Georgia Professional Standards Commission

Preparation Approval Annual Report

PAAR
Version 4.2

2016 NT User Manual
January 27, 2017 Edition

Educator Preparation Division
Penney McRoy, Director

Table of Contents

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 your 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 17). 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, select the option labeled PAAR. For assistance, consult the online glossary, or contact the PAAR manage at your EPP. Send all PAAR inquiries to 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.

Log In Screen for www.gapsc.org
The GaPSC Secure Business Portal

- 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.

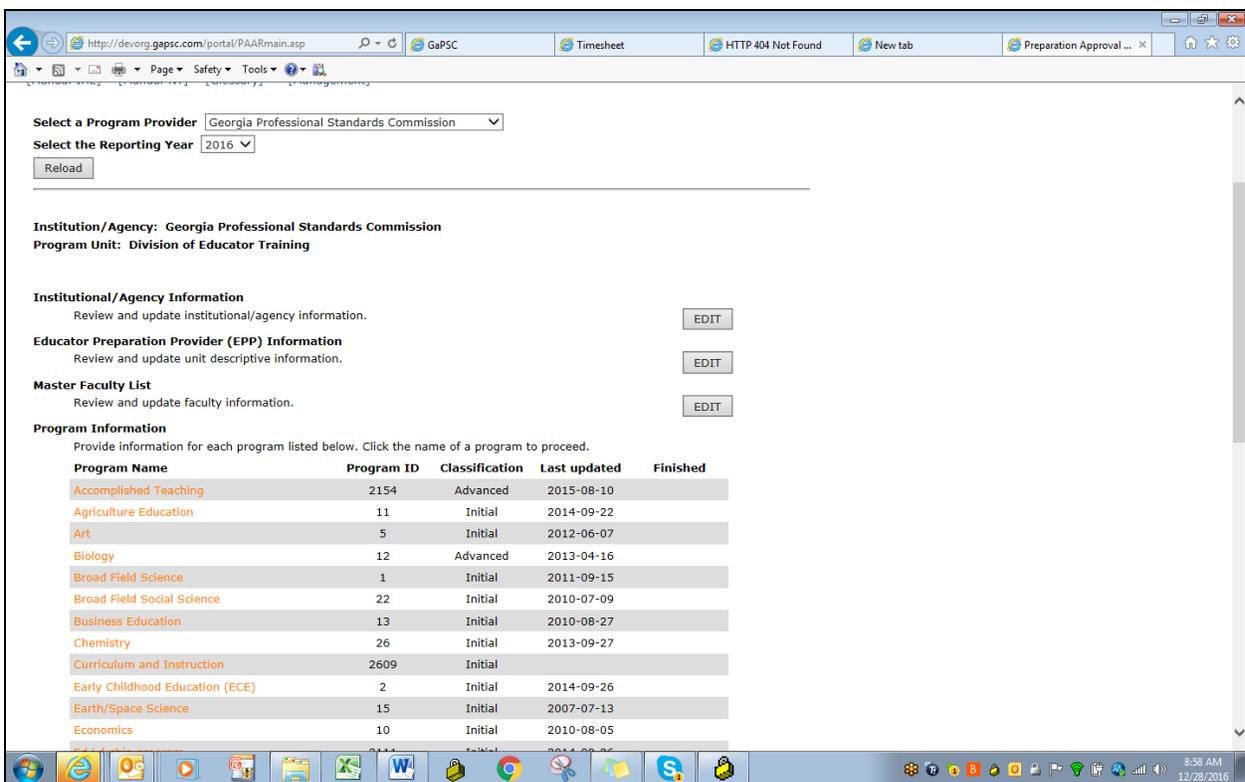**Program Selection Screen for www.gapsc.org**

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.

- 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 your 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 and final "Finalize" procedure, all access to PAAR for all users at your 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.

- 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 and 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 *   [Public   ⌄]

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

Total Enrollment *	0
Total Enrollment - Full-time *	0
Total Enrollment - Part-time *	0
Total Enrollment - Male *	0
Total Enrollment - Female *	0

[Cancel]   [Save]

- Institutional control, public or private, is drop-down lists.
- Enrollment counts are for the entire EPP. GaTAPP candidates are Full-time. Teachers enrolled in Endorsement programs are Part-time. This is an unduplicated head count.

Editing Educator Preparation Provider Information

The Educator Preparation Provider page collects information about the EPP.

- 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
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 School Based Mentors should **NOT** be listed as faculty. Information about those individuals is collected in the NonTraditional Reporting System (NTRS).*

Educator Preparation Provider: Georgia Professional Standards Commission   Back

Preparation Provider Unit: Division of Educator Training

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 *
Faculty - Male *
Faculty - Female *

Save Details   Cancel

- 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.

ADD

Name	Department(s)	Rank	Highest Degree	
Jack Test	Education	Instructor	Doctorate	DELETE
Joseph	IT	Assistant Professor	Other	DELETE
Julie Weber	Science Ed.	Associate Professor	Masters	DELETE
Karen Rawlins	Psychology and Counseling	Associate Professor	Ph.D.	DELETE
Kerry Thomas	Psychology and Counseling	Associate Professor	Ph.D.	DELETE
Mary Billingsley	Early Childhood	Instructor	Ed.D.	DELETE
Penney McRoy	Curriculum & Instruction	Full Professor	Ed.D.	DELETE
Phillip Haynes	Music	Full Professor	Ph.D.	DELETE
Teddi Johnson	Psychology and Counseling	Associate Professor	Ph.D	DELETE
test PAAR 2014	a	Full Professor	Bachelor	DELETE
William Leamon	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 section instructions on page 17).*

Editing the Master Faculty List
Individual Faculty Data Entry Screen

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

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

Educator Preparation Provider:

Preparation Provider Unit:

Back

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 * | Example   ×

Gender * | Male ∨

Hispanic/Latino of any race * | No ∨

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.

