Special Education Leadership Development Academy (SELDA)

Special Education Certification

October 26, 2023
Title I, Part A
Presenters

Dr. Karen Cliett

Ginger Crosswhite
Agenda

1. Teachers’ Impact on Student Achievement
2. The Reality of Teacher Retention
3. Professional Qualifications Requirements
4. Professional Qualifications Components
5. Certification Requirements
6. Data Analysis in the In-Field Portal with Work Sessions
7. GNETS as Partners
8. Required Notifications
9. Georgia Professional Standards Commission (GaPSC) and Georgia Department of Education (GaDOE) Resources
### Acronyms/Initials

1. **BT & IN4T** – GaPSC Indication Teacher Certificates
2. **CAPS** – Certification/Curriculum Assignment Policies System
3. **CFM** – Cross Functional Monitoring
4. **CHW** – Charter Waiver Code
5. **CLIP** – Consolidated LEA Improvement Plan
6. **CPI** – Certified and Classified Personnel Information
7. **CTAE** – Career, Technical, and Agricultural Education
8. **EIP** – Early Intervention Program
9. **ESOL** – English Speaker of Other Languages
10. **FTE** – Full-Time Equivalent Student Count
11. **GaDOE** – Georgia Department of Education
12. **GaPSC** – Georgia Professional Standards Commission
13. **GNETS** – Georgia Network for Educational and Therapeutic Support
14. **HR** – Human Resources
15. **IDEA** – Individuals with Disability Act
16. **IEP** – Individualized Education Program or Program
17. **LEA** – Local Education Agency
19. **OOF** – Out of field
20. **PQ** – Professional Qualifications
21. **SB59** – Senate Bill 59
22. **S-CLIP** – Streamline CLIP
23. **SIS** – Student Information System
24. **SPED** – Special Education
25. **SWSS** – Strategic Waiver School System
26. **TA** – Technical Assistance
27. **WT** – GaPSC Waiver Teacher Certificate
Ensuring Students Succeed

“The greatest source to make the difference is the teacher and it is what teachers know, do and care about that is very powerful to the equation of student achievement”. (Hattie, 2003)
The Reality
Teachers Leaving the Field of Education

“More than half (55%) of members say they are more likely to leave or retire from education sooner than planned because of the pandemic, almost double the number saying the same in July 2020.” (Walker, 2022)

More alarming is the 62% of Black and 59% of Hispanic/Latino teachers are looking at exiting. The statistics are alarming especially since these are already underrepresented in the teaching profession. (Walker, 2022)
The Reality – Why?
Why do Teachers Leave the Profession

(Learning Policy Institute, n.d.)

- **Lack of Preparation**
- **Lack of Support**
- **Difficult Working Conditions**
- **Money (Salaries compared to other professions)**
- **Better Career Opportunities**
- **Personal Reasons**
- **Family, Childcare**

- **Top Reason!**

- 2 ½ times more likely to depart
- 2 times more likely to leave
- 20% less at the beginning and 30% less mid-career
- 1 in 4 leave

(Learning Policy Institute, n.d.)

2 ½ times more likely to depart
2 times more likely to leave
Top Reason!

- 20% less at the beginning and 30% less mid-career
- 1 in 4 leave

(Learning Policy Institute, n.d.)
Georgia Retention

13,554
Georgia Teacher Retention

Georgia Retention by Content

<table>
<thead>
<tr>
<th>Content</th>
<th>2019</th>
<th>2020</th>
<th>2021</th>
<th>2022</th>
<th>2023</th>
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<tr>
<td>CTAE</td>
<td>88.04%</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>ELA</td>
<td>88.77%</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Elementary</td>
<td>90.43%</td>
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<td>91.03%</td>
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<td>Fine Arts</td>
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<td></td>
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<td></td>
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<tr>
<td>Mathematics</td>
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<tr>
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<tr>
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<td></td>
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<tr>
<td>Social Studies</td>
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<tr>
<td>Special Education</td>
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<tr>
<td>World Languages</td>
<td>88.51%</td>
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</table>

Retained within State

89.81
Georgia Special Education Retention

47,005
Retained within State

42,125

89.81

4,880
Leading Us Out of the Teacher Retention Crisis

Given that 20 to 30 percent of all new teachers nationwide leave the field entirely within the first five years of their career, alternative certification programs and schools need to prepare with two-year staff onboarding and induction programs. (Kini et al., 2016)

And

Once we hire them, we must keep them!
We are Slowing the Teacher Exodus in Georgia

- Salaries
- Belonging, Administrative Support
- Improve Working Conditions
- PL, Mentors, Ga TAPP
- Improve teacher preparation
- Local Pipelines (Grow Your Own)
- Staying
- Strengthen Hiring Practices
- Hire Early
- Developing Strong Partnerships with Higher Education
- P-20s, LEA & EPP (Learning Policy Institute)
Ensuring Students Succeed

Good teaching is not an accident.

While some teachers are more naturally gifted than others, all effective teaching is the result of study, reflection, practice, and hard work.

A teacher can never know enough about how a student learns, what impedes the student’s learning, and how the teacher’s instruction can increase the student’s learning.

