

**Georgia Professional Standards Commission**

**Preparation Approval Annual Report**

**PAAR**  
Version 4.2

**PAAR 2016 User Manual**

*January 24, 2017 Edition*

**Educator Preparation Division**  
**Penney McRoy, Director**

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## Overview

The Preparation Approval Annual Report (PAAR) is the system the Georgia Professional Standards Commission (GaPSC) uses to collect information about educator preparation providers (EPPs) and educator preparation programs. PAAR stores descriptive information about the preparing institution/agency, the EPP, and each preparation program. The information collected will be used as a part of the approval review process.

PAAR is web-based. It allows the program review "manager" at an EPP to monitor reporting progress using the built-in date and author displays. These displays show the parts of the report that are finished, who did the work, and when it was completed.

### Accessing PAAR

PAAR is accessed through the GaPSC's secure web portal <http://www.gapsc.org>. Every "author" who will contribute report materials or operate the program must have unique login credentials. Each set of login credentials includes two components: 1) Username—unique to each individual and typically a combination of the user's first initial and last name, and 2) Password—unique to each individual. Login credentials will be issued to individuals by the GaPSC Program Approval Education Specialist assigned to each EPP; they must be secured and used only by the individual to whom they are issued. Note that the system prompts users to change passwords periodically and if forgotten, passwords may be retrieved by clicking the "Forgot My Password" link on the login page. To obtain one or more new login credentials, request from the assigned GaPSC Program Approval Education Specialist the *GaPSC PAAR Login Credentials Request Form* (Appendix A, page 21). For each individual, the form requires the following information:

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

Editing privilege in PAAR provides access to all report sections for the EPP with which s/he is associated.

### Important Tips for Efficient Operation

PAAR works best using 800 x 600 screen resolution or above. To ensure the information you enter is saved, save your work frequently! Once you have successfully logged in to [www.gapsc.org](http://www.gapsc.org), select the option labeled PAAR. For assistance, consult the online glossary, or contact the PAAR manager at your EPP. Send all PAAR inquiries to [PAAR@gapsc.com](mailto:PAAR@gapsc.com) and copy the assigned Education Specialist.

While navigating through PAAR, be sure to use the BACK button to return to previous screens.

You will save a significant amount of time if you view the components of PAAR and identify the information requirements for each section before you begin entering information. Because many sections of PAAR require narrative text, and it will be most efficient to compose and store that narrative text before you begin using PAAR to enter your responses.

**Login Screen for [www.gapsc.org](http://www.gapsc.org)  
The GaPSC Secure Business Portal**

**Georgia Professional Standards Commission**  
*Protecting Georgia's Higher Standard of Learning*

**Please Sign In**

Due to budget and staff reductions...

- We no longer accept "walk-in" visitors.
- Our Call Center is closed on Tuesdays and Thursdays.

We can still help you!

- Use your [MyPSC](#) account to track the progress of your application and print your certificate.
- Our Call Center (800) 869-7775 is open from 8:00 am to 4:30 pm, Monday, Wednesday, and Friday except for state holidays.
- Email us at [mail@gapsc.com](mailto:mail@gapsc.com)

Username  
  
[Forgot username](#)

Password  
  
[Forgot password](#)

- Each person who is authorized to read and/or edit program information must have his or her own set of login credentials.
- PAAR allows a user to edit information for more than one preparation program for the EPP with which s/he is associated.

## Program Selection Screen for [www.gapsc.org](http://www.gapsc.org)

The screenshot shows a program selection screen with a grid of buttons. The buttons are arranged in four columns and six rows. A red arrow points to the PAAR button in the second row, third column.

CMS	TPMS	PARAPRO	ExpressLane
CAPSLOOKUP	HIQ2	PAAR	PRS
CRPInfo	BOEInfo	PRO	PROBE
EPSC	ERP	File Cabinet	WebDMS Manager
DataBank	Old Equity Data	Equity Data	MYSOA
NTRS			

Below the grid are four sections:

- Message Center**: If you need assistance...
- Certification Update**: Certification Training Library, ICP Training Video, GS3 Training Video
- Downloads**: Certification Applications, Parapro Certification Application
- Links**: PSC Home Page, GATAPP Home Page, Georgia School Superintendents Association, Georgia Department of Education

- After a successful login, select the **PAAR** button.

## PAAR Main Page

PAAR provides information for the EPP and all of its educator preparation programs. The PAAR Main Page should display all of the EPP’s educator preparation programs, including initial preparation programs, endorsement programs, and degree-only (advanced) preparation programs. The classification should match the level of preparation for each program. Please note that a classification of “Degree-only (Advanced)” refers to the level of preparation, not the degree level. An advanced degree program leading to certification or a new field of certification for a certified individual, such as Curriculum and Instruction, Educational Leadership, etc., is classified as an initial preparation program.

If a program is missing, or if the classification is incorrect, please notify the assigned GaPSC Education Specialist.

Be sure before you begin that the year 2016 has been selected and the Reload button has been clicked.

