

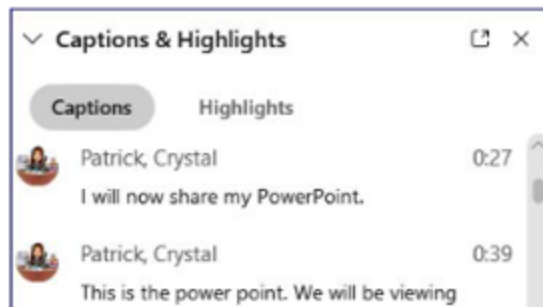
Federal Personnel Survey

Special Programs and Data *January 2024*

Automated Captioning for Participants in WebEx

Option 1: Caption and Highlights Panel

1. Locate blue circle and dot icon on the bottom of screen.
2. Select icon
3. A side panel will appear on the right side of the screen.



Option 2: Closed Captioning

1. Select the Closed Captioning (CC) icon
 - a. Captions will appear on the bottom of screen.
2. Grab and move to desired location



Federal Personnel Survey

- **Federal Personnel Survey Overview**
- **Survey Data Preparation and Clarification**
- **Survey Collection Tool**
- **Personnel FTE Calculations**
- **FAQs**
- **Q&A**

Federal Personnel *Overview*

OSEP Requirements

Collect data on the full-time equivalent (FTE) of personnel who are employed/contracted to provide services to children with disabilities, ages 3 – 21, who were included in the December Child Count:

- Special Education Teachers (EdFacts File Spec 070)
- Paraprofessionals (EdFacts File Spec 112)
- Related Services Personnel (EdFacts File Spec 099)

The Federal Personnel Survey is now open!

https://ncdpi.az1.qualtrics.com/jfe/form/SV_3dVimfCLwGIN9Ma

**Due Date
March 29, 2024**

March 2024						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Federal Personnel

Data Preparation and Clarification

Survey Data Preparation

- Print Blank Survey (PDF copy)
- Gather required data from Human Resources
- If you have technical questions **about the survey**, please send email to khalilah.ofarrow@dpi.nc.gov or tory.lawrence@dpi.nc.gov
- If you have questions **about the role or who/how to count that personnel**, please contact the EC Consultant by the appropriate discipline/content area

Survey Data Preparation

Data needed to complete Federal Personnel Survey

Data needed for each personnel role	Data Source
Licensed/Certified Staff	Personnel records, HR
FTE Licensed (calculated full time equivalency)	Review FTE Calculation Tips in instructions
NOT Licensed/Certified Staff	Personnel records, HR
FTE Not Licensed (calculated full time equivalency)	Review FTE Calculation Tips in instructions
Number of Vacancies	Personnel records, HR

Survey Data Clarification

- Report personnel who:
 - were employed or contracted as of December 1st, regardless of funding source (e.g., Part B of IDEA, State, local funding)
 - serve students with disabilities, ages 3 through 21, who were included in the December 2023 Child Count
- Do not report personnel who serve children from birth through age 2, unless they also serve children with disabilities ages 3 through 21

Survey Data Clarification

- **Special Education Teachers**
 - Fully Licensed/Certified
 - NOT Fully Licensed/Certified
- **Other Special Education Staff/Assistants**
 - Fully Licensed/Certified
 - NOT Fully Licensed/Certified
- **Special Education Related Services**
 - Fully Licensed/Certified
 - NOT Fully Licensed/Certified
- **All Student Staff***
 - Fully Licensed/Certified
 - NOT Fully Licensed/Certified

Survey Data Clarification

Special Education Teachers

Fully Licensed/Certified

Report personnel as fully licensed/certified if they have been issued the appropriate NC state certification or license for the position held

- Professional Educator License
- Initial Professional License (IPL)
- Continuing Professional License (CPL)
- Residency License
- Emergency License
- Limited License

For more information, refer to the NC State Board of Education [General Licensure Requirements](#)

Survey Data Clarification

Special Education Teachers

NOT Fully Licensed/Certified

Report personnel as not fully licensed/certified if

- They have not been issued the appropriate NC state certification or license for the position held
- Their current license/certification has expired
- Their licensure requirements have been waived by the State Board of Education

