Professional Qualifications (PQ) & In-Field Back to the Basics 101

GaDOE Title I, Part A
August 27, 2021

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Kelly Herman-Roberts

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PQ & In-Field Back to the Basics 101 Agenda

1. ESSA Requirements
2. LEA Stakeholders
3. Paraprofessionals, Substitutes, EIP Teachers, Special Education Service Requirements
4. ESSA Professional Qualifications
5. In-Field
6. Professional Qualifications Established by the LEA
7. Right to Know Notifications
8. 20 Day Notifications
9. Resources
GaDOE has adopted the Georgia Systems of Continuous Improvement as a methodology for supporting districts and schools. This methodology focuses on improving district/school systems.
ESSA Professional Qualifications
# PQ & In-Field Back to the Basics 101

## ESSA PQ & In-Field Requirements

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<td>SBOE Rules GaDOE</td>
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</table>
PQ & In-Field Back to the Basics 101
Professionally Qualified

Professional Qualifications

In-Field
Teachers meet state certification or Licensure or equivalent credentials

Minimum PQ
Teachers meet PQ established by the LEA
**PQ & In-Field Back to the Basics 101**

**Understanding PQ & In-Field**

ESSA Requires ALL SEAs & LEAs Ensure Teachers Meet State Certification Requirements

Under ESSA, Paraprofessionals must meet Federal Requirements

In Georgia these Teachers must be certified:
- Special Education Service
- EIP Teachers (SB59)

Traditional
Follow GaPSC Certification Rules

Charter/ Strategic Waiver
Establish Professional Qualification Requirements in the CLIP Application/District Improvement Plan
## PQ & In-Field Back to the Basics 101

### LEA Staff Responsibilities

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<thead>
<tr>
<th>Role</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Superintendent</strong></td>
<td>Be aware that PQ requirements impact many district and school positions and must be consistently implemented. Be aware that each LEA in Georgia has its own unique requirements. Waiving certification may impact funding and public reporting.</td>
</tr>
<tr>
<td><strong>Title I Director</strong></td>
<td>Is responsible for ensuring that LEA PQ requirements have been submitted in the CLIP: District Improvement Plan. Is responsible for ensuring that ESSA requirements have been met for monitoring purposes: qualifications and notifications. May include collaboration with principals and HR.</td>
</tr>
<tr>
<td><strong>Special Education Director</strong></td>
<td>Is responsible for ensuring that IDEA/ESSA/GaDOE requirements for special education paraprofessionals and teachers have been met for monitoring purposes: qualifications and notifications. This may impact teacher assignments, recruitment and training.</td>
</tr>
<tr>
<td><strong>HR Director</strong></td>
<td>Is responsible for ensuring IDEA/ESSA/GaDOE/LEA requirements for paraprofessionals and teachers have been met. Must maintain equivalent qualification documentation to support CPI charter/SWSS assertions. Be aware of how PQ may impact teacher recruitment and training. Work with Title I Director</td>
</tr>
</tbody>
</table>
PQ & In-Field Back to the Basics 101

LEA Staff Responsibilities

**Paraprofessionals Teachers**

- Be aware that each LEA in Georgia has its own unique requirements.
- Be aware that additional qualifications may be required by the employing LEA.
- PQ/In-Field is based on educator qualifications and job assignment (course/grade level).
- Notifications are required if a teacher does not meet LEA PQ.

**School Scheduling Designee**

- Responsible for ensuring teacher job assignments align with LEA PQ requirements.
- PQ/In-Field is based on current educator qualifications and job assignment (course/grade level).

**Data Collections**

- Is responsible for ensuring that all CPI data entered accurately reflects job assignments.
- Is responsible for ensuring that CPI codes are only used for teachers for whom certification is waived.
- CPI must align with CLIP: District Improvement Plan PQ requirements.

