



**CLEARINGHOUSE**  
**Handbook for Local Education**  
**Agencies (LEAs)**

August 2016

## INTRODUCTION

The National Association of State Directors of Teacher Education and Certification (NASDTEC) is dedicated to providing leadership and support to those responsible for the preparation, certification/licensure, ethical and professional practice and continuing professional development of educators. NASDTEC members share the belief that all students are entitled to have educators who are held to high ethical and professional standards.

The Educator Identification Clearinghouse (Clearinghouse) was created by NASDTEC to facilitate the mobility of certificated/licensed<sup>1</sup> educators while protecting students from educators who have been found unfit to practice. Information is submitted to the Clearinghouse by licensing agencies such as state education agencies, and independent licensing boards in the United States, the District of Columbia, the Canadian province of Ontario, the United States Territories, and the United States Department of Defense Education Activity (DODEA). The Clearinghouse provides a mechanism for licensing agencies to exchange names of educators whose certificates, licenses or similar credentials authorizing them to engage in school professions have been denied, revoked, suspended, surrendered or otherwise adversely acted upon.

Participants in the Clearinghouse have the obligation to submit accurate and timely information about educators against whom **final** adverse certification/license action has been taken and the right to access similar information submitted by other NASDTEC members. The efficacy of the Clearinghouse is dependent on each jurisdiction's commitment to prompt and accurate reporting.

In addition, NASDTEC has provided both public and private local educational agencies (LEAs) with the opportunity to subscribe to the Clearinghouse for the purpose of supplementing their existing background checks on prospective employees. LEAs that subscribe to the Clearinghouse have read-only access to the Clearinghouse. LEAs can view all the information of each record, however, the personal identification information is redacted to include only the year of birth and the last four digits of the CERT\_ID.

This handbook is intended to provide subscribing LEAs with a guide to effective and full participation in the Clearinghouse and to specify best practices that ensure the protection of all students and to limit the mobility of educators to those who are fit to serve.

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<sup>1</sup> The terms "license" and "certificate" are used interchangeably.

## HISTORY of the CLEARINGHOUSE

Early in the 1960s, NASDTEC recognized that the increased mobility of educators coupled with inconsistent communication across jurisdictional boundaries posed significant challenges to licensing regulatory bodies in identifying educators from outside of their jurisdiction who had had their credentials denied, suspended, revoked or otherwise adversely acted upon for cause. In an effort to facilitate communication among jurisdictions, NASDTEC created the Clearinghouse through an agreement among all 50 states as well as the District of Columbia, the Department of Defense Education Activity, the U.S. Territories, Alberta, British Columbia, and Ontario. The Clearinghouse has been fully operational since approximately 1987, with disciplinary data spanning from 1972 to the present.

Under the original Clearinghouse Agreement, each member jurisdiction agreed:

- to furnish the names of individuals whose certificates, licenses or similar credentials authorizing them to engage in one or more of the public elementary and secondary school professions have been revoked, suspended or otherwise acted upon adversely for cause or whose applications for such credentials have been denied for cause within the period from and after January 1, 1972;
- to supplement the initial list on a *monthly* basis;
- to provide only information that reflects final actions and that are matters of *public* record;
- to use the information provided through the Clearinghouse in accordance with the laws, regulations and practices of the receiving state; and
- to contact the submitting jurisdiction directly to inquire about an educator whose name has been entered into the Clearinghouse.

While the Acknowledgment of the Terms and Conditions of Participation in the NASDTEC Educator Identification Clearinghouse (Acknowledgment)<sup>2</sup> has supplanted the Clearinghouse Agreement, the intent of the agreement and the obligations thereunder remain the same.

The exchange of information via the Clearinghouse has always been intended to serve as an **alert** only.

Neither member jurisdictions nor subscribing LEAs should ever take action solely based on the existence of an educator record in the Clearinghouse. When an educator has been reported to the Clearinghouse by another jurisdiction, the receiving jurisdiction or

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<sup>2</sup> See the Appendix for copy of the Acknowledgement.

subscribing LEAs must contact the submitting jurisdiction for more information prior to making a credentialing or employment determination. As the laws and regulations controlling professional discipline and licensing vary from jurisdiction to jurisdiction, the existence of a record in the Clearinghouse alone is not grounds for reciprocal action.