Survey Data Clarification

Other Special Education Staff/Assistants Fully Licensed/Certified

Report personnel as fully licensed/certified if they:

- Hold appropriate NC state certification or license for the position held
- Hold positions for which no state requirements exist (e.g., no certification or licensure requirements)

Survey Data Clarification

Other *Special Education Staff/Assistants* *Fully Licensed/Certified*

Position	Special Requirement(s)
Paraprofessional/Teacher Assistant	
Brailleist	
Speech-Language Pathology Assistant	Registration as an assistant with NC Board of Examiners for Speech Language Pathology and Audiology by a supervising speech-language pathologist who is licensed by the NC Board of Examiners for Speech Language Pathologists and Audiologists
Occupational Therapy Assistant	License as an occupational therapy assistant in North Carolina
Physical Therapy Assistant	License as a physical therapist assistant in North Carolina
School Health Assistant / Medical Staff	

Survey Data Clarification

Other *Special Education Staff/Assistants* NOT Fully Licensed/Certified

- Report personnel as not fully licensed/certified if:
- They have not been issued the appropriate NC state certification or license for the position held that has special requirement(s)
 - Their current license/certification has expired
 - Their licensure requirements have been waived by the State Board of Education

Survey Data Clarification

Special Education Related Services

Fully Licensed/Certified

Report personnel as fully licensed/certified if they:

- Hold appropriate NC state certification or license for the position held
- Hold positions for which no state requirements exist (e.g., no certification or licensure requirements)

Survey Data Clarification

Special Education Related Services

Fully Licensed/Certified

NC Professional Educators' License Categories

School Counselor	School Speech-Language Pathologist
School Psychologist	School Audiologist

Survey Data Clarification

Special Education Related Services

Fully Licensed/Certified

Position	Special Requirement(s)
Educational Interpreter/ Transliterater	
Occupational Therapist	License as an occupational therapist in North Carolina
Physical Therapist	License as a physical therapist in North Carolina
Therapeutic Recreation Therapist	
Orientation & Mobility Specialist	
School Health Assistant / Medical Staff	
School Nurse	Must be certified by the American Nurses' Associate (ANA) or the National Association of School Nurses (NASN)

Survey Data Clarification

Special Education Related Services

NOT Fully Licensed/Certified

Report personnel as not fully licensed/certified if:

- They have not been issued the appropriate NC state certification or license for the position held
- Their current license/certification has expired
- Their licensure requirements have been waived by the State Board of Education

Survey Data Clarification

All Student Staff

Fully Licensed/Certified

Report personnel as fully licensed/certified if they:

- Hold appropriate NC state certification or license for the position held
- Hold positions for which no state requirements exist (e.g., no certification or licensure requirements)

Survey Data Clarification

All Student Staff

Fully Licensed/Certified

NC Professional Educators' License Categories

School Counselor

Physical Education

School Social Worker

Health and Physical Education

Position

Special Requirement(s)

School Nurse

Must be certified by the American Nurses' Associate (ANA) or the National Association of School Nurses (NASN)

Survey Data Clarification

All Student Staff

NOT Fully Licensed/Certified

Report personnel as not fully licensed/certified if:

- They have not been issued the appropriate NC state certification or license for the position held
- Their current license/certification has expired
- Their licensure requirements have been waived by the State Board of Education

Federal Personnel *Survey Collection Tool*

The Federal Personnel Survey is now open!

https://ncdpi.az1.qualtrics.com/jfe/form/SV_3dVimfCLwGIN9Ma

Reporting Federal Personnel Data - DUE March 29, 2024

The federal personnel report provides the U. S. Department of Education's Office of Special Education Programs (OSEP) with information on the number of full-time equivalent (FTE) special education staff employed or contracted to provide special education services for children with disabilities (IDEA) ages 3 through 21, who were reported in the December Child Count.

