Basic Educational Data System (BEDS) Electronic Personnel Master File (ePMF) Teaching Positions
Frequently Asked Questions on Completion of Personnel Data Forms
2015-2016 <mark>Revised 9-1-15</mark>

For additional information regarding the ePMF refer to:
http://www.p12.nysed.gov/irs/beds/2014/PMF/home.html

For additional information on the Teacher Access and Authorization (TAA) system refer to:
https://eservices.nysed.gov/taa/

Who Should Complete an ePMF Form		
#	**Question**	**Answer**
1	Who **should** complete an ePMF form?	Those individuals employed by public school districts, charter schools, and BOCES that provide direct educational instruction to students. In most cases, it would be those individuals defined as teaching personnel.
2	Who should **not** complete an ePMF form?	• Individuals not employed on a regular basis; • Teachers working exclusively with non-public school students; • Teacher aides; • ROTC teachers; • Certified and non-certified teaching assistants; • Athletic Directors.
3	Do teachers returning from a leave of absence complete a personnel form upon return to school?	If they return and the ePMF is open, they should fill out a form. If the substitute completed a form for the same assignments, the regular teacher should not complete an ePMF form.
4	Should substitutes complete a personnel form?	**Substitute teachers**, long-term or otherwise, are not covered by §3012-c, d <u>unless</u> they are also a teacher in the classroom teaching service and are serving as the teacher of record. Districts/BOCES will need to collect data elements to support teacher of record determinations (Please see Sections B2, B3, D1, and M2 of the APPR Guidance document posted on EngageNY at https://www.engageny.org/resource/guidance-on-new-york-s-annual-professional-performance-review-law-and-regulations.). Per diem subs serving as the teacher of record can be reported if on a long-term basis.

| 5 | Should an Athletic Director or Assistant Athletic Director complete an ePMF form? | Only if they have some other reportable teaching assignment(s). Athletic Directors are not reportable because they are considered outside of the core academic mission. |

Reporting my Location

#	Question	Answer
6	What if I am teaching in more than one school within a district?	You would select the district as your location on the ePMF form.
7	In which school do teachers who work in one school, but are paid by another school complete an ePMFform?	The teachers should complete an ePMF form in the district where they provide instruction.

Using the ePMF Application and Completing the Form

#	Question	Answer
8	Where do I find the ePMF form?	The teaching ePMF form is now completed electronically and can be found after logging into your Teacher Access and Authorization (TAA) account at https://eservices.nysed.gov/taa .
9	Why don't I see an ePMF form after I have logged into TAA?	**For teachers with existing TAA accounts the ePMF form will not be visible in TAA until a valid Staff Snapshot record with Field 8 indicating "TEACHER" for 2015-16 is uploaded to Level 2.** Check with your district data coordinator or building administrator if you do not see a form after a successful login.
10	What is the deadline to complete an ePMF form?	The Department will lock the application on January 15th. Your district may require you to complete your form sooner.
11	Do I need another PIN for the ePMF?	**No**, the same PIN and TAA login account information will be used for Teacher roster and ePMF BEDS purposes.
12	Where do I get my PIN?	PINs are provided to school districts who in turn will distribute them to teachers. **NYSED does not provide PINs directly to teachers.**
13	Will I have the opportunity to edit the data I entered on the ePMF form.	Yes, if you "Save" the data you can return to it at a later date. You must finalize your form by clicking "Save and Submit" which will lock your form to editing except for administrators who can "Unsubmit" to fix errors and "Resubmit" to finalize the changes.

	Reporting my Personal Information	
#	**Question**	**Answer**
14	What if my personal information on the ePMF form is incorrect?	Your name, Teach ID, and date of birth are derived from the State Education Department's Office of Teaching Initiatives. If some of this information is incorrect, you should contact that office. http://www.highered.nysed.gov/tcert/contact2.html
15	If I am new to the district, how do I complete the question about educational experience?	For teachers new to this district, but previously employed in another district, enter "1" for "years employed in this district." For "total years employed," combine all years of professional educational experience, including other public school districts, nonpublic schools, BOCES, and college or university experience.
16	What should I include when I report salary on my ePMF form?	Report the combined amount for base salary, longevity and compensation activities that pertain to your pedagogical duties. Do not include extra amounts for extracurricular activities such as coaching and clubs. For those with teaching and non-teaching assignments, report the total salary on the ePMF form.

