| Module 8: The COE Process Level 1: Completing the COE |
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| Participant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Outline |
| Level 1: GoalThe participant will know how to properly complete a Certificate of Eligibility (COE) for common eligibility cases.Level 1: Objectives After completing Level 1, the participant will be able to* explain the relationship between the National COE and State COE;
* describe the purpose of the COE and its components;
* explain how to complete a COE accurately; and
* complete a COE based on an interview and other acquired information.
 | Notes: |

### The National COE: Background

* May 2017: ED, Office of Migrant Education issued a National COE template that all States are required to use.
* This form and accompanying instructions establishes the minimum requirements the SEA must meet in documenting its eligibility determinations under the MEP.
* Every State COE must include the required elements of the National COE.
1. In the second bullet on Slide 6, what is meant by the phrase, “this form…establishes the minimum requirements”?

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1. What is the relationship between the National COE and a State COE?

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### Purpose of the COE

*True or False Activity*

1. \_\_\_\_\_The COE is the document that is used to record all key information concerning a child’s
 eligibility for the MEP.
2. \_\_\_\_\_In many ways, the COE is the most important document generated by the MEP.
3. \_\_\_\_\_In certain circumstances, states may provide MEP services to a child before the COE has been completed.
4. \_\_\_\_\_The State often uses COE data to determine the number of migratory children who live in the state each year.
5. \_\_\_\_\_The COE is used to enroll eligible children in the state migratory student database which is accessed by authorized educators as children move with their families.

Explaining the Purpose of the COE:

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### Basic Guidelines for Completing the COE

* Obtain information for the COE by conducting a personal interview with the family.
* Collect supporting documentation, if needed.
* Record only data from credible sources.
* Only trained (and in some states, certified) recruiters are authorized to complete the COE.
* Completed legibly in blue ink to show that it is an original document, not a photocopy.

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| Components of the COE |
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COE Lessons Learned

What does each statement mean?

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What are the consequences of not following what is stated?

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What are the benefits of doing what is stated?

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