**Principals/Assistant Principals**

- Be aware that each LEA in Georgia has its own unique requirements.
- May be required to support paraprofessionals/teachers in meeting requirements.
- Responsible for ensuring hiring and job assignments align with LEA PQ requirements.
- Notifications are required if a teacher does not meet LEA PQ.
Paraprofessionals, Substitutes, EIP and Special Education Service Teachers Requirements
Paraprofessionals must have a certification issued from GaPSC!
O.C.G.A. § 20-2-216
It shall be the duty of the local unit of administration to employ substitutes, including retired teachers in accordance with Code Section 47-3-127, who possess valid teaching certificates issued by the Professional Standards Commission. If no person holding a valid teaching certificate is available for this purpose, the local unit of administration is authorized to employ the person who most closely meets the requirements for certification as a teacher and who is available to serve as a substitute, provided such person is closely supervised by the school principal or principal's designee.
Senate Bill 59

Senate Bill 59 was passed during the previous legislative session on March 31 and signed into law on May 4 and became effective July 1, 2021.

Per state law: Effective July 1, 2021, the EIP program requirements, such as class size and certification waivers, are no longer waivable for Strategic Waivers School Systems, Charter Systems, and Charter Schools.
PQ & In-Field Back to the Basics 101
Professional Qualifications for EIP Teachers

EIP Certifications According to Georgia Professional Standards Commission

- FLD808 ELEMENTARY EDUCATION (P-5)
- FLD970 MATHEMATICS ENDORSEMENT (K-5)
- FLD851 MIDDLE GRADES (4-8) – MATH (for 4 & 5 only)
- FLD855 MIDDLE GRADES (4-8) – READING (for 4 & 5 only)
- FLD732 READING (P-12)
- FLD833 READING ENDORSEMENT
- FLD910 SP ED MATH COGNITIVE LEVEL (P-5)
- FLD950 SP ED READING COGNITIVE LEVEL (P-5)
- FLD708 SPECIAL EDUCATION GENERAL CURRICULUM / ELEMENTARY EDUCATION (P-5)
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.
PQ & In-Field Back to the Basics 101
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 the adapted curriculum 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 certification is in-field Only when all students are receiving support in the specific area of certification.
PQ & In-Field Back to the Basics 101 Activity

What have you learned?
1. Take 30 seconds and write down one thing that you learned during the first part of this presentation
2. When time is called type your response in the chat box
In-Field
PQ & In-Field Back to the Basics 101
In-Field Requirements for Teachers

To be “In-Field”, Educators Must Meet GaPSC Requirements OR ONE of the Following Equivalent Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree</td>
<td>In subject area assigned</td>
</tr>
<tr>
<td>Coursework</td>
<td>21 semester hours / 35 quarter hours</td>
</tr>
<tr>
<td>Content Area Test</td>
<td>Passing score in subject area assigned (In Georgia the accepted test is the GACE)</td>
</tr>
</tbody>
</table>
PQ & In-Field Back to the Basics 101
CPI – Charter Waiver Codes

In-Field – To be “In-Field” a teacher must meet GaPSC requirements or the equivalent:
1) Degree in subject area assigned or,
2) Coursework in subject area assigned – 21 semester/35 quarter hours or,
3) Passing Score on Content Area Test in subject area assigned

