

Georgia Professional Standards Commission

Protecting Georgia's Higher Standard of Learning

2017 Certification Drive-in Conference
Orientation for New EPP Administrators

Bobbi Ford
And
Melina Ljuljanovic



Mission Statement

The mission of the GaPSC is to build the best prepared, most qualified, and most ethical education workforce in the nation.

GaPSC Divisions

- Educator Preparation
- Certification
- Ethics





GaPSC Divisions

Educator Preparation

- Program Approval
- Non-traditional Preparation Programs



Whom do we serve?

- Professional Standards Commission
- Institutions of Higher Education (IHE)
- Regional Educational Service Agencies (RESA)
- Local Education Agencies (LEA)
- Others



What you need to know

- Role of Education Liaison
- Contact Management System
- PAAR (Preparation Approval Annual Report)
- PRS-II (version two of the Program Reporting System for reviews)
- Review protocol





Role of the GaPSC Liaison

- Primary resource for the EPP
- Coordinates Site Visitor Team
- Program Reporting System II (PRS II) and PAAR
- Conducts technical visits with EPPs
- Preserve adherence to GaPSC Protocol
- Answer questions regarding GAPSC policy and procedures
- Maintain Site Visitor focus on GA 2016 Standards
- Troubleshoots
- Facilitates task forces



Program Reporting System II (PRS II) and Preparation Approval Annual Report (PAAR)

PRS II, CMS and PAAR are accessed through the GaPSC's secure web portal <http://www.gapsc.org>. Every "author" who will be contributing report materials or operating the program must have a unique login ID. To obtain one or more login IDs, request them from your GaPSC Education Specialist by sending a list containing the following information for each individual:

- First and last name
- E-mail address
- User privilege level (read-only or edit)



GAPSC.ORG portal

Update your contact information on CMS today!

We are utilizing CMS as our sole source of contact information for sending important updates, information on policy/rule changes, event registration, and all other announcements. Send any questions you may have to your GaPSC Program Approval Specialist.

CMS	TPMS Lookup	TPMS	EPP Survey Support
ExpressLane	CAPSLOOKUP	HIQ	In-field
Employer Surveys	PAAR	PRS	PRS-II
CRPInfo	BOEInfo	PRO	PROBE
PROBE-II	EPSC	ERP	WebDMS Manager
DataBank	MYSPA		



What is CMS?

- Contact Management System (CMS) is a web-based system stored in our secure portal and used to maintain contact information for GaPSC-approved EPPs and other stakeholders
- CMS was designed to place the responsibility for maintaining current contact information with the EPPs and organizations with whom we communicate
- Staff will have the ability to retrieve contact information and e-mail directly from CMS



Who Enters the Data?

- Each EPP, LEA, RESA, and Private Education Agency has identified two individuals who will be responsible for the initial entry and regular updates for key EPP personnel; these Contact Administrators are now able to enter contact data in CMS
- Contact Administrators are credentialed and permitted access to the system through GAPSC.org



Update Indications!

- Administrative Assistant will send periodic e-mail reminders to prompt system reviews and updates
- Monitors (CMS) and advises IT staff of system improvements and arising issues
- Provides technical assistance as needed



Preparation Approval Annual Report

The Preparation Approval Annual Report (PAAR) collects information describing the Educator Preparation Provider and educator preparation programs, and submits that information to the Georgia Professional Standards Commission (GaPSC).



Program Reporting System (PRS-II)

The Program Reporting System II (PRS- II) collects information describing educator preparation programs for which you are requesting approval and submits that information to the Georgia Professional Standards Commission (GaPSC).



Peer Review System

Site Visitors' Review

(peer review of educator preparation providers and preparation programs)



Evaluation Review Panel

(peer approval recommendation to the Ed Prep Standing Committee if any standards were not met or if stipulations were sited)



Educator Preparation Standing Committee

(final approval recommendation)



Professional Standards Commission

(final approval decision)