Educator Preparation Provider (EPP) Annual Data <span style="float: right;">EDIT</span>				
View EPP aggregate data. <span style="float: right;">VIEW</span>				
Master Faculty List <span style="float: right;">EDIT</span>				
Review and update faculty information. Click the EDIT button to proceed.				
Program Information				
Provide information for each program listed below. Click the name of a program to proceed.				
Program Name	Program ID	Classification	Last updated	Finished
Adolescent Education	1481	Degree-only (Advanced)		
Art	337	Initial		
Art - M.A.T.	2038	Initial		
Biology	380	Initial		
Biology - M.A.T.	2034	Initial		
Biology Education UTeach	2819	Initial		
Birth Through Five (Montessori)	1891	Initial		
Birth Through Five (Traditional)	1890	Initial		
Chemistry	379	Initial		
Chemistry - M.A.T.	2035	Initial		
Chemistry Education U Teach	2817	Initial		
Chinese	1824	Initial		
Coaching Endorsement	2045	Endorsement		
Curriculum and Instruction	2278	Initial		
Curriculum and Instruction (Conversion mechanism)	2780	Initial		
Early Childhood Education (ECE)	1482	Degree-only (Advanced)		
Early Childhood Education (ECE)	341	Initial		
Ed. Leadership PL6 - Cert only & Specialist	2044	Initial		
Education Leadership Ed.D	2388	Degree-only (Advanced)		
Educational Leadership MED	1676	Degree-only (Advanced)		
Educational Leadership Tier I	2872	Initial (Developmental)		
English	331	Initial		
English to Speakers Of Other Languages Endorsement	1295	Endorsement		
ESOL Program	1501	Initial		
ESOL Program - M.A.T.	1377	Initial		
Foreign Language - Modern Lang & Cult - post-bac	2040	Initial		
French	335	Initial		
German	1504	Initial		
Gifted In-Field Endorsement	2132	Endorsement (Developmental)		

- To begin data entry in the Institutional/Agency Information, Educator Preparation Provider Information, or Master Faculty List sections, click the **EDIT** button shown at the right side of the screen.
- To begin data entry for a particular program in the list, click on the program name.

**NOTE:** One person at each EPP will be empowered to submit the complete and finalized report to the GaPSC, and that submission is a multi-step procedure which cannot be done accidentally. When that person performs the official "Finalize" procedure, all access to PAAR for all users at the EPP will change to "view only."

## Editing Institution/Agency Information

The Institution/Agency page collects basic information and descriptive data about the institution or agency.

[Return to Home Page]

[Manual-IHE] - [Manual-NT] - [Glossary]

**Educator Preparation Provider:** Georgia Professional Standards Commission

**Details for Report Year: 2016**

Directions: Enter and/or edit the information below. At the bottom of the page, click the SAVE button to save your work. Click the CANCEL button to discard your changes and refresh the page with prior information. Click the BACK button to return to the main page (does NOT save changes - click the SAVE button to save your changes).

*\* denotes required field*

**Educator Preparation Provider \***

**Main Campus Mailing Address**

Address line 1   
Address line 2   
City \*   
County   
State \*   
Zip code \*   
Phone \*   
Educator preparation programs are offered at one or more additional campuses. \*    
Number of additional campus sites

**Chief Executive Officer**

Title   
First Name \*   
Middle Name   
Last Name \*   
Telephone \*   
Fax \*

- Data entry is required for most data fields, even in places where there is no red asterisk.
- Note that some data entry locations allow free-form typing, while others restrict choices with drop-down menus. After you have typed information into a free-form window, advance to the next location by pressing the **Tab** key on your keyboard.

### Controls for Saving Data and for Navigating Among PAAR Pages

#### CANCEL

Clicking the CANCEL button will reload the page with data from the database. The focus will remain on the page.

#### SAVE

Clicking the SAVE button will commit the data on the page to the database. The focus will remain on the page.

#### BACK

Clicking the BACK button will NOT commit the data on the page to the database. The "previous" page will be displayed (the page from which the user came.)

#### FINISHED

Clicking the FINISHED button will commit the data on the page to the database and populate a "finished" date column and operator column on the program report screen. The "previous" page will be displayed (the page from which the user came.)

If you click on FINISHED and find later that you are not really finished, enter the corrective data and click FINISHED again to post a new date on the program report screen.

## Editing Institution/Agency Information, Continued

**Descriptives**

Institutional control \*

Basic Carnegie Classification \*

Religious Affiliation? \*

**Enrollment counts should represent an unduplicated head count for the period September 1, 2015 through August 31, 2016**

Total Enrollment *	<input type="text" value="0"/>
Total Enrollment - Full-time *	<input type="text" value="0"/>
Total Enrollment - Part-time *	<input type="text" value="0"/>
Total Enrollment - Male *	<input type="text" value="0"/>
Total Enrollment - Female *	<input type="text" value="0"/>
Undergraduate Enrollment - Male *	<input type="text" value="0"/>
Undergraduate Enrollment - Female *	<input type="text" value="0"/>
Graduate Enrollment - Male *	<input type="text" value="0"/>
Graduate Enrollment - Female *	<input type="text" value="0"/>

- Institutional control, basic Carnegie classification, and religious affiliation are drop-down lists.
- Enrollment counts are for the entire institution/agency. Even though the PEDS/Fact book data are for fall semester only, those data would provide the information needed here and may be used for this data set.



