



Revised December 2020

**JURISDICTION
CLEARINGHOUSE
HANDBOOK**

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 and its Member Jurisdictions 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 the Member Jurisdictions and NASDTEC to facilitate the mobility of certificated/licensed¹ educators while protecting students from educators who have been found unfit to practice. State education agencies and independent licensing boards in the United States, the District of Columbia, the Commonwealth of Puerto Rico, the United States Territories, the United States Department of Defense Education Activity (DODEA) and governmental entities outside the United States that have major administrative responsibility for the preparation, certification and/or discipline of professional educators and who are members of NASDTEC are granted participation rights in the Clearinghouse. 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 local educational agencies (LEAs) and state-approved educator preparation providers (EPPs) with the opportunity to subscribe to the Clearinghouse for the purpose of supplementing their existing background checks. LEAs and EPPs that subscribe to the Clearinghouse have read-only access to the Clearinghouse. The LEA/EPP view provides 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. In some cases, data is further restricted based upon state laws of member jurisdictions.

¹ The terms "license" and "certificate" are used interchangeably.

This handbook is intended to provide NASDTEC members 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.

ORIGINAL CLEARINGHOUSE AGREEMENT

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) 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/EPPs 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 subscribing LEA/EPP 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 member jurisdictions is to identify that the individual(s) responsible for submitting and accessing Clearinghouse data and ensure that these individual(s) understand the Clearinghouse protocols. The following tutorial is designed to assist jurisdictions in training the appropriate staff. NASDTEC also recommends that each jurisdiction creates its own written procedures implementing the NASDTEC protocols within the context of the jurisdiction's 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.

Action Types:

Denial – A reportable adverse action occurring 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.)

Revocation/Invalidation – Official agency action terminating or invalidating a certificate or license for actionable misconduct.

Not Available – Action type isn't defined

Reinstatement – Official agency action that either lifts a suspension or removes a revocation/invalidation of an educator's credentials.

Reproval/Reprimand – Final official agency action admonishing a certificate or license holder for actionable misconduct.

Surrender – Termination or invalidation of a certificate or license by consent that is recognized or confirmed as a final official agency action.

Suspension – Final official agency action terminating or invalidating a certificate or license for a time period or conditionally on the grounds of actionable misconduct.

General Terms:

Action or Nature of Action – Also known as Reportable Adverse Action. Refers to a denial of a certificate for cause or professional discipline that is a final official agency action against a certificate or license holder, which is public within the reporting jurisdiction.

Action Date or Date Action Taken – Date of official agency adverse action as defined by the respective jurisdiction.

Cert ID (Certification ID) – An identification number for an individual provided by a jurisdiction when reporting an action. Most jurisdictions report SSN in this field.

Criminal case status – If no criminal case exists related to the action, select Not Applicable. Otherwise, select the appropriate result/status of the criminal case.

Effective Date – Date the adverse action becomes effective, which may be the same as date action taken.

Jurisdiction – Education entity reporting the action.

License Type – A high-level classification of the nature of the license. License type is not required and is available to report for informational purposes only.

Profile ID – A unique number identifying an individual within the Clearinghouse. Note that it is possible that an individual has multiple profile IDs.

SSN/TID – The social security number, tax identification number or other government-issued identifier for an individual.

Year (Action Details) – The year in which the action was taken

Year of Birth/Date of Birth – The birth year or date of the individual against whom the action was 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. (NOTE: NASDTEC may only enter into a license agreement for limited access to the Clearinghouse with such LEAs.)

NASDTEC Clearinghouse Administrator – refers to agency personnel within each jurisdiction who have editing permission.

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.

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.

CLEARINGHOUSE ACCESS

Under the NASDTEC bylaws, each voting member is to designate a *Clearinghouse Administrator* who shall be the point of contact (POC) for Clearinghouse operations for the member jurisdiction. NASDTEC will issue a unique login name and password to the voting member and his or her designee(s). Jurisdictions should notify NASDTEC of any changes in designees immediately to ensure password security. Jurisdictions are also required to designate a person, if different from the individual identified as the Clearinghouse contact, who shall serve as the jurisdictional POC for inquiries from other Member Jurisdictions or subscribing LEAs.