Highest Degree * | Doctorate ∨

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

Job Title or Position

Status * | Part-time in Institution, part-time in EPP ∨

* Status
Full-time in Institution/Agency, full-time in EPP
Full-time in Institution/Agency, part-time in EPP
Part-time in Institution/Agency, part-time in EPP

Primary Role(s) in the EPP (administration, teaching, supervising, advising, etc.) * | Instructor

Total # of candidates supervised during the reporting year (unduplicated head count). *

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

Previous experience at the P-12 level (enter 0 if no experience)...

Teacher	[ ] years	School Counselor	[ ] years
School Administrator	[ ] years	School Psychologist	[ ] years
System Administrator	[ ] years	Other School Personnel	[ ] 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.

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

Professional Learning Workshops Conducted	1	Professional Learning Courses Taught	1
Committees	2	Advisory Boards/Councils	2
Consultations	3	Action Research	[ ]
Other Service	4		

Save   Cancel

- Be sure to **Save** frequently as you work on this page.

Program Information Reporting
Main Program Edit Menu Screen

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.

> **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 ○
>
> **Admission Policies & Data**
> Describe all program admission requirements that vary from PSC minimums:
>
> [text area]
>
> [Click here to SAVE Program Options]

- 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.

- Provide admissions requirements above those required by GaPSC.

- 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**.

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	Edit	View			...
Annual Program Data	Edit	View			...
Faculty	Edit	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 an endorsement, reporting components will be significantly reduced. Note: All NonTraditional Endorsements are Stand-alone.

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.

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

Institution/Agency:

Educator Preparation Provider:
Program name: Georgia Teacher Academy for Preparation & Pedagogy
Classification: Initial

Back

Partnerships and Clinical Experiences
Directions: Enter information about partnerships and clinical practice applicable to the reporting period. 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).

Partnerships

Number of systems employing GaTAPP candidates from your program 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

Describe field experiences required in addition to the clinical practice experience (diversity of field experiences, number of hours in each of those experiences, and how grade band requirements are assured).

Are candidates required to participate in pre-planning (beginning of the school year) as a part of clinical practice?

Are candidates required to participate in post-planning (end of the school year) as a part of clinical practice?

Describe the methods used to prepare mentors for their roles.

Save   Cancel   Finished

The screen shot above requests information that addresses field experiences outside of a candidate's own classroom. The narrative box asks you to describe school based mentor preparation

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Annual EPP Data

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

Annual Program Data

This data will be generated for you. You may respond to your data in the narrative box. Sample below:

Institution/Agency:

Program Name: Georgia Teacher Academy for Preparation & Pedagogy
Program ID:
Classification: Initial

Back

Annual Program Data

Reporting Year	2015-2016	2014-2015	2013-2014
Degree Group	Post-Bacc	Post-Bacc	Post-Bacc
Admitted cohort (new candidates who began program during reporting year)	81	76	112
Average entry GPA of admitted cohort			
Candidates withdrawn during reporting year	15	17	10
Candidates enrolled in program any time during reporting year	196	120	60
The following data applies to program completers...			
Candidates completing during reporting year	10	53	45
Average entry GPA	3.4	3.1	3.4
Average Years in Program	1.6	1.3	1.6
GACE Pass Count - Induction	0	0	0
GACE Pass Count - Professional	0	43	40
GACE Pass Rate %	0	81.1	88.8
edTPA Pass Count			
edTPA Pass Rate %			
Cooperating teachers reported	10	53	45
Average number of cooperating teachers per completer	1	1	1
Cooperating teachers reported with Georgia CertID	10	53	45
Average number of cooperating teachers reported with Georgia CertID per completer	1	1	1
Average years experience of cooperating teachers reported with Georgia CertID	9.9	14.2	12.9
Employed as a paraprofessional immediately before program completion	0	1	0
Employed as a teacher immediately before program completion	2	46	41
Employed in field of preparation immediately before program completion	0	0	0
Employed as a teacher first October after program completion	0	47	32
Employed in field of preparation first October after program completion	0	0	0
Employed as a teacher one full year after program completion			28
Employed in field of preparation one full year after program completion			0

Comments regarding 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.

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

- 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.*

- 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 2016 PAAR. 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 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.

Submit this form via E-mail to your Education Specialist

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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: **Add** a program, **Delete** a program, or **Revise** 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:

Adding Programs:	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.
Deleting Programs:	Programs may be deleted from PAAR only when they are no longer offered AND no candidates were enrolled/taking courses during the reporting year.**
	If a program has been discontinued, but candidates were still enrolled during the 2015-2016 reporting year**, it must remain in PAAR.
	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.
Revising Program Names:	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
Enjolia Farrington – enjolia.farrington@gapsc.com
Bobbi Ford – bobbi.ford@gapsc.com
Paquita Morgan – 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 AND to the Education Specialist assigned to your EPP.**