

As of 2/08/2011

**Guidance Document:
GaPSC Rule 505-2-.41
Educator Certificate Upgrades**



Georgia Professional Standards Commission

As of 2/08/2011

GaPSC Rule 505-2-.41 Certificate Level Upgrade GUIDANCE FOR GEORGIA CERTIFIED EDUCATORS

Quick Facts:

- GaPSC Rule [505-2-.41](#), effective December 15, 2010, redesigns the certificate upgrade process to: connect advanced degree majors to the educator’s work, student achievement and educator salary; and provide added assurances of institution quality and rigor. See SECTION I: BACKGROUND.
- All Georgia educators who hold, or have held, certification will maintain the certificate levels in effect on December 15, 2010. See SECTION II: WHO IS / IS NOT IMPACTED BY THE NEW RULE?
- Those who are enrolled (admitted and taking courses) in programs by July 15, 2011, are grandfathered and may upgrade according to previous rules. Programs must be completed by specified dates. See SECTION III: WHEN DO THE RULE CHANGES TAKE EFFECT?
- After July 15, 2011, institutions and the advanced degree programs they offer must meet eligibility criteria established in Rule [505-2-.41](#) in order for the educator to obtain a certificate level upgrade. See SECTION IV: WHAT ARE MY RESPONSIBILITIES AND OPTIONS FOR AN UPGRADE?
- After July 15, 2011, Georgia certified educators have two options for upgrading a certificate level: “In-Field” programs or “New Field” programs. For details regarding In-Field programs, see SECTION IV B. For details regarding New Field programs, see SECTION IV C.
- Three new fields of certification are under development: Curriculum and Instruction, Instructional Technology, and Teacher Leadership. Extended grandfathering dates are in place for existing programs in these fields. See SECTION V: THREE FUTURE CERTIFICATION FIELDS.
- To view some resources and web links that are available to help understand the upgrade process, see SECTION VI: RESOURCES.

SECTION I: BACKGROUND

A. Level and Upgrade Definition:

1. Georgia educator certificates include a designated level (1, 2, 4, 5, 6 or 7) based on the highest academic degree held. Levels range from Level-1 for a high school diploma (only for designated CTAE and Technical Specialist fields) through Level-7 for a doctoral degree. The level is part of the formula used to calculate placement on the state salary schedule.

(a) Procedures for establishing the initial level for first-time Georgia certificates, which incorporate interstate reciprocity and foreign credential guidelines, continue to be outlined in Rule [505-2-.02](#).

(b) After the initial level is established, the process of earning a higher academic degree and raising the certificate level is called an upgrade. Rule [505-2-.41](#) Educator Certificate Upgrades, applies only to those holding specific types and titles of certificates at Level-4, -5 and -6, as outlined in SECTION II, below.

2. Until recently, common usage of the term “upgrade” was associated with an automatic increase in salary. However, legislation passed in 2009 and 2010 sessions (HB455 and HB923 merged into O.C.G.A. 20-2-212) established restrictions on the payment of upgrade increases for “unused leadership degrees.” For example, in accordance with this law, an educator holding a Level-6 Leadership certificate based on a Specialist Degree in Leadership, will not earn the Level-6 salary unless actually employed in a leadership position. Policies established in Rule [505-2-.41](#) establish scenarios in which educators may not be eligible for an upgrade, not because of their employment, but because the degree or institution does not meet new requirements. Educators must be careful in their selection of degrees and institutions if they desire certificate upgrade salary increases.

B. Why change the Upgrade System?

1. Under previous certification rules and procedures, upgrades were based on completion of any advanced degree from any GaPSC-accepted accredited institution of higher education. Unfortunately, there were two major weaknesses in that system:

(a) There was no connection between the degree major, the educator’s work in school or student achievement; and

(b) While GaPSC-accepted accreditation established a base-line standard, it did not assure the rigor and quality standards met by GaPSC-approved institutions or such top-tier research institutions as Georgia Tech.

As a result, the state of Georgia funds significant salary increases based on advanced degrees with little or no assurance that these degrees meet the same quality as GaPSC-approved programs, or have a positive impact on educator performance or, most importantly, have a positive impact on student achievement.

