Directions to Submit Educators for Staff Assignment Report

**Directions for MOCAP Vendors to Check Educator Certification**

Per Rule 5 CSR 20-100.230, MOCAP educators must hold an appropriate teaching certificate for any MOCAP course. Online courseware providers (vendors) must submit the following files using the provided templates in Excel:

* + Course Assignment
	+ Educator Core
	+ Educator School
* Tabs on each file will guide vendors on necessary submissions:
	+ Template
	+ Business Rules
	+ Definitions
	+ Codes or reference sheets when applicable
	+ Example of template filled out
* All three completed files will be uploaded to the secure transfer site:
* Log in to the secure transfer site using the login information provided for you
* Find your folder labeled dese.mocap.*yourvendornamehere*
* Click on your folder and look for the folder labeled Educator Core
* Click on Educator Core and using the green button labeled Upload Files, load your files into the folder.
* The three files are submitted into MOSIS by the MOCAP office, then combined in the Core Data system and compared to the Educator certificates to generate a Staff Assignment Report. The Staff Assignment reports connects the educator’s Missouri certificate to the courses he/she is assigned. This report shows that teachers have the appropriate certification so corrections can be made if needed. The MOCAP office will post the Staff Assignment report in the Secure File Transfer site for vendors to review.
* If there are errors in the files, the Staff Assignment report will not display that teachers have the appropriate certificate, therefore, those fields will need to be corrected and the three files will need to be resubmitted to the secure site. This can happen if a certificate is expired, a name has changed, numbers are transposed, or the certification has not been completed yet. Once the vendor re-submits the files, an updated Staff Assignment Report will be generated. Any course that is on the MOCAP Catalog must have an appropriately certificated teacher unless the vendor is only selling the curriculum.
* Fields highlighted in yellow MUST be completed by the vendor. If they are not completed, the teacher certification will not be checked until the reports are completed correctly. Submissions must be in the exact order of the Excel templates.
* Do NOT delete any fields. Incomplete submissions will have to be re-submitted.
* The following fields are REQUIRED in the Excel format for the three files. Please note, *this is a combined list of required fields for all submissions* (Course Assignment, Educator Core, and Educator School).

Course Information:

* + Reporting School Code (K-5th or 6-12th)
	+ Local Course Name
	+ Course Number (Exhibit 10- assigned number from DESE)
	+ Course Grade Level

Educator information:

* + Social Security Number
	+ Last Name
	+ First Name
	+ Date of Birth
	+ Gender
	+ Race/Ethnicity
	+ Regular Term Salary
	+ Years of Experience in the District (MOCP is the district)
	+ Years of Experience in Missouri
	+ Years of Experience in Public Education
	+ FTE- (Elementary or Secondary or both)- refer to Business Rules tab