Survey Instructions

1. Prior to beginning the survey, click the *Link to Instructions* below for more information on reporting personnel data. Also, click the *Link to Blank Survey* below to access a blank PDF copy of the survey. This may assist PSUs with collecting personnel data needed to complete the survey.
2. This survey has been designed to allow respondents to leave at any time and then return to finish within two weeks if respondents return using the same internet browser and the same computer. This feature uses cookies to save the respondent's progress; therefore, if the browser's cache is cleared or cookies are disabled this option will not be available and the survey should be completed in one sitting.
3. All fields must be completed (do not leave any fields blank; enter 0 for none) before submitting the survey to the Office of Exceptional Children.
4. Please review each section before the survey is submitted.
5. Once the survey is submitted, PSUs will not have access to change their responses without contacting Khalilah O'Farrow-Boulware at khalilah.ofarrow@dpi.nc.gov.
6. After the survey is submitted, PSUs will have the option to download and print a PDF version of their responses.

[Link to Instructions](#)

[Link to Blank Survey \(PDF copy\)](#)



Please select your PSU:



Data Collection Key

Number of fully licensed/certified staff = Total number of licensed/certified personnel in this role regardless of funding source, part-time, full-time, itinerant, or contracted/hired status. **Document as whole number only.**

FTE of fully licensed/certified staff= Calculated full time equivalency of fully licensed/certified personnel in this role. **Document as whole number or decimal rounded to the nearest hundredths.**

Number of NOT fully licensed/certified staff= Total number of not licensed/certified personnel in this role regardless of funding source, part-time, full-time, itinerant or contracted/hired status. **Document as whole number only.**

FTE of NOT fully licensed/certified staff= Calculated full time equivalency of fully licensed/certified personnel this role. **Document as whole number or decimal rounded to the nearest hundredths.**

Total Number of Vacancies including contractors= How many vacancies does your PSU have for this role? Include long term, unposted vacancies. **Document as whole number only.**

Special Education Teachers

- Special Education: General Curriculum Teachers, 3-PK5
- Special Education: General Curriculum Teachers, 5K-21
- Adapted Physical Educator, 3-PK5
- Adapted Physical Educator, 5K-21
- Teacher of the Deaf and Hard of Hearing, 3-PK5
- Teacher of the Deaf and Hard of Hearing, 5K-21
- Teacher for the Visually Impaired, 3-PK5
- Teacher for the Visually Impaired, 5K-21
- Extended Content Standard Teachers, 5K-21

Special Education Teachers - Staff hired to work primarily with Exceptional Children

All fields must be completed (enter 0 for none)

FTE = full time equivalency

	Number of Fully Licensed / Certified Staff	FTE of Fully Licensed / Certified Staff	Number of NOT Fully Licensed / Certified Staff	FTE of NOT Fully Licensed / Certified Staff	Total Number of Vacancies including contractors
Special Education: General Curriculum Teachers serving students ages 3-PK5					
Special Education: General Curriculum Teachers serving students ages 5K-21					
Adapted Physical Educator serving students ages 3-PK5					
Adapted Physical Educator serving students ages 5K-21					
Teacher of the Deaf and Hard of Hearing serving students ages 3-PK5					
Teacher of the Deaf and Hard of Hearing serving students ages 5K-21					
Teacher for the Visually Impaired serving students ages 3-PK5					
Teacher for the Visually Impaired serving students ages 5K-21					
Extended Content Standard Teachers serving students ages 5K-21					



Other Special Education Staff

- 3-PK5 Special Education Paraprofessional
- 5K-21 Special Education Paraprofessional
- 3-PK5 Brailist
- 5K-21 Brailist
- 3-PK5 Speech Language Pathology Assistant
- 5K-21 Speech Language Pathology Assistant
- 3-PK5 Occupational Therapy Assistant
- 5K-21 Occupational Therapy Assistant
- 3-PK5 Physical Therapy Assistant
- 5K-21 Physical Therapy Assistant

Other Special Education Staff - Assistants and other staff hired to work primarily with Exceptional Children

All fields must be completed (enter 0 for none)