Access Levels

There are two levels of access to the Clearinghouse: “Read/Write” and “Read Only.” *Read/Write* access is granted to individuals who have direct responsibility for inputting, editing and/or downloading adverse actions. *Read Only* access is provided to employees who may require access for supervisory or investigatory purposes and to subscribing LEAs. NASDTEC will facilitate the selection of appropriate access levels.

Password Security

Members or their designees who hold Read/Write access to the Clearinghouse should **never** entrust other employees with their passwords. When personnel responsible for NASDTEC downloads, access, submissions and/or supervision or investigations change within an organization, thereby changing accessibility needs, the member should contact NASDTEC to identify new designees and to remove inactive designees.

When to Add a Record

To allow for effective communication between member jurisdictions, it is imperative that adverse actions be submitted to the Clearinghouse on a timely basis. Each jurisdiction is to ensure that adverse actions are added to the Clearinghouse within **thirty days** of the action becoming final.

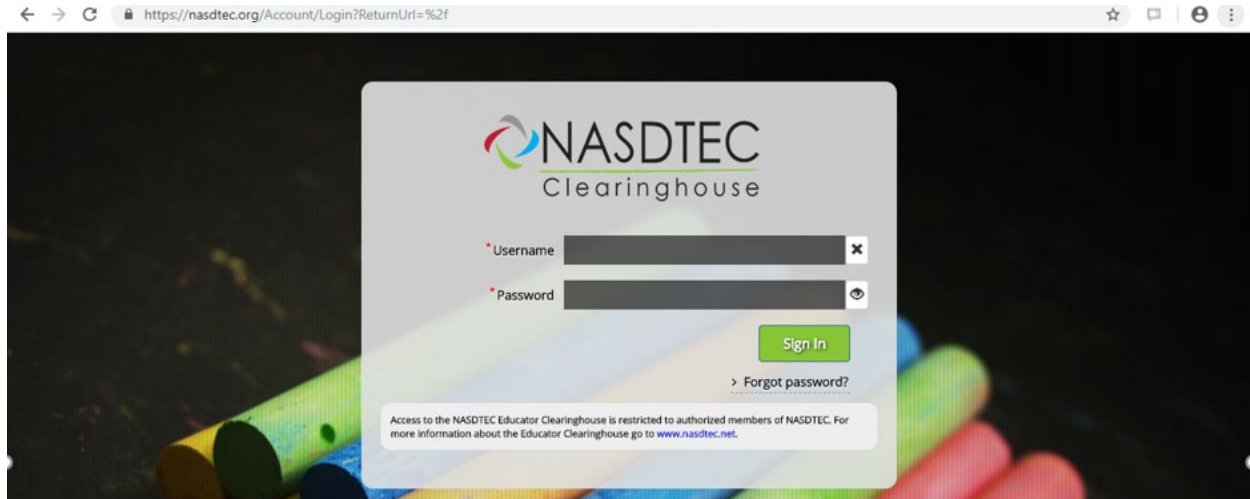
Clearinghouse video training: A short video is available for those who have received security credentials to access the Clearinghouse. In order to be given access to the training video contact the Support Desk at support@nasdtec.org.

HOW TO'S

How to Login

Go to <https://www.nasdttec.org>

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



A screenshot of a web browser showing the login page for the NASDTEC Clearinghouse. The browser's address bar displays the URL <https://nasdttec.org/Account/Login?ReturnUrl=%2f>. The login form is centered on the page and features the NASDTEC Clearinghouse logo at the top. Below the logo are two input fields: one for the Username and one for the Password, both marked with an asterisk. To the right of the Password field is an eye icon for toggling visibility. A green 'Sign In' button is positioned below the password field. To the right of the button is a link that says '> Forgot password?'. At the bottom of the form, a small disclaimer states: 'Access to the NASDTEC Educator Clearinghouse is restricted to authorized members of NASDTEC. For more information about the Educator Clearinghouse go to www.nasdttec.net.'