2. The recent legislative action (HB455 and HB923) over salary increases for “unused leadership degrees,” combined with increasing pressure because of school accountability measures and the current economic crisis, demand changes to a system that increases salaries without any expectations for, or evidence of, increased performance levels.

3. Rule [505-2-.41](#) establishes those connections between the advanced degree fields and Georgia certification and requires higher standards for all the higher education institutions providing those degrees. These changes will enable appropriate opportunities for professional development through advanced degrees and certificate upgrades—with appropriate salary compensation—while strengthening the connections to student achievement and school improvement.

C. In general, what are the basic differences under the new rule?

1. To receive an upgrade under the new rule, both the advanced degree and the higher education institution awarding the degree must meet specific criteria.

(a) Degree Requirements: Two options have been created to determine those advanced degrees eligible for an upgrade. Under OPTION 1: IN-FIELD, the advanced degree must be in a Georgia certificate field already held by the educator. Under OPTION 2: NEW FIELD the advanced degree must result (with completion of the GaPSC content assessment) in the addition of a new Georgia certificate field. Advanced degrees that do not fall within these two options will not result in certificate upgrades. See SECTION IV, below for specific details.

(b) Higher Education Institution Requirements: The college or university awarding the degree must also meet new requirements, designed to ensure appropriate standards and rigor. Four “indicators,” outlined below, have been selected to provide appropriate quality assurances. The specific indicator, or combination of indicators, that apply depend on the degree option (IN-FIELD or NEW FIELD) and whether or not the institution is in-state or out-of-state. See SECTION IV, below for specific details.

(1) State-Approval. Designates degrees/programs that, upon completion, lead to a state education certificate/license. Georgia institutions must be approved by the GaPSC. Out-of-state institutions must be approved by the appropriate state agency equivalent to GaPSC that are responsible for their state program approval process. See SECTION IV, below for specific details.

(2) National Council for the Accreditation of Teacher Education (NCATE) Accreditation. Founded in 1954, NCATE is a council of educators created to ensure and raise the quality of preparation for their profession. Recognized by the U.S. Department of Education as an accrediting institution, NCATE accreditation is specific to U.S. teacher education and is different from regional accreditation. See SECTION IV, below for specific details.

(3) The Teacher Education Accreditation Council (TEAC) Accreditation. Founded in 1997, TEAC is a nonprofit organization dedicated to improving academic degree programs for professional educators, those who will teach and lead in schools, pre-K through grade 12.

TEAC's primary work is accrediting undergraduate and graduate professional education programs to assure the public about the quality of college and university programs. See SECTION IV, below for specific details.

NOTE: NCATE and TEAC are in the process of merging into a single accreditation agency to be known as the Council for Accreditation of Educator Preparation (CAEP). This merger is expected to be completed in 2012 and the resulting accreditation will be accepted under Georgia's upgrade process.

(4) Carnegie Classification. While NCATE and TEAC accreditation measure the quality of institutions that specifically prepare educators, there are many high-quality institutions that are not focused on teacher preparation. To establish an appropriate "gate-keeper" that includes non-teacher education institutions, the Carnegie Classification will be used. Established by The Carnegie Foundation for the Advancement of Teaching, this classification system identifies groups of roughly comparable institutions in specific areas.

Rule [505-2-.41](#) incorporates two classifications for universities associated with rigorous levels of research. For degrees to be accepted for upgrades under the Carnegie Classification, the university must be identified in one of the following categories:

[RU/VH: Research Universities \(very high research activity\)](#)

[RU/H: Research Universities \(high research activity\)](#)

Use of the Carnegie Classification enables Georgia educators to upgrade in their current field of certification (not add a new field) with advanced degrees from high quality, non-teacher education institutions. An example of "In-field" degrees that qualify for upgrade under this "measurement" include advanced degrees in a certificate field held by the educator from Georgia's own Georgia Institute of Technology.

(c) Hyperlinks embedded within Rule [505-2-.41](#) and at the end of this Guidelines document provide connections to the NCATE, TEAC and Carnegie Classification websites. State-approval status for individual degrees/programs may be found on the website of that college or university. See SECTION VI, below.

(d) Degrees/programs from GaPSC-accepted non-U.S. higher education institutions will continue to be accepted for establishing initial certificate levels for a first-time Georgia certificate.

SECTION II: WHO IS / IS NOT IMPACTED BY THE NEW RULE?