Georgia 2016 Standards

Standard 1: Content and Pedagogical Knowledge

Standard 2: Clinical Partnerships and Practice

Standard 3: Candidate Quality, Recruitment, and Selectivity

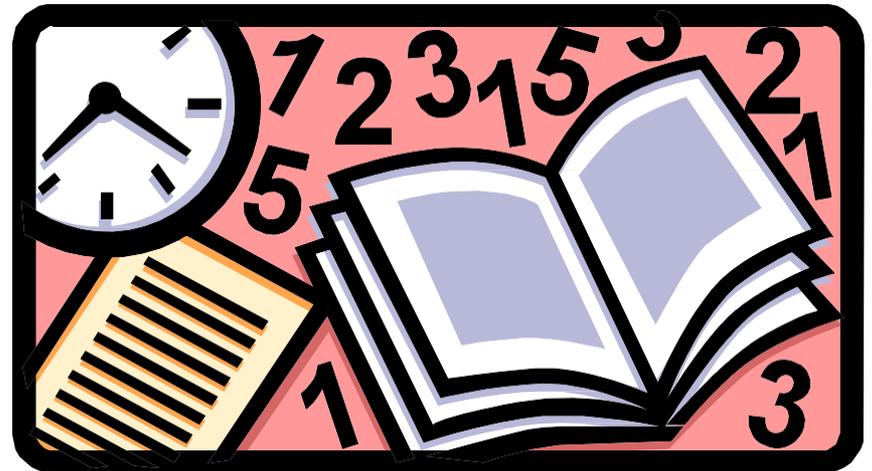
Standard 4: Program Impact

Standard 5: Provider Quality Assurance and Continuous Improvement

Standard 6: Georgia Requirements

Review Types

- Developmental Review
- First Continuing Review
- Continuing Review
- Focused Review
- Probationary Review





What's on Our Website

and

Where to Find it



- Current Georgia Educators
- Prospective Educators
- Educators Moving to Georgia
- Professional Learning

News and Announcements

- Registration closed for Oct. 24th Annual Certification and Program Officials Conference
- Latest on GACE - 6-21-17 [\(Now\)](#)
- Credits waived for 2016 and 2017 Certificate renewal
- GaPSC Sets edTPA Passing Score

[more »](#)



Certification Status

**** Application status checks no longer provided via phone or email ****

» We are currently processing complete application packages received on or before October 11, 2017.

» [Click here](#) to learn how to check the status of your application or certification request.

» [Click here](#) to look up or verify a Georgia educator certificate.

Popular Links

- [Educator Assessment - GACE](#)
- [Rules](#)
- [Commission Meeting](#)
- [Download Forms](#)
- [Paraprofessionals](#)
- [Approved Programs](#)

Policies And Guidelines

- [Understanding the 2014 Educator Certification Changes](#)
- [Certificate Upgrades](#)
- [Paying for Advanced Leadership Degrees \(HB 455/923\)](#)
- [Requirements for Certificate Renewal \[\\(Now\\)\]\(#\)](#)
- [Georgia Educational Leadership](#)

Education Links...

- [American Association for Colleges for Teacher Education \(AACTE\)](#)
- [GA Association of Educational Leaders \(GAEL\)](#)
- [GA Association of Educators \(GAE\)](#)
- [GA Board of Regents \(USG\)](#)

Commission Information

Rules, meetings, commission members, announcements ... [more »](#)

Find a Job in Education!

TeachGeorgia! See jobs listed by public school systems ... [more »](#)

Know the Numbers

This Fiscal Year	(Since July 1, 2017)
Applications received	23,379
Educators newly certified	8,141
Certificate fields first issued	39,290
Educators renewed	5,025
Transactions completed	20,787

Human Trafficking Hotline Information

Call now or click to learn more.

1-888-373-7888



[Current Georgia Educators](#)

[Prospective Educators](#)

[Educators Moving to Georgia](#)

[Professional Learning](#)

[Home](#) » [Educator Preparation Division](#)

[Rate this page](#)

EDUCATOR PREPARATION

- » [Approved Programs](#)
- » [Program Approval](#)
- » [Non-traditional Preparation - GaTAPP](#) +
- » [Title II Higher Education Opportunities ACT \(HEOA\)](#)
- » [P-20 Regional Collaboratives](#)
- » [Transforming Educator Preparation](#)
- » [Resources for Program Providers](#) +
- » [Rules](#)
- » [Standards](#) +
- » [Documents and Presentations](#)

Educator Preparation Division

Establishes and Enforces Georgia Educator Preparation Standards

The primary purpose of the Educator Preparation Division is to assure the citizens of Georgia that GaPSC-certified educators meet high standards and are well prepared for their roles in school systems and schools. Providing a quality education for all Georgia children requires partnerships among state agencies, program providers and professional, and community organizations. The Educator Preparation Division is at the center of forging a strong partnership involving the work of the GaPSC, the Georgia Department of Education (GaDOE), the University System of Georgia (USG), private and public colleges and universities, regional education service agencies (RESAs), local school systems, and other organizations preparing educators.