(Mizell, 2009)
Key Stakeholders

Special Education Director
Professional Qualifications Requirements
### Professional Qualifications ESSA’s Language

<table>
<thead>
<tr>
<th>Highly Qualified is NCLB</th>
<th>Professionally Qualified is ESSA</th>
</tr>
</thead>
<tbody>
<tr>
<td>• The language and requirements have changed.</td>
<td>• The language is now “professionally qualified”.</td>
</tr>
<tr>
<td>• We no longer have “highly qualified” teachers.</td>
<td>• We now have teachers who meet professional qualifications.</td>
</tr>
<tr>
<td>• Highly qualified was for content area teachers.</td>
<td>• Professional qualifications are for all teachers in every Local Education Agency (LEA), school and program.</td>
</tr>
<tr>
<td>• Right to Know Notification language changed from the college major and any graduate certification or degree held by the teacher.</td>
<td>• Right to Know Notification language is teaching in the field of discipline of the certification of the teacher.</td>
</tr>
</tbody>
</table>

Please remove all “highly qualified” language from handbooks and other documents and update with “professionally qualified” language and requirements. Title I is responsible for PQ.
## ESSA PQ & In-Field Requirements

### Who is Establishing Requirements?

<table>
<thead>
<tr>
<th>Source</th>
<th>Requirements</th>
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</thead>
<tbody>
<tr>
<td>ESSA Federal Gov’t</td>
<td>Monitoring and Reporting Requirements Paraprofessional Requirements</td>
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<tr>
<td>OCGA Georgia Gov’t</td>
<td>GAPSC Requirements</td>
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<tr>
<td></td>
<td>• Clearance Certificate</td>
</tr>
<tr>
<td></td>
<td>• Certification for Traditional LEAs</td>
</tr>
<tr>
<td></td>
<td>• Georgia Flexibility for Charter and SWSS LEAs may waive laws/rules</td>
</tr>
<tr>
<td>SBOE Rules GaDOE</td>
<td>Special Education Teacher Requirements</td>
</tr>
<tr>
<td></td>
<td>Early Intervention Program (EIP) Teachers must meet GaPSC certification (SB59)</td>
</tr>
<tr>
<td></td>
<td>Certification Flexibility for Charter and SWSS</td>
</tr>
<tr>
<td>Charter and SWSS LEAs</td>
<td>Establish minimum professional qualifications for teachers for whom certification is waived</td>
</tr>
</tbody>
</table>
Professional Qualifications Components
Professionally Qualified Under ESSA/IDEA

Minimum professional qualification requirements set by Charter and SWSS LEAs (Content Certification, if waived)

O.C.G.A. § 20-2-2065
Georgia law allows charter and strategic waivers systems to waive state certification for most teachers.

In-Field
Fully certified Equivalent Credentials SEA Requirements (Special Education and EIP Service)

O.C.G.A. § 20-2-984
Georgia law authorizes GaPSC to establish certification requirements.
Minimum Professional Qualifications

Minimum professional qualification requirements set by Charter and SWSS LEAs (Content Certification, if waived)

O.C.G.A. § 20-2-2065
Georgia law allows charter and strategic waivers systems to waive state certification for most teachers.

ESSA – Assurances
Sec. 1111(g)(2)(J), 1112(c)(6)

The state educational agency/local education agency will ensure that all teachers and paraprofessionals working in a program supported with funds under this part meet applicable State certification and licensure requirements, including any requirements for certification obtained through alternative routes to certification.

Checked during Monitoring

LEA assures that the teachers meet their Minimum Professional Qualifications
Minimum PQ Established by the LEA

- Required by ESSA
- Includes the minimum qualifications developed by LEAs for teachers who have waived certification
- Located and reviewed annually in the CLIP
- Revised at any time by the LEA by Superintendent request in the CLIP
- Monitored every four years in CFM
1. For the current fiscal year, using the flexibility granted under Georgia charter law (OCGA 20-2-2065) or State Board Rule – Strategic Waivers (160-5-1.33 does the district intend to waive teacher certification? Yes or No

2. If the LEA waives certification, specify whether or not, in the current fiscal year, certification is waived:
   1. for all teachers (except Special Education service areas in alignment with the student’s IEP), or
   2. for a select group of teachers.

   The LEA waives certification for all teachers allowed by Georgia State Board Rule.

3. If the district waives certification, state the minimum professional qualifications required for employment of teachers for whom certification is waived (example: Bachelor’s Degree, Content Assessment, Coursework, Field Experience etc.). If no requirements exist beyond a Clearance Certificate, please explicitly state so. [Sec. 1112(e)(1)(B)(ii)]

   The minimum professional qualifications are as follows:
   Bachelor’s degree and clearance certificate

Charter and Strategic Waiver Districts MAY Waive Certification for Content for Special Education
1. Where would a Special Education Director find the district’s professional qualifications?
   1. In the School Improvement Plans
   2. On the Title I, Part A website
   3. In the In-Field Portal
   4. In the CLIP Application
2. How should LEAs update their professional qualifications?
   1. Once written, the Professional Qualification are in effect for an entire year.
   2. Revise the professional qualifications and post them on the district’s website.
   3. The Superintendent should request the CLIP be reopened for the purpose of revising PQ. The LEA may then edit the requirements and resubmit the CLIP.
   4. The PQ Coordinator should email the assigned GaDOE PQ & In-Field Staff asking for the CLIP to be reopened for the purpose of revising PQ.
In-Field
In-Field

Fully Certified
Equivalent Credentials
SEA Requirements
(Special Education and EIP Service)

O.C.G.A. § 20-2-984
Georgia law authorizes GaPSC to establish certification requirements.