A. Rule [505-2-.41](#) DOES apply to Georgia educators holding a valid Clear Renewable, Performance-Based, or Life Certificate at Level-4, -5 or -6, as long as they hold one of the following certificate types: Teaching (T), Service (S), Leadership (L or PL) or Technical Specialist (TS at level 4 or higher).

B. Rule [505-2-.41](#) DOES NOT apply to Georgia educators holding the following certificates: Non-Renewable; International Exchange; GaTAPP-related certificates; Paraprofessional; Non-

Instructional Aide; Permit; Support Personnel License; Adjunct License or Clearance Certificate. Educators holding Level-1 or Level-2 certificates are also NOT covered by this rule; they may, however, continue to earn higher degrees under PSC Rule [505-2-.02](#).

SECTION III: When do the rule changes take effect?

A. The new rule is effective as of December 15, 2010. All certificate levels in place on that date shall remain in effect. A grandfathering timeline is included to protect the interests of certified educators currently enrolled or preparing to enroll in advanced degree programs. Those who wish to upgrade after December 15, 2010, must meet either the grandfathering criteria or the new requirements, both of which are outlined in the rule.

1. **GRANDFATHERED TIMELINE:** If you are enrolled in an advanced degree program (enrolled means that you are actively participating in program coursework) by July 15, 2011, you can upgrade your certificate level according to the rules in place prior to the adoption of Rule [505-2-.41](#) as long as you complete the program by the date specified for your program degree level, below:

(a) Master's degree programs must be completed by December 15, 2014.

(b) Specialist degree programs must be completed by December 15, 2014.

(c) Doctoral degree programs must be completed by December 15, 2016.

2. In addition, extended grandfathering policies/dates are in effect for three degree programs in the fields of Curriculum and Instruction, Instructional Technology, or Teacher Leadership. The GaPSC is currently developing new certificates and preparation standards, with appropriate content assessments, in these three future certification fields. See SECTION V for more details.

SECTION IV: What are my responsibilities and options for an upgrade?

A. As a GaPSC-certified educator seeking an upgrade, it is your responsibility to verify that the program and the institution you select meet the criteria specified in Rule 505-2-.41. It is critical that you verify that the program and institution meet all applicable criteria before you apply for admission to the program.

1. In selecting an advanced degree program, there are two options for upgrading a certificate level. You may complete a program in your certification field (or one of your fields if multiple fields are held); this is referred to in the rule as "OPTION 1: IN-FIELD." Or, you may complete a program that will result in the addition of a new field of certification; this is called "OPTION 2: NEW FIELD."

2. Consequently, in order to earn an upgrade you must complete a degree program that is in a field of certification issued by the GaPSC. This requirement ensures that your advanced degrees will be relevant to your current or future work in a Georgia school or school system. The specific

degree and institution criteria for In-Field and New Field upgrades are slightly different and they are described below in Sections IV.A. and IV.B.

B. Option 1: Upgrading with an In-Field Degree/Program

1. In-Field Degrees/Programs.

(a) A certificate level upgrade may be earned by successfully completing an advanced degree program in a GaPSC certification field which you already hold. Before you apply for admission to an advanced degree program, it is important to verify that the name of the program or the name of the major/concentration matches your GaPSC certification field.

(b) For purposes of In-Field upgrades, specified endorsements are considered the equivalent of certificate fields. Holders of those endorsements will be able to complete advanced degrees from appropriate providers in the endorsement field and be eligible for an upgrade. Note that while individuals earning degree programs in the endorsement field will earn the upgrade, they will not earn a full certificate in that field unless the degree program is state-approved for that field and they pass the Georgia content assessment. The following endorsements are accepted for In-Field upgrades:

Birth to Five	Middle Grades
Computer Science	Reading
Culinary Arts	Sp Ed Deaf Education
ECE Mathematics	Sp Ed Physical & Health Disabilities
ECE Science	Sp Ed Preschool (ages 3-5)
ESOL	Sp Ed Transition Specialist
Gifted In-Field	Sp Ed Visual Impairment

(c) Because this option provides added depth of knowledge in a field in which you already hold a certificate, the advanced degree program can be either an education degree or a content (non-education) degree.

