



**Georgia Professional Standards
Commission
Educator Preparation Division**

**Comprehensive Policy Manual
For Educator Preparation Providers**

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Introduction

Georgia educator preparation providers (EPPs) must meet rigorous standards to earn and maintain GaPSC approval to offer programs leading to educator certification. In addition to the expectations set forth in approval standards, GaPSC-approved EPPs are expected to adhere to other policies and procedures related to program design, national accreditation, reporting, and more. This document is intended to serve as a resource for EPPs where all relevant GaPSC educator preparation policies and procedures can be accessed.

Rather than repeating information in this document, EPP representatives will find herein links and references to policy or procedural documents posted on the GaPSC website or in the GaPSC secure portal. Where appropriate, references to Educator Preparation Rules are provided and hyperlinked. Policies and procedures that are not codified in rules are fully explained here.

Contact your GaPSC Education Specialist or Liaison with questions or to suggest additions to this document.

Adding New Programs between EPP Reviews (Program-only Group Approval Review)

For EPPs seeking approval for new initial preparation programs between scheduled Reviews of the EPP and all preparation programs (either the First Continuing Review or a Continuing Approval Review), the GaPSC will utilize the Program-only Group Review process.

See [Policies and Procedures for Adding New Programs between EPP Reviews](#).

Rule Reference: [Rule 505-3-.01](#), paragraph (3) (d)

Administrative Approval of Endorsement Programs

GaPSC-approved EPPs seeking approval to offer an endorsement program between EPP reviews will utilize the Administrative Approval process by submitting the *Endorsement Approval Application* and a *Curriculum Map*.

Once administratively approved by GaPSC staff, the EPP can begin offering the program. At the next Commission meeting, Commissioners will formally grant Developmental Approval. During the EPP's next Continuing Approval Review (or First Continuing Review), Administratively Approved endorsement programs are reviewed against all applicable standards, along with all other programs offered by the EPP.

The Endorsement Approval Application and Curriculum Map are available on the [EPP Resources website](#). Please check the website for the current version of the application.

Rule Reference: [Rule 505-3-.01](#), paragraph (3) (d) 7.

Guidance: [Rule 505-3-.01: Guidance for Interpretation and Implementation](#), Section 20

Approval Reviews and Approval Review Cycles

Approval review cycles vary depending upon the types of programs offered by an educator preparation provider. EPPs offering programs leading to initial certification in Teaching (T), Leadership (L), and Service (S) fields are subject to the following review types and cycles.

Developmental Review

A Developmental Approval Review is conducted to determine if a new educator preparation provider (EPP) and/or educator preparation program has the capacity to meet state standards. Developmental Approval is required before candidates may be admitted to preparation programs and begin coursework. Developmental Approval is valid for three (3) to four (4) years.

First Continuing Review

Three (3) to four (4) years after Developmental Approval is granted, a First Continuing Review is conducted to determine if the EPP and/or educator preparation programs have evidence of meeting all applicable standards. A successful First Continuing Review results in Continuing Approval, which is valid for seven (7) years.

Continuing Review

Continuing reviews are conducted every seven (7) years to determine if the EPP and educator preparation programs meet applicable standards.

The approval review cycle for EPPs offering only endorsement programs is as follows.

Developmental Review of the EPP and Programs

A Developmental Approval Review is conducted to determine if a new educator preparation provider (EPP) and endorsement programs have the capacity to meet state standards. Developmental Approval of the EPP is required before programs can be approved and candidates are admitted to preparation programs. Developmental Approval for an Endorsement-only EPP is valid for seven (7) years.

Continuing Review

Continuing reviews are conducted every seven (7) years to determine if the EPP and educator preparation programs meet applicable standards.

Endorsement Program Approval

GaPSC-approved EPPs use the Administrative Approval process for adding new endorsement programs between Developmental and Continuing or between Continuing Reviews. Administratively approved endorsement programs are reviewed during the EPP's next Continuing Review, and in every Continuing Review thereafter.

Other Types of Approval Reviews.

Focused Review

Focused reviews are conducted when required by the Commission due to failure to meet one or more standards. Only unmet standard(s) are addressed during a Focused review, which may be required one or two years after a First Continuing or Continuing Review.

Probationary Review

A Probationary review may be required by the Commission after a review resulting in multiple unmet standards and pervasive problems limiting an EPP's capacity to meet standards. Probationary reviews are comprehensive, in that all standards are addressed and all preparation programs may be involved.

See the *GaPSC Approval Decision Options* document for the specific options available to Commissioners after each review type. The document is available on the [EPP Resources website](#).

Rule References: [Rule 505-3-.01](#), paragraph (3) (c) 6. and 7., and paragraph (3) (d) 6.

Approval Standards

GaPSC Standards for the Approval of Educator Preparation Providers and Programs are available on the [GaPSC Educator Preparation Division website](#).

Guidance documents related to interpreting and implementing the standards, and preparing for approval reviews, are accessible on the [EPP Resources website](#).