## Editing Educator Preparation Provider Information

The Educator Preparation Provider page collects information about the EPP.

*\* denotes required field*

**Preparation Provider Unit Name \***

**Preparation Provider Unit Head**

Title

First Name \*

Middle Name

Last Name \*

Telephone \*

Fax

Email \*

Nationally Accredited (NCATE/CAEP)

Regional Accreditation \*

- If the EPP has obtained national accreditation, check the “Nationally Accredited” box.

**Describe any innovative or exciting initiatives in which you are engaged or highlights of the reporting year.**

**We understand that different EPPs calculate GPA in different ways. We are interested in how your EPP has decided to calculate the entry/exit GPA at both the initial level and the advanced level (if your EPP offers advanced programs).**

- The first text box in this screenshot is an excellent opportunity for you to brag on the great work occurring in educator preparation at your EPP.
- The second text box in this screenshot asks how you (as an EPP) calculate a candidate’s GPA.

## Editing Master Faculty Data Main Faculty List Screen

All full-time and part-time faculty will be entered at the EPP level. For each program, faculty members will be selected from the EPP data. *Note that cooperating teachers (or mentor teachers) should not be listed as clinical faculty. Information about those individuals is collected in the Traditional Program Management System (TPMS).*

**Educator Preparation Provider:** [Georgia Professional Standards Commission](#) Back

**Preparation Provider Unit:** [Division of Educator Training](#)

Rectangular Slip

**Faculty**

Directions: enter information about the faculty responsible for professional coursework, clinical supervision, or administration. New records can be added by clicking the ADD button located above the table. Records can be edited by clicking the name of a faculty member. Records can be deleted by clicking the DELETE link at the end of each row in the table. Click the BACK button to return to the main page.

**EPP Faculty Demographics**

Total Faculty *	<input type="text"/>
Faculty - Male **	<input type="text"/>
Faculty - Female **	<input type="text"/>

- For the screenshot above, consider all of the faculty who are employed by the EPP (including full-time in the institution/agency, full-time in the EPP; full-time in the institution/agency, part-time in the EPP; and part-time in the institution/agency, part-time in the EPP). Provide the total count of those individuals, and break those numbers into male and female faculty members.

Name	Department(s)	Rank	Highest Degree	
<a href="#">Jack Test</a>	Education	Instructor	Doctorate	DELETE
<a href="#">Joseph</a>	IT	Assistant Professor	Other	DELETE
<a href="#">Julie Weber</a>	Science Ed.	Associate Professor	Masters	DELETE
<a href="#">Karen Rawlins</a>	Psychology and Counseling	Associate Professor	Ph.D.	DELETE
<a href="#">Kerry Thomas</a>	Psychology and Counseling	Associate Professor	Ph.D.	DELETE
<a href="#">Mary Billingsley</a>	Early Childhood	Instructor	Ed.D.	DELETE
<a href="#">Penney McRoy</a>	Curriculum & Instruction	Full Professor	Ed.D.	DELETE
<a href="#">Phillip Haynes</a>	Music	Full Professor	Ph.D.	DELETE
<a href="#">Teddi Johnson</a>	Psychology and Counseling	Associate Professor	Ph.D	DELETE
<a href="#">test PAAR 2014</a>	a	Full Professor	Bachelor	DELETE
<a href="#">William Leamon</a>	English	Instructor	Masters	DELETE

- To add faculty, click the **ADD** button from the Main Faculty List screen.
- Faculty members who are no longer associated with the EPP may be deleted by clicking the **DELETE** link to the right of each entry. *Before deleting a faculty member from the Master Faculty list, that individual must first be deleted from all programs. (See program faculty instructions on page 18).*

## Editing the Master Faculty List Individual Faculty Data Entry Screen

This page is where EPPs will provide information about each individual faculty member.

**Institution/Agency:** Georgia Professional Standards Commission Back

**Educator Preparation Provider:** Division of Educator Training

Enter faculty data below. When finished click the SAVE button located at the bottom of the page. Click the CANCEL button to quit without saving your work. Click the BACK button to return to the main page.

*\* denotes required field*

Name \*

Department \*

Rank \*

Gender \*

Hispanic/Latino of any race

Race

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Other Pacific

White

Race/Ethnicity Note: It is understood that asking individuals to report on their race/ethnicity is optional in many places. Please report on the race/ethnicity data that you have available, though the data may not be complete.

