

Title II - Annual Program Completer Process – FY10 (08-09 Data)
Quick Reference Sheet for IHEs

Critical Due Dates:

2008-2009 Data Due on or before	From	To	Description
PAAR Schedule			
July 22, 2009	PSC	Providers	PSC to open PAAR report for Providers to submit annual program completer data for all programs. Program completers should include all individuals completing all program requirements of a Georgia approved educator preparation program. In applying this definition, the fact that an individual has or has not been recommended to the state for certification or licensure may <i>not</i> be used as a criterion for determining who is a program completer. <i>Please reference section IV of PAAR to download the program completer template, instructions and code files.</i>
November 15, 2009	Providers	PSC	Deadline for Providers to submit all program completer data to PSC through PAAR at http://www.gapsc.org . <ul style="list-style-type: none"> • The appropriate program completer template must be used • Program completer data must be in the appropriate/original format • All required data fields must be completed • File must be uploaded through PAAR or the secure completer portal • As the annual reporting date of November 15th falls on a Sunday this year, all data must be submitted by 5:00pm on Monday, November 16th. <i>Please reference section IV of PAAR or the completer portal to download the program completer template, instructions and code files.</i>
Verification Phase One			
December 22, 2009	PSC	Providers	Preliminary Annual Title II Pass Rate reports will be available on the secure Evaluation Systems website at https://www.educationreports.net PSC will make program completer data worksheet available for review and correction on the secure completer portal at http://www.gapsc.org . Please review pass rate reports and upload any corrections using the program completer data worksheet on the completer portal by Feb. 2, 2010.
February 02, 2010	Providers	PSC	If there are no requested data corrections, providers have completed the Title II Process and must FINALIZE the data worksheet by Feb. 2, 2010. If there are any requested changes, providers submit corrected program completer data worksheet to PSC through the completer portal at http://www.gapsc.org . <ul style="list-style-type: none"> • The appropriate program completer data worksheet must be used • Program completer data worksheet must be in the appropriate/original format • All required data fields must be completed
Verification Phase Two			
February 23, 2010	PSC	Providers	Only for providers who requested data corrections: Preliminary Annual Title II Pass Rate reports will be available on the secure Evaluation Systems website at https://www.educationreports.net PSC will make program completer data worksheet available for review and correction on the secure completer portal at

			http://www.gapsc.org . Please review pass rate reports and upload any corrections using the program completer data worksheet on the completer portal by March 2, 2010, which is the FINAL opportunity to make changes to the data worksheet.
March 2, 2010	Providers	PSC	If there are no requested data corrections, providers have completed the Title II Process and must FINALIZE the data worksheet by March 2, 2010. If there are any requested changes, providers submit corrected program completer data worksheet to PSC through the completer portal at http://www.gapsc.org . <ul style="list-style-type: none"> • The appropriate program completer data worksheet must be used • Program completer data worksheet must be in the appropriate/original format • All required data fields must be completed This is the FINAL opportunity to submit changes to the data worksheet.
Verification Phase Three			
March 16, 2010	ES	Providers	Only for providers who requested data corrections: Preliminary Annual Title II Pass Rate reports will be available on the secure Evaluation Systems website at https://www.educationreports.net Please review pass rate reports and email any requested data corrections that were previously requested but not corrected by the PSC to Commaleta.Singleton@gapsc.com by March 23, 2010, which is the FINAL opportunity to inform the PSC of any errors.
March 22, 2010	Providers	PSC	To all providers requesting data corrections that were previously requested but not corrected by the PSC: Deadline for providers who previously requested changes to submit final program completer data changes to PSC via email to Commaleta.Singleton@gapsc.com Data worksheets will not be available. This is the FINAL opportunity to inform the PSC of any errors
Schedule for Final Reports			
April 01, 2010	ES	Providers	Annual Title II Pass Rate Reports will be available on the secure Evaluation Systems website at https://www.educationreports.net . Evaluation Systems will email designated Title II coordinator a notification of file availability.
May 01, 2010	ES	Providers	Annual Program Provider Summary Reports (includes GACE subarea and objective level data, along with statewide comparison data) will be available on the secure Evaluation Systems website at https://www.educationreports.net . Evaluation Systems will email designated Title II coordinator a notification of file availability.

Contact Information:

For questions about PAAR - PAAR@gapsc.com

For questions about Program Completer data or file uploads - Commaleta.Singleton@gapsc.com

For questions about Title II Process or Summary Reports – AnneMarie.Fenton@gapsc.com

For questions about accessing the Evaluation Systems Web site – Larry.Peters@pearson.com