2. Each day you will be asked to confirm acceptance of the NASDTEC Clearinghouse Site Agreement



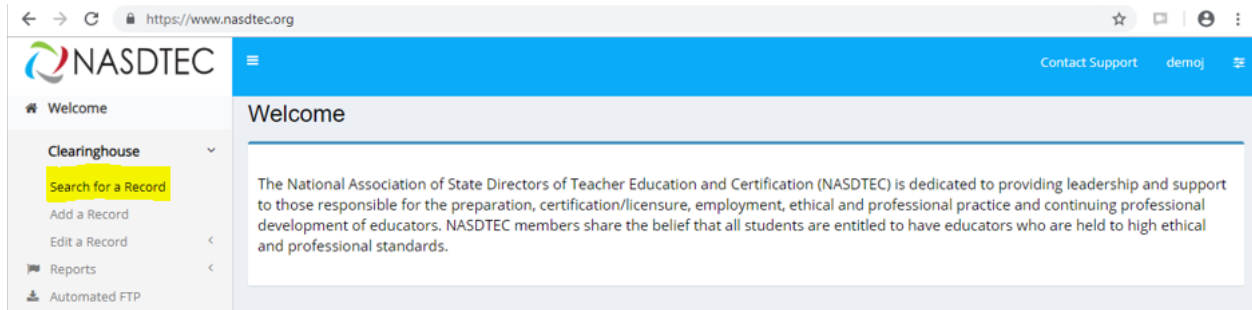
A screenshot of a web browser showing the 'NASDTEC Clearinghouse Site Agreement' page. The browser's address bar displays the URL <https://nasdttec.org/SiteAgreement?ReturnUrl=%252f>. The page has a grey header and a white content area. The title 'NASDTEC Clearinghouse Site Agreement' is centered at the top of the content area. Below the title is a bulleted list of six terms of service. At the bottom of the page, there are two buttons: 'Accept' and 'Cancel'.

NASDTEC Clearinghouse Site Agreement

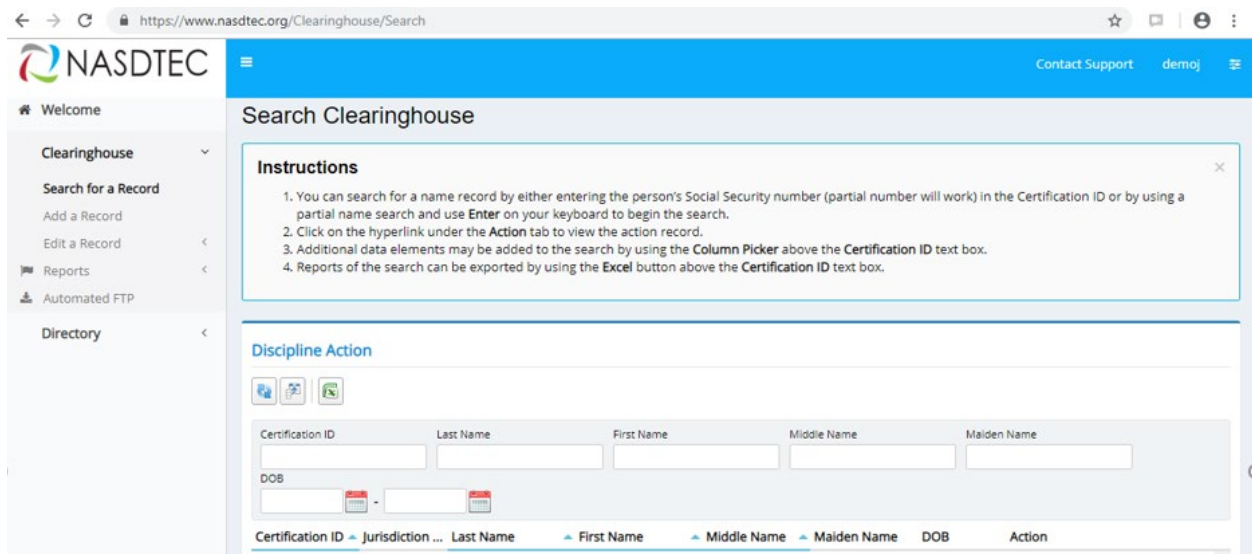
- I have reviewed and understand the NASDTEC Educator Clearinghouse Manual.
- I affirm that I will use the information in the NASDTEC Clearinghouse only for official purposes related to my employment with the organization that holds the license agreement with NASDTEC.
- I understand that any misuse of this authority and responsibility may result in termination of my organization's access to the Clearinghouse.
- I understand that 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.
- I understand that 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.
- I understand that 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.