Tenure Status \*

Highest Degree \*

Highest Degree field or explanation if "Other" was selected above

Highest Degree Institution Name \*

Status \*

Primary Role(s) in the EPP (administration, teaching, supervising, advising, etc.) \*Direction: Indicate the program level(s) (i.e., baccalaureate, master's, specialist, doctorate, or certification only) applicable

\* Status

- Full-time in Institution, full-time in Education Unit
- Full-time in Institution, part-time in Education Unit
- Part-time in Institution, part-time in Education Unit

Tenure Status \*

- Tenure track
- Tenured
- N/A

- For this particular page, EPPs must enter data in all required fields, which are indicated by a red asterisk.
- Advance from one entry field to another by using the **Tab** key on the keyboard.
- If a faculty member has achieved Tenure, select "Tenured" for the Tenure Status field option.
- If a faculty member has more than one "highest level" degree, enter the details of the one most relevant to his/her program assignment.

## Editing the Master Faculty List Individual Faculty Data Entry Screen, Continued

Total # of candidates supervised during the reporting year (unduplicated head count). *	<input style="width: 80%;" type="text" value="0"/>	Total # of fall & spring contracted hours (Institutional workload expectations for fall and spring based upon # of credit hours; this may include teaching load equivalents and re-assigned time equivalents for other responsibilities.) *	<input style="width: 80%;" type="text" value="30"/>	Total # of hours taught (undergrad/grad) excluding summer (actual # of semester hours taught) *	<input style="width: 80%;" type="text" value="12"/>
---	--	---	---	---	---

- For the “Total number of candidates supervised during the reporting year,” this number includes candidates in field experiences prior to clinical practice, as well as clinical practice candidates for fall semester 2015 and spring semester 2016. Although the reporting year might include a few weeks of fall semester 2016, the bulk of the semester occurs in the 16-17 reporting year (and will be reported in PAAR 2017).
- The reason the term “unduplicated headcount” is used here is because we recognize that supervisors of candidates may change from one semester to another. An example may better help describe this term. Let’s say an EPP faculty member (Marsha Watts) supervised two field experience candidates during the fall semester (Teresa Jones and Billy Smith). In addition to supervising Teresa Jones’ clinical practice experience during the spring semester, she supervised two other clinical practice candidates (Joe Johnson and Fred Harris). See the chart below for a visual:

Supervisor	Semester 1	Semester 2
Marsha Watts	Teresa Jones Billy Smith	Teresa Jones Joe Johnson Fred Harris

The *unduplicated* head count for the candidates supervised by Marsha Watts would be 4 (not 5) because Teresa Jones would only be counted once. We recognize that there will not be a one-to-one match between supervisors and candidates. Our goal is to capture the number of individuals supervised by a faculty member during the reporting year.

- For the “Total number of fall and spring contracted hours,” the reporter should consider all aspects of job performance (e.g., release time for supervising candidates or other P-12 work, administrative duties). This would not include overloads.
- For the “Total number of hours taught,” the reporter should include courses actually taught by this individual. Again, this would not include overloads. In addition, it would not include summer hours.

## Editing the Master Faculty List Individual Faculty Data Entry Screen, Continued

<b>Previous experience at the P-12 level (enter 0 if no experience)...</b>			
Teacher	<input type="text"/>	years	School Counselor
	<input type="text"/>		<input type="text"/> years
School Administrator	<input type="text"/>	years	School Psychologist
	<input type="text"/>		<input type="text"/> years
System Administrator	<input type="text"/>	years	Other School Personnel
	<input type="text"/>		<input type="text"/> years

- Data fields in the "Previous Experience at the P-12 level" section accept numerical data.
- Enter the number of years the faculty member was employed at the P-12 level in one or more categories. This section is comprehensive; and it does not relate to only the reporting year.
- In the "Service to P-12 Schools" section, enter the number of applicable workshops and/or courses provided, committees/boards served, or other types of service to P-12 schools during the reporting year.

<b>Enter a number to represent service to P-12 schools during the reporting period September 1 through August 31 (include ongoing work started in the previous reporting year if applicable) in each category, or leave the fields blank</b>			
Professional Learning Workshops Conducted	<input type="text" value="1"/>	Professional Learning Courses Taught	<input type="text" value="1"/>
Committees	<input type="text" value="2"/>	Advisory Boards/Councils	<input type="text" value="2"/>
Consultations	<input type="text" value="3"/>	Action Research	<input type="text"/>
Other Service	<input type="text" value="4"/>		
<input type="button" value="Save"/> <input type="button" value="Cancel"/>			

- Professional Learning Workshops would include any professional learning opportunities offered by the EPP for P-12 partner district(s) that were conducted by this faculty member.

## Program Information Reporting Main Program Edit Menu Screen Initial Teaching Programs

Before you begin any data entry on this page make certain the “Preparation Program Area” matches the data you are prepared to enter.

Preparation Program Area: [Early Childhood Education \(ECE\)](#)  
 Program ID: 358  
 Program Classification: [Initial](#)  
 Program Operating under GAPSC rule:  
 [505-3-16, Early Childhood Education Program (effective Nov 15, 2005) ▼]  
 Certification Fields: [EARLY CHILDHOOD EDUCATION \(P-5\) - FLD808](#)

- If the proper rule does not appear in the GaPSC rule field, make the appropriate selection from the drop-down list. Select the version of the rule in effect during the reporting year. In most cases this would be the most current rule.

