Collection Purpose:

The purpose of the Teacher Degree Apprenticeship Data Collection (TDADC) is for each teacher degree apprenticeship program sponsor to report candidate information to CDE. In accordance with CRS 22-60.5-111.5, CDE is charged with creating annual reports that look at student performance, educator mobility, educator retention, educator placement, and educator performance evaluation ratings by educator preparation program. CDE is to report data for IHE-based institutions, alternative education preparation institutions, and teacher degree apprenticeship programs. This data collection provides CDE with the necessary candidate data to run the analyses for teacher degree apprenticeship programs and complete all legislatively required reporting.

Project Contact:

If you have any questions concerning the information in this document or other TDADC questions, please contact the Educator Talent Research & Impact office at CDE at EdTalentResearch@cde.state.co.us.

Data Collection Timing:

The data collection will begin on December 1st of each year. This is when each program sponsor will receive their Syncplicity folder with the Annual Report form. All apprentice data will need to be submitted by August 31st of the following year. For example, for the 2024-25 collection, sponsors will receive a Syncplicity folder on December 1, 2024. The annual report with data for all 2024-25 apprentices needs to be completed and uploaded to the Syncplicity folder by August 31, 2025.
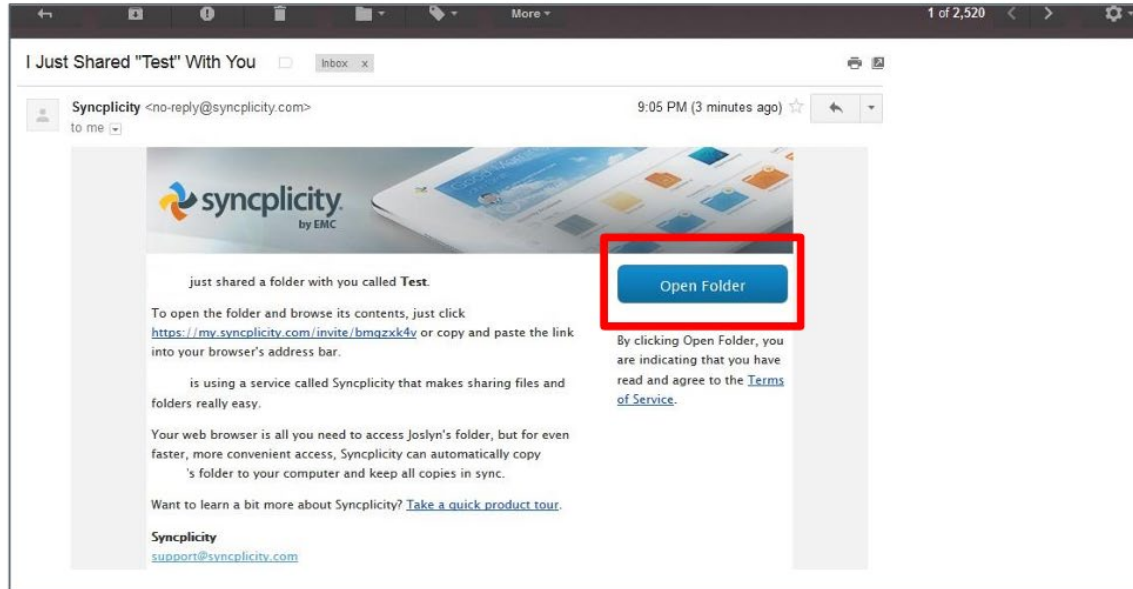
Syncplicity

