

STAFF EMIS DEMOGRAPHIC ELEMENTS YEARS OF EXPERIENCE

Authorized Teaching Experience Years Element

CI200

Record Field Number

Definition

Total years of authorized teaching experience.

Reporting Instructions. This element is reported only for certified/licensed employees. It is extremely important to update this element each year. In some cases this element is used for funding purposes. It is also used to determine eligibility for the National Board Certification exam.

Non-authorized experience (i.e., teaching service in a college, a university, or a related institution, including the Peace Corps) is not to be included. However, it can be reported in the Total Experience Years Element.

Report the total number of years, even if the total exceeds 11 years. Authorized teaching experience years should be updated during the following year's reporting. For example, a new teacher would have "0" authorized teaching experience years in both the Initial and Final Staff/Course (L) Collections of the current school year; this number would be updated to "1" during the following year's reporting. The number of authorized teaching experience years reported for an employee should be the same in both Staff/Course (L) Collections of the current school year.

General criteria for determining authorized teaching years of experience. One year must consist of at least 120 days within a regular school year ending June 30. To be credited with an authorized year, teachers must be employed as a regular or substitute teacher, in elementary or secondary instruction (ORC §3317.13).

Required criteria for determining authorized teaching years of experience.

☐ Teaching service by a teacher certified pursuant to ORC §3319.22 performed in one or more of the following educational institutions operated by the state, or in a subdivision or other local governmental unit of the state: a chartered school, an institution that subsequently became chartered, a chartered special education program, or a special education program that subsequently became chartered.

Teaching service performed in any other elementary and/or secondary public school district in Ohio in compliance with ORC §§3317.13 and 3317.14.

☐ Active military service in the armed forces of the United States, as defined in ORC §3307.75.2, to a maximum credit of five years. A partial year of active military service of eight continuous months or more should be credited as a full year.

☐ Teaching service by a teacher certified pursuant to ORC §3319.22, performed in a chartered, nonpublic school located in Ohio.

☐ Teaching service performed in the reporting school district.

Optional criteria for determining authorized teaching years of experience.

☐ Teaching service performed in elementary and/or secondary public school districts in states other than Ohio.

☐ Teaching service in an overseas dependent school operated by one of the armed forces of the United States or in an elementary or secondary school operated by a state agency, approved by the State Board of Education.

STAFF EMIS DEMOGRAPHIC ELEMENTS YEARS OF EXPERIENCE

Total Experience Years Element

CI210

Record Field Number

Definition

Indicates the total number of years of all certificated/licensed educational service (authorized and non-authorized) in elementary schools, secondary schools, colleges, universities, and any other public or non-public educational institutions (including the Peace Corps).

Reporting Instructions. This element is reported only for certified/licensed employees. Include active military service years up to the maximum allowable five years.

Principal Experience Years Element

Record Field Number

CI330

Definition

Indicates the total number of years of certificated/licensed educational service as a school leader, serving as a principal or assistant principal, or with the duties and responsibilities typical of those two positions, in Ohio or in other states, in the following types of organizations: public schools, including vocational schools, state supported schools, STEM schools, community schools, and ODE-licensed preschools, and in chartered, nonpublic schools, such as independent private schools, or parochial schools.

Reporting Instructions. If fewer than 10 years, report a leading zero

QUESTIONS AND ANSWERS FROM THE EMIS HELPDISK

Q1: YEARS OF EXPERIENCE -

I have found it has been reported that ALL staff (not only certified) have years listed in the fields of Authorized Teaching experience and Total Experience in Education. I understand these should not have been reported for classified persons (per the EMIS Manual). Should we correct and make 0 years for all classified? Will this effect anything? Or can we report these fields for classified staff as well?

A1: The Total Experience Years Element is to be reported for certificate/licensed employees only. The data should be corrected for the other classified staff to reflect the total number of years that they were certificated/licensed in Ohio schools.

Q2: Also, if we find errors in the number of years reported for certified staff information - can that be corrected this year?

STAFF EMIS DEMOGRAPHIC ELEMENTS YEARS OF EXPERIENCE

A2: Yes, they should be corrected at which point they become aware of the error in reporting. They can correct their reporting only for the current year though, so the Initial Staff and Course Collection (FY18) can be updated (and should be)

Q3: SEPARATION REASON -

Resignations - How/where is this information used? Should we be separating out the information? For example, I have found we are reporting all separations with a 7.

5 (Resigned - Took another education job in Ohio)

6 (Resigned - Took another education job out of state)

7 (Resigned - Other)

A3: The district should properly report the correct separation reason for their staff members, not just offer a blanket (7) for all staff that leave the district. As far as how it is used, that would be best answered by the ODE Center for the Teaching Profession.

Q4: Clarification on Years of Experience Needed. Here is the question from the district.

So if I have a Principal that has 15 years of teaching experience and 3 years Principal experience I would put 18 in the Principal experience field?

A4: Principal Years Experience = 3

Authorized Teaching Experience Years = 15

Total Experience Years = 18

Q5: Only enter years of experience in for the main principals, Correct? No assistant principals? Do you know what the criteria is? Only head principal years experience? or Assistants and Head. Now getting warnings in the data collector MR.0055

A5: The total years experience is for all certified/licensed staff...which could include any staff, not just teachers. So, they should add the number of years as a Principal to the Total Years...just an FYI, the Principal Years Experience can not be greater than the Total Years Experience (again as it is not limited solely to teaching staff)....they will get a fatal error if this occurs (CI.0015).