(d) If you hold more than one certificate field, you may earn an In-Field upgrade by successfully completing an advanced degree program in any one of your fields for certification. That upgrade will apply to all of your fields.

(e) Example In-Field Scenarios:

Example 1: If you are certified in the field of Early Childhood Education (P-5) and your certificate level is currently Level-4, you can upgrade In-Field to a higher level by successfully completing (from an eligible institution) an advanced education degree (M.Ed., Ed Specialist, or Doctoral) in either:

Early Childhood Education; or
One of the following five core content subjects—
Math, Science, Language Arts, Social Science, or Reading.

NOTE that a non-education degree in these content subjects will NOT result in an In-Field upgrade for the Early Childhood Education (P-5) certificate. However, those same core content degrees from eligible institutions would meet In-Field upgrade requirements for Secondary (6-12) certificates in those individual content subjects.

Example 2: If you are certified to teach History (6-12) and your certificate level is currently Level-4, you can upgrade to a Level-5 by successfully completing a Master's degree program in History Education or a Master's degree program in History that is a non-education degree offered by the institution's History Department.

Example 3: If you are certified in Middle Grades Mathematics (4-8) and Mathematics (6-12), you may earn an In-Field upgrade by successfully completing an advanced degree program in Middle Grades Mathematics Education, or Secondary Mathematics Education, or in Mathematics (non-education advanced degrees).

2. In-Field Institutions.

(a) In-Field degrees/programs used to upgrade certificate levels may be completed at either in-state (Georgia) institutions or out-of-state institutions. Georgia institutions and out-of-state institutions must meet rigorous quality standards.

(b) Georgia institutions must meet at least one of the following criteria:

(1) the institution's college/school/department of education is approved by the GaPSC at the time the individual is admitted to the program, or

(2) the institution holds a Carnegie Classification of Research University-Very High Research Activity (RU/VH) or Research University-High Research Activity (RU/H) at the time the individual is admitted to the program.

(c) Out-of-state institutions must meet at least one of the following criteria:

(1) The institution must be accredited by the National Council for Accreditation of Teacher Education (NCATE) or by the Teacher Education Accreditation Council (TEAC), at the time the individual is admitted to the program, or

(2) The institution or advanced program, at the time the individual is admitted to the program, is accredited by a GaPSC-accepted national accrediting agency replacing NCATE and TEAC should the two agencies merge, or

(3) The institution has a Carnegie Classification of Research University-Very High Research Activity (RU/VH) or Research University-High Research Activity (RU/H) at the time the individual is admitted to the program.

C. Option 2: Upgrading with a New Field of Certification Degree/Program

1. New Field Degrees / Programs.

(a) For a list of all GaPSC certificate fields applicable to upgrades, refer to the GaPSC website at http://www.gapsc.com/Policies_guidelines/documents/Transition_Plan_New_Fields.pdf. Before you apply for admission to an advanced degree program in a new field, be sure the program is state-approved and will lead to a recommendation from the provider in a field that matches a GaPSC certification field.

(b) To earn a certificate level upgrade with a New Field program you must meet all of the following requirements:

(1) successfully complete an advanced degree program in a GaPSC field of certification which you do not already hold, and

(2) pass the Georgia content assessment for the new field, and

(3) apply for and successfully add the new field to your GaPSC certificate.

(c) Degree programs that lead to a new field of certification must be approved by the GaPSC or, if offered by an out-of-state institution, must be approved by the equivalent state agency.

(d) In addition to successfully completing an advanced degree program in a new field of certification, you must also pass the appropriate Georgia state-approved content assessment for the field. Except for fields in which there are no Georgia content assessments, no exemptions will be granted for the Georgia content assessment requirement associated with this option. Before you apply for admission to an advanced degree program, find out which Georgia content assessment will be required to add the field. For assessment information refer to the GaPSC web site at <http://www.gapsc.com/EducatorPreparation/TeacherTesting.asp>.

(e) Upon completion of the degree and passing the appropriate Georgia state-approved content assessment, you must also apply for and add the new field to your certificate. If you do not complete this step you will not receive an upgrade. Officials in the education department or dean's office at the institution where you complete the new field program will be involved in this process. Usually a certification official, or staff in the education dean's office, will complete and submit to the GaPSC Certification Division the GaPSC Approved Program Recommendation Form on your behalf. Be sure to understand what is expected of you in terms of applying for certification, as it varies by institution.

(f) Programs that lead to a new field of certification must be state-approved. This means that programs offered by Georgia institutions must be approved by the GaPSC and programs offered by out-of-state institutions must be approved by a state agency equivalent to the GaPSC. Before you apply for admission to an advanced degree program, verify that the program you are

interested in is approved by the GaPSC or by an equivalent state agency. GaPSC-approved programs are listed at

<http://www.gapsc.com/EducatorPreparation/ApprovedPrograms/EducationProgram.asp>.

To verify that an out-of-state program is approved by a state agency equivalent to the GaPSC, search the state government website for links to the Department of Education, a Professional Standards Commission or a Professional Standards Board.

(g) If you are interested in adding the field of Educational Leadership, please refer to the GaPSC rules on Educator Leadership (Certification Rule [505-2-.300](#) and Educator Preparation Rule [505-3-.58](#)) as well as guidelines regarding House Bill 455/923 impacting pay for unused Educational Leadership degrees. Also, note that Georgia educators must be in an educational leadership role or position in order to be admitted to a GaPSC-approved Educational Leadership program.

(h) Example New Field Scenarios:

Example 1: If you are certified at Level-4 in the field of Early Childhood Education, you can upgrade to Level-5 by successfully completing a state-approved Master's degree program in a new field, such as Special Education, passing the GaPSC-approved content assessment, and adding Special Education to your certificate. Since you were not previously certified in Special Education, this program represents a new field of certification for you.

Example 2: If you hold a Level-4 teaching certificate in the field of Middle Grades Language Arts, you may wish to add the new service field of School Counseling. In order to earn an upgrade, you must complete an eligible Master's degree program, pass the state-approved content assessment, and add the new field of School Counseling to your certificate.

2. New Field Institutions.

(a) New field programs used to upgrade certificate levels may be completed with in-state (Georgia) institutions or with out-of-state institutions. Georgia institutions and out-of-state institutions must meet rigorous quality standards.

(b) Programs offered by Georgia institutions must be approved by the GaPSC. The College/Department/School of Education must be approved by the GaPSC or by NCATE at the time the individual is admitted to the program.

(c) Programs offered by out-of-state institutions must be state-approved (as described above) and the institution must also meet at least one of the following criteria:

(1) The institution must be accredited by the National Council for Accreditation of Teacher Education (NCATE) or by the Teacher Education Accreditation Council (TEAC), at the time the individual is admitted to the program, or

(2) The institution or advanced program, at the time the individual is admitted to the program, must be accredited by a GaPSC-accepted national accrediting agency replacing NCATE and TEAC should the two agencies merge, or

(3) The institution must hold a Carnegie Classification of Research University-Very High Research Activity (RU/VH) or Research University-High Research Activity (RU/H) at the time the individual is admitted to the program.

SECTION V: THREE FUTURE CERTIFICATION FIELDS

A. Three new fields of certification are being developed to address the needs of educators who wish to advance in fields not currently represented by GaPSC Certification Rules: Curriculum and Instruction, Instructional Technology, and Teacher Leadership. Each field will be classified as a P-12, Service (S) certificate and will be accompanied by a state-approved content assessment. Development of the new fields is expected to last from one and a half to two years. Teams of Georgia educators in each field are developing standards and when that work concludes, content assessment and institution program development will begin. Upon official adoption of these new certification fields, they will be categorized as “New Field” options and, for purposes of upgrading, will therefore require GaPSC approval.

B. Recognizing that degree programs currently exist in these fields, the GaPSC is extending the grandfathering dates for program enrollment and completion in these three fields beyond the July 15, 2011, date. This will enable educators to continue to earn upgrades under previous rules until the new programs are approved and operational, and the state-approved content assessments are available. Even though educators may continue to earn degrees in these fields and are eligible for upgrades to existing certificates, they will not be eligible for new certificates in the field since they are enrolled in and completing “old” programs. A rule revision in the future may create a transition “bridge” for these educators to become certified.