Each program will submit an annual report to CDE using a secure server program, Syncplicity. An individual folder for each Program Sponsor will be provided where all submissions will be stored.
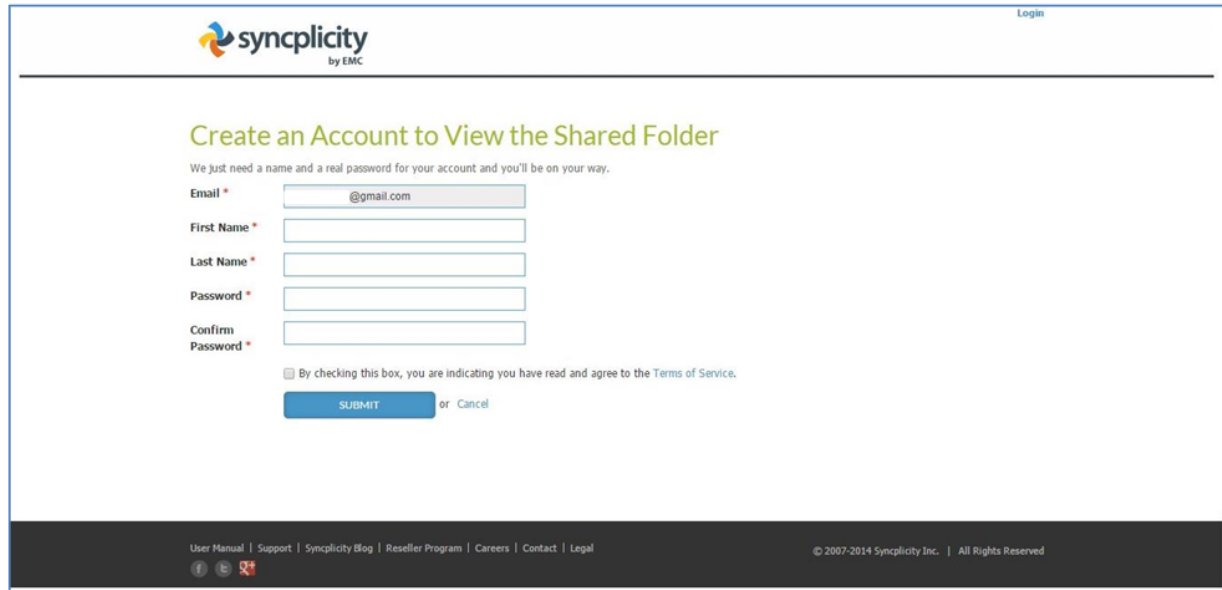
Step 1: Set up an Account (if you do not already have one).

Setting Up an Account

An email will be sent from Syncplicity (no-reply@syncplicity.com) letting you know that a folder has been shared. Click on "Open Folder."
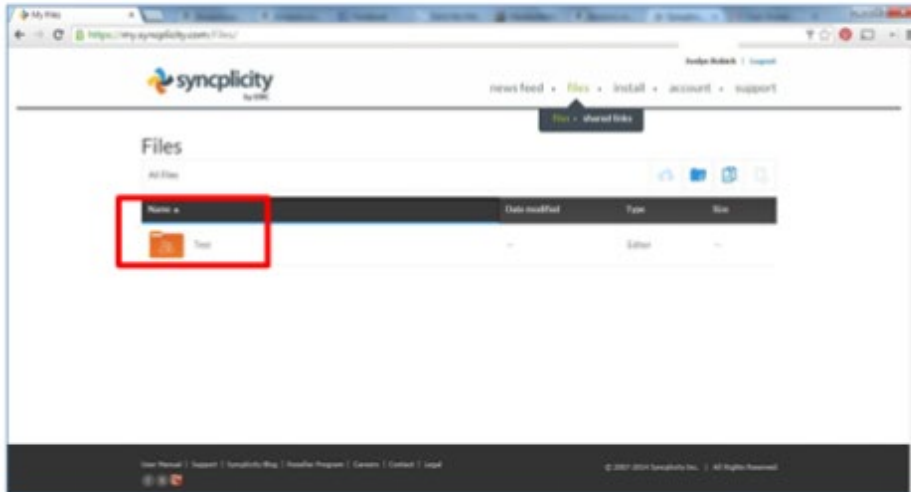
This will open up a web browser and ask you to create an account. Please use the email you received the invitation and create a password.

Step two: View /Download Annual Report Form

To view or download a file, you will then enter your account. The folder(s) that have been shared with you should display. Click on it to access the files.