How to Search for a Record

1. Expand the "Clearinghouse" menu item in the left navigation column and select "Search for a Record."



2. Enter your search criteria in the appropriate search fields. The more fields you enter, the more narrow your results will be.



Notes:

- *The predominant unique Clearinghouse identifier is the nine-digit Social Security Number (SSN), and in Canada it is the seven-digit insurance number. All jurisdictions that have access to SSNs should continue to use them in the Clearinghouse as it is the most consistent and effective identifier across jurisdictional boundaries.*
- *Search results return as you type. If results aren't returning, click the blue refresh button directly above the "Certification ID" search field.*

3. Click on the field within the action column to display action details in a pop-up window. Note: You may need to allow pop-ups in your browser.

NASDTEC Search Clearinghouse

Instructions

1. You can search for a name record by either entering the person's Social Security number (partial number will work) in the Certification ID or by using a partial name search and use **Enter** on your keyboard to begin the search.
2. Click on the hyperlink under the **Action** tab to view the action record.
3. Additional data elements may be added to the search by using the **Column Picker** above the **Certification ID** text box.
4. Reports of the search can be exported by using the **Excel** button above the **Certification ID** text box.

Discipline Action

Certification ID: 000000000 Last Name: First Name: Middle Name: Maiden Name: DOB: [Calendar Icon]

Certification ID	Jurisdiction	Last Name	First Name	Middle Name	Maiden Name	DOB	Action
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Revocation/Invalidation

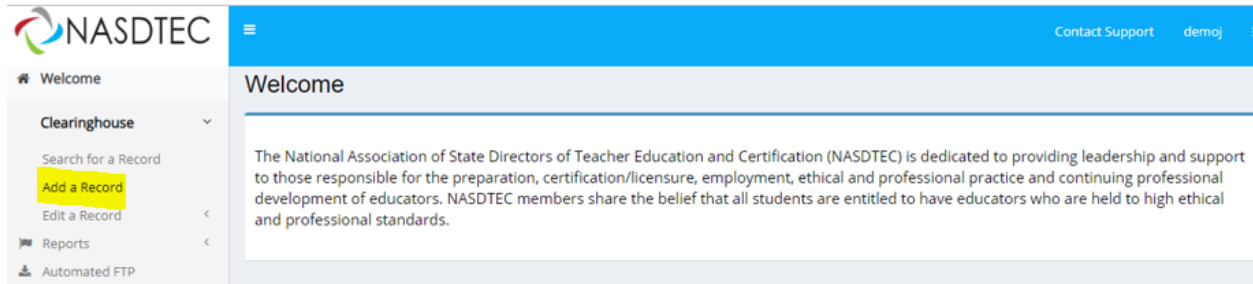
NASDTEC Search Clearinghouse

Discipline Action Details

Certification ID	123456789	Jurisdiction	INDIANA
First Name	Test	License Type 1	Administrator
Last Name	Tester	License Type 2	
Middle Name/Initial		License Type 3	
Maiden Name		License Type 4	
Date of Birth	05/01/1975	Action Type	Suspension
Action Date	03/16/2019		
Effective Date	03/16/2019		
Transaction Date	03/16/2019		
Record Format	Version 2		
Link	http://jurisdiction.com/publicrecord12345		
Documents	Test File.pdf		
Comments	Publicly available information provided by jurisdiction.		
	Was action due to sexual misconduct? Sexual misconduct includes sexual abuse, sexual assault, inappropriate sexual relationship, conduct designed to lead to inappropriate romantic or sexual relationship and sexual harassment?	NO	
	Was action due to violent actions?	NO	
	Was the action due to possession, sale, distribution, or use of an unlawful substance?	YES	
	Was the action due to theft or fraud?	YES	
	Was the action due to inappropriate actions and/or communication with a student?	NO	
	Was the action due to substance abuse?	NO	
	Was the action due to any manner of test or other academic fraud?	NO	
	Was the action due to the misuse of school equipment?	NO	
	Was the action due to financial misconduct such as defaulting on a student loan or failure to pay child support?	NO	
	Was the action due to violation of an employment contract with a school or school district?	NO	
	Was the action due to actions taken by another state or federal agency?	NO	
	Was the action due to circumstances not described above?	NO	

