

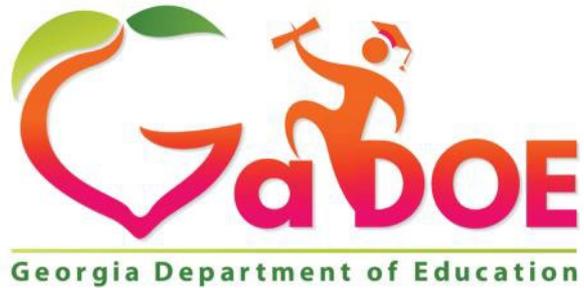
FY20 In-Field Webinar Part 2

02.21.20

Disclaimer

- The information in the presentation is the most current information available on In-field Reporting as of 02.21.20. As with any evolving system, updates will continue to be made in guidance and in coding. Please access the website www.gadoe.org for the most current In-field documentation. If there are any questions, please email professionalqualifications@doe.k12.ga.us and copy your assigned specialist.

Presenters

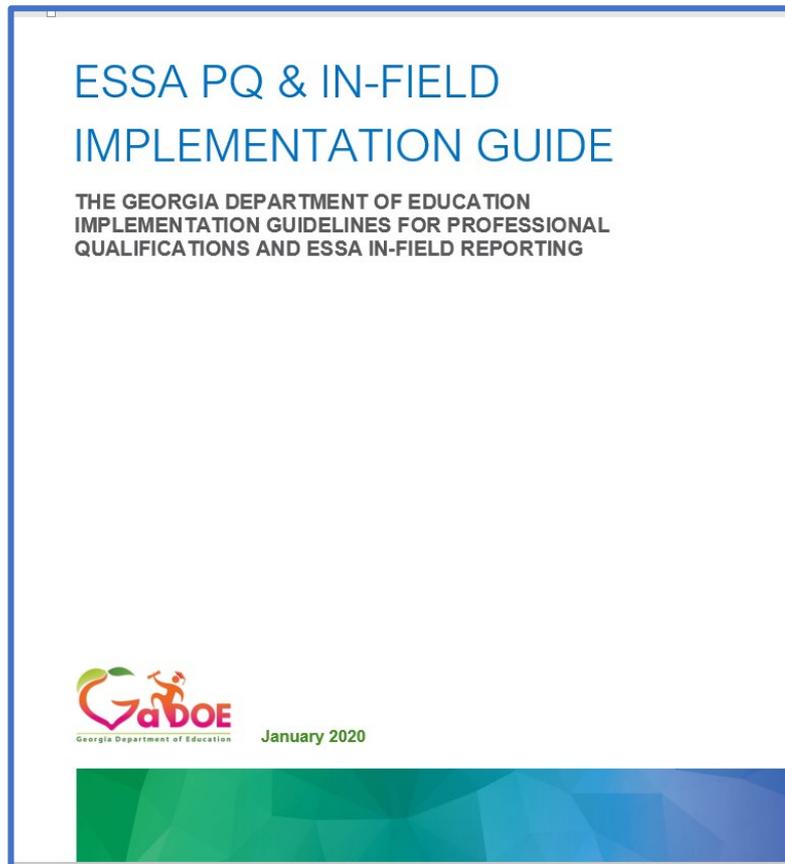


GaDOE PQ/In-Field Support

The screenshot shows the GaDOE website interface. At the top left is the GaDOE logo with the text "Georgia Department of Education". To the right is a search bar and social media icons for RSS, Pinterest, YouTube, Google+, Twitter, and Facebook. Below this is a navigation menu with items like "Offices & Divisions", "Programs & Initiatives", etc. The main content area has a breadcrumb trail: "Home → School Improvement → Teacher and Leader Effectiveness → Professional Qualifications & ESSA In-Field Reporting". The page title is "Professional Qualifications & ESSA In-Field Reporting". The main text explains that under the ESSA of 2015, Highly Qualified (HiQ) is no longer required, and instead, state certification requirements are established by the Georgia Professional Standards Commission (GaPSC). It details that LEAs must ensure teachers meet these requirements and report them in their annual ESSA application. A sidebar on the left lists various resources like "Title II, Part A" and "Teacher Keys Effectiveness System". A "Related Pages" section lists "Federal Programs" and "Title II, Part A". "Contacts" for "PQ/In-Field Guidance Questions" and "In-Field Portal Questions" are provided. A "Resources" section is also present.