Scroll to the bottom of the webpage to the section titled, *Approval Review Information and Procedure Documents*.

CAEP Accreditation

Although Georgia no longer maintains a formal partnership with CAEP, EPPs are encouraged to seek and/or maintain CAEP accreditation.

- Georgia EPPs holding Developmental or Continuing Approval are eligible to seek CAEP Accreditation.
- GaPSC staff do not participate in CAEP visit planning or meetings.
- CAEP Site Visitors will have access to GaPSC approval decision documents.
- As approval review visits are no longer conducted jointly, scheduling should be coordinated such that the GaPSC approval review is completed and an approval decision has been rendered prior to the start of the CAEP visit.

Rule Reference: [Rule 505-3-.01](#), paragraph

Guidance: [Rule 505-3-.01: Guidance for Interpretation and Implementation](#), Section 16

Candidate Assessment Requirements

State-approved assessments that must be attempted or passed prior to program admission or completion are specified in [Educator Preparation Rule 505-3-.01](#).

- Ethics Assessment: Must be passed for program admission. See paragraph (3) (e) 1. (i) and paragraph (3) (e) 6. (iii).
- Content Assessment: Must be attempted prior to program completion. See paragraph (3) (e) 6. (i).
- Performance-based Assessments (for Teacher Leadership and Educational Leadership programs): Must be attempted prior to program completion. See paragraph (3) (e) 6. (ii).

Content and Performance-based Assessments must be passed to earn Certification. Requirements for Certification Assessment are described in [Certification Rule 505-2-.26](#).

Candidate Notification Requirements

Candidates must be informed in writing and within 60 days if an EPP's approval status changes to Probation or is revoked by the GaPSC. Although GaPSC policies allow candidates to complete programs under these circumstances (see [GaPSC Approval Decision Options-Revocation of Approval](#)), this notification is necessary and important because EPP resources may be negatively impacted in ways that limit candidate access to courses and services necessary for timely program completion.

GaPSC-approved EPPs shall notify all enrolled candidates when EPP and/or program approval is revoked or when approval status is changed to Probation. Notification must be made within sixty (60) days after such a GaPSC decision is granted in written form via letter or e-mail, and a copy must be provided to GaPSC by the EPP head. This notification must clearly describe the impact of the approval status change on candidates and the options available to them. The EPP must maintain records of candidates' acknowledgement of receipt of the notification.

Rule Reference: [Rule 505-3-.01](#), paragraph (3) (c) 9.

Guidance: [Rule 505-3-.01: Guidance for Interpretation and Implementation](#), Section 17

Commission Decision Options

When making decisions related to the approval of EPPs and programs, Commissioners rely on a menu of options for each review type and situation (e.g., progress report, non-compliance). These options are described in the GaPSC Approval Decision Options document, which is posted on the [EPP Resources website](#).

Deferral of Approval Reviews

Approval reviews are scheduled up to two years in advance and sometimes unforeseen circumstances create the need to delay, or defer, the review.

The following policies apply to approval review deferrals:

- Reviews eligible for deferral: Developmental, First Continuing, or Continuing
- Scope/limitations: EPPs may request only one deferral per scheduled review. If an EPP is granted a deferral, programs may not be added prior to the rescheduled review date.
- Format: Deferral requests may be submitted in a letter from the EPP head emailed to the appropriate GaPSC Director (Non-Traditional Preparation or Traditional Preparation).
- Timeline: The deferral request should be submitted at the point when an Intent to Seek Approval Form is expected. Ideally, the deferral request should be submitted to GaPSC no less than twelve (12) months before the formative review is scheduled to begin.
- Content: The request should include the reason(s) for the requested deferral with relevant details related to the context or circumstances.

Process:

- The request is reviewed by the recipient and forwarded to the assigned Education Specialist or Liaison for further review and analysis.
- The Education Specialist or Liaison prepares a written analysis to accompany the request.
- The request and the accompanying staff analysis are reviewed by the Evaluation Review Panel (ERP), which makes a recommendation to the Educator Preparation and Certification Committee (EPCC) of the Commission to either grant or deny.
- The EPCC considers the ERP recommendation and either agrees with it or makes a different recommendation to the Commission.
- All members of the Commission consider the EPCC recommendation and vote to grant or deny the request. Decisions of the Commission are final.

Deactivating Approved Programs

GaPSC must be notified when an EPP decides to stop offering an approved program so the program can be removed from the [GaPSC website](#) list of approved programs. Notification of a deactivated program must be sent from the EPP head via email to the appropriate GaPSC Director (Non-Traditional Preparation or Traditional Preparation). The notification should include an attestation that no candidates are, or will be enrolled in the program on the date of deactivation. To be reinstated, deactivated initial preparation programs must be [developmentally reviewed](#), and endorsement programs must be [administratively approved](#).

Educator Preparation Program Rules

GaPSC Educator Preparation rules describe requirements for EPPs and preparation programs, as well as content standards for each field of certification. During approval reviews, EPPs must provide evidence of meeting the requirements and applicable standards set forth in these rules.