Finally, NASDTEC maintains the Clearinghouse as a service to its members and does not audit, edit or otherwise alter the information submitted to the Clearinghouse. The accuracy of information reported to the Clearinghouse is the sole responsibility of the reporting member jurisdiction. Accordingly, NASDTEC does not represent or warrant that the information retrieved is current or free from inaccuracies, omissions or other defects and any such representations or warranties are expressly disclaimed.

## NUTS AND BOLTS

The Clearinghouse is a searchable electronic database accessed through a secure portal via a unique log-on and password issued only to NASDTEC member jurisdictions and subscribing LEAs. The first obligation of LEA is to identify that the individual(s) responsible for accessing Clearinghouse data understand the Clearinghouse protocols. This Handbook and the accompanying video tutorial is designed to assist LEAs in training the appropriate staff. NASDTEC also recommends that each LEA creates written procedures implementing the NASDTEC protocols within the context of its unique requirements.

### ***DEFINITIONS***

The following definitions are by design general in nature, reflecting that the laws and regulations in each jurisdiction may vary significantly. The purpose of defining terms is to allow for a common lexicon; however, NASDTEC recognizes that the specific laws and regulations of any jurisdiction will control over these proposed definitions.

***Date action taken*** – refers to the date of official agency adverse action as defined by the respective jurisdiction.

***Denial for cause*** – refers to a reportable adverse action which occurs when a jurisdiction declines to issue a certificate or license on grounds related to good moral character or other conduct that would lead to professional discipline had the applicant held certification. (NOTE: Denials based on program completion, competency testing, academic standing, etc., do not fall within the intended meaning of “for cause” and should not be reported.)

***Effective date*** – refers to the date that the adverse action becomes effective, which may be the same as date action taken.

**Local Educational Agency (LEA)** –refers to legally constituted entities within a Member Jurisdiction of NASDTEC for either administrative control or direction of, or to perform a service function for, public or private elementary or secondary schools and with National Education Certification Organizations.

**Reinstatement** – refers to official agency action that either lifts a suspension or removes a revocation/invalidation of an educator’s credentials.

**Reportable adverse action** – refers to professional discipline that is a final official agency action against a certificate or license holder, which is public within the reporting jurisdiction, including revocation/invalidation, suspension, reprimand/reproval, or surrender; the term also includes denials for cause and reinstatements.

**Reprimand/Reproval** – refers to final official agency action admonishing a certificate or license holder for actionable misconduct.

**Revocation** – refers to final official agency action terminating or invalidating a certificate or license for actionable misconduct.

**Sexual misconduct** – refers generally to any act (verbal, non-verbal, electronic, physical, etc.) directed towards a child or student that is designed to establish a romantic or sexual relationship with the child or student; if a jurisdiction has specifically defined the term “sexual misconduct”, the specific definition should control for purposes of that jurisdiction’s submissions to the Clearinghouse.

**Surrender** – refers to the termination or invalidation of a certificate or license by consent that is recognized or confirmed as a final official agency action.

**Suspension** – refers to final official agency action terminating or invalidating a certificate or license for a particular time period or conditionally on the grounds of actionable misconduct.

**Transaction date** – refers to the date that a jurisdiction submits a record to the Clearinghouse.

### ***CLEARINGHOUSE POINT OF CONTACT (POC)***

Under the NASDTEC LEA Acknowledgement, each subscribing LEA is to designate a POC who manages the assigned username and password for the LEA and receives and responds to official communication from NASDTEC. The subscribing LEA should notify NASDTEC immediately of any changes in the POC.

## ***PASSWORD SECURITY***

Subscribing LEAs may share the assigned username and password with office staff and third-party contractors who have responsibility for background checks and general processing of employment applications. At no time shall a person who is entrusted with Clearinghouse logon credentials access the Clearinghouse for any other purpose than to fulfill their assigned duties. NASDTEC maintains a security log that provides date and time each username logs into the system.

A new password will be issued upon the annual renewal of the LEA Clearinghouse subscription.

### ***SUGGESTED PROTOCOL FOR USE OF THE CLEARINGHOUSE***

1. Restrict the access to the Clearinghouse.

Access to the Clearinghouse should be restricted to employees whose job includes the processing of employment applications and related human resource activities.