How to Add a Record

1. Expand the "Clearinghouse" menu item in the left navigation column and select "Add a Record."



2. Search for the individual in via the fields provided to see if they already exist within the Clearinghouse, possibly reported by another jurisdiction. Search by Certification ID first. If no results are found for certification ID, try searching with the name fields and other fields available. If the individual does already exist within the Clearinghouse, select their name and click the "Next" button. If they don't exist within the Clearinghouse, change the "Add Type" to "New Person" and click the "Next" button.

The screenshot shows the 'Add a Record' form in the NASDTEC system. The 'Record Search' step is active, and the 'AddType' is set to 'Existing Person'. The form includes fields for Certification ID, Last Name, First Name, Middle Name, Maiden Name, and DOB. Below the form is a table of search results showing four records, each with a 'Revocation/Invalidation' action link. The table is paginated, showing 1 to 4 of 4 total records.

Certification ID	Jurisdiction	Last Name	First Name	Middle Name	Maiden Name	DOB	Action
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Revocation/Invalidation
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Revocation/Invalidation
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Revocation/Invalidation
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Revocation/Invalidation

Showing 1 to 4 of 4 total records

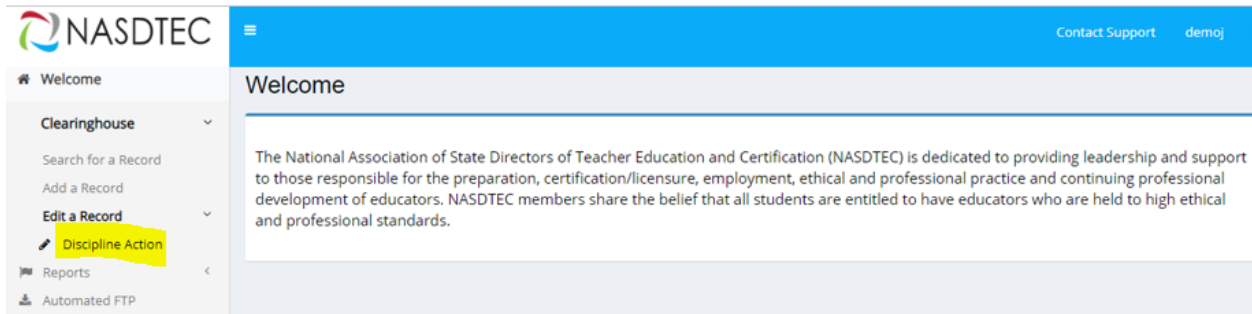
3. Complete the fields on the "New Person" page (if a new person) and/or the "Other Names" tab being sure to enter accurate information in all required fields, then clicking "Next" after each page.
4. On the "Actions" page, complete all required fields with accurate information, then click "Finish." You will receive a pop-up notification that the record has been added and give you the option to add another record.

Notes:

- *Refer to the "Definitions" section of this Handbook (above) for definitions of terms.*
- *You may select up to four license types related to a single action. Selecting a license type is optional.*
- *Under action details, you may only select one option under question 1. Criminal case status.*
- *Under action details, a checkmark next to questions 2-13 indicates "Yes." Leaving a checkbox blank indicates "No" to that question.*
- *Jurisdictions may provide text within the "Comments" field under "Additional Details." All text provided should be public record.*
- *Jurisdictions may attach files under "Additional Details." Any files attached should only include public records such as final actions the jurisdiction has otherwise published publicly.*
- *Jurisdictions may reference a link to a public website containing more information about that particular action.*