The rules may be accessed on the [GaPSC Educator Preparation Rules website](#).

Eligibility for GaPSC Approval

Educator Preparation Rule 505-3-.01 paragraph (3) (a) 1. shown below, specifies that only Georgia-based organizations meeting certain criteria are eligible for GaPSC approval.

The following types of organizations administratively based in the state of Georgia (as determined by the location of the office of the President or the single highest ranking executive officer of the institution/agency/organization) are eligible to seek GaPSC approval as an EPP for the purpose of preparing educators: Regionally accredited institutions of higher education; regionally accredited local units of administration with student enrollment over 30,000; Regional Educational Service Agencies (RESAs); and other education service organizations. Out-of-state entities of any kind (e.g., institutions, agencies, associations, non-profit or for-profit organizations, or other types of organizations) operating in the state of Georgia through a branch or satellite campus or by online delivery of programs are not eligible to seek GaPSC approval.

Rule Reference: [Rule 505-3-.01](#), paragraph (3) (a) 1.

EPP Reporting Requirements

GaPSC-approved EPPs are required to maintain current and accurate data on enrolled candidates in the appropriate GaPSC reporting system, Non-Traditional Reporting System (NTRS) or Traditional Program Management System (TPMS). Rule 505-3-.01 requires reporting of completions and withdrawals within 60 days of the event. Effective July 1, 2022, Rule 505-3-.01 also specifies EPPs are required to enter all relevant data on enrolled candidates in Teaching (T), Leadership (L), Service (S), and endorsement programs by the following reporting deadlines for each semester:

- October 31: The deadline for entering all candidates enrolled in current academic year summer and fall semesters.
- March 31: The deadline for entering all candidates enrolled in current academic year spring semester.

Also included in Rule 505-3-.01 is the October 7th federal reporting (Title II) deadline for entering data on initial teaching candidates who were enrolled, withdrawn, or completed during the prior reporting year (September 1 – August 31).

Rule Reference: [Rule 505-3-.01 \(effective July 1, 2022\)](#), paragraph (3) (c) 8.

National Recognition or Accreditation of Programs

GaPSC-approved EPPs seeking to obtain and/or maintain national recognition or accreditation of programs through Specialized Professional Associations (SPAs) or specialty area accreditors are encouraged to review the list of GaPSC-accepted SPAs and accrediting agencies, as well as the related implications for state program approval review. This information may be found in Section 18 of the [Rule 505-3-.01: Guidance for Interpretation and Implementation](#) document.

Rule Reference: [Rule 505-3-.01](#), paragraph (3)

Out-of-State Students in Online Leadership and Service Programs

Students enrolled in GaPSC-approved online Leadership (L) or Service (S) field programs who do not reside in Georgia and who are not seeking Georgia certification should not be required to attempt the GACE Assessment. Therefore, at the discretion of the EPP, these students do not have to be entered in TPMS.

If an out-of-state completer later decides to seek Georgia certification, the EPP can determine if any additional coursework is needed to assure current standards are met, particularly if the program was completed more than five years prior (see Rule 505-3-.01, paragraph (3) (f) 4.). In cases such as this, the EPP will add the candidate's historical data in TPMS, leaving blank the *Completion Date* field until the GACE Content Assessment is attempted and any additional required coursework is completed, after which

the candidate will be marked as a completer and, upon passing the GACE, become eligible for GA certification.

Rule Reference: [Rule 505-3-.01](#), paragraph (3) (f) 4.

Program Content Standards

For each field of certification, program content standards describe what candidates are expected to know and be able to do upon completion. For most certification fields, these standards are either adopted or adapted from the standards published by national Specialized Professional Associations (SPAs) or specialty area accreditors. For fields without a GaPSC-accepted SPA or specialty area accreditor, program content standards are developed by a task force comprised of subject-matter experts in the field.

Program content standards are delineated in GaPSC Educator Preparation Rules, accessible on the [GaPSC Educator Preparation Rules website](#).

Semi-annual EPP Review and Confirmation of Approved Programs

Twice annually, EPPs are asked to confirm the accuracy of their list of approved programs on the [GaPSC Educator Preparation Division website](#).

This verification process is necessary to assure accurate information is available to prospective educators. Your GaPSC Education Specialist will remind you when it is time to review your list of programs and will be available to answer any questions you may have regarding program listings.

Substantive Change Policies and Procedures

GaPSC-approved EPPs are expected to engage in continuous improvement processes, which may result in the need to change programs. In addition, EPPs may wish to change or adjust program offerings to better meet the needs of P-12 partners. For these and other reasons, programs certainly can and often do change. Although GaPSC does not need to be notified of all program changes, some changes have approval implications and should therefore be reported. To learn which changes need to be reported to GaPSC and what documentation is required, see the Substantive Change Policies and Procedures document available on the [EPP Resources website](#).
