

Staff Profile File

- Removed field “Years of Prior PreK-12 Teaching Experience Out of State” from file layout
- Removed field “Years of Prior PreK-12 Education Experience Out of State” from file layout
- Updated “Years of Prior PreK-12 Teaching Experience In State” to include Teaching Experience In State AND Out of State. Field Name is now “Years of Prior PreK-12 Teaching Experience”
- Updated “Years of Prior PreK-12 Education Experience In State” to include Education Experience In State AND Out of State. Field Name is now “Years of Prior PreK-12 Education Experience”
- Removed fields “Subject Area of Degree 4” and “Subject Area of Degree 5” from file layout

Staff Assignment File

- Removed field “Passed Colorado State Board of Education Approved Elementary Or Early Childhood Core Content Test”
- Removed field “24 Semester Hours of Secondary Core Content Coursework”
- Removed field “Passed Colorado State Board of Education Approved Secondary Core Content Test In Teaching Area”
- Added field: “Demonstrates In-Field Status” - Provide the method for demonstrating in-field status in the teaching subject area. This field is required and cannot be 00 for all teachers

00	N/A – to use for non-teaching staff.	Use this when job class code is not between 201 and 206
01	Subject area endorsement on teaching license	Select this option if the teacher holds a license with an endorsement in the teaching subject area. If the teacher also has demonstrated in-field status through the other methods listed in the drop-down, you may select endorsement first, then select the other method in the ‘in-field demonstration method 2’ field.
02	Degree (BA or higher) in subject area	Select this option if the teacher does not hold an endorsement in the subject area but does hold a degree (B.A. or higher) in the subject area. Although holding 36 semester hours is inherent in a degree, it is important to select ‘degree in subject area’ if degree issued is in the subject area. There is no need to also select ‘36 semester hours’. If the teacher has also passed an approved content exam in the subject area, select ‘Passing score on a State Board of Education approved content exam’ in the ‘in-field demonstration method 2’ field.
03	36 semester credit hours in subject area	Select this option if the teacher does not hold an endorsement or degree in the subject area but does hold at least 36 semester credit hours in the teaching subject area. Guidance for counting credit hours will be available at http://www.cde.state.co.us/fedprograms/tii/a_hqt . If the teacher has also passed an approved content exam in the subject area, select ‘Passing score on a State Board of Education approved content exam’ in the ‘in-field demonstration method 2’ field.
04	Passed State Board of Education approved content exam in subject area	Select this option if the teacher has passed an approved content exam in the teaching subject area but does not hold an endorsement, degree, or 36 semester credit hours in the teaching subject area. Approved exams can be found at http://www.cde.state.co.us/cdeprof/content_tests .
05	None (teacher is out-of-field)	Use this when job class code is between 201 and 206 but doesn’t have any method listed above to demonstrate in-field status.

- Added field “Demonstrates In-Field Status 2” - Provide the second method for demonstrating in-field status if applicable for the teaching subject area. This field is required for all teachers.

00	N/A	Use this when job class code is not between 201 and 206 OR when no other method is applicable for the record.
12	Degree (BA or higher) in subject area	Select this option if, in addition to the method selected in ‘in-field demonstration method 1’, the teacher also holds a degree (B.A. or higher) in the teaching subject area.
13	36 semester credit hours in subject area	Select this option if, in addition to the method selected in ‘in-field demonstration method 1’, the teacher also holds 36 semester credit hours in the teaching subject area. This selection does not need to be made if the method selected in ‘in-field demonstration method 1’ was ‘Degree in the subject area’. Guidance for counting credit hours will be available at http://www.cde.state.co.us/fedprograms/tii/a_hqt .
14	Passed State Board of Education approved content exam in subject area	Select this option if, in addition to the method selected in ‘in-field demonstration method 1’, the teacher also has passed an approved content exam in the teaching subject area.
15	None (teacher is out-of-field)	Use this when job class code is between 201 and 206 but doesn’t have any method listed above to demonstrate in-field status.