The file(s) in the folder are displayed. Select the desired file (it will then be highlighted) and then click on "download." Once completed, the file will either be at the bottom of the page and/or in your "downloads" file on your computer. Click on the file to open.
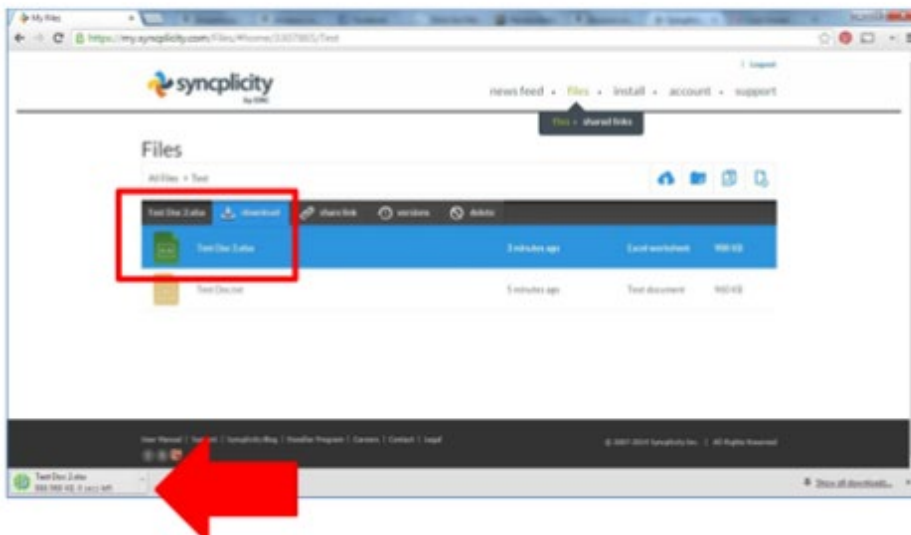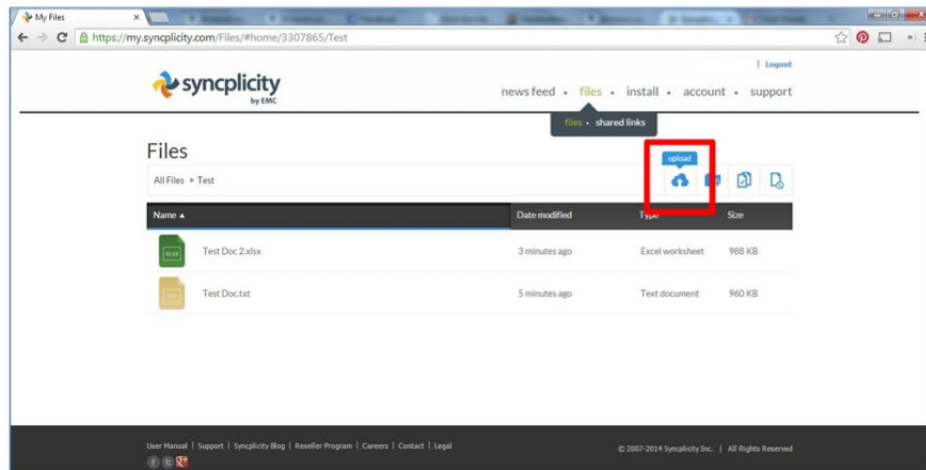
Data Entry Methods

The Teacher Degree Apprenticeship annual reporting will utilize a Microsoft Excel spreadsheet. Each row in the Excel spreadsheet represents a single teacher degree apprentice in your program.
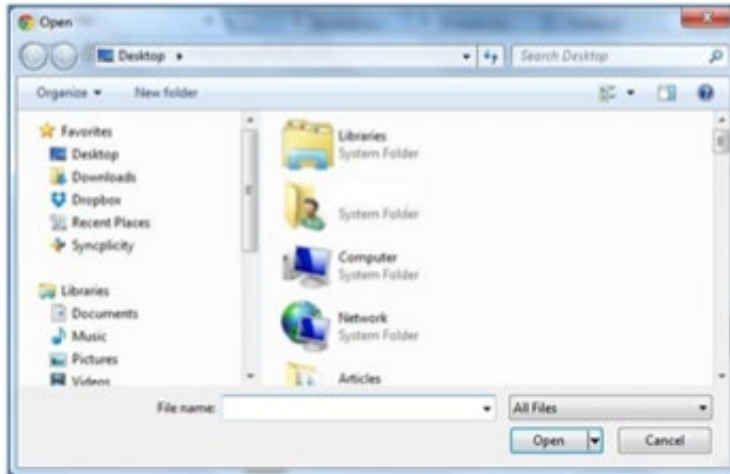
Data File Upload

Once you have documented all the Teacher Degree Apprentices in your program, upload the completed file to Syncplicity.

This will bring up a folder to browse for the file. Select the file you wish to share.

The file will upload into the same folder that was shared. You have the option to delete it if needed. The file will automatically be shared with the file owner and any other users that have access to the Syncplicity folder. You can send an email to the person you wish to share the file with so they know to access the folder.