What is In-Field According to ESSA?
ESSA Section 111(h)(1)(c)(ix)
To be “ESSA In-Field” a teacher must have certification or licensure in the subject and grade level band assigned OR meet GaPSC requirement CWD – Charter Waiver Codes: 1) degree in the subject area assigned, OR 2) coursework in subject area assigned – 21 semester/35 quarter hours, OR 3) a passing score on a content area test in the subject assigned.
In-Field Requirements

Teachers Reported
All PK-12 teachers reported in Student Class including: GNETS, Contractors, Gifted, ESOL, Special Education & EIP

Standards Set for Reporting
All educators must hold a clearance certificate GaPSC Issued Induction/Professional Certification in Subject & Grade Level Assigned OR Certification Equivalent Reported in Student Class through Charter Waiver Codes 101, 102, 103, 105.

• Requirement of ESSA
• LEA Reports to GaDOE
• GaDOE Reports to USED
• Teacher must hold GaPSC certification in the subject and grade level band or have the equivalent credentials
State/LEA Report Card

The LEA Report Card shall include the professional qualifications of all Georgia educators (SEA, LEA and School level data), including information (that shall be presented in the aggregate and disaggregated by high poverty compared to low poverty schools) on the number and percentage of:

- Inexperienced teachers, principals, and other school leaders,
- Teachers teaching with emergency or provisional credentials, and
- Teachers who are not teaching in the subject or field for which the teacher is certified or licensed.

Annual State Report to USDE

The Annual State Report submitted to the Secretary of the United States Department of Education shall include information on the professional qualifications of teachers in the State, including information on the number and the percentage of the following teachers:

- Inexperienced teachers,
- Teachers who are not teaching in the subject or field for which the teacher is certified or licensed,
- Teachers who are teaching emergencies or provisional credentials, and
- Retention rates of effective and ineffective teachers, principals, or other school leaders.
Certification Requirements Not Waivable
Clearance Certificate

A clearance certificate is issued by the (GaPSC) after a criminal background check and passing the Ethics Exam. It is required for all educators employed in the LEA.
Paraprofessionals

The State of Georgia ensures that it has professional standards for all paraprofessionals working in any school, including qualifications that were in place on the day before the date of enactment of the Every Student Succeeds Act (ESSA).

*In Georgia, a paraprofessional employed by a Georgia Local Unit of Administration (LUA), must meet one of the following requirements:*

- **Degree:** Hold an associate's degree or higher in any subject from a Georgia Professional Standards Commission (GaPSC) accepted accredited institution; or
- **Coursework:** Have completed two (2) years of college coursework (sixty [60] semester hours) at a GaPSC accepted accredited institution; or
- **Content Area Test:** Have passed the GACE Paraprofessional Assessment. If eligibility is established through the assessment, the applicant must also hold a minimum of a high school diploma or GED equivalent.

Paraprofessionals must a certificate issued from GaPSC!
Special Education Service Requirements

Charter and SWSS LEAs cannot waive Special Education certification for service (Adapted or General). These teachers are providing service and are not issuing grades for content.
505-2-.110 SPECIAL EDUCATION GENERAL CURRICULUM
Educators certified in Special Education General Curriculum are in-field to provide educational services for students in grades P-12 with disabilities whose Individualized Education Program (IEP) indicates instruction using the general education curriculum and participation in the general statewide assessment in grades P-12.

505-2-.107 SPECIAL EDUCATION ADAPTED CURRICULUM
Educators certified in Special Education Adapted Curriculum are in-field to provide educational services for all students in grades P-12 with disabilities whose Individualized Education Program (IEP) indicates instruction in alternate content standards leading to participation in the Georgia Alternate Assessment (GAA).
Special Education Elementary Service Certification

505-2-.56 SPECIAL EDUCATION GENERAL CURRICULUM/EARLY CHILDHOOD EDUCATION

Educators certified in Special Education General Curriculum/Early Childhood Education are in-field to provide educational services for all students in grades P-5, special education preschool (ages 3-5) and cognitive level P-5, including those with disabilities whose Individualized Education Program (IEP) indicates instruction using the general education curriculum and participation in the general statewide assessment.
Special Education Service Requirements

The requirements for Special Education teachers that align with the student’s IEP for service:

- A teacher providing instruction to a student being instructed using the general curriculum without a designated GAA flag in student record, must hold the Special Education General Curriculum (P-12).
- A teacher providing instruction to a student being instructed using alternate content standards with a designated GAA flag in student record, must have the Special Education Adapted Curriculum (P-12).
- A teacher providing instruction to special education students participating in the general curriculum and other students participating in the adapted curriculum at the same time, must have both certifications.
- A teacher with BD, LD, VI, Deaf Education, or Physical or Health Disability certification is in-field only when all students are receiving support in the disability area of certification.
Special Education Quick Guide

Georgia’s Systems of Continuous Improvement
Special Education Teacher Professional Qualifications/ESSA In-Field

Federal Professional Qualification Requirements - ESSA

ESSA requires SEAs and LEAs to ensure that teachers meet state certification requirements. ESSA Sections 1112(g)(2)(I), 1112(g)(10)

Traditional Georgia LEAs

Georgia law authorizes GaPSC to establish certification requirements. Special Education teachers MUST follow all GaPSC certification requirements and State Board of Education rules.