<table>
<thead>
<tr>
<th>Certificate Field Code</th>
<th>Certificate Field</th>
<th>Comments</th>
<th>In-Field Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>101</td>
<td><strong>Academic Major</strong> (4 Year Degree in Assigned Field)</td>
<td>LEA Uses GaDOE Charter/SWSS Waiver to Meet ESSA In-Field and LEA PQ Requirements</td>
<td>In-Field</td>
</tr>
<tr>
<td>102</td>
<td><strong>Course Work</strong> (Minimum 21 semester hrs/35 quarter hrs at C or Higher)</td>
<td>LEA Uses GaDOE Charter/SWSS Waiver to Meet LEA PQ Requirements; However, the Teacher Does Not Hold GaDOE In-Field Equivalent Credentials</td>
<td>Out-of-Field</td>
</tr>
<tr>
<td>103</td>
<td><strong>GACE Content</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>105</td>
<td><strong>CTAE Equivalent Requirements</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>104</td>
<td>Meets LEA PQ Requirements Does Not Meet ESSA In-Field Requirements</td>
<td>LEA Uses GaDOE Charter/SWSS Waiver to Meet LEA PQ Requirements; However, the Teacher Does Not Hold GaDOE In-Field Equivalent Credentials</td>
<td>Out-of-Field</td>
</tr>
<tr>
<td>106</td>
<td>Does Not Meet LEA PQ Requirements Does Not Meet ESSA In-Field Requirements</td>
<td>LEA Hires/Assigns the Best Available Teacher Who Does Not Meet LEA PQ Requirements. The Teacher Does Not Hold GaDOE In-Field Equivalent Credentials</td>
<td>Out-of-Field</td>
</tr>
</tbody>
</table>

101-105 Fully Funded.

106 Not Funded.
PQ & In-Field Back to the Basics 101
GaPSC In-Field Portal

www.gapsc.org – In-Field Portal
PQ & In-Field Back to the Basics 101
GaPSC In-Field Portal
1. Paraprofessional Report (In-Field Status)

2. System Report (All schools, overall % of OOF and OFF by content)

3. Building Report (All teachers, overall % of OOF and OFF by content)

4. BT IN4T Cert. Years Report (Teachers with IN4T or BT and length of time)
PQ & In-Field Back to the Basics 101

Provisioning Users

Use your www.gapsc.org Account Manager

Assignment Levels

• Building-level
• System-level
• Edit or View
PQ & In-Field Back to the Basics 101
In-Field Reporting

STATE/LEA REPORT CARD
A State that receives assistance under ESSA shall prepare and disseminate widely to the public an annual State report card…

The professional qualifications of teachers in the State, 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—

(III) teachers who are not teaching in the subject or field for which the teacher is certified or licensed

ESSA Section 1111(h)(I)(C)(ix)

ANNUAL REPORT TO USED
Each State educational agency receiving assistance under this part shall report annually to the Secretary, and make widely available within the State…

information on the professional qualifications of teachers in the State, including information on the number and the percentage of the following teachers:

(iii) Teachers who are not teaching in the subject or field for which the teacher is certified or licensed.

ESSA Section 1111(h)(I)(C)(ix)
PQ & In-Field Back to the Basics 101
In-Field Reporting to GOSA & USDE

Teachers Reported
• All PK-12 teachers reported in Student Class, including GNETS, Contractors, Special Education, Gifted, ESOL, & 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 CPI through Charter Waiver Codes 101, 102, 103, 105
PQ & In-Field Back to the Basics 101
In-Field Reporting Quick Guide

What is In-Field?

What is In-Field According to ESSA?
ESSA Section 1111(h)(1)(C)(ix)

To be ‘ESSA In-Field’ a teacher must have a certificate or licensure in the subject and grade level band assigned OR meet GaPSC requirements: 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 subject area assigned.

How is In-Field Reported?

How is In-Field Reported According to ESSA?
ESSA Section 1111(h)(1)(C)(ix), Section 2104, CNA Data Guide, GaDOE ESSA Plan

Under ESSA and IDEA requirements, Georgia reports several different variables. These reports are submitted to USDE, to GOSA, and included in Georgia equity data. In-Field reflects the entirety of the school year using 1) Certification Records, 2) fall and spring CPI cycles, and 3) all three Student Class cycles. This data is reported annually to the public on the LEA Report Card and to USDE on the State Report Card.

The State Report
ESSA Section 1111(h)(1)(C)(ix)

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,
- An ‘inexperienced’ teacher is an induction level teacher with 0-3 (less than four) years of experience.
- An ‘inexperienced’ leader is a leader with 0.3 (less than four) years of experience.

