

# Request to Correct the Finisher Record List Process



To request a correction to the ASEP Finisher Record List in ECOS, for previous reporting years, Educator Preparation Program (EPP) staff must complete and submit the Request for Correction (RFC) Form to [Preparation Programs](#) via the [Help Desk](#). The RFC Form is available on the [Program Provider](#) page on the TEA website.

## Section A: EPP Contact Information

In Section A, EPP staff will fill in the following information:

- Date
- EPP
- First & Last Name of the requester
- Position/Title of the requestor
- Digital Signature
  - The signature field will **not** become active **until all fields are completed**. Sign after completing the form in its entirety.

## Section B: Finisher Record List (FRL) Correction Instructions

Section B: FRL Correction Instructions include a detailed description of each field that must be completed on the FRL Correction List. Read the instructions provided on the RFC Form carefully before completing the form.

## Section B: FRL Correction List

In Section B: FRL Correction List, EPP staff will fill in the following information for each request:

- TEA ID
- Candidate's Last Name
- Candidate's First Name
- Cert License ID
- Route (i.e., ALT, PB, or TRAD)
- Finisher Status (i.e., Removed, Finisher, or Other Enrolled)
- Reporting Year (e.g., 2020-2021, 2019-2020, etc.)

Be sure to use a separate row for each year to be completed per candidate.

## Naming Scheme and Submission

The RFC form only allows up to five (5) rows to be created. Multiple forms may be necessary depending on how many corrections are being requested. Use the following naming scheme prior to submission:

**CDN\_mm.dd.year(1)**

- **NOTE:** The naming scheme should end in (2), (3), etc., if you submit more than one form per day.

Submit the completed and signed RFC Form to [Preparation Programs](#) via the [Help Desk](#).

## RFC Form Reminders

When an RFC form is submitted with an error, the request cannot be processed. To avoid a delay in the correction process, please review the common errors that have occurred when processing RFC Forms:

- TEA ID does not match the candidate's name
- The cert license ID does not match the route selected
- The cert license ID was not in effect during the reporting year selected
- The RFC form is not signed using a digital signature

## Frequently Asked Questions

### 1. How do I find a Cert License ID that has been retired (e.g., Generalist EC-6)?

Cert License IDs that have been retired and replaced with new IDs can still be viewed using the

Maintain Finishers tab in ASEP. Select the corresponding reporting year, select the status "Other Enrolled," and select the "Search" button. In the table that comes up, the Cert License IDs are listed in the "Certificate Description" column. Use these IDs to determine what the retired Cert License ID is. For example, Generalist EC-6 was 1463 for the ALT route.

### 2. How long does it take for TEA to process an RFC Form?

If there are no corrections necessary, TEA will review and process the RFC form within 2-4 weeks from the date of submission. However, please know that this process may take longer depending on the time of year. EPPs should review the candidate's record in ECOS, approximately four weeks after submitting the form, to confirm the requested update(s) is reflected in the candidate's finisher record.

The Help Desk link on the TEA website can be found here:



Help Desk Icons:

