New Guidelines for Verifying Program Completion (TPMS)

Chuck McCampbell, Jackson Alley, Angie Gant, Phyllis Payne, Anne Marie Fenton, Jeff Jones
Today’s Purpose

- Provide context for TPMS
- Explain the process of certification (from Pre-Service to In-Service)
- Technical assistance to accurately complete the Traditional Program Management System (TPMS)
- Remind how to request assistance
- Q&A
Context of TPMS

- TPMS interacts with GaPSC data systems
  - MyPSC
  - ExpressLane
  - PAAR/Title II

- Data integrity is key to success
Process from Admission to Pre-Service

- EPP enters admitted candidate into TPMS
- Candidate claims enrollment via MyPSC account
- EPP sends candidate’s Pre-Service Certification application through ExpressLane
- GaPSC reviews all materials, conducts background check, and issues Pre-Service Certificate
- Candidate participates in program, completing program requirements
Process from Pre-Service to In-Service

- Candidate completes program
- EPP indicates program completion in TPMS
- EPP submits all application materials via ExpressLane on behalf of program completer.
Fall 2014, Spring 2015, and Summer 2015 Completers

EPPs will submit:

• Approved Program Completion Form
• Certification application
• Transcripts from all colleges
• VLP Affidavit and evidence
EPPs will only submit the transcript(s) and application through ExpressLane.

All other documents will have been submitted for Pre-Service Application

– VLP

– Evidence of Program Admissions Assessment exemption
What questions/concerns do you have?
If you would like a hands-on review of TPMS, please remain in the session.

If not, please complete the survey of today’s conference:
Traditional Program Management System (TPMS)
Getting Ready for TPMS

Georgia-approved Programs

• Programs are defined during the developmental review process; refined during continuing review (PRS) and annual reporting (PAAR).

Out-of-State Programs

• Programs will have to be defined by a special process.
Defining Out-of-State EPPs and Programs

• Define the EPP

• Define “sites”

• Define program(s)
  – Program title
  – Degrees
  – Delivery modality
  – Georgia Certificate fields
Downloads & Documentation

TPMS Downloads:
- Download TPMS Template
- Download TPMS Data Definitions

Code Table Downloads:
- Download GAPSC Program Codes and Program Names
- Download Site Codes and Site Names
- Download Delivery Modality
- Download Degree Codes and Degrees
- Download Field Codes and Field Names
- Download Program Admission Exemption Codes
- Download Withdrawal Reason Codes
- Download Non-Georgia Certified Cooperating Teacher Codes
- Download Georgia Title II Instruction Manual

Help Downloads:
- Download TPMS User Manual
- TPMS Webinar Presentation
- TPMS Quick Guide: Adding a New Candidate Record
- TPMS Quick Guide: Batch Editing Previously Submitted Candidates Information
- TPMS Quick Guide: Editing Candidate Information
- TPMS Quick Guide: Granting Eligibility to Test
- TPMS Quick Guide: Upload Enrolled Candidate Records
- TPMS Quick Guide: Viewing Error Logs
- TPMS Quick Guide: Title II Glossary
Using TPMS

**ADDING A NEW STUDENT RECORD**
Adding Your First Student Record

Welcome, Jackson Alley

Search for a Candidate

GAPSC
Select Cohort Year: All Years

Select Record Type:
- Current Records
- Withdrawn Records
- Historical Records

Student ID: [Input field]
First Name: [Input field]
Program Name: [Input field]
Status: [Input field]
Program Start Date: From: [Input field] To: [Input field]

Quick Links
- Download TPMS Template
- Download TPMS User Manual

Home | TPMS | File Uploads | File Downloads | TPMS User Manual | Logout
Adding Your First Student Record
Candidate’s Program Information
Candidate’s Personal Information

Student Information Screen

Personal Information

- **Student ID:** GA01
- **First Name:**
- **Last Name:**
- **DOB:** (mm/dd/yyyy)
- **Email Address:**

**Ethnicity:**
- **Hispanic/Latino:** True / False
- **Race:**
  - **White:** True / False
  - **Asian:** True / False
  - **Black or African American:** True / False
  - **Native Hawaiian or Other Pacific:** True / False
  - **American Indian or Alaskan Native:** True / False

**Gender:** —Select gender—
Using TPMS

BATCH FILE PROCESSING
Adding New Records in Batch

TPMS Downloads:
- Download TPMS Template
- Download TPMS Data Definitions
<table>
<thead>
<tr>
<th>Required Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student ID</strong></td>
</tr>
<tr>
<td>Specific to your institution</td>
</tr>
<tr>
<td><strong>First &amp; Last Name</strong></td>
</tr>
<tr>
<td>Full name is required</td>
</tr>
<tr>
<td><strong>Gender &amp; Ethnicity</strong></td>
</tr>
<tr>
<td>Necessary for reporting requirements</td>
</tr>
<tr>
<td><strong>Email Address</strong></td>
</tr>
<tr>
<td>This will be our only way to communicate with the student</td>
</tr>
<tr>
<td><strong>Date of Birth</strong></td>
</tr>
<tr>
<td>This is required to help ensure data accuracy</td>
</tr>
<tr>
<td><strong>Program ID</strong></td>
</tr>
<tr>
<td>Candidates enrolled in multiple programs will appear across multiple rows</td>
</tr>
<tr>
<td><strong>Program Start Date</strong></td>
</tr>
<tr>
<td>Date of first course work in MM/DD/YYYY format</td>
</tr>
<tr>
<td><strong>Cohort Year</strong></td>
</tr>
<tr>
<td>Provider selected grouping for reported candidates</td>
</tr>
<tr>
<td><strong>Delivery Modality</strong></td>
</tr>
<tr>
<td>Face-to-Face (1), Online (2), Hybrid (3)</td>
</tr>
<tr>
<td><strong>Degree Code</strong></td>
</tr>
<tr>
<td>Codes can be downloaded from the File Download Page</td>
</tr>
<tr>
<td><strong>Field Code and/or Endorsement Codes</strong></td>
</tr>
<tr>
<td>Field Code A is required for all initial certification programs. Endorsement Code 1 is required for all endorsement programs.</td>
</tr>
</tbody>
</table>
Providers of Traditional Programs FAQs:

• No Student ID?
  – Options:
    • Employee ID
    • Provider Code with the last 6 digits of the candidate’s SSN
    • Any other unique ID

• Cohort Year is determined by the EPP and is used only for organization of TPMS records
Adding New Records in Batch
### Uploaded Files Reports

<table>
<thead>
<tr>
<th>Status</th>
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<th>Uploaded By</th>
<th>File Name</th>
<th>Download Files</th>
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<td>8/15/2013 1:03:04 PM</td>
<td>Jackson Alley</td>
<td>AugustaState_FixedSiteCode.xlsx</td>
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Viewing Error Logs

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<td></td>
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</table>

Error Log: for file AgustaState_TestErrors.xlsx

<table>
<thead>
<tr>
<th>Row Number</th>
<th>Error Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Invalid E-mail address</td>
</tr>
<tr>
<td>4</td>
<td>Gender column has invalid value</td>
</tr>
</tbody>
</table>
TPMS Technical Assistance

For TPMS Assistance: tpms@gapsc.com

Please cc your Program Approval Specialist

Out-of-state EPPs:
cc: annemarie.fenton@gapsc.com