2. It is strongly recommended (but not required) that all staff who have access to the Clearinghouse also have accounts on the NASDTEC Online Community (OC).

In order to access the Clearinghouse your organization is required to be an Associate member of NASDTEC. Your organization may have up to 25 additional accounts attached to the organizational master membership at no additional cost. There are many benefits in having an account on the OC, the most important is that staff can stay current on announcements and updates that relate to the Clearinghouse and related professional practices activities.

In order to establish an account under the organization's master membership, go to [www.nasdtec.net](http://www.nasdtec.net) and click on "Register" in the right corner of the page. NASDTEC will review and approve the request.

3. Use the Clearinghouse look-up webpage as a step in the screening of all new hires.

The NASDTEC Clearinghouse should be used in the screening process of all new hires, not just seeking a position that requires a license or certificate. Those who have had adverse action taken against a license or certificate may not apply for a faculty or administrator position. The credentials to access the Clearinghouse may be shared with third-party organizations that assist in employment screening.

4. Use the monthly FTP download to identify existing employees who may have had adverse action taken against a certificate or license.

Administrative hearings to decide on taking action against an educator's license or certificate can sometimes take several years. In the meantime, the educator may seek employment in another state, either in a faculty or non-faculty position. Once the final decision is made the state will enter the decision into the Clearinghouse database which will be in the next monthly FTP download, alerting the state certification office and the subscribing school district of the offense.

5. Notify the NASDTEC office when an error is found in a Clearinghouse record.

Accuracy is the goal in every record in the Clearinghouse database. Remember, however, that all the information is entered by hand and subject to human error. If you find an error in a record use the [NASDTEC contact form](#) to notify staff of the error. The NASDTEC support staff will make contact with the jurisdiction that entered the record to arrange for a correction.

## HOW TO CONDUCT A RECORD SEARCH

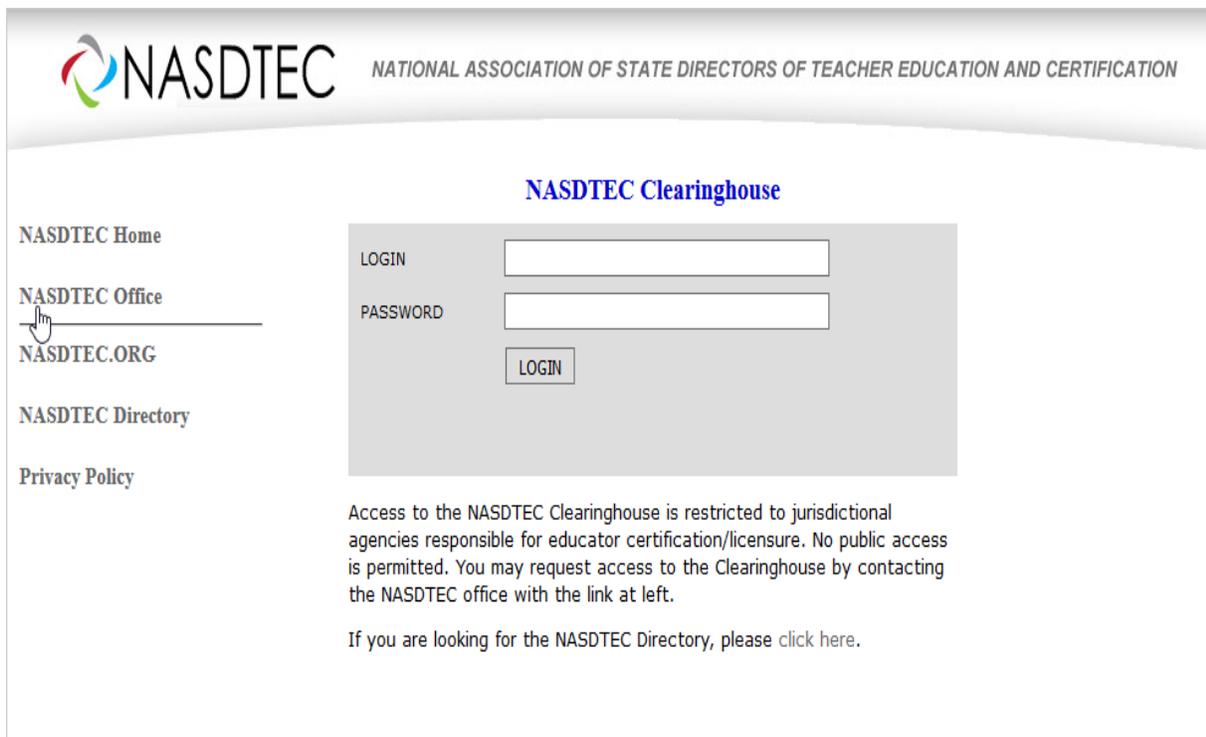
To conduct a record search to the Clearinghouse, you may log in to the NASDTEC Online Community (OC) at [www.NASDTEC.net](http://www.NASDTEC.net) and use the Clearinghouse portal, or you may go directly to the Clearinghouse website at [www.nasdtec.org](http://www.nasdtec.org).