The work of the division is organized in two major areas: Non-Traditional Preparation and Program Approval.

Program Approval - Establishes and enforces standards and requirements for the preparation of teachers, school service personnel, school leaders, and approves education units and programs preparing individuals for Georgia educator certification.

Non-traditional Preparation - Establishes and enforces standards and requirements for Georgia Teacher Academy for Preparation and Pedagogy (GaTAPP) programs, that are designed to prepare individuals with degrees and content area expertise for the teaching profession.

The Educator Preparation Division is committed to ensuring quality educator preparation programs that recruit, prepare, and retain qualified educators who meet the needs of all learners in Georgia classrooms.



Current Georgia Educators

Prospective Educators

Educators Moving to Georgia

Professional Learning

[Home](#) » [Educator Preparation Division](#) » Approved Programs

[Rate this page](#)

EDUCATOR PREPARATION

- » [Approved Programs](#)
- » [Program Approval](#)
- » [Non-traditional Preparation - GaTAPP](#) +
- » [Title II Higher Education Opportunities ACT \(HEOA\)](#)
- » [P-20 Regional Collaboratives](#)
- » [Transforming Educator Preparation](#)
- » [Resources for Program Providers](#) +
- » [Rules](#)
- » [Standards](#) +
- » [Documents and Presentations](#)

Approved Programs

Read this important message before referring to the search results below! Due to recent rule changes, the list of GaPSC-accepted advanced preparation programs shown below may be incomplete. Advanced preparation programs offered by GaPSC-approved colleges and universities that do not lead to a Georgia certificate, do not require GaPSC approval, yet they are accepted by the GaPSC for the purposes of certificate level upgrades. All colleges and universities listed on this website are approved by the GaPSC. Please check with the institution to determine which programs are offered, and which programs are appropriate for you and will result in a certificate level upgrade. Georgia, or in-state, institutions are well versed in GaPSC rules. Out-of-state institutions may not be familiar with GaPSC rules; therefore may not have the most accurate and up-to-date information. Prior to talking with representatives of out-of-state institutions please read the [Certification Upgrades](#) Guidance Document for Educators located on certificate upgrades of the GaPSC webpages.

Search Georgia Approved Professional Education Units and Programs

- Select by institution - **Go**

- Select by certification - **Go**

Other Approved Professional Education Programs

» [GaTAPP Providers](#)

EDUCATOR PREPARATION

- » [Approved Programs](#)
- » [Program Approval](#)
- » [Non-traditional Preparation - GaTAPP](#) +
- » [Title II Higher Education Opportunities ACT \(HEOA\)](#)
- » [P-20 Regional Collaboratives](#)
- » [Transforming Educator Preparation](#)
- » [Resources for Program Providers](#) +
- » [Rules](#)
- » [Standards](#) +
- » [Documents and Presentations](#)

Educator Preparation Program Providers

The resources provided on this page are intended to assist GaPSC-approved professional education units at institutions of higher education (IHEs) in understanding and applying rules and procedures related to the preparation of educators.

The documents that are in the Adobe Portable Document Format (.pdf) [requires Adobe Reader](#).

Intent to Seek Approval Forms

Document Title	Format
Intent to Seek Approval Form for all Program Reviews - 2017	Word Doc

Policy and Procedure Documents

Document Title	Format
Program Only Group Approval Review Policies and Requirements - 2017	PDF File
Request for Changes to the GaPSC.com List of Approved Programs - 2015	Word Doc

Guidance Documents and User Manuals

Document Title	Format
Progress Report Guidelines and Instructions - 2017	PDF File
Guidance for Georgia Standards 2016 - 2017	PDF File
Educator Preparation Rule 505-3-.01 Guidance and Implementation Plans - 2016	PDF File
Guidance for Tiered Educational Leadership Programs - 2015	PDF File



- [Current Georgia Educators](#)
- [Prospective Educators](#)
- [Educators Moving to Georgia](#)
- [Professional Learning](#)

[Home](#) » [Commission](#) » [Current Rules](#) » Educator Preparation Rules

[Rate this page](#)

COMMISSION	
» Commission	+
» GaPSC Rules	+
» Policies & Guidelines	+
» Research & Publications	+
» Media	+
» About GaPSC	+
» Contacts	+

Educator Preparation Rules

All of these documents are in the Adobe Portable Document Format (.pdf) ([requires Adobe Reader](#)).