Teachers teaching with emergency or provisional credentials, and,
- This may apply to teachers who hold a GaPSC issued certificate not supported by test or coursework.

Teachers who are not teaching in the subject or field for which the teacher is certified or licensed,
- “Out-of-field” teachers are those who are not teaching in their field of certification.

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 with emergencies or provisional credentials, and
- Retention rates of effective and ineffective teachers, principals, or other school leaders.
Waiver – 505-2-.13

WAIVER CERTIFICATE states that educators who hold a “W”

• have not satisfied all certification requirements. This includes:
  
  o candidates completing GaPSC- or state-approved educator preparation programs leading to Induction certification that have not attained a passing score on the GACE content assessment, Georgia Educator Ethics – Program Exit Assessment or GaPSC-approved content pedagogy assessment (edTPA)

  o educators with two unremediated, unsatisfactory, needs development or ineffective evaluations.

Non-Renewable Professional – 505-2-.09

NON-RENEWABLE PROFESSIONAL CERTIFICATE states that educators who hold a “N”

• do not meet renewal requirements

• hold a valid renewable professional certificate in any field, but are assigned to teach in a field in which they do not meet certificate requirements

• have not met certain requirements for renewable professional certification in a service field, as outlined in the individual service field rules
Professional Qualifications
PQ & In-Field Back to the Basics 101
Professional Qualifications Traditional LEAs

• Requirement of ESSA
• GaPSC certification for Traditional LEAs
• Located and reviewed annually in the CLIP
• Monitored every four years in CFM

Paraprofessionals - ESSA
Teachers - GaPSC certification.
PQ & In-Field Back to the Basics 101
Professional Qualifications for Charter/SWSS LEAs

- Requirement of ESSA
- Includes the minimum qualifications developed by LEAs for teachers who have waived certification
- Located and reviewed annually in the CLIP
- Can be revised at anytime by the LEA by Superintendent request in the CLIP
- Monitored every four years in CFM

ESSA – Paraprofessionals
GADOE Rule – SpED Service and EIP Teachers
SLDS

**PQ in the CLIP**

**PQ in the CLIP-DIP**

**Charter and SWSS LEAs may revise PQ in the CLIP-DIP as needed.**
1. ABC District waives certification for all teachers allowed by Georgia State Board Rules and requires a clearance certificate and a GaPSC certification in any field.

2. QRS District is a traditional LEA and does not have the flexibility to waive certification. GaPSC certification is required for all teachers.

3. LMN County School System uses Charter Waiver flexibility to waive certification for 6-12 math teachers. All 6-12 math teachers are required to hold a Clearance Certificate. No requirements exist beyond a Clearance Certificate.

4. XYZ County School District waives certification for ESOL, Gifted, Special Education Teachers issuing grades in content, 6-12 CTAE and 6-12 Fine Arts.

ESOL, Gifted, Special Education Service must have a bachelor’s degree and clearance certificate.

CTAE and Fine Arts must have five years of field experience and a clearance certificate.
What are Professional Qualifications?

Professional Qualifications are the requirements established by federal, state, or local agencies. According to ESSA, State Education Agencies (SEAs) and Local Education Agencies (LEAs) must ensure that teachers and paraprofessionals meet applicable state certification and licensure requirements (Sections 1111(g)(2)(l), 1112(c)(6)).

How are Professional Qualifications Defined?

The Georgia Professional Standards Commission (GaPSC) determines state certification requirements in Georgia. These requirements are used by all Traditional School Districts.

LEAs may not waive federal professional qualification requirements for paraprofessionals or state professional qualification requirements for service for special education teachers aligned with the student’s IEP.


Under OCGA § 20-2-2063, Charter and Strategic Waiver LEAs can waive state certification for most teachers, meaning that each LEA that waives certification must establish professional qualifications (PQ) for their teachers.