Using the main menu of the OC click on: *Resources > Clearinghouse > Clearinghouse Portal*. The portal will take you to [www.nasdtec.org](http://www.nasdtec.org).

**NOTE: As you access different pages, please take notice of the guidance on the left side of the page, these guidance notes will be helpful.**

**NOTE:** *Clearinghouse sessions are limited to **30 minutes of inactivity**. Each transaction or page change will initiate another 30-minute reset; however, if the computer is idle or if the page is changed, the session will time out in 30 minutes. For security purposes, always log out of the Clearinghouse when not actively using the system.*

### 1. Sign in to the secure portal with the LEA login name and password:



**NASDTEC** NATIONAL ASSOCIATION OF STATE DIRECTORS OF TEACHER EDUCATION AND CERTIFICATION

**NASDTEC Clearinghouse**

NASDTEC Home  
 NASDTEC Office  
 NASDTEC.ORG  
 NASDTEC Directory  
 Privacy Policy

LOGIN  
 PASSWORD  
 LOGIN

Access to the NASDTEC Clearinghouse is restricted to jurisdictional agencies responsible for educator certification/licensure. No public access is permitted. You may request access to the Clearinghouse by contacting the NASDTEC office with the link at left.

If you are looking for the NASDTEC Directory, please [click here](#).

**2. Select "Search for a Record" from the left navigation pane:**

NASDTEC Home | LEA Home | Help Desk | Feedback

**File Downloads**  
**Search for a Record**  
**Reports**  
**Automated FTP**  
**Documentation**

**SCHOOL DISTRICT**  
**LOCAL EDUCATION AGENCY HOME PAGE**  
 Access from this view is limited to Read-Only. Please read the documentation at the link on the left margin. If you have any questions please contact the NASDTEC office at the Feedback link above.

Message Area

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**3. Enter the person's CERT ID without dashes or other characters and click "Submit."**

*Note that the predominant unique Clearinghouse identifier is the nine-digit Social Security Number (SSN), and in Canada it is the seven-digit insurance number. A search can be on a partial CERT ID as long as it includes the last four digits.*

NASDTEC Home | LEA Home | Help Desk | Feedback

**SEARCH THE CLEARINGHOUSE**  
**Instructions**  
 You can search for a NAME RECORD by either entering the complete Certification ID or any portion of it as long as it includes the **LAST 4 DIGITS**. You can also do a partial name search.  
 Enter the Certification ID ( or last 4 digits) in the form at right and select **SUMBIT ID**.  
 If you do not have a Certification ID, enter a partial name value, such as "SMIT" for Smith, Smithson, etc.  
 A list of matches will be returned for you to select a record to edit.  
**CANCEL** will return you to the main LEA page.

**LOCAL EDUCATION AGENCY RECORD SEARCH**

**ID SEARCH**  
 Enter CERT ID   
 Last 4 digits only - no spaces or dashes

**NAME SEARCH**  
 Enter Last Name

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**1. If there is not a perfect match to the entire nine-digit number, you will receive the records that match the last four digits of the number you entered.**

*To select the right person, confirm with the year of birth and first and last name.*

**NASDTEC** Log Out 

NASDTEC Home | LEA Home | Help Desk | Feedback

**SEARCH THE CLEARINGHOUSE**

**Instructions**  
You can search for a NAME RECORD by either entering the complete Certification ID or any portion of it as long as it includes the **LAST 4 DIGITS**. You can also do a partial name search.