As of January 15, 2017

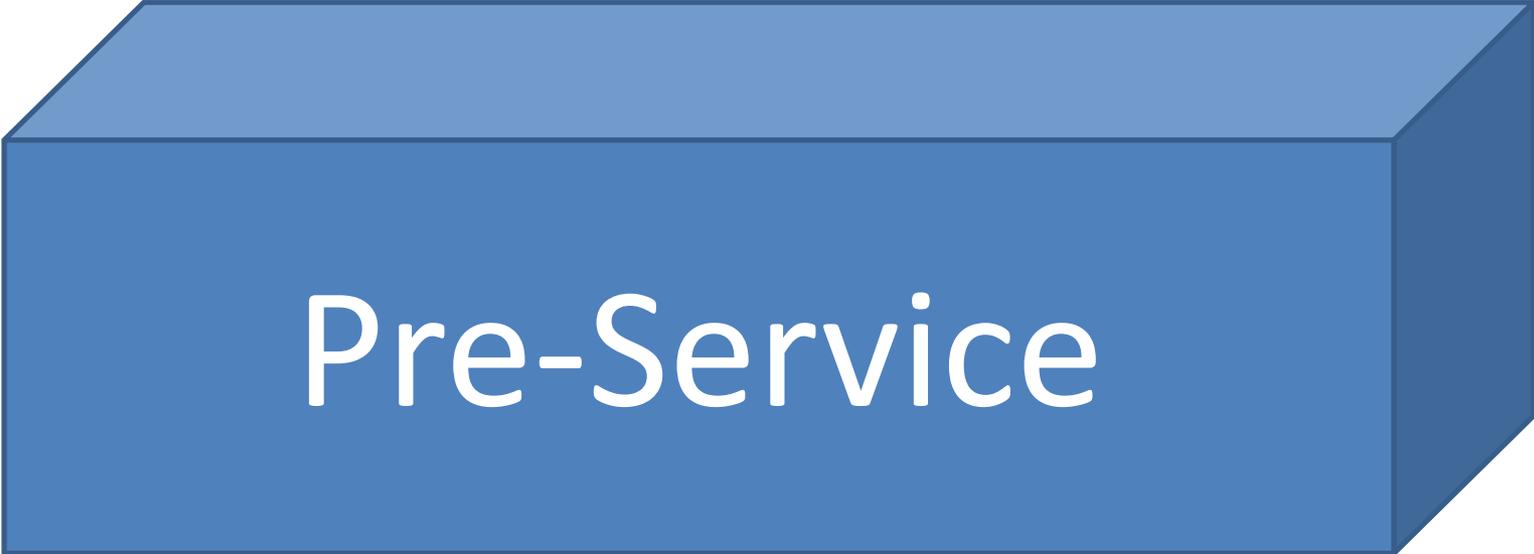
General Rules and Procedures	Effective	Archive
505-3-.01 REQUIREMENTS AND STANDARDS FOR APPROVING EDUCATOR PREPARATION PROVIDERS AND EDUCATOR PREPARATION PROGRAMS	Oct 15, 2016	
505-3-.02 EDUCATOR PREPARATION PROVIDER ANNUAL REPORTING AND EVALUATION	Jan 15, 2017	
505-3-.03 - .04 RESERVED	-----	
505-3-.05 GEORGIA TEACHER ACADEMY FOR PREPARATION AND PEDAGOGY (GaTAPP)	Oct 15, 2016	
505-3-.06 RESERVED	-----	
505-3-.07 PARAPROFESSIONAL PREPARATION PROGRAM	May 15, 2014	
505-3-.08 INNOVATIVE AND EXPERIMENTAL PROGRAMS	May 15, 2014	
505-3-.09 REQUIREMENTS AND STANDARDS FOR TRAINING PRE-CANDIDATES, CANDIDATES AND FACILITATORS IN GEORGIA'S NATIONAL BOARD CERTIFIED TEACHERS PROGRAM	May 15, 2014	