FTE = full time equivalency

	Number of Fully Licensed / Certified Staff	FTE of Fully Licensed / Certified Staff	Number of NOT Fully Licensed / Certified Staff	FTE of NOT Fully Licensed / Certified Staff	Total Number of Vacancies including contractors
3-PK5 Special Education Paraprofessional					
5K-21 Special Education Paraprofessional					
3-PK5 Brailist					
5K-21 Brailist					
3-PK5 Speech Language Pathology Assistant					
5K-21 Speech Language Pathology Assistant					
3-PK5 Occupational Therapy Assistant					
5K-21 Occupational Therapy Assistant					
3-PK5 Physical Therapy Assistant					
5K-21 Physical Therapy Assistant					



Special Education Related Services

- School Psychologists
- Occupational Therapists
- Audiologists
- Recreation and Therapeutic Recreation Specialists
- Physical Therapists
- Speech-Language Pathologists
- Interpreters
- Rehabilitation Counselors
- Orientation and Mobility Specialists
- School Nurse/Medical Staff

Special Education Related Services - Staff hired to work primarily with Exceptional Children

All fields must be completed (enter 0 for none)

FTE = full time equivalency

	Number of Fully Licensed / Certified Staff	FTE of Fully Licensed / Certified Staff	Number of NOT Fully Licensed / Certified Staff	FTE of NOT Fully Licensed / Certified Staff	Total Number of Vacancies including contractors
School Psychologists					
Occupational Therapists					
Audiologists					
Recreation and Therapeutic Recreation Specialists					
Physical Therapists					
Speech-Language Pathologists					
Interpreters					
Rehabilitation Counselors					
Orientation and Mobility Specialists					
School Nurse/ Medical Staff					

Total number of Speech-Language Pathologists who hold the Certificate of Clinical Competence from the American Speech-Language Hearing Association:



All Students Staff

- Physical Education Teachers – General
- School Nurses – General
- School Social Worker – General
- School Counselor – General

**All Students Staff - Staff that serve all students including EC students. Use ADM Calculation Method to calculate FTE
(Enter 0 for none)**

All fields must be completed (enter 0 for none)

FTE = full time equivalency

Use ADM Calculation Method to calculate FTE (refer to *Link to Instructions*)

	Number of Fully Licensed / Certified Staff	FTE of Fully Licensed / Certified Staff	Number of NOT Fully Licensed / Certified Staff	FTE of NOT Fully Licensed / Certified Staff	Total Number of Vacancies including contractors
Physical Education Teachers - General					
School Nurses - General					
School Social Worker - General					
School Counselor - General					



Please review the data to ensure accuracy before submitting. Click the right-pointing arrow below to submit the completed report.



Federal Personnel *FTE Calculations*

FTE Calculation Tips

[Link to Instructions](#)

[Link to Blank Survey \(PDF copy\)](#)

[How to calculate FTE](#)

FTE Calculation Tips

FTE Calculation Tips:

- [How to calculate FTE](#)

- *How do I calculate FTE for a speech-language pathologist who works with SWD 3 hours per day of a 40-hour work week?*

Calculate total hours worked per week

Total hours worked per week ÷ Total hours in work week = FTE

3 hours per day x 5 days in work week = 15

15 hours worked ÷ 40-hour work week = 0.375 (0.38 FTE rounded to the nearest hundredths)

- How do I calculate FTE for part-time personnel, who serve all students?

For part-time personnel who serve all students (e.g., School Nurses, School Social Workers), **use your ADM percentage to calculate the FTE**. To access your ADM percentage, review to the [By LEA 3-21 Report](#) (under Child Count > December 2023)

posted on the Office of Exceptional Children Federal Reporting website at <https://www.dpi.nc.gov/districts-schools/classroom-resources/exceptional-children/program-and-fiscal-monitoring/federal-reporting#child-count>.

Refer to the column, 3-21 (PRC060) Total %ADM, for your calculation. Click [here](#) to access an online percent to decimal calculator.