Charter & Strategic Waiver LEAs

Special Education Teacher Does Not Issue Grades

In compliance with Georgia State Board Rule, special education teachers who do NOT issue grades MUST hold GaPSC special education certification aligned with teaching assignment (general, adapted, visual impairment, etc.) AND

MUST have a clearance certificate.


Charter & Strategic Waiver LEAs

Special Education Teacher Issues Grades

In compliance with Georgia State Board Rule, special education teachers who issue grades MUST hold GaPSC special education certification aligned with teaching assignment (general, adapted, visual impairment, etc.) AND

MUST hold content certification for the subject and grade level bands for which the teacher is assigned (K-5), (6-8), (6-12) in accordance with the LEA’s PQ Requirements.

MUST have a clearance certificate.


ESSA In-Field Reporting

GaDOE will use GaPSC In-Field rules to determine ESSA In-Field qualifications for special education teachers that align with each teacher’s teaching assignment for special education and content. ‘Out-of-Field’ will be reported for the entirety of the school year using Certification Records, 2 CPI and 3 Student Class data collections cycles.

20 Day Notifications for Special Education Teachers

Does not issue grades – notifications must be disseminated if the teacher does not hold special education certification.

Issues grades – notifications must be disseminated if the teacher does not hold special education certification and/or content certification in accordance with the LEA’s Professional Qualification requirements.
## Professional Qualification Requirements

All LEA educators must hold a clearance certificate (2011).

<table>
<thead>
<tr>
<th>Category</th>
<th>Requirements</th>
</tr>
</thead>
</table>
| Paraprofessionals | • Federal Requirements  
ESSA Sec.1111(g)(2)(M); GaPSC Certification Rule 505-2-.18  
• Certification or Equivalent: 2 Yr Degree, 60 Semester Hours, GACE Paraprofessional Test |
O.C.G.A. § 20-2-200, SBOE Rules 160-4-9-.05, 160-5-1-.33 |
• Content: Certification or the Equivalent Based on LEA PQ Requirements  
O.C.G.A. § 20-2-200, SBOE Rules 160-4-9-.05, 160-5-1-.33 |
| Substitute Teachers | • Hold GaPSC Certification or Best Candidate  
O.C.G.A. § 20-2-216 |
Reflections

What have you learned?

Take 30 seconds and write down two things that you have learned or that was clarified for you this afternoon!
Data Analysis in the GaPSC In-Field Portal
Determining In-Field by Data

- Student Class
- Student Record (ACS Flag) FTE for ACS
- In-Field Guidance
- CAPS: Certification Curriculum Assignment Policies System
- CPI: Certified Classified Personnel Information
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
In-Field Portal

Certification Division Contact Information for HR and EPP Personnel

To contact the GaPSC by phone, HR and EPP personnel should call:

- 404-334-6462 – (inside the metro Atlanta area)
- 800-390-6698 – (outside the metro Atlanta area)

These numbers are available every weekday from 12:30 pm – 4:30 pm, excluding Tuesday’s and holidays.

To contact the GaPSC by email, HR and EPP personnel should email certhelp@gapsc.com.

**Please remember not to share the above information with the general public.**

The answers to many certification questions may be found in the Human Resource Personnel Quick Reference Guide.
System and Building Level Reports

In Field Reports

--- Select Report ---
- Parapro Report
- System Report
- Building Report
- BT IN4 Cert Years Report

Invalid Course Report

This page is best viewed using Internet Explorer v5.0 or later.
## System Level Report – OOF Content

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<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
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<th>K</th>
<th>L</th>
<th>M</th>
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<td><strong>SchoolName</strong></td>
<td>OutOfField Courses</td>
<td>d Content Courses</td>
<td>Math Courses</td>
<td>Science Courses</td>
<td>Social Science</td>
<td>English Language Courses</td>
<td>d Fine Art Courses</td>
<td>d Foreign Language Courses</td>
<td>PE/Health Courses</td>
<td>Pre-Kindergarten Courses</td>
<td>CTAE/JROTC Courses</td>
<td>Total Educators</td>
<td>GaPSC Certified</td>
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<td>20%</td>
<td>16%</td>
<td>21%</td>
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<td>3%</td>
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<td>19%</td>
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<td>17%</td>
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<td>28%</td>
<td>24%</td>
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<td>0%</td>
<td>15%</td>
<td>20%</td>
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<td>23%</td>
<td>18%</td>
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<td>24%</td>
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<td>0%</td>
<td>19%</td>
<td>41%</td>
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<tr>
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<td>7%</td>
<td>12%</td>
<td>6%</td>
<td>5%</td>
<td>13%</td>
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**Next Steps at the System Level**

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<th>Next Steps/Task</th>
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<tr>
<td>Share data with stakeholders</td>
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<tr>
<td>Develop a plan with my team to review the reports and decide on next steps</td>
</tr>
<tr>
<td>Collaborate with Curriculum and CTAE and share the course percentages and review them with the team</td>
</tr>
<tr>
<td>Collaborate with HR about the paraprofessional status and see where we are on certificates</td>
</tr>
<tr>
<td>Make a list of schools over the system average and think about support</td>
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<tr>
<td>Collaborate with curriculum, ESOL, gifted, to brainstorm ways to support schools</td>
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<tr>
<td>Review the CLIP to see if this was in my needs analysis and how it fits into my CLIP and overall plan</td>
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Work Session 1