How are Professional Qualifications Established?

Georgia LEAs may submit applications to waive provisions of Title 20 Education Law including certification requirements as determined by the GaPSC. For the GaDOE to ensure that LEA teachers meet state certification requirements, all LEAs must outline LEA professional qualification requirements that align either with GaPSC requirements, approved charter or strategic waiver applications or a combination of the two. LEA professional qualifications are submitted annually in the CLIP by responding to the following areas:

- For the current fiscal year, based on the flexibility granted under Georgia charter law (OCGA 20-2-2063) or State Board Rule – Strategic Waivers (160-5-1.33), does the district intend to waive teacher certification – Yes or Not (ESSA Section 122(a)(4)(d)?
- If the LEA waives certification, specify whether, in the current fiscal year, certification is waived for all teachers (except Special Education services aligned with the student’s IEP), or for a select group of teachers; the response must address the content fields and grade level bands (P-5, 6-8, 9-12).
- If the district waives certification state the minimum professional qualifications required for employment of teachers whose certification is waived (example: Bachelor’s Degree, Content Assessment, Coursework, Field Experience, etc.) if not, requirements must exceed the Clearance Certificate, please explicitly state so. (Section 1111(g)(3)(A)(i))(j)

How are Professional Qualifications Reviewed and Monitored?

GaDOE reviews each LEA’s professional qualifications annually in the Consolidated LEA Improvement Plan (CLIP) and monitors established professional qualifications every four years during the cross-functional process. Failure to adhere to LEA PQ requirements may result in a finding.
PQ & In-Field Back to the Basics 101
In-Field Reporting Requirements

All LEA educators must hold a clearance certificate (2011)

<table>
<thead>
<tr>
<th>Position</th>
<th>Requirements</th>
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</thead>
<tbody>
<tr>
<td>Paraprofessionals</td>
<td><strong>Federal Requirements</strong>&lt;br&gt;- Certification or Equivalent: 2 Yr Degree, 60 Semester Hours, GACE Paraprofessional Test</td>
</tr>
<tr>
<td>ESSA Sec.1111(g)(2)(M); GaPSC Certification Rule 505-2-.18</td>
<td></td>
</tr>
</tbody>
</table>
| Regular Education Teachers (Including Gifted and ESOL) | **LEAs That Do Not Waive Certification**<br>- Follow GaPSC Requirements  
- LEAs Waive Certification  
LEA PQ Requirements |
| EIP Teachers                                  | **GaPSC Certification Requirements**                                        |
| SB 59 July 1, 2021                            |                                                                               |
| O.C.G.A. §20-2-200, SBOE Rules 160-4-9-.05, 160-5-1-.33 |                                                                               |
| 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                            |                                                                               |
ESSA In-Field

**ESSA – Reporting**
Sec. 1111(h)(1)(c)(ix)

Teachers who are not teaching in the subject or field for which the teacher is certified or licensed

In Georgia, “out-of-field” teachers are those who are not teaching in their field of certification. It **may** also apply to teachers who hold a GaPSC issued certificate “W” or “N”.

**Reported Annually**

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Professional Qualifications

**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**

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### Professional Qualifications

<table>
<thead>
<tr>
<th>Equivalent (CHW Codes)</th>
<th>Description</th>
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<tbody>
<tr>
<td>101</td>
<td>Degree</td>
</tr>
<tr>
<td>102</td>
<td>21 Sem. Hrs of Coursework</td>
</tr>
<tr>
<td>103</td>
<td>GACE Test</td>
</tr>
<tr>
<td>105</td>
<td>CTAE Equivalent</td>
</tr>
</tbody>
</table>
PQ & In-Field Back to the Basics 101
Test Your Knowledge

1. Where do you find your district’s professional qualifications?
   A. Call the HR Department
   B. On the Title I, Part A website
   C. In the In-Field Portal
   D. In the CLIP Application
PQ & In-Field Back to the Basics 101
Test Your Knowledge