Convert your ADM percentage to a decimal

Number of part-time personnel in role (serving all students)

Number of hours worked per week x Number of part-time personnel in role

(Total hours worked per week ÷ Total hours in work week) x ADM = FTE

Federal Personnel *FAQs*

FAQ- Adapted Physical Educator

Q: What if I have a “general education” PE teacher providing APE? What does fully licensed/certified mean for APE?

A: Personnel with a NC Professional Educators’ License in Physical Education can provide PE/APE instruction. A licensed physical education teacher who is also a Certified Adapted Physical Educator (CAPE) can also provide PE/APE instruction.

FAQ - Serving Students Inclusively

Q: To calculate FTE for the PE Teacher who works with children with disabilities, is that only if they are providing services such as adapted PE that are listed within a student's IEP? What if they are just seeing the students in general? What if the EC student is in PE for the teacher's PE block, but the student does not receive adapted PE/Special Education or related services?

A: A teacher providing Adapted Physical Education or Specially Designed Instruction in PE should be counted either as PE or APE teacher, regardless of instructional setting of the student (e.g., general education, inclusive and/or pull-out instruction). These teachers must have a NC Professional Educators' License in Physical Education to be reported as fully licensed/certified.

FAQ - Serving Students Inclusively

Q: What about general education teachers who have students with disabilities in their classrooms? How do we report data on Specials teachers, such as Art, Technology, and Foreign Language teachers? What about if our nurse administers any medication to students with disabilities? Would that time be counted?

A: This survey requires PSUs to report data on all staff/personnel who provide special education and/or work with students with disabilities, age 3-21, who were included in the most recent December Child Count. Data on other personnel such as General Ed teachers, Specials teachers, Technology teachers, or Foreign Language teachers are not reported.

FAQ - Language Facilitator

Q: Would a full-time language facilitator for a student with a hearing impairment be counted under Speech Language Pathologist?

A: No, however they can be counted as a Paraprofessional if they meet any of the following criteria:

- 1) provide one-on-one tutoring if such tutoring is scheduled at a time when a student would not otherwise receive instruction from a teacher
- 2) assist with classroom management, such as organizing instructional and other materials
- 3) provide instructional assistance in a computer laboratory
- 4) conduct parental involvement activities
- 5) provide support in a library or media center
- 6) act as a translator
- 7) provide instructional support services under the direct supervision of a teacher.

Consultant Contact Information

Discipline or Content Area	Name	Email	Phone #
Federal Personnel Survey	Khalilah O’Farrow-Boulware	khalilah.ofarrow@dpi.nc.gov	(984) 236-2641
Federal Personnel Survey	Tory Lawrence	tory.lawrence@dpi.nc.gov	(984) 236-2640
Teachers of the Visually Impaired	Crystal Patrick	crystal.patrick@dpi.nc.gov	(984) 236-2617
Orientation & Mobility Specialists	Crystal Patrick	crystal.patrick@dpi.nc.gov	(984) 236-2617
Extended Content Standard	Matthew Martinez	matthew.martinez@dpi.nc.gov	(984) 236-2554
Adapted Physical Education	Vacant		

Consultant Contact Information

Discipline or Content Area	Name	Email	Phone #
Teachers of the Deaf and Hard of Hearing	Antwan Campbell	antwan.campbell@dpi.nc.gov	984) 236-2587
Speech-Language Pathologists	Perry Flynn	pflynn@uncg.edu	336) 256-2005
Occupational Therapy	Bridgette LeCompte	bridgette.lecompte@dpi.nc.gov	984) 236-2638
Physical Therapy	Laurie Ray	laurie.ray@dpi.nc.gov	919) 636-1827
Psychological Services	Lynn Makor	lynn.makor@dpi.nc.gov	984) 236-2555

State Level Personnel Data

Each year, the data submitted from all PSUs are included in the report North Carolina submits to the Office of Special Education Programs.

The state [Personnel Report](#) is posted on the OEC website if you are interested in reviewing the state level data (Reports > End-of-Year Report).

Link to Federal Personnel Survey

https://ncdpi.az1.qualtrics.com/jfe/form/SV_3dVimfCLwGIN9Ma

QUESTIONS?