Step by Step Guide
Finding In-Field Reports by System and Building

Step 1: Access www.gapsc.org
Username: _______________________
Password: _______________________
Sign In
Type in your Username and Password to sign in

Step 2: Select In-Field.Net
- In-field
- In-field.NET
- Old Equity Data
- Equity Data

Step 3: Select Reports at the Top of the Page
- Home
- Change Password
- Reports
- Logout

Step 4: Select a Report
Report: _______________________
Submit | Clear

Step 5: Select System Level Report
Report: _______________________
Download Report
Download the report and open the report to review the out-of-field courses (content and service) for all schools in the LEA

Step 6: Select Building Level Report, Select School, Select Submit
Report: _______________________
Select School: _______________________
Submit | Clear
Download the report to review the percentage of out-of-field courses for content and service for a specific school

Georgia Department of Education
July 1, 2022

Richard Woods, Georgia’s School Superintendent | Georgia Department of Education | Educating Georgia’s Future
Work Session 1

Use your task card and complete Work Session 1. You will have 7 minutes to complete the task card for Work Session 1. Please let us know if you have questions.
Supporting Schools with Professional Qualifications
## Building Level Report – OOF Content

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<td>N/A</td>
</tr>
<tr>
<td>22</td>
<td>Teacher 21</td>
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<td>0%</td>
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<td>N/A</td>
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<tr>
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<td>N/A</td>
<td>N/A</td>
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<tr>
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<td>0%</td>
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<tr>
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<td>0%</td>
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<td>0%</td>
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<td>N/A</td>
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<tr>
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<td>N/A</td>
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<td>N/A</td>
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<td>N/A</td>
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</tr>
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</table>
# Building Level Report – OOF Service

<table>
<thead>
<tr>
<th>PersonID</th>
<th>Teacher Name</th>
<th>Services Courses</th>
<th>Paraprofessional Courses</th>
<th>OutOfField AP Services</th>
<th>OutOfField IB Services</th>
<th>ACS Services</th>
<th>SpEd Services</th>
<th>OutOfField ELP Services</th>
<th>ESOL Services</th>
<th>Gifted Services</th>
</tr>
</thead>
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<tr>
<td>0</td>
<td>Schoolwide</td>
<td>21%</td>
<td>6%</td>
<td>0%</td>
<td>0%</td>
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<td>0%</td>
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<tr>
<td>1</td>
<td>No Name</td>
<td>21%</td>
<td>N/A</td>
<td>0%</td>
<td>N/A</td>
<td>4%</td>
<td>34%</td>
<td>N/A</td>
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</tr>
<tr>
<td>2</td>
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<td>N/A</td>
<td>6%</td>
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<tr>
<td>3</td>
<td>Teacher 2</td>
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<tr>
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<tr>
<td>6</td>
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</tr>
<tr>
<td>7</td>
<td>Paraprofessional A</td>
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<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
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<tr>
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<tr>
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<tr>
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<tr>
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<tr>
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<tr>
<td>18</td>
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<tr>
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<tr>
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<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>22</td>
<td>Teacher 21</td>
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<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
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<td>N/A</td>
</tr>
<tr>
<td>23</td>
<td>Teacher 22</td>
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<td>0%</td>
<td>N/A</td>
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<td>N/A</td>
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<tr>
<td>24</td>
<td>Teacher 23</td>
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<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>25</td>
<td>Teacher 24</td>
<td>N/A</td>
<td>N/A</td>
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<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
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</tr>
<tr>
<td>26</td>
<td>Teacher 25</td>
<td>0%</td>
<td>0%</td>
<td>N/A</td>
<td>N/A</td>
<td>0%</td>
<td>N/A</td>
<td>N/A</td>
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<td>N/A</td>
</tr>
</tbody>
</table>
## Next Steps at the School Level

<table>
<thead>
<tr>
<th>Next Steps/Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meet with my team to develop a plan on how to review the school data and how to provide this information to stakeholders</td>
</tr>
<tr>
<td>Meet with HR to review specific teacher certifications that are out-of-field</td>
</tr>
<tr>
<td>Team meet with building level principals to see what supports are needed for the teachers who are out-of-field</td>
</tr>
</tbody>
</table>
Work Session 2

Use your task card and complete Work Session 2
You will have 5 minutes to complete the task card for Work Session 2
Please let us know if you have questions.

5:00
Finding Individual by Cert ID

Find an educator

Please enter the candidate's Social Security Number OR Certification ID:

SSN
Certification ID 15

OR

Or Search by entering Last and first name:

First name
Last name

CAPS Subject Area
Mathematics

Note: Selecting Subject Area will return short list of records. In order to expand the search, clear the Subject Area.

Search by following filter criteria:

Search
Clear
Print/Export

School Buildings
-- All Schools --
Content Status
Out-of-field

Service Status
All

Drag a column header and drop it here to group by that column

SSN Cert ID Primary Teacher In Field Course Grade Range Students Content Status Service Status EIP ESOL Gifted AP IB SPED GA
# Finding Individual Teachers by Cert ID

Drag a column header and drop it here to group by that column.