2. How should LEAs update their professional qualifications?
   A. Once written the Professional Qualification are in effect for an entire year
   B. Revise the professional qualifications and post them on your district website
   C. 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
   D. 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.
PQ & In-Field Back to the Basics 101
Test Your Knowledge

3. Who must hold a clearance certificate?
   A. Only core teachers employed in the LEA
   B. All educators employed in the LEA
   C. All teachers and paraprofessionals employed in the LEA
   D. Bus drivers, cafeteria, and janitorial staff employed in the LEA
PQ & In-Field Back to the Basics 101
Reflection/Break

05:00
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.
PQ & In-Field Back to the Basics 101
Right to Know Quick Guide

Federal Requirement – Parents’ Right to Know

THE REQUIREMENT
ESSA Section 1112(e)(1)(A)
In Georgia, all LEA schools are required to notify parents at the beginning of the school year of their ‘right to know’ the professional qualifications of the student’s classroom teacher(s) and paraprofessional(s).

THE NOTIFICATION/LANGUAGE OF THE LAW
In compliance with the requirements of the Every Student Succeeds Act, parents may request the following information:

1. Whether the student’s teacher -
   - has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
   - is teaching under emergency or other provisional status through which State qualification licensing criteria have been waived; and
   - is teaching in the field of discipline of the certification of the teacher.

2. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

GUIDANCE AND SAMPLE
Parents’ Right to Know guidance and sample notifications are available on the Professional Qualifications & ESSA In-Field Reporting page of the Georgia Department of Education website.

Parents’ Right to Know Notification and Best Practices
ESSA Section 1112(e)(1)(A)
In Georgia, parents’ right to know notification requirements apply to all LEAs and schools/programs within each LEA. Notification best practices:
1. All parents must be notified within 30 calendar days of the start of school or upon enrollment.
2. The notification must:
   - Include the name of the LEA and school
   - Use the language of the law
   - Contain the month/year of dissemination - if included in another document, the primary document must contain a date
3. Records must be maintained.

In Georgia, the following are considered best practices when notifying parents: (1) develop written procedures for compliance, (2) notify parents in multiple formats (websites, handbooks, notifications, etc.) to ensure accessibility, (3) notify parents, to the extent practicable, in a language they may understand, and (4) ensure notification contains school/program/LEA name and point of contact by position.
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.
PQ & In-Field Back to the Basics 101

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.
PQ & In-Field Back to the Basics 101
20 Day Notification Quick Guide

Federal Requirement – 20 Day Notification

The Requirement
ESSA Section 1112(e)(1)(A)
In Georgia, all LEA schools are required to provide timely notice to parents when students have been assigned or taught for four or more consecutive weeks by a teacher who does not meet applicable 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 student has been assigned.

Notification
In compliance with the requirements of the Every Student Succeeds Act, parents must be notified if a student has been assigned or taught for four or more consecutive weeks by a teacher who does not:

- Regular Education Teachers in Traditional LEAs – Applicable ESSA ‘in-field’ state requirements at the grade level and subject area in which the teacher has been assigned.
- Special Education Teachers in Traditional LEAs – Special education service certificate requirements (General or Adapted) in alignment with the student’s IEP and/or content area at the grade level and subject area in which the teacher has been assigned.
- Regular Education Teachers in Charter/Strategic Waiver LEAs – LEA professional qualifications requirements (in alignment with approved Charter/Strategic Waiver application and at the grade level and subject area in which the teacher has been assigned).
- Special Education Teachers for Service in Charter/Strategic Waiver LEAs – Special certification requirements for service (General or Adapted) in alignment with the student’s IEP and/or content area at the grade level and subject area in which the teacher has been assigned.
- Special Education Teachers for Content (issuing grades) in Charter/Strategic Waiver LEAs – Special certification requirements for special education teachers (in alignment with approved Charter/Strategic Waiver application and CLIP/DIP) at the grade level and subject area in which the teacher has been assigned.