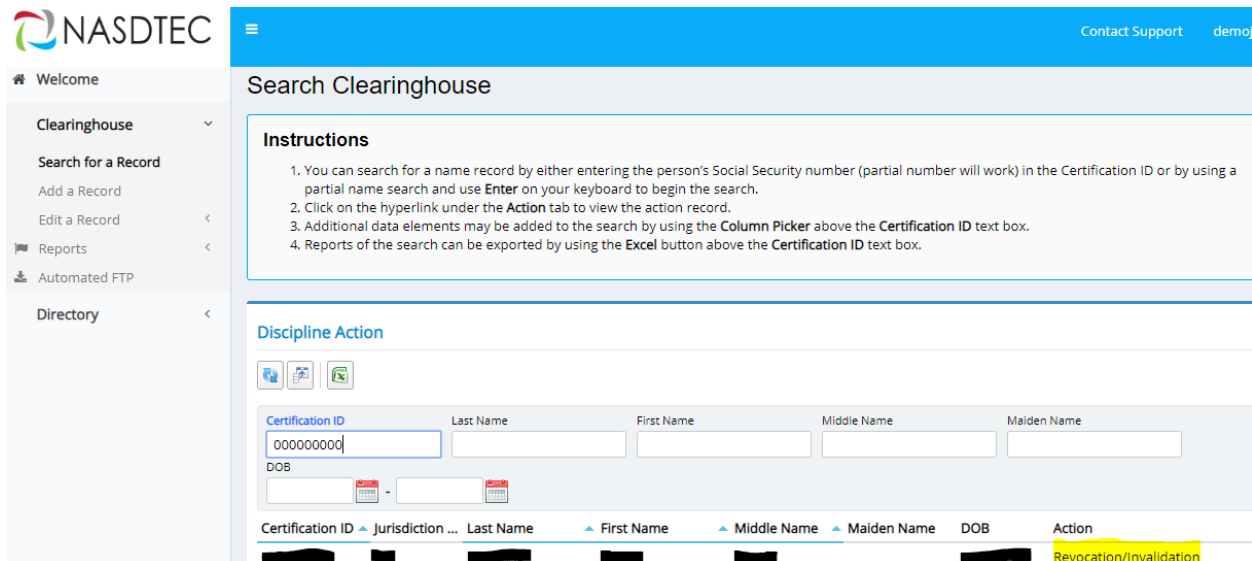
How to Edit a Record

1. Expand the "Clearinghouse" menu item in the left navigation column and select "Edit a Record" and then select "Discipline Action."

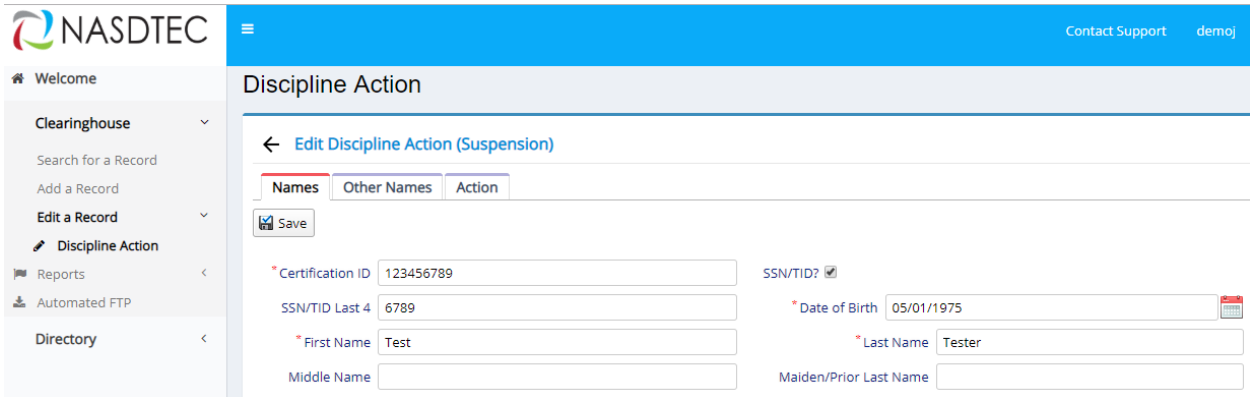


Note: You will only be able to edit records submitted by your jurisdiction.