**Program Status:**  
 Not offered, new candidates no longer accepted   
 Date program was discontinued  (mm/dd/yyyy)  
  
 Are any program courses offered via distance learning? Yes  No   
 Are any program courses taught on a P-12 campus? Yes  No

**National Recognition/Accreditation:**  
 Nationally Recognized by a Specialized Professional Association   
 SPA or Accreditor Name   
 Recognition/Accreditation Level   
 Recognition/Accreditation valid through (date)  (mm/dd/yyyy)

**Admission Policies & Data**  
 Applicants to post-baccalaureate programs (M.A.T., certification-only, GaTAPP) must pass content area assessment prior to enrollment.   
 Describe all program admission requirements that vary from PSC minimums:  
  
 Number provisionally admitted

- If you have discontinued a program, check the box that indicates you no longer accept candidates and enter the date the program was discontinued.
- If no candidates were enrolled in the program during the reporting year, respond to the applicable components of PAAR.
- If candidates were enrolled in the program during the reporting year, complete all the program reporting sections.
- If the program has obtained SPA or national accreditation recognition, provide the SPA/accrediting body and the validity date.
- Provide admissions requirements above those required by GaPSC.
- Provide the number of provisional admits accepted during the reporting year. Remember that GaPSC admission requirements are prerequisites for all enrolled candidates.
- Click on the **Click here to SAVE Program Options** button after completing data entry on this page. **You must SAVE in order to edit the Program Report Sections.**

## Program Information Reporting Main Program Edit Menu Screen Endorsement Programs

**Preparation Program Area:** English to Speakers of Other Languages (ESOL)  
**Program ID:** 433  
**Program Classification:** Endorsement  
**Program Operating under GAPSC rule:**  
 505-3-.70, English To Speakers Of other Lanuaqes (ESOL) Endorsement Program (effective Apr 15, 2012)  
**Certification Fields:** ESOL (P-12) - FLD885

**Program Status:**  
 Not offered, new candidates no longer accepted   
 Date program was discontinued  (mm/dd/yyyy)

Are any program courses offered via distance learning? Yes  No   
 Are any program courses taught on a P-12 campus? Yes  No

Is this endorsement program offered as a...  
 Stand-alone Endorsement   
 Embedded Endorsement   
 Both Stand-alone and Embedded Endorsement

If this endorsement is embedded in other programs, please list the programs.

When offered as an embedded endorsement, which two additional pieces of evidence are required for candidates to demonstrate meeting the standards for this endorsement?  
 Additional clinical hours   
 Additional coursework   
 Additional assessment(s)

- If you have discontinued a program, check the box that indicates you no longer accept candidates and enter the date the program was discontinued.
- If no candidates were enrolled in the program during the reporting year, respond to the applicable components of PAAR.
- If candidates were enrolled in the program during the reporting year, complete all the program reporting sections.
- Since endorsements may be stand alone or embedded, respond to the prompts as indicated. Refer to Educator Preparation Rule 505-3-01 for further information concerning embedded endorsements.

## Program Information Reporting Main Program Edit Menu Screen Degree-only (Advanced) Programs

**Preparation Program Area:** Agriculture

**Program ID:** 1149

**Program Classification:** Degree-only (Advanced)

**Program Operating under GAPSC rule:**  
 ▼

**Certification Fields:** AGRICULTURAL EDUCATION (6-12) - FLD788

**Program Status:**

Not offered, new candidates no longer accepted

Date program was discontinued  (mm/dd/yyyy)

Are any program courses offered via distance learning? Yes  No

Are any program courses taught on a P-12 campus? Yes  No

**Admission Policies & Data**

Certification required for admission

[Click here to SAVE Program Options](#)

---

**Report Sections**

		Last editor	Last edited	Finished
Annual Program Data	<input type="button" value="Edit"/> <input type="button" value="View"/>			...
Faculty	<input type="button" value="Edit"/> <input type="button" value="View"/>	...	...	...

- For the “Program Operating under GAPSC rule” section: Degree-only (advanced) programs do not align with a rule for an area of preparation. A place-holder is preselected for you.
- Due to certification upgrade requirements, all candidates who enter degree only (advanced) programs should be certified in that particular field. The data field “Certification required for admission” is not simply educator certification, but rather certification in that specific field. For the program above, the educator would need to hold certification in agriculture education in order to upgrade the certificate.