<table>
<thead>
<tr>
<th>Grade Range</th>
<th>Students</th>
<th>Content Status</th>
<th>Service Status</th>
<th>EIP</th>
<th>ESOL</th>
<th>Gifted</th>
<th>AP</th>
<th>IB</th>
<th>SPED</th>
<th>GAF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Placement United States History (ma)</td>
<td>10 - 12</td>
<td>129</td>
<td>In-Field</td>
<td>Out-of-Field</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advanced Placement Psychology - (45.01600)</td>
<td>9 - 12</td>
<td>90</td>
<td>In-Field</td>
<td>Out-of-Field</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advanced Placement English Literature and Con</td>
<td>10 - 12</td>
<td>79</td>
<td>In-Field</td>
<td>In-Field</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Advanced Placement Microeconomics (may sub)</td>
<td>9 - 12</td>
<td>77</td>
<td>In-Field</td>
<td>In-Field</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Advanced Placement Biology (Grades 9-12) May</td>
<td>9 - 12</td>
<td>74</td>
<td>In-Field</td>
<td>Out-of-Field</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Advanced Placement Chemistry - (40.05300)</td>
<td>9 - 12</td>
<td>74</td>
<td>In-Field</td>
<td>Out-of-Field</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advanced Placement Calculus BC - (27.07200)</td>
<td>10 - 12</td>
<td>75</td>
<td>In-Field</td>
<td>In-Field</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Sorted desc: 129 items in 36 pages
**Course Detail Page**

### Content Certificate Fields/Endorsements Needed

The educator could meet content In-field requirements for the following courses if he/she holds appropriate certification in any fields or endorsements appropriate for the course.

### Tests Passed

The educator has passed the following tests (or received equivalent credit):

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRTP44</td>
<td>GACE Program Admission Assessment</td>
<td>12/01/2020</td>
</tr>
<tr>
<td>ETHCSX</td>
<td>Educator Ethics - Program Exit</td>
<td>05/12/2020</td>
</tr>
<tr>
<td>GPRO37</td>
<td>Mid. Grades Lang Arts (Passed-Professional)</td>
<td>04/08/2022</td>
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</tbody>
</table>

### Field Description

<table>
<thead>
<tr>
<th>Type</th>
<th>Field Description</th>
<th>First Issue Date</th>
<th>Current Issue Date</th>
<th>Begin Valid Date</th>
<th>End Valid Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>CLEARANCE CERTIFICATE [FLD694]</td>
<td>10/13/2022</td>
<td>10/13/2022</td>
<td>7/1/2022</td>
<td>6/30/2027</td>
</tr>
<tr>
<td>IST</td>
<td>MIDDLE GRADES (4-8) - LANGUAGE ARTS [FLD853]</td>
<td>5/24/2022</td>
<td>5/24/2022</td>
<td>5/13/2022</td>
<td>6/30/2027</td>
</tr>
</tbody>
</table>

### Sped Services

- **Program Area**: SpEd
- **Service Model**: Direct Service: Co-Teaching (5)
- **Student Count**: 38
Identify Needs – Teacher 16

### Certificates Held

The educator holds certification in the following fields (expired fields are displayed as strikethrough - if all fields are expired, the certificate is expired):

<table>
<thead>
<tr>
<th>Type</th>
<th>Field Description</th>
<th>First Issue Date</th>
<th>Current Issue Date</th>
<th>Begin Valid Date</th>
<th>End Valid Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRT</td>
<td>SP ED GENERAL CURRICULUM (P-12) CONSULTATIVE [FLD798]</td>
<td>6/22/2018</td>
<td>6/22/2018</td>
<td>7/1/2018</td>
<td>6/30/2023</td>
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<tr>
<td>PRT</td>
<td>SP ED MATH COGNITIVE LEVEL (P-5, 4-8) [FLD911]</td>
<td>6/22/2018</td>
<td>6/22/2018</td>
<td>7/1/2018</td>
<td>6/30/2023</td>
</tr>
<tr>
<td>PRT</td>
<td>SP ED SCIENCE COGNITIVE LEVEL (P-5, 4-8) [FLD921]</td>
<td>6/22/2018</td>
<td>6/22/2018</td>
<td>7/1/2018</td>
<td>6/30/2023</td>
</tr>
<tr>
<td><strong>M</strong></td>
<td>SP ED GENERAL CURRICULUM (P-12) CONSULTATIVE [FLD798]</td>
<td>6/15/2015</td>
<td>6/15/2015</td>
<td>4/14/2015</td>
<td>6/30/2020</td>
</tr>
<tr>
<td><strong>I</strong></td>
<td>SP ED GENERAL CURRICULUM (P-12) CONSULTATIVE [FLD798]</td>
<td>6/17/2015</td>
<td>6/17/2015</td>
<td>7/1/2015</td>
<td>6/30/2018</td>
</tr>
</tbody>
</table>

Two students being instructed on the Alternate Content Standards
Teacher Must have Special Education Adapted Curriculum Certification
Identify Needs – Teacher 15

Course: World Literature and Composition - (23.06300)  
Grade(s): 9 - 10  
Class size: 12

Overall Status: Out-of-field  
Waiver:

Certificates Held

The educator holds certification in the following fields (expired fields are displayed as strike-through - if all fields are expired, the certificate is expired):

<table>
<thead>
<tr>
<th>Type</th>
<th>Field Description</th>
<th>First Issue Date</th>
<th>Current Issue Date</th>
<th>Begin Valid Date</th>
<th>End Valid Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>CLEARANCE CERTIFICATE [FLD694]</td>
<td>1/21/2015</td>
<td>2/13/2020</td>
<td>7/1/2020</td>
<td>6/30/2025</td>
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<tr>
<td>SRT</td>
<td>ENGLISH (6-12) [FLD730]</td>
<td>6/2/2000</td>
<td>2/13/2020</td>
<td>7/1/2020</td>
<td>6/30/2025</td>
</tr>
</tbody>
</table>
Work Session 3

Use your task card and complete Work Session 3. You will have 5 minutes to complete the task card for Work Session 3. Please let us know if you have any questions.
Offering a holistic education to each and every child in our state.