C. In the three fields of Curriculum and Instruction, Instructional Technology, and Teacher Leadership and only in these fields, the certificate upgrade grandfathering period will be extended until January 15, 2013, for existing programs offered by in-state or out-of-state institutions. All candidates enrolled by January 15, 2013, must complete all Master’s or Specialist degree program requirements by September 1, 2015, or Doctoral degree program requirements by September 1, 2017. During this transition, completers of these programs will earn a certificate level upgrade regardless of the program’s state approval status. It is important to note that while completing an existing program in one of these fields will lead to a certificate upgrade, it will NOT result in the addition of the new field to your certificate.

D. Key dates

1. In order to be grandfathered and earn a certificate level upgrade in these three fields:

(a) you must be enrolled in an existing degree program by January 15, 2013. The term “enrolled” is defined as admitted and actively engaged in coursework; and

(b) you must complete Master's or Specialist degree programs by September 1, 2015, or Doctoral degree programs by September 1, 2017.

2. Please continue to monitor the GaPSC website for updates on the status of the development of these new fields.

Section VI: Resources.

A. While the individual educator holds primary responsibility for verifying that the degree programs and institutions attended meet the criteria outlined for certificate upgrades, there are a number of tools and agencies available for guidance and assistance.

B. The GaPSC will continue to post a number of informational materials, such as these Guidelines, web links, and overview power point presentations, on its website at www.gapsc.com. Routine update briefings at various RESA locations and to a number of professional organizations such as GAEL and GASPA will be conducted and the GaPSC will respond to email inquiries.

C. Specific GaPSC website (www.gapsc.com) links include:

1. PSC Rule 505-2-.41 Educator Certificate Upgrades
<http://www.gapsc.com/Rules/Current/Certification/505-2-.041.pdf>
2. Guidance Document: Rule 502-2-.41 Educator Certificate Upgrades
http://www.gapsc.com/Policies_guidelines/documents/cert_upgrade_guidelines.pdf
3. Transition Plan for Three New Certificate Fields
http://www.gapsc.com/Policies_guidelines/documents/Transition_Plan_New_Fields.pdf
4. GaPSC Certificate Fields Applicable to Upgrades
http://www.gapsc.com/Policies_guidelines/documents/Certificate_Field_codes.pdf
5. A list of GaPSC-approved Institutions and Programs
<http://www.gapsc.com/EducatorPreparation/ApprovedPrograms/EducationProgram.asp>
6. Links to State-approved Programs from Other States
http://www.gapsc.com/Policies_guidelines/documents/Ed_Prep_State_Contacts.pdf
7. A list of Selected U.S. Institutions and Status of Upgrade Eligibility
http://www.gapsc.com/Policies_guidelines/documents/CertUpgrades_Institutions.pdf
8. Links to the Following Institution Eligibility Sites:
 - (a) Go to the NCATE website www.ncate.org for ...
 - A list of the institutions accredited by NCATE
Search by state at <http://www.ncate.org/tabid/176/Default.aspx>

- A list of the NCATE Partnership States and their status regarding program approval (An excellent resource for verifying that an out-of-state program may be approved by an agency equivalent to the GaPSC)
<http://www.ncate.org/States/NCATEStatePartnershipProgram/tabid/200/Default.aspx>

(b) Go to the TEAC website <http://www.teac.org/> for ...

- A list of teacher education programs accredited by TEAC
<http://www.teac.org/membership/teac-members/>

(c) Go to the Carnegie website for ...

- A list of institutions with Carnegie Classifications of RU/VH or RU/H
http://classifications.carnegiefoundation.org/lookup_listings/index.php
- RU/VH: Research Universities (very high research activity)
http://classifications.carnegiefoundation.org/lookup_listings/srp.php?clq=%7b%22basic2005_ids%22%3A%2215%22%7d&limit=0,50
- RU/H: Research Universities (high research activity)
http://classifications.carnegiefoundation.org/lookup_listings/srp.php?clq=%7b%22basic2005_ids%22%3A%2216%22%7d&limit=0,50

9. A powerpoint overview of the Upgrade rule

http://www.gapsc.com/Policies_guidelines/documents/Certificate_Upgrades.ppt

D. Additional contacts for more information.

1. Employed educators should contact their local school system Human Resources office;
2. Educators enrolled in existing university degree programs should contact their university faculty advisor;
3. Certified and unemployed educators may contact the GaPSC Certification Help Desk (for upgrade inquiries only) at CertUpgrade@gapsc.com