**Program Information Reporting  
Main Program Edit Menu Screen  
Initial Leadership Programs**

**Certification Fields:** EDUCATIONAL LEADERSHIP - TIER I - FLD700

**Program Status:**  
Not offered, new candidates no longer accepted   
Date program was discontinued  (mm/dd/yyyy)

Are any program courses offered via distance learning? Yes  No   
Are any program courses taught on a P-12 campus? Yes  No

**National Recognition/Accreditation:**  
Nationally Recognized by a Specialized Professional Association   
SPA or Accreditor Name   
Recognition/Accreditation Level   
Recognition/Accreditation valid through (date)  (mm/dd/yyyy)

**Admission Policies & Data**  
Out-of-state candidates accepted   
Number of candidates employed as teachers   
Number of candidates employed as school level administrators (AP or P)   
Number of candidates employed as district level administrators   
Describe all program admission requirements that vary from PSC minimums:

- If you have discontinued a program, check the box that indicates you no longer accept candidates and enter the date the program was discontinued.
- If no candidates were enrolled in the program during the reporting year, respond to the applicable components of PAAR.
- If candidates were enrolled in the program during the reporting year, complete all the program reporting sections.

**Program Information Reporting  
Main Program Edit Menu Screen  
Initial Service Fields**

**Certification Fields:** **INSTRUCTIONAL TECHNOLOGY - FLD903**

**Program Status:**

Not offered, new candidates no longer accepted

Date program was discontinued  (mm/dd/yyyy)

Are any program courses offered via distance learning? Yes  No

Are any program courses taught on a P-12 campus? Yes  No

**Admission Policies & Data**

Out-of-state candidates accepted

Number of candidates employed as teachers

Number of candidates employed as school level administrators (AP or P)

Number of candidates employed as district level administrators

Describe all program admission requirements that vary from PSC minimums:

- If you have discontinued a program, check the box that indicates you no longer accept candidates and enter the date the program was discontinued.
- If no candidates were enrolled in the program during the reporting year, respond to the applicable components of PAAR.
- If candidates were enrolled in the program during the reporting year, complete all the program reporting sections.

## Program Information Reporting Main Program Edit Menu Screen, Continued

If you saved program options, the Edit buttons pictured in the sample below will be active and you may begin data entry.

Report Sections			Last editor	Last edited	Finished
Partnerships and Clinical Experiences	<input type="button" value="Edit"/>	<input type="button" value="View"/>			...
Annual Program Data	<input type="button" value="Edit"/>	<input type="button" value="View"/>			...
Faculty	<input type="button" value="Edit"/>	<input type="button" value="View"/>	Penney McRoy	2013-10-08	...

- The columns to the right of the choice list maintain records of who edited each part last and when that was done, as well as whether the data entry is finished.
- To begin report data entry for a component, click on the appropriate **Edit** button.
- You may edit a component as often as you wish until your report is complete and ready for submission.

**NOTE:** If the program you have selected for reporting is classified as degree-only (advanced) or endorsement, reporting components will be significantly reduced. The particular components omitted will vary among these program styles.

## Partnerships and Clinical Experiences

The Partnerships and Clinical Experiences page collects information regarding your P-12 partnerships, as well as data on field experiences and student teaching/residency experiences.

The number of fields included on this page varies based upon program type. For instance, fewer fields are included in reports for endorsement programs and degree-only (advanced) preparation programs.

**Institution/Agency:** [Georgia Professional Standards Commission](#) Back

**Educator Preparation Provider:** [Division of Educator Training](#)

**Program name:** [Agriculture Education](#)

**Classification:** [Initial](#)

**Partnerships and Clinical Experiences**

Below is information about the program's admissions policy applicable to the reporting period. Click the BACK button to return to the main page.

[Partnerships](#)

**Number of P-12 schools where student teachers/residents were placed this reporting year**

**Number of P-12 schools where candidates were placed for field experiences this reporting year**

- The screenshot above includes data points that address partnerships. Remember that in this section, you will enter data related only to the program being described.

[Clinical Experiences](#)

**Number of field experience hours required prior to student teaching/residency for teaching programs.**

**Describe these field experiences.**

- The screenshot above requests information that addresses field experiences (those that occur prior to the clinical practice—also referred to as the student teaching/residency/internship—experience).
- For all of these data fields, EPPs will include fall semester 2015 and spring semester 2016. Although the reporting year might include a few weeks of fall semester 2016, the bulk of the semester occurs in the 16-17 reporting year (and will be reported in PAAR 2017).

## Partnerships and Clinical Experiences, Continued

Number of hours candidates spend in student teaching/residency.

Describe any clinical practice (student teaching) experiences that vary from the required one semester minimum. Include the number of full or half school days and the number of weeks that candidates spend in the mentor teacher's a P-12 classroom.

Are candidates required to participate in pre-planning (beginning of the school year) as a part of student teaching/residency?

Are candidates required to participate in post-planning (end of the school year) as a part of student teaching/residency?

The term *student teaching* and *residency* refer to the culminating experience in the initial preparation program. Some EPPs use the term *internship* to refer to this experience. In GaPSC rules, terminology is transitioning from the term *student teaching* to the term *residency*.

- In the screenshot above, enter the total number of *required* residency hours for the program.
- Using the textbox, describe residency experiences that vary from the required one-semester minimum.
- Using the drop-down boxes, identify if candidates are required to participate in pre- and post-planning experiences as a part of the residency for the program.