Enter the Certification ID ( or last 4 digits) in the form at right and select **SUMBIT ID**.

If you do not have a Certification ID, enter a partial name value, such as "SMIT" for Smith, Smithson, etc.

A list of matches will be returned for you to select a record to edit.

**CANCEL** will return you to the main LEA page.

**LOCAL EDUCATION AGENCY RECORD SEARCH**

**ID SEARCH**

Enter CERT ID

Last 4 digits only - no spaces or dashes

**NAME SEARCH**

Enter Last Name

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**NOTE: If there is not a match, it is best practice to continue the search by entering the educator’s last name in the “Name Search” field of the search form. The search will permit a partial name value such as “Smit” for Smith, Smithson, etc.**

**Return to the search form by clicking on “Cancel” (see form above).**

**NASDTEC** Log Out 

NASDTEC Home | LEA Home | Help Desk | Feedback

**SEARCH THE CLEARINGHOUSE**

**Instructions**  
You can search for a NAME RECORD by either entering the complete Certification ID or any portion of it as long as it includes the **LAST 4 DIGITS**. You can also do a partial name search.

Enter the Certification ID ( or last 4 digits) in the form at right and select **SUMBIT ID**.

If you do not have a Certification ID, enter a partial name value, such as "SMIT" for Smith, Smithson, etc.

A list of matches will be returned for you to select a record to edit.

**CANCEL** will return you to the main LEA page.

**LOCAL EDUCATION AGENCY RECORD SEARCH**

**ID SEARCH**

Enter CERT ID

Last 4 digits only - no spaces or dashes

**NAME SEARCH**

Enter Last Name

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**2. Once you are given a name or list of names, you access a record by clicking on the blue hyperlink in the "Name" field.**

**NASDTEC** Log Out

[NASDTEC Home](#) | [LEA Home](#) | [Help Desk](#) | [Feedback](#)

**DUPLICATE RECORDS FOUND**

**Instructions**  
Several records were found that matched the Certification ID you have entered. Please select the record in the list which is the correct person.

An email has been sent to the NASDTEC office advising them of this duplicate record situation, so no further action is required on your part at this time.

If neither record is the correct NAME record, reverify the Certificate ID, or contact the NASDTEC Clearinghouse at 360.880.4855.

**SCHOOL DISTRICT - RECORD MATCH** [CANCEL](#)

Cert ID	Name (fn,mn,ln)	Birth Year
XXXXX37	[Redacted Name]	1978
XXXXX37	[Redacted Name]	1968
XXXXX37	[Redacted Name]	1988
XXXXX37	[Redacted Name]	1974

➔

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**3. The hyperlink will open a record for your review.**

**NASDTEC** Log Out

[NASDTEC Home](#) | [LEA Home](#) | [Help Desk](#) | [Feedback](#)

**CERT ID SEARCH RESULTS**

**Instructions**  
The following record(s) were found that matched the NAME you have selected in the NAMES or OTHER NAMES list. Please review the record information at right and verify this is the same person.

**CANCEL** to return to the search page.

All actions recorded for this person are listed below the name information. Clicking on an action link will generate a complete Clearinghouse for this record.

**LOCAL EDUCATION AGENCY NAMES TABLE - RECORD MATCH** [CANCEL](#)

Click on a NAME to see the complete record with Actions

Cert ID	Name (ln,fn,mn)	Year of Birth
XXXXX37	[Redacted Name]	1978

Action Type	Jurisdiction	Transaction Date	Date of Action
<a href="#">Reinstatement</a>	[Redacted]	07/16/2008	07/09/2008
<a href="#">Suspension</a>	[Redacted]	07/16/2008	07/09/2008

**4. To view more information regarding the name record, click on the blue hyperlink under "Action Type."**



[NASDTEC Home](#) | [LEA Home](#) | [Help Desk](#) | [Feedback](#)

**CERT ID SEARCH RESULTS**

**Instructions**

A single record was found that matched the Certification ID you have entered. Please review the record information and verify this is the same person. If it is not, press **CANCEL** and recheck the Certification ID.

All actions recorded for this person are listed below the name information. Clicking on an action link will generate a complete Clearinghouse for this Certification ID record.

