candidate's certificate expired in August 2022 and the standard was issued just after the start of the ~~2022~~2023 ASEP year (but before Jan 10th), do these candidates ~~not~~ have a Clinical Experience Record?

No, only candidates who start or complete the supervised clinical experience (clinical teaching, internship, or practicum) starting in the ~~2022~~2023 reporting year must have Clinical Experience

entering the TEA ID numbers into the Clinical Experience Records should not cause ~~Note 19~~  
TAC §228.10(b) reinforces and requires that “an EPP is responsible for ~~single~~ procedures and  
practices sufficient to ensure the security of information against unauthorized or accidental access,  
disclosure, modification, destruction, or misuse.”

Q5: Will these new options be automatically added to our options under ASEP, or do we have to  
request access?

When the Clinical Experience Records options ‘go live’, they will automatically populate under the ASEP  
menu for each EPP staff who currently have access to the options under the ASEP menu will have  
access to the Clinical Experience Records options. ~~(1)(2)(3)(4)(5)(6)(7)(8)(9)(10)(11)(12)(13)(14)(15)(16)(17)(18)(19)(20)(21)(22)(23)(24)(25)(26)(27)(28)(29)(30)(31)(32)(33)(34)(35)(36)(37)(38)(39)(40)(41)(42)(43)(44)(45)(46)(47)(48)(49)(50)(51)(52)(53)(54)(55)(56)(57)(58)(59)(60)(61)(62)(63)(64)(65)(66)(67)(68)(69)(70)(71)(72)(73)(74)(75)(76)(77)(78)(79)(80)(81)(82)(83)(84)(85)(86)(87)(88)(89)(90)(91)(92)(93)(94)(95)(96)(97)(98)(99)(100)~~

Currently, candidates completing residencies are considered to be completing clinical teaching for the purposes of documenting the clinical experience. For candidates who complete clinical teaching across two semesters, use 19 TAC §228.35(g)(8) and (9) to determine the Clinical Experience Model. The “14 weeks full day” model option is aligned with 19 TAC §228.35(g)(8) and the “28 weeks half day” model option is aligned with 19 TAC §228.35(g)(9).





For teacher internships, the assignment start date and end date are prepopulated from the candidate's INT or PRO certificate.

Q19

edit or delete icon at far right to complete the desired action. Note that any data that is imported from another source, such as the data from the INT or PRO certificate, cannot be edited. Also, there is no 'upload to edit' feature in the Clinical Experience Records collection which means an existing record must be edited manually or a new record may be created manually or via upload. The EPP recommends the EPP use the edit feature to correct mistakes in records and to create new records when aspects of the original assignment change during the assignment.

Q22: If the candidate withdraws after the Clinical Experience Record is created, will we need to delete the record?

The Clinical Experience Record can only be deleted if it is in the current unlocked reporting year and if there are no observations tied to it. If the candidate completed all or part of the supervised clinical experience (clinical teaching, internship, or practicum), the EPP should retain the record.

## Entering Observations

Q23: Currently observation dates can be updated/changed during the open reporting year, you're saying that will change?

Observations may be edited or deleted in the current unlocked year, which is existing functionality that will not change with the implementation of the Clinical Experience Records data collection.

Q24: Can we still put "See File" in the comments on observations?

How much information do you want for the "Comments" section of the observation?

In the observation record, are we now required to put comments? We usually put see file

The comments field in the Observation record will not change and "See file" is an acceptable comment. The EPP may use this field as needed to document various aspects of observations. In addition, the comments field will accept most comments but may be sensitive to some types of punctuation such as apostrophes (') and quotation marks (").

Q25: For NonTeacher Class, if we report two observations under practicum and 1 observation under practicum probationary, are we meeting the number of observation requirements?

Yes, because the practicum is completed during the internship, if a candidate becomes employed during the practicum, the EPP would continue to provide field supervision and record the observations. Note that the same is not true for clinical teachers who stop clinical teaching. Not true for clinical teachers (t)18.9 (r)1

## Miscellaneous

Q26 On the slide of uploading internship records, the title of the slide says clinical teaching instead of internship records.

I apologize for the error. The title of the slide should say "Uploading Multiple Teacher Internship Records".

Q27: If we have a certified field supervisor in another state to supervise (of course meets TEA requirements), do they need to create TEA Login profile to help them get a TEA ID? Are there instructions we can provide to the field supervisor to do this?

An educator who will be hired by the EPP to be a field supervisor must have an Educator account in ECOS to obtain a TEA ID number. The TEA ID number is required when reporting observations conducted by that field supervisor. The educator should use the [TEAL log in](#) link at the top of the TEA home page at [tea.texas.gov](http://tea.texas.gov) to set up a TEAL account and then apply for access to ECOS Educators. Once the accounts are linked, the TEA ID number will populate under the ECOS Educators account link on the TEAL landing page after logging in to TEAL. Instructions for account set up are on the [TEA Secure Applications Information](#) page on the TEA website.

Q28 If a candidate completing the clinical experience at a private school that is on the [RSAC](#) list but is not listed in the LEA menu, how do we get the school added to the list?

The Local Education Agency (LEA)/District list in the Clinical Experience records options is the same list as that used by EPPs when recommending INT or PRO certificates. As such, to add an approved site to the list, send the request to the Educator Preparation team at TEA via an email to the assigned specialist or a [Help Desk](#) ticket to Preparation Programs and TEA staff will update the list as requested.

Q29: Will TEA provide the most up to date list for District name/code, campus name/code?

The Local Education Agency (LEA)/District list is available to EPPs as a link in the Upload Clinical Experiences tool. The link is located in the top right corner of the tool. The link is labeled "District List" and is located in the "District List" section of the tool.





Q31: When will the new dashboards be ready?

Existing dashboards are currently accessed from the [Consumer Information](#) page on the TEA website. The new Insight to Impact dashboards now have a tentative release date in April 2023. Please continue to review the EPP Newsletter for updates.

Q32 Can these slides be sent to us prior to the webinar so we can make notes on them? It would help us tremendously.

That is a great idea. TEA staff will attempt to accommodate that request when possible.

Q33: Why is the upload format list numbered 1,2,3 rather than labeled A,B after the column headers?

This is existing functionality in the Upload screens.

Training Note: A comment was made thanking TEA for providing this training. EPP staff are encouraged to reach out to TEA with suggestions for training as needed. TEA staff are happy to provide that support state-wide or customized to one or more EPPs