GaDOE > Offices & Divisions > School Improvement/ Federal Programs > Resources
“Professional Qualifications and Related Reporting Requirements”

GaDOE PQ/In-Field Support



The PQ/ In-Field Implementation Guide is an authoritative document that guides local education agencies (LEAs) in their efforts to implement federal, state and local requirements related to professional qualifications and in-field reporting in Georgia. This document is a living document that is updated as guidance becomes available. The most current version is always available on the GaDOE website.

Reminders

- Today's focus is on In-Field and NOT Professional Qualifications
 - We will have another In-Field webinar
May 21st 9:30 AM – Save the Date!
- Spring Data Collections Submission Final Date for CPI and Student Class is **March 26, 2020**
 - Calendar is on Data Collections Webpage
- Reach out for technical assistance before second submission

Reminders

- Current In-Field reflects:
 - October - Official Signed-Off Data Collections submission for CPI
 - October - Official Signed-Off Data Collections submission for Student Class
 - October - The most recent official data collections submission with GAA Flag for Student Record Daily certification records
 - December – GAVS Teacher, Student, Course Data
 - Daily – GaPSC verification of program enrollment (GaTAPP)
 - Daily – GaPSC Certification Records (including GACE Assessments)

Reminders

- Final Records

- Spring CPI,
- Summer Student Class and Student Record,
- Summer GAVS Records
- June 30 GaPSC Certification Records and GaTAPP Enrollment

- Updates to In-Field

- May - CPI, Student Class, Student Record and GAVS will NOT appear until the next official collection is merged in the portal.
- Daily - Updates to certification and GaTAPP enrollment will appear overnight.

Accessing the In-Field Portal



Welcome, [Redacted]

Quick Lookup

SSN

Certification ID

***Attention: Please note the new HR line hours below.**

To contact the GaPSC, please call:

- [404-334-6462](tel:404-334-6462) - (inside the metro Atlanta area)
- [800-390-6698](tel: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. The HR line will be closed every Tuesday through fall CPI so staff can focus on case processing.

NOTE:

Voicemail is available during the HR line hours listed above. If the HR Specialists are assisting other HR line callers, your call will be returned in the order in which it was received. You can also contact the Certification Helpdesk by emailing us at certhelp@gapsc.com.

Please remember not to share these numbers or email with the general public.



[CAPSLOOKUP](#)

[HIQ](#)

[In-field](#)

[In-field 2020](#)

[Employer Surveys](#)

[DataBank](#)



Message Center

If you need assistance...



Resources

[Certification Resources](#)

[Certification Training Library](#)

[PRS-II Screen Shots - 6/14/17](#)

[Site Visitor Training](#)

[EPP Quick Reference Guide - Certification](#)

[Candidate Quick Reference Guide](#)

[Program Approval FAQs](#)



Downloads

[Certification Applications and Forms](#)

[Pre-Service Certificate Application](#)

[License and Clearance Certificate Application](#)



Links

[PSC Home Page](#)

[Georgia School Superintendents Association](#)

[Georgia Department of Education](#)

Accessing the In-Field Portal

In-field System

Documentation

[ESSA In-Field Updates for FY19](#)

For further assistance email: infield@gapsc.com

Find an educator

SSN OR Certificate Number

First name Last name

Locate an educator directly without looking through the list.