Timeline
In Georgia, notification must be made within 10 business days following the four consecutive weeks.

20 Day Notification Verification and Best Practices
In Georgia, 20 Day Notifications requirements apply to ALL teachers in LEA schools/programs. For verification purposes, notifications must contain:
1. Day/Month/Year of notification.
2. Name of the teacher who has not met professional qualification requirements.
3. Name of the LEA and/or school/program.
4. Statement that the teacher has not met state certification OR LEA charter/strategic waiver professional qualifications 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.
5. Maintain records for all notifications, and
6. Respond to notification requests in a timely manner.

In Georgia, the following are considered best practices when notifying parents: (1) develop written procedures for compliance, which include a timeline and person, by position, responsible for verifying notification content, verifying dissemination of notification, and maintaining notification documentation, (2) notify parents in a format that will ensure all parents will have the opportunity to receive the information, (3) notify parents, to the extent practicable, in a language they may understand, and (4) ensure notification contains school/program/LEA name and point of contact by position.
PQ & In-Field Back to the Basics 101

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 don’t 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)
PQ & In-Field Back to the Basics 101
Test Your Knowledge

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

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

B. 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.

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

D. It is required that LEAs use the Right to Know and 20 Day Notification sample templates on the GaDOE website.
PQ & In-Field Resources
PQ & In-Field Back to the Basics 101
Updated Guidance Coming Soon!

GaDOE > Offices & Divisions > Federal Programs > Title Programs

“Professional Qualifications and ESSA In-Field Reporting”
# PQ & In-Field Back to the Basics 101

## FY22 Month by Month Calendar

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<th>Training Dates</th>
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<td>Programmatic Dates</td>
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<td>Data Collection Deadlines</td>
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### August 2021
- **8/1 - 8/31**
  - Communicate the Right to Know Notifications to parents within the first 30 Days of school or upon enrollment
  - Send home 20 Day Notifications for students who have been assigned for 4 or more consecutive weeks by a teacher not meeting state licensure and/or PQ requirements.
  - 20 Day Notifications only have to be sent one time for the student. They are not required to be sent again unless there is a change in the schedule or teacher and the teacher does not hold state certification/licensure.
  - Ongoing communication between RESA SNETs and LEAs to ensure coding is correct for Student Class and CPI.
  - Review teacher schedules and compare against professional qualifications, CPI and Student Class.
  - **8/27** Attend the PQ and In-Field Back to the Basics 101 Webinar [Registration Link](#).
  - **8/1 - 8/31** Review the PQ established in the FY22 CLIP.
  - Meet with the PQ and In-Field Team in your LEA to review the In-Field Portal Data Record coding errors, if applicable, to be corrected in Cycle 1 Data Submission in October.
  - Contact GaDOE with questions and concerns about the In-Field data.
  - Request Technical Assistance from GaDOE, if applicable.
  - Review the [Professional Qualifications website](#) resources.
  - Review [Data Collections Delivery Models](#) for Student Class.

### October 2021
- **10/1 - 10/31**
  - Communicate the Right to Know Notifications to parents upon enrollment.
  - Review teacher schedules and compare against professional qualifications, CPI and Student Class.
  - Send home 20 Day Notifications for students who have been assigned for 4 or more consecutive weeks by a teacher not meeting state licensure and/or PQ requirements, if applicable.
  - **10/5** Cycle 1 CPI and Student Class Data Collection Start Date/Count Date.
  - **10/12** Cycle 1 CPI and Student Class Initial Transmission Deadline.
  - **10/26** Cycle 1 CPI and Student Class End Date.

### November 2021
- **11/1 - 11/30**
  - Communicate the Right to Know Notifications to parents upon enrollment.
  - Send home 20 Day Notifications for students who have been assigned for 4 or more consecutive weeks by a teacher not meeting state licensure and/or PQ, if applicable.
  - Review the [Professional Qualifications website](#) for new resources.