Which of the following co-teaching options are candidates prepared to implement during student teaching?

- One Teach, One Actively Observe
- One Teach, One Assist (not Drift)
- Station Teaching
- Parallel Teaching
- Alternative (Differentiated) Teaching
- Team Teaching

- Definitions for these co-teaching options are found in Glossary.
- If, in this program, candidates are not prepared to implement any of these co-teaching options during the clinical practice experience, none of these option should be checked.

## Partnerships and Clinical Experiences, Continued

<b>Describe how all field experiences for this program meet the intent/definition of "clinical preparation" and/or describe any innovative features of the clinical practice that make this program unique.</b>	<input type="text"/>
<b>Number of candidates participating in supervised field or clinical experiences in P-12 schools located outside the state of Georgia.</b>	<input type="text"/>
<b>Describe the methods used to prepare mentor teachers for their roles.</b>	<input type="text"/>

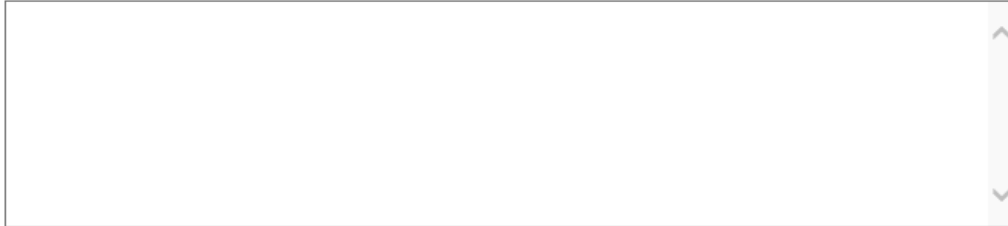
- In the screenshot above, use the first text box to describe how the program meets the intent of clinical preparation and/or describe unique and innovative features of the program.
- Enter the number of candidates participating in field or clinical experiences in schools located outside the state of Georgia.
- In the final text box, describe how mentor teachers (also referred to as *cooperating teachers*) are prepared for their roles.

## **Annual EPP Data**

The data listed on this page were provided through TPMS and cannot be changed in PAAR.

## Annual Program Data

Comments regarding data



Save

Cancel

Finished

- The data listed on this page were provided through TPMS and cannot be changed in PAAR. The narrative box is provided for any comments concerning data.



## Program Faculty

Because all faculty data are entered at the EPP level, program faculty data entry is reduced to simply selecting the faculty involved in each program.

**Faculty**  
 Directions: choose faculty responsible for professional coursework, clinical supervision or administration in this program. Records can be viewed by clicking the name of a faculty member. Records can be removed from the current program by clicking the DELETE link at the far right end of each row in the table. (This action does not delete the record from the master list.) Click the BACK button to return to the main page.

Name	Highest Degree	
Joseph	Other	<a href="#">DELETE</a>
Karen Rawlins	Ph.D.	<a href="#">DELETE</a>
Mary Billingsley	Ed.D.	<a href="#">DELETE</a>
Phillip Haynes	Ph.D.	<a href="#">DELETE</a>

- Click the drop-down arrow, click on the appropriate name, and click the **ADD** button.

**Faculty**  
 Directions: choose faculty responsible for professional coursework, clinical supervision, or administration in this program. Records can be viewed by clicking the name of a faculty member. Records can be removed from the current program by clicking the DELETE link at the far right end of each row in the table. (This action does not delete the record from the master list.) Click the BACK button to return to the main page.

Department(s)	Rank	Highest Degree
Janet - Music		
Mary - Early Childhood		
Phillip - Music		
Richard - Psychology		
William - English		

- To remove a faculty member from the program, click on the word, “Delete” to the right of her/his name and follow the on-screen prompts. *You must remove faculty members from all programs with which they were associated in order to delete them from the Master Faculty List.*
- Remember that EPPs will include fall semester 2015 and spring semester 2016 faculty in these programs. Although the reporting year might include a few weeks of fall semester 2016, the bulk of the semester occurs in the 16-17 reporting year (and will be reported in PAAR 2017).
- Click the **FINISHED** button after all faculty have been entered and the list is accurate.

## Finalizing PAAR

The head of the EPP or her/his designee must finalize PAAR before 5:00 p.m. on Monday, March 6, 2017.

- Finalizing PAAR is a deliberative process and the Finalize section only appears for EPP heads who have been granted finalize permission level by GaPSC staff.
- For those with finalize privileges, the Finalize section will appear at the bottom of the PAAR main page, as shown below.

**Finalize the Report**

After all data entry is complete and all programs are "finished", you may declare the report complete and final. Click the FINALIZE button to proceed.

**FINALIZE**

- Click the **FINALIZE** button and the screen depicted below will appear.

**Institution/Agency:** Professional Standards University **Back**

**Professional Education Unit Name:** Division of Educator Training

When the report has been declared "final", it can no longer be edited. If you wish to proceed, type your name in the space provided and click the Finalize button.

