



## FACT SHEET: Staff Approval Matrix (SAM 1.5) Report

Colorado is required to report non-qualified personnel annually, based on the December 1st count date, to the Office of Special Education Programs (OSEP). Staff who obtain their CDE license after the December 1st count date are reported to OSEP as non-qualified, which impacts Colorado's overall number of non-qualified staff employed in the state.

To avoid non-compliance status, ensure that special education staff are appropriately licensed and endorsed by December 1st annually, including new hires and contracted staff.

Identified job code corrections must be made through the AU's Human Resource department to avoid future reporting errors. Social Security Number corrections may also involve Educator Licensing and Educator Identification Number (EDID) coordinators.

### What is the Staff Approval Matrix (SAM: 1.5) report?

The SAM: 1.5 report is a summary of **non-qualified personnel** who:

- **DC208:** Did not hold a valid license as of December 1st
- **DC209:** Are not appropriately licensed or endorsed for the reported assignment
- **DC210:** Have an inappropriate endorsement for the majority of student disabilities on their caseload
- **DC211:** Do not hold a CDE license

Personnel who flag as non-qualified will often generate multiple SAM warnings; for example, personnel who flag as DC209 may also flag as DC210.

### What is the purpose of the SAM: 1.5 Report?

The SAM: 1.5 report identifies all staff who are not appropriately licensed or endorsed to provide services to students with disabilities.

The Individuals with Disabilities Education Act (IDEA) requires that State Education Agencies (SEA) ensure that personnel who provide special education and related services are adequately prepared, trained, and have the content knowledge and skills necessary to serve children with disabilities. 34 C.F.R. § 300.156.

### When does the SAM: 1.5 report generate?

The SAM: 1.5 report generates every time a December Snapshot is triggered. This report should be reviewed prior to the time the AU submits to CDE its final annual December Count staff data to ensure potential data reporting errors are caught and remedied. The CDE is required to collect staff data to verify that the AU's special education staff are appropriately licensed and endorsed, and to ensure their caseloads are appropriate for their area of endorsement.

## **Where does the SAM: 1.5 report data come from?**

The non-qualified personnel listed on the SAM: 1.5 report generate from December Count staff data submitted to the CDE by the AU Special Education Director.

## **How does an AU demonstrate correction of non-compliance?**

The CDE will upload a prepopulated Personnel Qualifications Correction tracker listing all December Count non-qualified personnel into the Data Management System (DMS) under the Compliance tab.

The AU Special Educator Director should work with their staff and human resource department to rectify the non-qualified status of each staff member reported on the SAM: 1.5 report.

The CDE will verify the status of each non-qualified staff member with the AU Special Education Director to confirm compliance.

## **What happens if AU staff continue to be on the SAM: 1.5 report year after year?**

Further monitoring activities and a Corrective Action Plan may be required by the CDE.

### **Additional Resources:**

- [Reference documents](#)
- [Personnel Staff Approval Matrix webinar](#)
- [Alternate Teacher Pathways for Licensure](#)

### **For more information, contact:**

#### **Exceptional Student Services Unit (ESSU)**

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