### December 2021
- **12/1 - 12/31**
  - Communicate the Right to Know Notifications to parents upon enrollment.
  - Send home 20 Day Notifications for students who have been assigned for 4 or more consecutive weeks by a teacher not meeting state licensure and/or PQ, if applicable.
PQ & In-Field Back to the Basics 101
PQ & In-Field Notification Timeline

Professional Qualifications and In-Field Process Timeline

1. Establish PQ in Annual DIP
2. Publish Right to Know Notification
3. Review Teacher Credentials and Send Home 20 Day Notifications
4. Ongoing support of teachers working to meet PQ requirements
5. Participate in GaDOE Monitoring or annual self-monitoring of compliance with federal, state, or local PQ requirements

Professional Qualifications

ESSA In-Field Requirements

- Review teacher credentials to determine if teachers are in-field under ESSA and establish next steps
- Access ESSA In-Field portal on GaPSC.org to ascertain the status of records. Adjust primary data collections documents to reflect actual practices.
- Conduct final review of annual data set for the year (TBD)
PQ & In-Field Back to the Basics 101
Fiscal Agents – GNETS Program

Fiscal Agents - GNETS Program

ESSA requires SEAs and LEAs to ensure that teachers and paraprofessionals meet state certification requirements. [Sections 1111(g)(2)(d); 1112(c)(g)].

GNETS with RESA Fiscal Agents

GNETS with LEA Fiscal Agents

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 160-4-7-14

Teachers who serve GNETS must follow GaPSC certification requirements, State Board of Education rules, and program-specific delivery model requirements. O.C.G.A. §§ 20-2-200, 20-2-584, SBDE Rules:

Paraprofessionals must hold state certification and a clearance certificate. ESSA Sec: 1111(g)(2)(M); O.C.G.A. §20-2-211.1, GaPSC Rules.

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.
PQ & In-Field Back to the Basics 101
Go Exploring

https://tinyurl.com/GaPQIF

1. Pull up the Professional Qualifications and ESSA In-Field Reporting website using the Tiny URL above
2. You have five minutes to review any resources on the page
3. When time is called, you will have 1 minutes to type the name of one resource you reviewed and why you think it would be helpful to you and your colleagues.
PQ & In-Field Back to the Basics 101

Next Steps

1. Know Your PQ
2. Understand In-Field
3. Communicate with Stakeholders
4. Develop and Review Written Procedures
5. Monitor Status
6. Attend Trainings
7. Stay in Touch with GaDOE
8. Register for PQ & In-Field September 1, 2021 Webinar

https://register.gotowebinar.com/register/537817733600699151
What Questions Do You Have?
PQ & In-Field Back to the Basics 101
Contact Information

Who do teachers and Special Education coordinators contact with PQ & In-Field Questions?
GaDOE and GaPSC encourage LEA teachers and coordinators to work in partnership with local HR offices when asking questions. This helps to ensure that all key stakeholders receive a common response.

Who do LEA contacts for Professional Qualifications notify with PQ Questions?
LEA PQ Contacts may notify GaDOE staff at kcliett@doe.k12.ga.us or professionalqualifications@doe.k12.ga.us. This email is monitored daily and responses are researched and answered as quickly as possible.

Who do LEA contacts for Professional Qualifications notify with In-Field Guidance Questions?
LEA PQ Contacts may notify GaDOE staff at professionalqualifications@doe.k12.ga.us. This email is monitored daily and responses are researched and answered as quickly as possible.

Who do LEA contacts for Professional Qualifications notify with In-Field Portal Questions?
LEA PQ Contacts may notify GaPSC staff at infield@gapsc.com. Please copy GaDOE staff at professionalqualifications@doe.k12.ga.us. Our agencies collaborate to ensure a timely, researched response.
PQ & In-Field Back to the Basics 101
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