

**Basic Educational Data System (BEDS) Electronic Personnel Master File
(ePMF) Teaching Positions
Frequently Asked Questions on Completion of Personnel Data Forms
2014-2015 Revised 12-09-14**

For additional information regarding the latest ePMF documentation 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/>

To email a question to SED concerning ePMF visit <https://datasupport@nysed.gov>

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 <u>not</u> complete an ePMF form?	Per diem substitutes; 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; and Athletic directors.
3	Do teachers returning from leave of absence complete a personnel form upon return to school?	If they return <u>within 90 calendar days</u> from the first day of school they should complete an ePMF form. If the substitute (not a per diem sub) completed a form for the same assignments, the regular teacher should not complete an ePMF form.
4	Should substitutes complete a personnel form?	If a substitute has been hired to fill the position, that individual should complete a new personnel form reporting the appropriate assignment information if they are planning to be the instructor for that assignment for <u>at least 90 calendar days</u> from the first day of school.
5	Should interim superintendents fill out BEDS forms?	No, if hired for less than a full year. No, if hired per diem. Yes, If hired for a full contract year.

6	Should occupational therapists and physical therapists complete a personnel form?	No, they would be completing the non-teaching pink bubble form.
7	Should contractors working in the school complete a personnel form?	No
8	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
9	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.
10	Can I complete more than one teaching personnel form and/or more than one non-teaching personnel form within the same district, BOCES or charter school?	No. You would complete one type of form per district. However, You may complete both ePMF teaching and non-teaching forms if you have both teaching and administrative positions.
11	Can I complete both a teaching and a non-teaching personnel form?	Yes, if you have both teaching and non-teaching assignments. If you have both teaching and non-teaching roles in the same district/school, you must indicate the same number of years of experience on both forms.
12	In which school do teachers who work in one school, but are paid by another school complete a BEDS Personnel Data Form?	The teachers should complete a BEDS Personnel Data Form in the school where they provide instruction.

Using the ePMF Application and Completing the Form

#	Question	Answer
13	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
14	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 2014-15 is uploaded to Level 2. TAA administrators will not see the ePMF form until the teacher has logged into TAA. Check with your district data coordinator or building administrator if you do not see a form after a successful log-in.
15	What is the deadline to complete an ePMF form?	The Department will lock the application on January 15 th . Your district may require you to complete your form sooner. After January 15th, superintendents and charter school CEOs will be able to submit the ePMF data to NYSED. The Submit and Certify button will be available in TAA.
16	Do I need another PIN for ePMF?	No. The same PIN and TAA login account information will be used for Teacher roster and ePMF BEDS purposes.
17	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.
18	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 "Submit" which will lock your form to editing except for administrators who can "Unsubmit" the form, fix errors and "Submit" to finalize the changes. Administrators can also create a form for a teacher that has an active TAA account but never completed the ePMF process. If an admin makes changes to a teacher ePMF form, the teacher will receive an email that an update has been made.

Reporting my Personal Information

#	Question	Answer
19	What if my personal information on	Your name, Teach ID, SSn (not displayed) and

	the ePMF form is incorrect?	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 or at (518) 474-3901.
20	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.
21a	If I was on leave for a year, would I exclude that year from my "Years Employed in this District?"	Yes, do not include the time if you are out for a complete school year. For example, if you started in the district 10 years ago and were on leave for two school years, you would indicate that you were in the district for 8 years.
21b	What should I report for the "Percent of Time in the District?"	For most, the entry will be 100 percent. However, there may be some full-time teachers whose services are shared by more than one district or BOCES. In this case, estimate the percent of the school year that is actually spent in each district. For example, a full-time teacher who teaches half-time in District A and half-time in District B should report 50% in District A and 50% in District B. Do not report more than 100% in aggregate. For those part-time teachers whose services are shared by more than one district or BOCES, estimate the percent of the school year that is actually spent in each district. For example, a teacher who only teaches half time in total (mornings only) and spends an equal amount of time in District A and District B should report 25% in District A and 25% in District B. For those teachers who work entirely within one district or BOCES and who work less than full-time, they should estimate the percentage of the school year that they are employed.
22	What type of experience should I counting?	You should count professional education experience in the district as a teacher and/or those professional fields included in the non-teaching assignment codes.
23	Do I report salary information using	No, please check the box "Salary Under

	last year's data if my salary is in negotiations or at an impasse?	Negotiation.” SED will request salary data at a later date from the district, BOCES or charter school.
24	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 same combined salary on both the teaching (ePMF) and the non-teaching pink bubble forms. The same rules apply for long-term subs.

Reporting Assignment Information

#	Question	Answer
25	How do I determine which assignment codes to report?	Refer to the Teaching and Non-Teaching Assignment booklets 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.
26	How do I report a quarter or a semester class?	Enter assignment codes only for those assignments you are teaching in the first semester.
27	How do I record multiple assignments? What do I do if I teach more than eight (8) teaching assignments?	Each assignment (class or section) should be reported separately. For example, if you teach three assignments of physical education in October comprised of 20 students each, you would list each assignment with 20 students. You would <u>not</u> list one assignment with 60 students. Organize and prioritize assignments so that no more than 8 teaching assignments are used. First account for at least one of each different assignment code, then account for as many different grade levels as possible for each of the differing assignment codes. Report classes with the highest registrations first and leave out classes with low registrations where necessary to reduce the classes reported to a maximum of eight.

28	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.
29	How do I report elementary team teaching?	Enter Assignment Code 2612 for your main class, and select the appropriate Assignment Code for elementary math, English, science, etc.
30	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 <u>only</u> those students with an IEP.
31	If I am a librarian what assignment should I use?	Use one assignment code of 7412 for Library Media Specialist; show mixed grade level as appropriate and leave registration blank .
32	What Speech assignment code should I use?	Serving General Education students, use Assignment Code 3155. Serving Special Education students, use Assignment Code 7755.
33	What assignment codes should I use to report Academic Intervention Services for Grades K-6?	5582 – English Language Arts; 5584 – Science; 5585 – Social Studies; 5587 - Math
34	What assignment codes should I use to report Academic Intervention Services for Grades 7-12?	5592 – English Language Arts; 5594 – Science; 5595 – Social Studies; 5597 - Math
35	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 in October, but not classes taught in a subsequent semester, such as spring.
36	Can I report 2612 Common Branch more than once on a single BEDS teaching form?	No, assignment code 2612 may only be reported once on a BEDS teaching survey.
37	If I teach Driver & Traffic Safety Education in a tuition based course, should I fill out a BEDS form?	No, the PMF forms are only for credit bearing DTSE courses.

36	If I alternate teaching the classroom and laboratory portion 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.
37	How do I decide if a course is a "Core" assignment.	<p>CORE (ONE ASTERISK *). Codes marked with one asterisk (*) on the code list are "core assignments" by definition. Courses designated by SED as Core will present locked fields in the ePMF form.</p> <p>MAY BE CORE (TWO ASTERISKS**). Codes marked with <u>two asterisks</u> (**) may or may not be in "core." You must 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.</p> <p>NOT CORE (NO ASTERISK). Codes marked with <u>no asterisks</u> indicate teaching assignments have been identified as "not core" by definition. Courses designated by SED as "Not Core" will present locked fields in the ePMF form.</p> <p>For information regarding core assignments, see the definitions of "core academic subjects" and "highly qualified teacher" at the following page http://www.p12.nysed.gov/nclb/guidance/memos/03-2008.html</p>