



**THE STATE EDUCATION DEPARTMENT  
THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234**

---

## **L2RPT**

### **SIRS-329 – Staff Certification Report**

The Staff Certification report provides school districts, BOCES, and charter schools with certification information for their staff contained in the NYSED Office of Teaching Initiatives (OTI or TEACH) database. The data contained in this report allows school districts, BOCES, and charter schools to keep track of their teachers' credentials, including certifications set to expire. The Department is not requiring the data in this report be certified as part of the Student Information and Repository System (SIRS) End of Year Certification as this report is strictly informational.

The report displays information submitted through Staff Snapshot merged with the individual's certification data contained in the NYSED OTI database. The presence of that TEACH ID in Staff Snapshot will return all current certifications for that staff person. The report does not display expired or pending certificates. If blank cells appear in the certification columns in the report, there were no results found that identified the individual as holding a current certification. For a more in-depth review of an instructor's teaching credentials, LEAs should consult the OTI TEACH database through their authorized teacher look-up.

#### **Data Elements Found in the Report**

**Location Code (a):** The reported staff location code in Staff Snapshot.

**Location Name (b):** The name of the reported location in Staff Snapshot.

**Staff ID (c):** The reported TEACH ID in Staff Snapshot used to match data in the OTI certification database.

**Name (d):** The individual's name as reported in Staff Snapshot. If names in the LEA data do not align with those in the OTI database, the individual must contact the OTI to request a name change at <http://www.highered.nysed.gov/tcert/namechg.html>.

**Date of Birth (e):** The date of birth as reported in Staff Snapshot. This data point matches the date contained in the OTI database.

**Job Description (f):** Sourced from Staff Snapshot to allow for the sorting and filtering of teachers and non-teaching certified staff.

**Certification Area Code (g):** Sourced from the OTI database. Identifies the code associated with the individual's certification area.

**Certification Area Description (h):** Sourced from the OTI database. Identifies the description associated with the certification area code.

**Certification Effective Date (i):** Sourced from the OTI database. The effective date of the issued certificate.

**Certification Expiration Date (j):** Sourced from the OTI database. The expiration date of the issued certificate. There will not be a date for professional and permanent certificates as they do not expire.

**Certification Type Code (k):** Sourced from the OTI database. The code identifying the certificate holder's type of certification.

**Certification Type Description (l):** Sourced from the OTI database. The description identifying the certificate holder's type of certification.