**Georgia Professional Standards Commission Guidelines for Exceptions to Evaluation Review Panel Recommendations**

Any educator preparation provider (EPP) receiving an adverse approval recommendation for the EPP and/or its preparation program(s) from the Georgia Professional Standards Commission (GaPSC) Evaluation Review Panel (ERP) may file an exception to the recommendation(s) with the Educator Preparation Standing Committee (EPSC). An adverse recommendation is defined by the GaPSC as a provisional approval, approval with conditions, approval with probation, denial of approval, revocation for the EPP and/or programs, and unsatisfactory progress resulting from the submission of a Progress Report.

The Educator Preparation Standing Committee of the GaPSC will consider the ERP’s recommendations and the EPP’s exception in making the final approval recommendations to the Commission.

An exception to an ERP recommendation may be filed only on the grounds that an EPP believes one or more of the following four conditions were a factor in the approval recommendation:

(1) GaPSC standards were disregarded by either the Site Visitor team or the ERP;

(2) Evidence favorable to the EPP was provided to either to the Site Visitor team or the ERP but was not considered;

(3) Evidence presented to the ERP in a rejoinder was not considered; or

(4) Stated approval procedures were not followed.

**Procedures for Filing an Exception**

Exceptions must be filed within thirty days following receipt of an adverse recommendation notification from the GaPSC. (This may be sent via US Mail or via e-mail to the GaPSC Assistant Director, Educator Preparation and Certification Division with a copy to the Educator Preparation and Certification Division Director and the assigned Education Specialist).

To file an exception for an ERP adverse recommendation, an EPP prepares a brief in which it documents the evidence on which the exception is based. Included with the brief is a written request that the exception be scheduled for review by the GaPSC Educator Preparation Standing Committee during its deliberations. All evidence filed by the EPP and considered by the GaPSC must be confined to the conditions existing at the time of the review as cited in the Site Visitor report or conditions existing at the time the petition for removal are submitted.

Complete the attached cover sheet with requested documents.

**Cover Sheet for**

**Exceptions to Evaluation Review Panel Recommendation**

Educator Preparation Provider: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_/\_\_/\_\_\_\_

Program(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We believe that the following condition(s) was a factor in the ERP approval recommendation (check all that apply):

\_\_\_\_\_ (1) GaPSC standards were disregarded by either the Site Visitor team or the Evaluation Review Panel;

\_\_\_\_\_ (2) Evidence favorable to the education program provider was provided to either the Site Visitor team or the Evaluation Review Panel but was not considered;

\_\_\_\_\_ (3) Evidence presented to the Evaluation Review Panel in a rejoinder was not considered;

\_\_\_\_\_ (4) Stated approval procedures were not followed

We (will / will not) make an oral argument (20 minutes maximum).

**FOR EACH CONDITION CHECKED ABOVE, ATTACH A ONE PAGE (MAXIMUM) BRIEF DOCUMENTING THE EVIDENCE IN SUPPORT OF AN EXCEPTION.**

 For 1 through 3:

 State actual prejudice

 Explain how the actual prejudice influenced the recommendation

 For 4:

 Document the procedures that were not followed