

Title II IPRC Training Series: Certifying the IPRC [Transcript]

Hello. This training video is part of the Title II IPRC Training Series to support teacher preparation providers during the 2021 IPRC data collection. In this video, we review the final steps in the process: resolving any items in your Certification Checklist, and certifying your IPRC.

To quickly review the timeline for the IPRC: for most of you, the reporting process really started in the fall, when you begin working with your testing company to provide your list of enrolled students and program completers. Over the course of the fall and winter, the testing company does its matching and calculations, and there are validation checks built in to that process. You may have been logging into the testing company's website for that portion of the Title II reporting process.

In February, the IPRC reporting system opened, providing you with access to your full IPRC report.

The Title II Support Center works with the testing companies to obtain and upload the pass rate data into your IPRC, so the work you did over the fall and winter to provide your lists to the testing company and validate that data is now reflected in Section III: Pass Rates.

And in the final two weeks of April, the Certification Window is open. That means that once each individual page within your IPRC is saved as complete, you can now certify your full IPRC through the Certification page.

The Certification page is available in the Report Menu just below all of the individual sections of the report.

The Certification page provides you with a Certification Checklist, which is a to-do list of any remaining items that need to be completed or resolved before you can certify your IPRC.

You must resolve all of the items in the Certification Checklist before you are able to certify the IPRC. To resolve those items, you'll want to read the description to understand what you need to do. It might be that you simply need to review a page and save it as complete. There may be items indicating there are sections where you have

not yet entered your data for a particular data element. Or, there may be some sort of data error or inconsistency that needs to be resolved.

If you are unsure how to resolve an item in the Certification Checklist, send us an email at Title2@westat.com so we can help.

Once all of the items on the Certification Checklist are resolved, the signature page appears in its place within the Certification page.

To certify and submit your IPRC, you will check the box to confirm that the data in the report are accurate to the best of your knowledge, and enter your name and title as the person completing the report. You will mark a similar checkbox for the person reviewing the report, and enter this or her name and title. Then, click the Certify Report Card button.

This wraps up our final training video in the Title II IPRC Training Series. As a reminder, you can access all of the training videos in this series on the Technical Assistance page of the website and in the General Guidance page when you are logged in to your IPRC.

If you have any further questions, please reach out to the Title II Support Center at title2@westat.com.