Working with GNETS
PQ & In-Field for GNETS

**Special Education Teachers for Service**
Special education teachers must hold special education certification aligned with teaching assignment (general, adapted, visual impairment, etc.) and a clearance certificate.

**Special Education Teachers Issuing Grades in Content Area Courses**
Teachers issuing grades must hold content certification in the corresponding content areas and grade level bands and a clearance certificate.

*GaDOE Board Rule*
Fiscal Agents, GNETS, and LEAs are jointly responsible for:
1. Hiring and evaluating teachers and paraprofessionals,
2. Ensuring teachers and paraprofessionals have the appropriate credentials,
3. Reporting teachers and paraprofessionals in CPI,
4. Ensuring coding in CPI is accurate,
5. Communicating Right to Know Notifications,
6. Providing 20 Day Notifications, and
7. Collaborating to ensure all coding in Student Class is accurate for the students in the GNETS Program.
Required Notifications
# Required Notifications

## Parent’s Right to Know Notification

**ESSA Sec. 1112§(1)(A)**

The Right to Know Notification informs parents that they have the Right to Know and request the Professional Qualifications of their child’s teachers and paraprofessionals.

- In Georgia, notification requirements apply to all LEAs and schools/programs within each LEA.
- LEAs must notify all parents annually at the start of school (within 30 calendar days of the start of school) or upon enrollment.
- LEAs must use the language of the law.
- LEAs must maintain records of the notifications.

## 20 Day Notification

**ESSA Sec. 1112§(1)(B)(ii)**

The 20 Day Notification informs parents when students have been assigned or taught for four or more consecutive weeks by a teacher who does not meet applicable state or licensure requirements (including professional qualifications developed by the LEA in alignment with an approved charter or strategic waiver application) at the grade level and subject area in which the teacher has been assigned.

- In Georgia, notification requirements apply to all teachers in all LEAs and schools/programs within each LEA and must be sent within 10 business days following the four consecutive weeks.
- 20 Day Notifications are not required for substitutes and paraprofessionals.
Right to Know Notification

Right to Know is the notification disseminated to parents informing them that they have the right to know the professional qualifications of the teachers and paraprofessionals who serve their child(ren).

The notifications should be disseminated within the first 30 days of school or enrollment.

Notifications are required to use the language of the law.

Right to Know Notifications are disseminated to all parents.
Requirements for Content

• In Georgia, notifications must occur within 30 calendar days from the start of school or upon enrollment.
  o For verification purposes, notifications must contain the month/year of dissemination or, if included in another document, the primary document must contain a date. Or, if the primary document is undated, records may also include supplemental documentation that contains the month/year of notification dissemination.
  o For verification purposes, the name of the LEA and/ or school must be included.

• LEAs notifications MUST use the language of the law.

• In Georgia, LEAs are required to notify parents in all LEA schools or programs.

• Responses to requests must be provided in a timely manner.

• Maintain records of annual notifications that meet the above requirements.
20 Day Notification
20 Day Notification

A 20 Day Notification is required when a student has been **assigned or taught for four or more consecutive weeks by a teacher who does not meet applicable GaPSC ‘in-field’ State certification or professional qualification requirements** (in alignment with the approved Charter/SWSS application and CLIP) requirements at the grade level(s) and/or subject area(s) in which the teacher has been assigned.

LEAs are required to disseminate 20 Day Notification for Special Education service teachers who **do not** have certification in alignment with the student’s IEP and EIP teachers if they have been assigned or taught for four or more consecutive weeks.

20 Day Notifications are not disseminated to all parents. They are only disseminated to the parents of students who meet the 20 Day Notification criteria.

Notifications must go home within 10 business days following the 20 Days.

**20 Day Notification Are Not Required for clearance certificates, paraprofessionals, and substitutes.**
20 Day Notification

Requirements for Notification
In Georgia, notifications must occur within 10 business days following the four consecutive weeks.

• For verification purposes, notifications must contain
  o Day/Month/Year of notification
  o Name of the teacher who has not met professional qualification requirements
  o Name of the LEA and/or school/program
  o Statement that the teacher has not met State certification OR LEA charter/strategic waiver professional qualification requirements for the grade level(s) and/or subject area(s) in which the teacher is assigned. Grade level and/or subject area must be identified.

• In Georgia, notification requirements apply to ALL teachers in all LEA schools/programs.
• Maintain records of notifications that meet the above requirements.
20 Day Notification Sample UPDATED

SAMPLE Parent Notification

(To be issued if a teacher has taught a student for four or more consecutive weeks and does not meet State and/or LEA professional qualifications)
Use only one of the three options in the box!