Georgia Professional Standards Commission

Protecting Georgia's Higher Standard of learning

PRE-SERVICE



Pre-Service

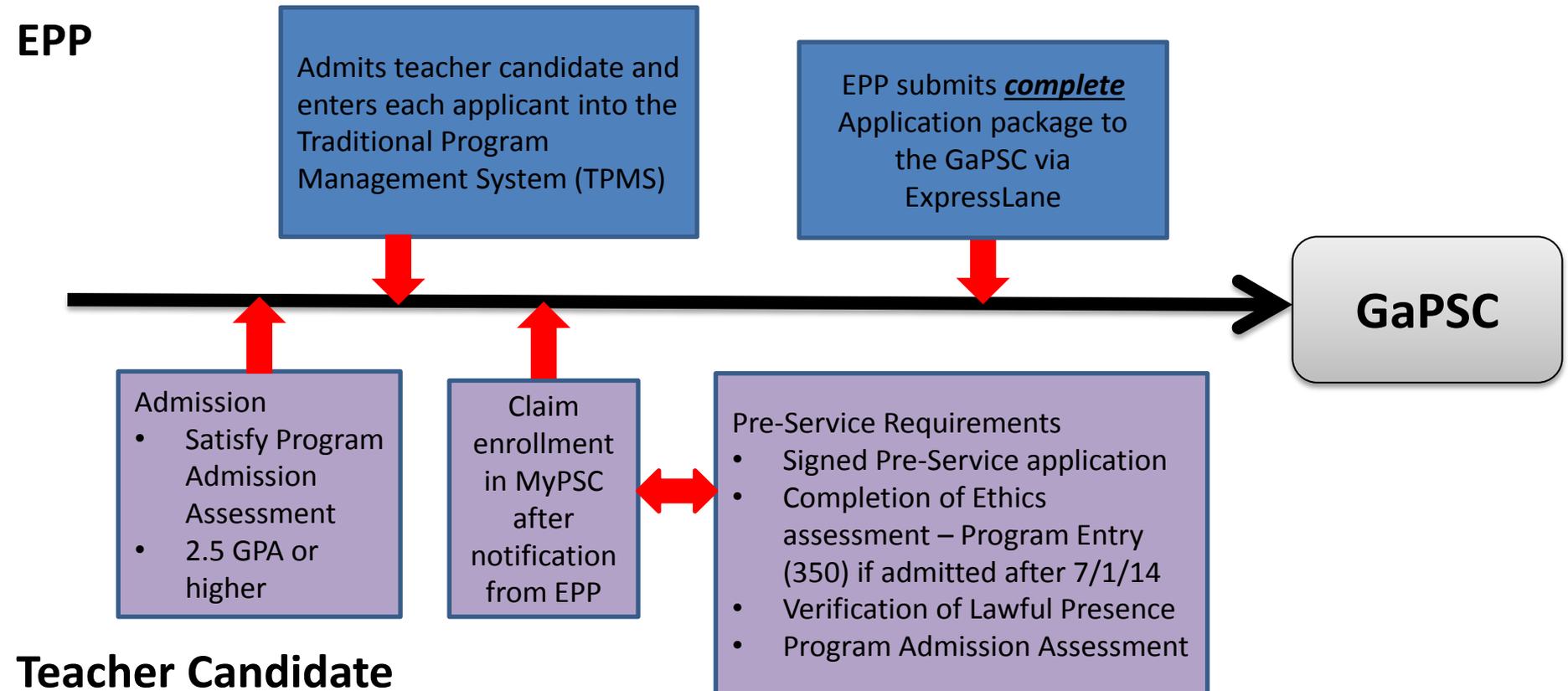
The Pre-Service certificate is **not** a professional educator certificate. It allows the holder to participate in supervised field experience, clinical practice, student teaching, or residency work in Georgia schools



PURPOSE

- Required for anyone participating in Student Teaching After 07/01/2015
- Standardize criminal background check process across the state for Pre-Service teachers; eliminating those not eligible/suited for profession
- Assists Pre-Service educators in understanding the Georgia Educator Code of Ethics as well as hold them accountable under the code

Steps for Pre-Service Issuance





Validity

Valid for 5 years.

Invalidated upon:

- ❖ Program Completion
- ❖ Withdrawal, transfer, or removal from program

Will be invalidated after 10 days from when candidate is withdrawn.



When is Pre-Service not needed?

- If the candidate holds a current Induction or a Waiver certificate, the Pre-Service certificate is not required
- A candidate's certification history can be viewed under Quick Look-up in .org or when submitting an ExpressLane transaction
- A candidate can be issued an IN4 or Waiver after Pre-Service is issued
 - Pre-Service certificate will be made obsolete



Exception

Candidates holding a GaPSC-issued Certificate of Eligibility (COE) will be required to hold a Pre-Service certificate if enrolled in an initial preparation program.