2. Search for the record the same as you would under the "Search for a Record" function. When the record is found, click the link under the "Action" column, the same as you would under the "Search for a Record" function.

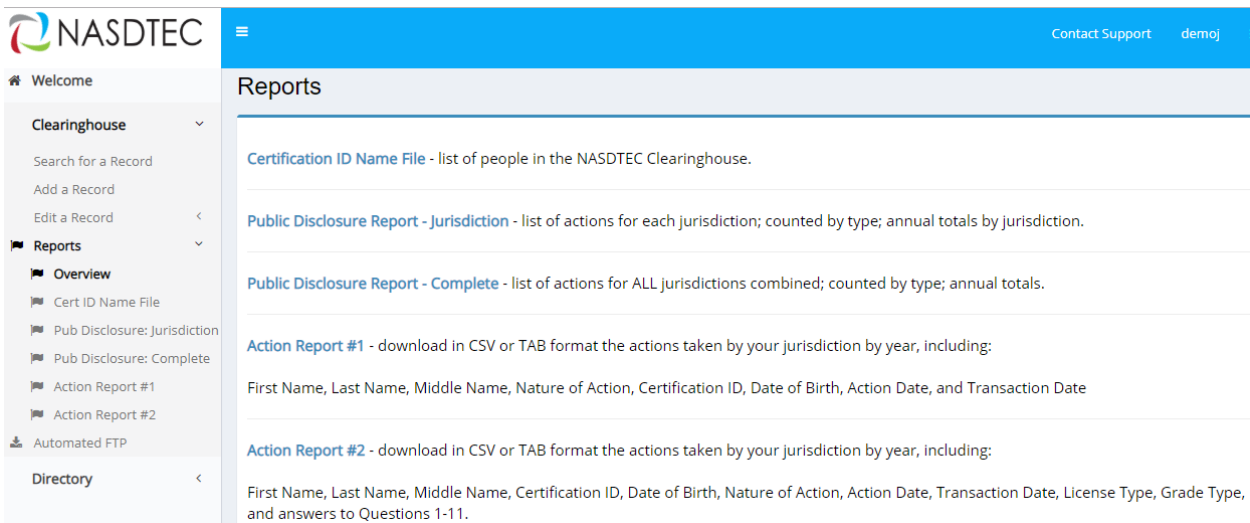


3. Edit the information, as appropriate, on any or all of the tabs (Names, Other Names, Action). Click Save on each tab to save the new information.



How to Access Reports

1. In addition to the ability to download search results as an Excel file under "Search for a Record," five reports are available to view and download as either Excel or PDF. To access reports, expand the "Clearinghouse" menu item in the left navigation column and select "Reports."
2. To see the following list of all reports available, with definitions of each report, click "Overview."



3. Most reports have at least one field that will allow you to narrow the results displayed.
4. Select a specific report to run. Within each report, use the Excel or PDF icons to download the currently displayed results.

How to Download Data via Automated API

1. The NASDTEC API is a REST based API, accessible on the public internet and secured via a web API key. All communications are encrypted via TLS.
2. For more information regarding the use of an API contact support@nasdtec.org.

APPENDIX A

MEMBER JURISDICTION ACKNOWLEDGMENT OF THE TERMS AND CONDITIONS OF PARTICIPATION IN THE NASDTEC EDUCATOR IDENTIFICATION CLEARINGHOUSE

(SAMPLE ONLY)

WHEREAS, the National Association of State Directors of Teacher Education and Certification (NASDTEC) and its Member Jurisdictions share the belief that all students are entitled to have educators who are held to high ethical and professional standards; and

WHEREAS, NASDTEC and its Member Jurisdictions 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, NASDTEC and its Member Jurisdictions 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 its Member Jurisdictions recognize that participation in the Clearinghouse allows for the facilitation of educator mobility while providing an invaluable tool to alert Member Jurisdictions, authorized local educational agencies (LEA), Member Jurisdiction Approved Education Preparation Providers (EPP) 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 national certification or a candidate enrolled in an EPP may have been the subject of public discipline in another jurisdiction; and

WHEREAS, Member Jurisdictions that wish to exercise their right 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 by signature to this Acknowledgment.