1. Content Teacher of Record


3. Both Content and Service
20 Day Notification of Professional Qualifications

- In Georgia, notification requirements apply to all teachers in all LEAs and schools/programs within each LEA.
- LEAs must notify parents if a teacher has not met subject or grade level requirements for professional qualifications in compliance with state law for more than four consecutive weeks. In Georgia, this means either GaPSC certification requirements, or, if certification is waived under the Official Code of Georgia 20-2-80, 20-2-2065 or State Board Rules 160-5-1-.33, 160-4-9-.07, the minimum qualifications established by each LEA.
- In Georgia, this notification must be made within 10 business days following the four consecutive weeks. See the ESSA PQ & In-Field Implementation Guide for best practices or contact GaDOE Staff.

LEAs are not required to send 20 Day Notifications for paraprofessionals and substitutes.

Special Education teachers for service and EIP teachers who DO NOT Meet State Certification Requirements 20 Day Notifications must be sent.

LEA Professional Qualification Requirements 20 Day Notification of PQ must be sent.
Required Notifications

Right to Know Notification

- Purpose: To allow parents to have enough information to make informed decisions when determining how to support their student’s academic success.
- Timing: First 30 Days of School
- Required by Law
- Disseminate by District or by School (District Decides)
- Format is flexible (Email, Website, Handbook, Letter); Multiple methods encouraged
- Content is mandated (found on GaDOE website in English and Spanish)
- Be sure to fully respond to requests

20 Day Notification

- Purpose: To notify parents when teachers do not have required credentials so that they have enough information to make informed decisions when determining how to support their student’s academic success.
- Timing: Immediately following 20 Days (4 weeks) of being taught by a teacher without required credentials.
- Required by Law
- Disseminate by District or by School (District Decides); Only goes to students in the class where teacher does not have required credentials
- Format is flexible (Email, Letter)
- Content is mandated (found on GaDOE website in English and Spanish)
Test Your Knowledge #3

4. Which is not true about Right to Know and 20 Day Notifications?

1. They both are required by law.
2. Both notifications are sent to all parents.
3. The content is very specific for both notifications.
4. LEAs should respond to requests concerning the notifications in a timely manner.
5. Which of the following statement is not true about Right to Know and 20 Day Notifications?

1. Right to Know Notifications inform parents of their right to know the professional qualifications of their child(ren)’s teachers and paraprofessionals.

2. 20 Day Notifications are only sent to the parents of a child who has been assigned or taught for 4 or more consecutive weeks by a teacher that does not meet professional qualifications.

3. The teacher’s name, grade level/course must be included in the 20 Day Notification.

4. It is required that LEAs use the Right to Know and 20 Day Notification sample templates on the GaDOE website.
GaPSC Resources
CAPS (Certification/Curriculum Assignment Policies System) is a web-based, “In-Field Assignments” resource created by the Georgia Professional Standards Commission.

This resource aligns courses from the Georgia state-approved curriculum with the Georgia certificate(s) which are in-field to teach that course. The system allows a user to find a course and its appropriate certificates using four different search criteria: by choosing a subject area, entering a course number, entering an exact title or partial title, and/or choosing a grade level.
### Search Certification Assignment

**Subject Area:**
- ALL

**Grade Level:**
- ALL

**Course Number:**
- 

**Course Title Keyword:**
- 

**Certification Field:**
- ALL

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## CAPS Task

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Big Take Aways
Special Education Directors

WE DO NOT LEARN FROM EXPERIENCE ... WE LEARN FROM REFLECTING ON EXPERIENCE.

JOHN DEWEY
What Questions Do You Have?
GaDOE PQ & In-Field Resources
PQ & In-Field Resources

**Implementation Guide**

**Monthly Calendar**

**Navigation Guides**

In-Field Portal

The Georgia Department of Education partners with the Georgia Professional Standards Commission to operate and maintain the in-field portal which identifies teachers who are in-field or out of field.

In-Field Navigation Guides

- Finding a Teacher In-Field Using Certification ID
- Finding Out-of-Field Courses by Content or Service
- Finding in-Field Reports by System and Building
Resources

PQ & ESSA In-Field Reporting

Special Education

PQ ESSA Fiscal Agent GNETS
PQ ESSA In-Field Special Education Guide

Cross Functional Monitoring

Indicator 7 CFM Document
Indicator 7 CFM Fact Sheet
Technical Assistance

Topics
- Professional Qualifications Requirements
- In-Field Requirements
- In-Field Reports
- In-Field Coding
- Using In-Field Data to Support Teachers who are out-of-field

Participants
- District Level Administrators
- Principal
- Assistant Principals
- School Leadership Teams

Technical assistance is available! We are here to support you!
Give us your Feedback!

https://forms.office.com/r/gGGXqwYwHs?origin=1prLink
## Contact Information

### Federal Programs

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
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<tbody>
<tr>
<td>Dr. Ken Banter</td>
<td>Title I, Part A Senior Program Manager</td>
<td><a href="mailto:kbanter@doe.k12.ga.us">kbanter@doe.k12.ga.us</a></td>
</tr>
<tr>
<td>Dr. Karen Cliett</td>
<td>Title I, Part A Education Specialist</td>
<td><a href="mailto:kcliett@doe.k12.ga.us">kcliett@doe.k12.ga.us</a></td>
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<tr>
<td>Ginger Crosswhite</td>
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<td><a href="mailto:ginger.crosswhite@doe.k12.ga.us">ginger.crosswhite@doe.k12.ga.us</a></td>
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