The COE is not considered a certificate for the purposes of completing student teaching or field experiences.

The educator is eligible for certification at level 4

Fields in ~~strikeout font~~ with a **RED** background have expired. If all fields have expired, the certificate has expired.

This Certificate of Eligibility is NOT an educator certificate and DOES NOT CERTIFY the holder for any teaching position in Georgia.

Type	Eligibility Field	Begin Eligibility	End Eligible
PST	PRE-SERVICE CERTIFICATION [FLD696]	07/01/2015	06/30/2020

The Pre-Service certificate is not a professional certificate. The certificate is issued to candidates enrolled in an educator preparation program and who have successfully completed a background check conducted by the Georgia Professional Standards Commission. The bearer of this certificate is in-field to participate in supervised field experience, clinical practice, student teaching, or residency work consistent with requirements of their educator preparation program.

*I1T	EARLY CHILDHOOD EDUCATION (P-5) [FLD808]	05/08/2015	06/30/2020
*I1T	ESOL ENDORSEMENT [FLD825]	05/08/2015	06/30/2020

**** COE is indicated with an asterisk in Quick Lookup**



TPMS Home Page

Welcome, [Redacted]

Traditional Program Management

[Home](#) | [TPMS](#) | [File Uploads](#) | [File Downloads](#) | [TPMS User Manual](#) | [Logout](#)

Search for a Candidate

GAPSC

Select Cohort Year:

Select Record Type: Current Records Withdrawn Records Past Completer Records

Student ID:

Certification ID:

First Name:

Last Name:

Program Name:

Status:

Program Start Date: From: (mm/dd/yyyy)

To: (mm/dd/yyyy)

Quick Links

[Download TPMS Template](#)

[Download TPMS User Manual](#)

Please contact
tpms@gapsc.com if any
issues arise

[Home](#) | [Contact](#) | [PSC Home Page](#) | [Logout](#)



TPMS SCREENSHOT

Student Information Screen

Send Email Back

Program: Business Education : Initial

Initial Teaching Program? Yes

Program Start Date: 08/25/2014

GACE Eligible: No

Ethics Exit Eligible: No

ETPA Eligible: No

Pre-Service Certification? In process

Program Completion:

Degree Awarded:

Degree: Master of Arts in Teaching Business Rule - 2

Admission GPA: 3.2

Exit GPA:

Certification Field A: BUSINESS EDUCATION (6-12) GACE Passed

Certification Field B:

Endorsement 1:

Endorsement 2:

Endorsement 3:

Withdrawn from Program:

MyPSC Confirmation Date: 03/03/2015

Certification History

Type	Field	First issued date	Current issued date	Valid from	Valid to
I	FLD754 - SOCIAL SCIENCE (6-12)	10/15/01	10/15/01	07/01/01	06/30/02

Test History

Code	Title	Date
CRTP07	Business Education	08/04/2001
ETHCS1	Educator Ethics - Program Entry	12/16/2014
CRTP41	Praxis I Requirement Satisfied	05/25/2001



GaPSC Pre-Service Certificate Application

Please Use Black Ink or Type - Revised April 2015

This form must be submitted by an educator preparation provider. Candidates should not submit this form directly to the GaPSC.



1. Please use ALL CAPS to print your LEGAL NAME.

Last Name

First Name Middle Name

Social Security Number - - Date of Birth (MM/DD/YY) / / Telephone Number - -

Mailing Address

City State Zip Code -

Gender (check one) Male Female Ethnicity (check one) Yes No
Are you Hispanic or Latino of any race?

Race (check all that apply) Asian American Indian or Alaska Native Black or African American Native Hawaiian or Pacific Islander White

2. Personal Affirmation: The applicant should enter a truthful "Yes" or "No" response to each of the following questions. All questions must have a response in order for the application process to continue. "YES" responses automatically open an investigation and require an attached explanation along with any additional supporting documentation. **DO NOT** include matters that the GaPSC has investigated or is currently investigating.