Select Records

Academic Year & Data Cycle

2020-1

School Buildings

All Schools

Content Status

Subject to In-field rules

System

-- Select one system --

Type

Teachers

Services Status

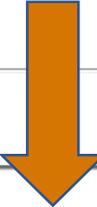
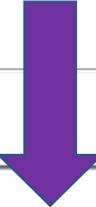
Subject to In-field rules

New Feature – Content/Services Status with Educator Search

Find an educator

SSN OR Certificate Number

First name Last name

Search Results

SSN	Cert ID	Name	Course	System	School	Content Status	Services Status	Overall Status
			27.02200 Mathematics/Grade 7			In-field	Out-of-Field	Out-of-field
			27.02200 Mathematics/Grade 7			In-field	Not applicable	In-field
			35.01800 Study Skills 7			In-field	Not applicable	In-field
			45.00800 Social Studies/Grade 7			In-field	Out-of-Field	Out-of-field

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			35.01800 Study Skills 7			In-field	Not applicable	In-field
			45.00800 Social Studies/Grade 7			In-field	Out-of-Field	Out-of-field



Service = Special Education, EIP, Gifted, and ESOL

What happens when a service teacher does not hold in-field credentials? The primary teacher, as teacher of record, will show out-of-field for service. Once the additional teacher has in-field credentials, the primary teacher will show as in-field for service. Service teachers are not listed in the search results unless they are the teacher of record.

Accessing the In-Field Portal

In-field System

Documentation

[ESSA In-Field Updates for FY19](#)

For further assistance email: infield@gapsc.com

Find an educator

SSN OR Certificate Number

First name Last name

Select Records

Academic Year & Data Cycle

2020-1

School Buildings

All Schools

Content Status

Subject to In-field rules

Academic Year & Data Cycle

2020-1

School Buildings

- In-field
- Out-of-field
- Subject to In-field rules**
- Not Subject to In-field rules
- All

Accessing the In-Field Portal

In-field System

Documentation

[ESSA In-Field Updates for FY19](#)

For further assistance email: infield@gapsc.com

Find an educator

SSN OR Certificate Number

First name Last name

Select Records

Academic Year & Data Cycle

2020-1

School Buildings

All Schools

Content Status

Subject to In-field rules

System

-- Select one system --

Type

Teachers

Services Status

Subject to In-field rules

New Field

- In-field
- Out-of-field
- Subject to In-field rules
- Not Subject to In-field rules
- All

The In-Field Portal

Select Records

Academic Year & Data Cycle
2020-1 ▼

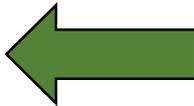
School Buildings
All Schools ▼

Content Status
Subject to In-field rules ▼

System
▼

Type
Teachers ▼

Services Status
Subject to In-field rules ▼



Page 5 of 28

SSN ▼	Cert ID	Name ▼	School	Course Number	Grade(s)	Students	Content Status	Services Status	Overall Status
123456789	98765	Joe Bob	Ray Charles Middle School	11.01900 Advanced Placement Computer Science Principles	9 - 12	19	Out-of-field	In-Field	Out-of-field
232232232	567756	Suzy Q	Erskine Caldwell Elementary School	27.09740 GSE Pre-Calculus	11	14	In-field	In-Field	In-field
446962634	77826	Marshall Mathers	James Bowie High School	27.02200 Mathematics/Grade 7	7	55	In-field	In-Field	In-field
987654321	8865310	Conrad Aiken	Ty Cobb Academy	23.01100 Language Arts/Grade 6	6	1	In-field	Out-of-Field	Out-of-field

- **Printable View** – prints all rows on all pages of the list.
- **Data View** – generates a file from all rows on all pages of the list.