**Name:**

**Finalize** **Cancel**

- Finalizing PAAR indicates the report has been carefully reviewed by the head of the EPP (or her/his designee) and it is both accurate and complete.
- To proceed with the Finalize process, the EPP head must type her/his name in the Name field and click the **Finalize** button.
- Confirmation that the report has indeed been finalized will appear, as shown below.

**Institution/Agency:** Professional Standards University **Back**

**Professional Education Unit Name:** Division of Educator Training

This report has been declared "final". Editing is now prohibited.

- Click the **Back** button to return to the main screen, where you will see the notation depicted below.

**Finalize the Report**

This program report has been declared "final". The report may only be viewed and not edited.



## 2016 Preparation Approval Annual Report (PAAR) Appendix A Request for GaPSC.org Login Credentials

In the table below, list only those individuals who were not previously issued credentials for accessing PAAR. If an individual has credentials for accessing PRS, the credentials are the same; however, you will need to indicate that this individual should be given access to PAAR by entering an X in the right-most column. In the Access Level column, identify the level of access requested (read-only (R) or edit (E)). This form must be completed and submitted electronically.

First and Last Name	E-mail Address	Access Level (R or E)	PAAR Access Only

Those who were previously issued login credentials will use those same credentials to access PAAR 2016. Note that the system prompts users to change passwords; therefore, it is likely that the original credentials issued by GaPSC include an invalid password. To retrieve a forgotten password, go to [www.gapsc.org](http://www.gapsc.org) and click on the “Forgot password” link pictured below. There is also a “Forgot username” link. To retrieve your username, you will be prompted to enter the name of your employing system, your name, and your e-mail address.

**Georgia Professional Standards Commission**  
Protecting Georgia's Higher Standard of Learning

**Please Sign In**

Due to budget and staff reductions...

- We no longer accept "walk-in" visitors.
- Our Call Center is closed on Tuesdays and Thursdays.

We can still help you!

- Use your [MyPSC](#) account to track the progress of your application and print your certificate.
- Our Call Center (800) 869-7775 is open from 7:00 am to 4:30 pm, Monday, Wednesday, and Friday except for state holidays.
- Email us at [mail@gapsc.com](mailto:mail@gapsc.com)

Username

[Forgot username](#)

Password

[Forgot password](#)

**Sign In**

**Submit this form via E-mail to your Education Specialist**

# APPENDIX B

## PAAR 2016

### Program Change Request Form

#### Instructions:

1. Delete the samples listed.
2. In the table below, insert any requested changes to your PAAR 2016 list of programs using the rules for adding programs, deleting programs, or revising program names.
3. Insert additional rows to the table, if necessary.



Type of Change Requested (Enter one of 3 options: <u>Add</u> a program, <u>Delete</u> a program, or <u>Revise</u> program name)	Program Name	GaPSC Preparation Rule Number (N/A for Advanced Preparation programs)	Preparation Level Initial, Endorsement, or Degree-only (Advanced)*
SAMPLE Add	English Education	N/A	Degree-only (Advanced)
SAMPLE Revise	Change the name of the Teaching and Learning program to "Ed.S. Secondary Education"	N/A	Degree-only (Advanced)

\*Remember that degree-only (advanced) programs are those that do not lead to initial certification in a field.

#### Rules:

<b>Adding Programs:</b>	Initial preparation programs may be added to PAAR only after they have been approved by the GaPSC. All programs offered by the EPP must be included in PAAR, including degree-only (advanced) programs not approved by the GaPSC that do not lead to a certificate.
<b>Deleting Programs:</b>	<p>Programs may be deleted from PAAR only when they are no longer offered AND no candidates were enrolled/taking courses during the reporting year.**</p> <p>If a program has been discontinued, but candidates were still enrolled during the 2015-2016 reporting year**, it must remain in PAAR.</p> <p>If a program was marked discontinued in the most recent PAAR, and no candidates were enrolled during the 2015-2016 reporting year**, it should not be included in the PAAR 2016.</p>
<b>Revising Program Names:</b>	Program names may be revised at the discretion of the EPP.

\*\*For PAAR 2016, the reporting year is defined as September 1, 2015 - August 31, 2016.

**Please send any questions to the Education Specialist assigned to your EPP.**

Julie Beck – [julie.beck@gapsc.com](mailto:julie.beck@gapsc.com)  
 Enjolia Farrington – [enjolia.farrington@gapsc.com](mailto:enjolia.farrington@gapsc.com)  
 Bobbi Ford – [bobbi.ford@gapsc.com](mailto:bobbi.ford@gapsc.com)  
 Paquita Morgan – [paquita.morgan@gapsc.com](mailto:paquita.morgan@gapsc.com)

**Submit this form (if any changes need to be made), along with the PAAR 2016 Contact and Program Verification Form to [PAAR@gapsc.com](mailto:PAAR@gapsc.com) AND to the Education Specialist assigned to your EPP.**