**LOCAL EDUCATION AGENCY ADMINISTRATION - RECORD MATCH**

[CANCEL](#)

**Certification ID** XXXXX37  
**First Name**  
**Last Name**  
**Middle Name/Initial**  
**Maiden Name**  
**Year of Birth** 1978

**Clearinghouse Actions**

Action Type	Jurisdiction	Transaction Date	Date of Action
<a href="#">Reinstatement</a>		07/16/2008	07/09/2008
<a href="#">Suspension</a>		07/16/2008	07/09/2008

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**5. The "Nature of Action Report"**



[NASDTEC Home](#) | [LEA Home](#) | [Help Desk](#) | [Feedback](#)

[Search Index](#)

**LOCAL EDUCATION AGENCY RECORD MATCH**

<b>Certification ID</b>		<b>Jurisdiction</b>	
<b>First Name</b>		<b>License Type</b>	Administrator
<b>Last Name</b>		<b>Grade Classification</b>	Middle/Junior High School
<b>Middle Name/Initial</b>		<b>Action Type</b>	Suspension
<b>Maiden Name</b>		<b>Length of Suspension</b>	11 MONTHS
<b>Year of Birth</b>		<b>Special Conditions</b>	
<b>Action Date</b>	07/09/		
<b>Effective Date</b>	07/09/		
<b>Transaction Date</b>	07/16/		

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**"Nature of Action" Options:**

Denial  
Suspension  
Revocation/Invalidation  
Surrender of License/Certificate  
Reinstatement  
Public Reprimand or Formal Reprimand  
Not Available (some jurisdictions have sanctions that are not listed above; i.e., probation; such actions should be reported under this category)

**"License Range" Options:**

Administrator  
Administrator/Teacher  
Classroom Teacher – core academic subjects  
Classroom Teacher -- art, music, PE, drama  
Classroom Teacher – vocational education/practical arts  
Pupil Personnel Services (non-teaching positions)  
Librarian  
Special Education  
Not Employed as Educator at time of action  
Substitute Teacher  
Teaching Assistant  
N/A

**"Grade Range" Options:**

Elementary School  
Middle School/Junior High  
High school  
Junior/Senior High School  
K-12 School  
N/A

## Next steps when you find a record

**Remember, a decision for employment should never be made just because a person has a record in the Clearinghouse.**

*Information submitted to the Clearinghouse concerning any individual is intended only to serve as an alert to other jurisdictions, authorized LEAs and National Education Certification Organizations and no action should be taken solely on the existence of a record in the Clearinghouse.*

### **Suggestions for follow up:**

- a. Check the Clearinghouse information against the person's criminal background check, professional references and employment application.**
- b. Discuss the finding with the person and, if needed, ask for additional information.**
- c. Search the person's name using the educator look-up resources on the NASDTEC Online Community. (You can find the look-up maps under the main menu at [www.nasdtec.net](http://www.nasdtec.net) : *Resources > KnowledgeBase > Educator Lookup sites.***
- d. Search the person's name on the internet. You often can find public records related to the NASDTEC record.**
- e. Contact the district(s) where the person was previously employed.**
- f. Contact the NASDTEC office in order to identify the Clearinghouse point of contact of the jurisdiction that submitted the record to the Clearinghouse. Click on the hyperlink to leave a message with the [NASDTEC office](#).**

# Clearinghouse Reports

The following standard reports are available for your convenience. The reports can be accessed by selecting "Reports" from the left navigation bar after logging into the Clearinghouse.

*NOTE: These reports only provide records from your jurisdiction. The monthly FTP download provides identifying information on all records in the Clearinghouse.*



[Clearinghouse](#) | [NASDTEC Home](#) | [Help Desk](#) | [Feedback](#)

## CLEARINGHOUSE ADMINISTRATIVE REPORTS

### REPORTS

#### Instructions

The new NASDTEC Clearinghouse data model tracks information differently than has been done in the past. Consequently, not all reports will have information relevant to the entire database.

Certain standard reports are available at the links to the right. You may request certain kinds of reports based on the [data model](#) from the NASDTEC office.

#### Nature of Action

[Public Disclosure Report](#) - list of actions for each jurisdiction; counted by type; annual totals by jurisdiction.

[Public Disclosure Report - Complete](#) - list of actions for ALL jurisdictions combined; counted by type; annual totals.

