

## Overview:

You will submit your data via MOSIS, a secure data collection environment. You can do this by logging into your web applications <https://k12apps.dese.mo.gov/webLogin/login.aspx> and selecting MOSIS: Data Collection System.

- If you do not have access and need access to MOSIS please fill out the “Web Systems User ID Request Form” located at <http://dese.mo.gov/data-system-management/user-managerlogin-request-forms>.

## Data Points:

A list of *all program completers* should be provided along with the following information for each *no later than 5:00PM on Friday, October 31, 2014*.

- Collection Version
- Current School Year
- Reporting Educator Preparation Program
- Name (first, last, alternative last if applicable)
- Date of Birth
- SSN
- Gender
- Race/Ethnicity
- Certification Subject Area
- GPA Type (please see document *GPA Data Requirements*)
- Content or Program GPA as applicable
- Program Type (Traditional/Non-Traditional)
- Year of Program Completion
- Additional Comments

For more information:

- File Layout- [http://dese.mo.gov/sites/default/files/FileSpec\\_201400EDPrep\\_1.html](http://dese.mo.gov/sites/default/files/FileSpec_201400EDPrep_1.html)
- Business Rules - [http://dese.mo.gov/sites/default/files/FileSpecRules\\_201400EDPrep\\_3.html](http://dese.mo.gov/sites/default/files/FileSpecRules_201400EDPrep_3.html)
- Template - <http://dese.mo.gov/data-system-management/core-datamosis/file-layouts-2014-2015>

## Completers to submit:

Fall 2013 – Summer 2014 Completers

Semester	AY 2013-2014
Fall	2013
Spring	2014
Summer	2014

## Definitions:

*Program completer*: Refers to a person who has met all the requirements of a state-approved educator preparation program. Program completers include all those who are documented as having met such requirements. Documentation may take the form of a degree, institutional certificate, program credential, transcript or other written proof of having met the program’s requirements. In applying this definition, the fact that an individual has or has not been recommended to the state for initial certification or licensure may not be used as a criterion for determining who is a

program completer. Completers include any student who has completed a program of study to become a teacher, librarian, student services provider (e.g. counselor), and leader (e.g. principal).

*Content Area GPA:* The GPA for required courses to meet the content for certification requirements. For example, Mathematics 9-12 requires specific courses in mathematics. An approved program should have a list of the required courses on file with the Department.

*Cumulative GPA:* The overall GPA, factoring in grades for all courses required by the program.

*Program Type:* The “path” taken towards certification as defined in 5 CSR 20-400.320. **Traditional Program** - A program for the preparation of professional educators that includes a curriculum of general education, content and professional studies, and clinical experiences designed for candidates who enter college upon graduation from high school and culminates in a bachelor’s or higher degree. **Non-Traditional Programs** - A program for the preparation of professional school personnel that provides a curriculum for post-baccalaureate degree candidates without professional education preparation to enable them to meet the requirements for state certification; or a program for the preparation of professional school personnel that includes all of the elements and requirements of a conventional program, but utilizes non-conventional methods for delivering the prescribed curriculum (ex. field-based instruction, distance learning via telecommunications or Internet, etc.).

*All information should be uploaded **no later than 5:00PM on Friday, October 31, 2014.***

For questions and additional information, please contact:

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