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 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 Acknowledgment 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.

2. Intended Use of Clearinghouse Records

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

3. LEA, EPP and National Education Certification Organizations Access to Clearinghouse NASDTEC may enter into a license agreement for limited 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, with EPPs approved by Member Jurisdictions, 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', EPPs' 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, EPPs 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 Acknowledgment as well as other terms and conditions outlined in the Clearinghouse Handbook and the License Agreement.

4. Clearinghouse Operations and Training

- a. Each Member Jurisdiction shall designate a person who shall be responsible for Clearinghouse operations within the jurisdiction and shall serve as the Clearinghouse point of contact.
- b. Each Member Jurisdiction shall designate a person, if different from the individual identified in subsection 4(a), who shall serve as the jurisdictional contact for inquiries from other Member Jurisdictions or Authorized Entities with Clearinghouse Access.
- c. Each Member Jurisdiction shall notify NASDTEC promptly when there is a change in the Clearinghouse designee(s).

Each Member Jurisdiction shall ensure that the Clearinghouse designee 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.

5. Clearinghouse Access and Security

- a. Each Member Jurisdiction shall identify the individual(s) within the jurisdiction that shall have data entry access or read only access.

- b. Each individual with access to the Clearinghouse shall be issued a unique password by NASDTEC and shall agree not to entrust the password to any other individual. The Member Jurisdiction shall notify NASDTEC promptly when personnel with access to the Clearinghouse changes so that inactive access can be removed.
- 6. 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 reprimands or reprimands and denials for cause.
 - b. Each 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.
Each Member Jurisdiction agrees that the information provided to the Clearinghouse reflects final and public adverse actions in accordance with the laws and regulations of the submitting jurisdiction.
- 7. Editing and Deletion of Records
 - a. All Member Jurisdictions shall have editing privileges to correct typographical or incorrect entries.
 - b. Records shall be deleted only when it has been determined that they were submitted in error or where the final order has been reversed or otherwise invalidated or is no longer considered public in the submitting jurisdiction.
All requests for deletion of an entire record shall be submitted to NASDTEC.
- 8. Response to Inquiries from Member Jurisdictions, Authorized LEAs or EPPs or National Education Certification Organizations with Clearinghouse Access
All Member Jurisdictions agree to respond promptly to inquiries from other Member Jurisdictions and other Authorized LEAs and EPPs or National Education Certification Organizations and to provide all relevant documents in accordance with its respective laws and regulations.
- 9. Release of Clearinghouse Records to Third-Parties
In the event that the laws and regulations of a Member Jurisdiction mandate release of Clearinghouse data that has been submitted by another jurisdiction, the Member Jurisdiction agrees to redact prior to release all CERT_IDs and date of birth data except year of birth.
- 10. Best Practices for Cross-Referencing Alerts
 - a. The purpose of cross-referencing the educator records in the Clearinghouse against a respective Member Jurisdictions' records is two-fold: (i) a check for adverse actions against an individual who is applying for certification/licensure within a jurisdiction and (ii) a notification of adverse action against current certificate/license holders within the jurisdiction.
 - b. The recommended protocol is that each Member Jurisdiction: (i) download the discrete monthly NASDTEC file on a date certain each month to be run against the jurisdiction's current certificate/license holder; (ii) amass all downloads in a table

reflecting the total NASDTEC database, against which all applicants for certification/licensure can be cross-referenced.

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).

11. Data Validation

- a. Each Member Jurisdiction shall conduct an annual review to confirm the validity of the records submitted to the Clearinghouse.

The accuracy of information submitted to the Clearinghouse is the responsibility of the reporting member jurisdiction and NASDTEC does not represent or warrant that the information contained in the Clearinghouse is free from inaccuracies or omissions.

By signing this Acknowledgment as the voting representative of the Member Jurisdiction, 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. I also understand that failure to abide by these terms and conditions may limit or impact the participation of the Member Jurisdiction in the Clearinghouse.

Acknowledgment Accepted and Agreed to by Member Jurisdiction Voting Member:

SAMPLE ONLY