[NEW - Public Disclosure Report - by Year \(select\)](#) - list of actions for ALL jurisdictions; subtotaled by type; grand totals for a selected year.

[Action Summary Report](#) - list of actions by type; annual totals by state and overall; access to your jurisdiction action detail.

[Total Actions By State Report](#) - a total of all actions taken by each jurisdiction in a complete report, excluding Reinstatements.

[Action Report #1](#) - download in CSV or TAB format the actions taken by your jurisdiction by year, including:

First Name, Last Name, Middle Name, Nature of Action, Action Date, and Transaction Date

[Action Report #2](#) - download in CSV or TAB format the actions taken by your jurisdiction by year, including:

First Name, Last Name, Middle Name, Nature of Action, Action Date, Transaction Date, License Type, Grade Type, and answers to Questions 1-11.



**[Contact the NASDTEC Office](#)**

## APPENDIX A

**LEA AND NATIONAL EDUCATION CERTIFICATION  
ORGANIZATIONS ACKNOWLEDGMENT OF THE TERMS AND  
CONDITIONS OF PARTICIPATION IN THE NASDTEC EDUCATOR  
IDENTIFICATION CLEARINGHOUSE**

**WHEREAS**, the National Association of State Directors of Teacher Education and Certification (NASDTEC), its Member Jurisdictions and authorized local educational agencies (LEA) and National Education Certification Organizations (collectively the "Parties") share the belief that all students are entitled to have educators who are held to high ethical and professional standards; and

**WHEREAS**, the Parties recognize that in an increasingly mobile society, more educators are both pursuing certification/licensure in more than one state and seeking employment opportunities across state boundaries; and

**WHEREAS**, the Parties acknowledge that increased mobility presents additional challenges to ensuring the fitness of all educators; and

**WHEREAS**, NASDTEC's Educator Identification Clearinghouse (Clearinghouse) provides a cooperative mechanism for the exchange of names of educators whose certification/licensure have been adversely acted upon; and

**WHEREAS**, NASDTEC and the Parties recognize that participation in the Clearinghouse allows for the facilitation of educator mobility while providing an invaluable tool to alert Member Jurisdictions, LEAs and National Education Certification Organizations that an educator certificated/licensed or seeking to be certificated/licensed in their jurisdiction or seeking employment in an LEA or recognition by a National Certification Organization may have been the subject of public discipline in another jurisdiction; and

**WHEREAS**, LEAs and National Education Certification Organizations that wish to participate in the Clearinghouse under the NASDTEC Constitution and Bylaws assent to the terms and conditions delineated below and in the NASDTEC Clearinghouse Handbook and License Agreement by signature to this Acknowledgement.

**Terms and Conditions:**

The Clearinghouse Handbook is a detailed guide to effective and full participation in the Clearinghouse. It sets forth the obligations and rights of Member Jurisdictions and authorized LEA and National Education Certification Organization that elect to participate in the Clearinghouse. The terms and conditions set forth below reiterate some, but not all, of the terms

and conditions found in the Handbook. This Acknowledgement incorporates by reference all definitions, protocols and terms and conditions set forth in the Clearinghouse Handbook.

1. Member Jurisdiction Sovereignty

Participation in the Clearinghouse is not intended to alter, amend or regulate individual Member Jurisdiction's laws or regulations governing the certification, licensure and/or discipline of educators. Similarly, participation by authorized LEAs and National Education Certification Organizations is not intended to alter, amend or regulate employment policies or practices or any laws or rules regulating employment practices.

2. Intended Use of Clearinghouse Records

The Parties understand that the information submitted to the Clearinghouse concerning any individual is intended only to serve as an *alert* to other jurisdictions, authorized LEAs and National Education Certification Organizations and that no employment or certification action should be taken solely on the existence of a record in the Clearinghouse.