- Y N 1. Have you ever had an adverse action (i.e. warning, reprimand, suspension, revocation, denial, voluntary surrender, disbarment) taken against a professional certificate, license or permit issued by an agency **OTHER THAN the Georgia Professional Standards Commission**?
- Y N 2. Are you currently the subject of an investigation involving a violation of a profession's laws, rules, standards or Code of Ethics by an agency **OTHER THAN the Georgia Professional Standards Commission**?
- Y N 3. Have you ever received a less than honorable discharge from any branch of the armed services? (If "yes", provide a copy of form DD214.)
- Y N 4. While under investigation, have you ever left an employment position (retired, resigned, been dismissed, terminated, non-renewed or otherwise)?
- Y N 5. Are you currently the subject of an investigation involving sexual misconduct or physical harm to a child?
- Y N 6. Are you the subject of a pending investigation involving a criminal act?
- Y N 7. For any **felony** or any **crime involving moral turpitude**, have you ever:
 - Pled guilty;
 - Entered a plea of nolo contendere;
 - Been found guilty;
 - Pled guilty to a lesser offense;
 - Participated in a pre-trial diversion program;
 - Been granted first offender treatment without adjudication of guilt;
 - Been found not guilty by reason of insanity; or
 - Been placed under a court order whereby an adjudication or sentence was withheld?
- Y N 8. Have you ever been convicted, or pled to a lesser offense for any sexual offense?
- Y N 9. Have you been convicted of a drug offense (felony or misdemeanor)?

Consent:

I hereby authorize the Georgia Professional Standards Commission to receive any criminal history record information pertaining to me which may be in the files of any state or local criminal justice agency in Georgia, and to perform periodic criminal history background checks for the duration of my certification in the state of Georgia.

Signature: _____ Date: _____

NOTE: This application must be received by the GaPSC within 90 days of the date of signature.

Only available in .org
April 2015 version or later
includes GCIC Consent

- Must be signed within 90 days



Complete Pre-Service Application

- Pre-Service Application
- Verification of Lawful Presence with appropriate documents
- PAA or exemption scores (if applicable)
- Electronic results of Ethics Entry test if enrolled after 7/1/2014

EXPRESSLANE

ExpressLane

The following actions are possible for

- Submit documentation - this WILL NOT open a case
- Name Change
- Initial - Out-of-state Certificate
- Initial - Program Completion
- Initial - System Request

Quit

Next





Pre-Service

Pre-Service option is offered in Expresslane only if the candidate:

- is in TPMS
- has claimed enrollment
- has taken the Ethics entry assessment
- has an admissions GPA of 2.5 or higher
- is not currently certified and has never held full certification in the past



Responsibilities of the GaPSC

Review completed and signed application and VLP, verify Program Admission and Ethic Entry assessments

- All Personal Affirmation questions answered “yes” or “no”
- If candidate answers “yes” to one or more questions, must submit explanation



Checking Status of Pre-Service

Gapsc.org account

CHECK CASE DESCRIPTION!

Quick Lookup

SSN

Certification ID

Go

Case history			
Date Opened	Description	Evaluator/Clerk	Date Closed
04/17/2015	Pre-Service	* GCIC REVIEW	Holding

TPMS

Pre-Service Certification?

In process

Checking Status of Pre-Service

Quick Lookup SSN Certification ID

Case history			
Date Opened	Description	Evaluator/Clerk	Date Closed
10/26/2015	Pre-Service	* GCIC REVIEW	Open



Check Hold Letter

Case history			
Date Opened	Description	Evaluator/Clerk	Date Closed
08/13/2015	Pre-Service	* PRE-SERVICE REQUEST	Holding



Contact Ethics Dept.

Case history			
Date Opened	Description	Evaluator/Clerk	Date Closed
04/17/2015	Pre-Service	* GCIC REVIEW	Holding



Ethics History			
Case Number	Final Outcome	Effective Date	Expiration Date

If case shows holding and no information on quick lookup, please contact cert. (certhelp@gapsc.com)



CONTACT INFO

TPMS :

tpms@gapsc.com

ETHICS :

ethics@gapsc.com

404-232-2700

CERTIFICATION:

– PROVIDER

- certhelp@gapsc.com
- 404-334-6462
- 800-390-6698 (outside of metro. Atlanta)

– CANDIDATE:

- 404-232-2500
- mail@gapsc.com

Questions?



ASK LOTS OF QUESTIONS



What questions do you have for our panel at the end of the day?

To add a question –
Go to www.menti.com
and use the code 17 91 48



Share your conference experience!

#GaPSCDriveIn17

@Ga_PSC