



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

GEORGIA PROFESSIONAL STANDARDS COMMISSION

GUIDELINES AND INSTRUCTIONS FOR THE PREPARATION OF PROGRESS REPORTS

During an approval review, a Site Visitor team may cite areas for improvement, stipulations, or unmet standards in the Site Visitor Report. When the Evaluation Review Panel (ERP) and the Georgia Professional Standards Commission (GaPSC) review the Site Visitor Report, decisions are made regarding the approval status of the EPP, and a Progress Report may be required to respond to the deficiencies. The Progress Report serves as the mechanism for the EPP to formally state its progress toward correcting deficiencies and describe planned and implemented corrective actions.

Guidelines and Instructions for Preparation of the Progress Report

1. Submit Progress Reports to GaPSC by the date they are due. The due date is communicated to the EPP in the Approval Action Report, accompanied by a letter from the Executive Secretary.
2. Submit Progress Reports using the report format on page three of this document. Change the footer to include the name of the EPP and the date the report is submitted to GaPSC.
3. Include any supporting documentation necessary to substantiate progress toward correcting areas for improvement, stipulations, or unmet standards.
4. If corrective actions have been planned but not implemented, state a description of the changes or new procedures and when they will be implemented. Limit responses to 200 words.

5. If corrective actions have been implemented, provide a brief description of the changes or new procedures and provide any supporting evidence or performance data resulting from the implementation of those changes or procedures. The performance data must be summarized and presented in table format.
6. Submit the Progress Report and all supporting documentation in Microsoft Word (.doc or .docx) format. E-mail the completed Progress Report as an attachment to an e-mail message to the assigned GaPSC Liaison. **Enter the following text in the e-mail message subject line:** “(Name of Institution or Agency) Progress Report due (Date)”.
7. Upon receipt, the assigned GaPSC Liaison will review the Progress Report to determine if it is complete and ready for review by the Evaluation Review Panel. If the staff determines that the report does not meet GaPSC specifications for content or format, the report will be returned to the EPP for corrections and/or clarification.

If you have questions or need assistance, contact the GaPSC Liaison assigned to the EPP.

**GEORGIA PROFESSIONAL STANDARDS COMMISSION
PROGRESS REPORT**

EPP Name:
GaPSC Liaison:

Due Date:
Submission Date:

Standard	Site Visitors' Findings	Program(s)	Area(s) for Improvement / Stipulation(s)	Corrective Action Planned or Implemented	Supporting Evidence / Documentation	GaPSC Liaison Analysis
			AFI: <u>Component (i.e., 1.1):</u> <u>Rationale</u>			
			STIPULATION: <u>Component (i.e., 2.3):</u> <u>Rationale</u>			