3. LEA and National Education Certification Organizations Access to Clearinghouse

NASDTEC may enter into a license agreement for access to the Clearinghouse with LEAs legally constituted within a Member Jurisdiction of NASDTEC for either administrative control or direction of, or to perform a service function for, public or private elementary or secondary schools and with National Education Certification Organizations, which are recognized by Member Jurisdictions as a bona fide certification granting organization either in a specific content area or based on national standards. LEAs' and National Education Certification Organizations' access to personal identifiable information will be limited to the last four digits of the CERT\_ID and only the year of the date of birth. Authorized LEAs and National Education Certification Organizations will be subject to the same terms and conditions related to intended use of Clearinghouse records, Clearinghouse operations and training, Clearinghouse access and security and release of Clearinghouse records set forth in this Acknowledgement as well as other terms and conditions outlined in the Clearinghouse Handbook and the License Agreement.

4. Clearinghouse Operations and Training

- a. The Parties shall designate a person who shall be responsible for Clearinghouse operations and shall serve as the Clearinghouse point of contact.
- b. The Parties shall notify NASDTEC promptly when there is a change in the Clearinghouse point of contact.

- c. The Parties shall ensure that the Clearinghouse point of contact and all other pertinent personnel who have access to the Clearinghouse shall have read the Clearinghouse Manual and participated in any Clearinghouse training provided by NASDTEC.
  - d. Each authorized LEA and National Education Certification Organization shall be issued a unique username and password by NASDTEC and shall agree to only share the username and password with authorized staff.
  - e. The assigned password will be changed by NASDTEC every 12 months. The Clearinghouse point of contact will be notified of the new password. It will be the responsibility of the Clearinghouse point of contact to share the new password with authorized staff.
5. Timely Submission of Records
- a. Each Member Jurisdiction agrees to enter into the Clearinghouse the names of any individual whose certificates, licenses or similar credentials authorizing them to engage in providing educational services to students have been revoked, suspended, surrendered or otherwise adversely acted upon including public reprovals or reprimands and denials for cause.
  - b. Each authorized Member Jurisdiction agrees to use best efforts to enter the names of the individuals identified in subsection 6(a) above within 30 days of the effective date of the adverse action.
  - c. The Parties understand that the information provided to the Clearinghouse reflects final and public adverse actions in accordance with the laws and regulations of the submitting jurisdiction.
6. Editing and Deletion of Records
- Only Member Jurisdictions shall have editing privileges to correct typographical or incorrect entries or request deletion of records submitted in error or subsequently invalidated.
7. Release of Clearinghouse Records to Third-Parties
- In the event that laws and regulations related to freedom of information requests mandate release of Clearinghouse data that has been submitted by another jurisdiction, the Parties agree to redact prior to release all CERT\_IDs and date of birth data except year of birth. The Parties also agree to notify NASDTEC immediately when a request for release of Clearinghouse records is received.
8. Best Practices for Cross-Referencing Alerts
- a. The purpose of cross-referencing the educator records in the Clearinghouse is two-fold: (i) a check for adverse actions against an individual who is applying for employment or national certification/licensure; and (ii) a notification of adverse action against all current employees and/or all certificate/license holders

issued by an authorized National Education Certification Organization.

- b. The recommended protocol is that authorized LEAs and National Education Certification Organizations: (i) use the secure online lookup page during the initial hiring or certification process; (ii) use the secure FTP monthly download process to amass a table reflecting the total NASDTEC database, against which all current employees and applicants for employment can be cross-referenced.
- c. NASDTEC also recommends that the match be made on both a perfect match (CERT\_ID and DOB) where possible as well as a near match (i.e. CERT\_ID or DOB and Name).

9. Data Validation

- a. Each Member Jurisdiction is requested to conduct an annual review to confirm the validity of the records submitted to the Clearinghouse.
- b. The accuracy of information submitted to the Clearinghouse is the responsibility of the reporting member jurisdiction; however, neither the Member Jurisdictions nor NASDTEC represents or warrants that the information contained in the Clearinghouse is free from inaccuracies or omissions.

By signing this Acknowledgement, I acknowledge that I have read and understood the afore-mentioned terms and conditions as well as the terms and conditions detailed in the Clearinghouse Handbook and License Agreement. I also understand that failure to abide by these terms and conditions may limit or impact continued participation in the Clearinghouse. I also verify that I am authorized to execute this Acknowledgement and obligate my LEA or National Education Certification Organization to the terms herein.

**NASDTEC Official Point of Contact Acknowledgement:**

Organization: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Date: \_\_\_\_\_

Please retain original for your records and email fully executed copy to [philrogers@nasdtec.com](mailto:philrogers@nasdtec.com).