	Reporting Assignment Information	
#	**Question**	**Answer**
17	How do I determine which assignment codes to report?	Refer to the Teaching Assignment booklet for options and select the assignment that most closely reflects your assignment(s). Be sure to use assignment code listings from the appropriate school year; the codes are revised and updated annually to some extent. **Note:** Special education codes are listed at the end of the Teaching Assignment Codes booklet and should be considered as the first option for teachers teaching students with disabilities. Codes can be downloaded from the page where your ePMF form is located or from http://www.p12.nysed.gov/irs/beds/2014/PMF/home.html.
18	How do I report a quarter or a semester class?	Enter Assignment Codes only for those assignments you are teaching on BEDS Day. BEDS, gathers a snapshot of assignments as of the first Wednesday in October.

19	If I teach 5 classes of the same assignment code (e.g., Integrated Algebra) with 25 students in each class, can I report one assignment with a total of 125 students?	**No,** do not combine classes and student registration numbers. Report **each** class separately showing the appropriate number of students for each class.
20	How do I report elementary team teaching?	Enter Assignment Code 2612 (Common Branch) for your main class, and select the appropriate Assignment Code for elementary math, English, science, etc.
21	Who should count students with disabilities in their registration numbers for a co-teaching assignment?	The General Education Teacher counts all students. The Special Education teacher counts **only** those students with an IEP.
22	If I am a librarian, what assignment code should I use?	Use the Assignment Code 7412 for Library Media Specialist; show mixed grade level as appropriate and the **leave registration blank**.
23	What Speech assignment code should I use?	If you are serving General Education students, use Assignment Code 3155. If you are serving Special Education students, use Assignment Code 7755.
24	What assignment codes should I use to report Academic Intervention Services (AIS) for Grades K-6?	You may use the following Assignment Code(s) based on your content area: 5582 – English Language Arts; 5584 – Science; 5585 – Social Studies; 5587 - Math
25	What assignment codes should I use to report Academic Intervention Services (AIS) for Grades 7-12?	You may use the following Assignment Code(s) based on your content area: 5592 – English Language Arts; 5594 – Science; 5595 – Social Studies; 5597 - Math
26	How do I report A/B day classes on my BEDS Personnel Data Forms?	You should include the classes taught on **both** A and B days, but **not** classes taught in a subsequent semester, such as spring.
27	Can I report the Assignment Code 2612- Common Branch more than once on a single BEDS teaching form?	No, the Assignment Code 2612 may only be reported once on a BEDS teaching survey.
28	If I teach Driver & Traffic Safety Education (DTSE) in a tuition based course, should I fill out a BEDS form?	No, the PMF forms are only for credit bearing DTSE courses.

29	If I alternate teaching the classroom and laboratory potion of DTSE every other day should I report two PMF assignment codes?	Yes, each code should reflect the amount of time spent on that assignment.
30	How do I decide if a course is a "Core" assignment?	Courses that are identified by the State as "CORE" or "NOT CORE" will be locked on your ePMF form. The "Core Class" field will not be locked for certain assignments, allowing you to decide based on your knowledge about the class itself. For example, if your assignment is a Career and Technical Education class, it is a "core" class only if your students can use it for credit in a "core academic subject." See the definition for "core academic subjects" in NCLB Fall 2013 Supplement. Special education and other classes are CORE when teachers provide direct instruction in a "core academic subject" in grades K-12 as the teacher of record for that subject. For more information regarding core assignments, see the definitions of "core academic subjects" and 'highly qualified teacher" at the following page: http://www.p12.nysed.gov/accountability/archives/03-2008.html .
31	How should laboratory classes be reported?	If offered in conjunction with science courses, lab courses should *not* be reported if the lecture and lab are taught to the same group of students by the same teacher. In the event that labs and lectures are taught by different teachers, each teacher *should* report the class separately using the same assignment code, with one teacher reflecting the lectures and one teacher reflecting the labs.
32	What if I cannot find an assignment code for a course that I teach?	If none of the listed assignment titles correspond precisely with the title(s) of your assignment(s), please select the code number(s) that most accurately describes your assignment(s).

		Each major subject area has a category "Other." Select the code number for "Other" only if you cannot find another title that describes your course assignment (e.g. English teacher finds that none of the listed course titles in any way describes a literature course he/she teaches, that teacher should select the code number for "Other English.")