Select Records

Academic Year & Data Cycle

2020-1 ▼

School Buildings

All Schools ▼

Content Status

Subject to In-field rules ▼

Search

System Report

System

▼

Type

Teachers ▼

Services Status

Subject to In-field rules ▼

Building Report

Printable View

Data View



Page 5 of 28

SSN ↕	Cert ID	Name ↓	School	Course Number	Grade(s)	Students	Content Status	Services Status	Overall Status
123456789	98765	Joe Bob	Ray Charles Middle School	11.01900 Advanced Placement Computer Science Principles	9 - 12	19	Out-of-field	In-Field	Out-of-field
232232232	567756	Suzy Q	Erskine Caldwell Elementary School	27.09740 GSE Pre-Calculus	11	14	In-field	In-Field	In-field
446962634	77826	Marshall Mathers	James Bowie High School	27.02200 Mathematics/Grade 7	7	55	In-field	In-Field	In-field
987654321	8865310	Conrad Aiken	Ty Cobb Academy	23.01100 Language Arts/Grade 6	6	1	In-field	Out-of-Field	Out-of-field

Click SSN or enter Cert ID for Details on Content and Service Status

2020 In-Field Portal Updates since 2-14-20

1. Special Education Delivery Model 1 is only In-Field applicable when Inclusion Code is 8
2. Additional teachers with charter waivers 101, 102 or 103 in CPI with job code 131, 132 or 133 are in field for EIP services
3. Additional teachers with charter waivers 101, 102 or 103 in CPI with job code 144 are in field for ESOL services
4. Additional teachers with charter waivers 101, 102 or 103 in CPI with job code 146, 147, or 148 are in field for Gifted services
5. Web site now has “In-Field by Waiver” under the Content status for your monitoring

Reminder #1 – In-Field Format

Class size: 66

SpEd: ✓ EIP: ✓ ESOL: ✗ Gifted: n/a AP: n/a IB: n/a GAA: n/a



Student
Class
Delivery
Model
Special
Education
No GAA
Flag

Student
Class
Delivery
Model EIP

Student
Class
Delivery
Model
ESOL

Student
Class
Delivery
Model
Gifted
1, 2, 3,
4, 5, 7

Student
Class
Delivery
Model
Gifted
8
+CPI AP
Report

Student
Class
Delivery
Model
Gifted
9
+CPI IB
Report

Student
Class
Delivery
Model
Special
Education
GAA
Flag

Individual students receiving more than one service may appear in multiple categories. If earning FTE, teachers must be scheduled in such a way that honors the service plan established for the student.

PQ and In-Field - Student Class

2019-2020 GaDOE Data Conference

Program Area	Delivery Model	Delivery Model Code #	COURSE TEACHER CODE	ADDITIONAL TEACHER 1-3	Comments - Description	COURSE NUMBER	INCLUSION CODE
ESOL	Pull-Out	1	COURSE TEACHER with content appropriate certification	ESOL Teacher with ESOL certification / endorsement	EL students are taken out of a general education class for the purpose of receiving small group language instruction from the ESOL teacher. NOTE: When pulling out EL students out of content area courses, the students will remain on the content area course roster with the general education teacher. The delivery model is assigned to the EL student(s) receiving language instruction in this course. IF a separate ESOL class roster is created, do not report the separate ESOL class in Student Class.	Content Area Course Number	
ESOL	Push-In	2	COURSE TEACHER with content appropriate certification	ESOL Teacher with ESOL certification / endorsement	EL students remain in their core academic class (reading, language arts, mathematics, science, or social studies) where they receive content instruction from their content area teacher along with targeted language instruction from an ESOL teacher. The delivery model is assigned to the EL student(s) receiving language instruction in this class. IF a separate ESOL class roster is created, do not report the separate ESOL class in Student Class.	Content Area Course Number	
ESOL	Resource Center/Lab	4	ESOL Teacher with ESOL certification / endorsement	No	EL students receive language assistance in a group setting supplemented by multimedia materials.	ESOL Course Number (55.xx)	
ESOL	Scheduled Class Period (Scheduled Language Acquisition)	5	ESOL Teacher with ESOL certification / endorsement.	No	In a class composed only of ELs, EL students receive instruction in foundational social and instructional English as well as in the academic languages of content. This model can be used for EL students scheduled for a full segment of English language support. A content course number is not used since instruction is focused primarily on learning	ESOL Course Number (55.xx)	

The full Student Class Delivery Models spreadsheet also has the information summarized below.

NOTE: Primary Teacher =
COURSE TEACHER CODE.

PQ and In-Field - ESOL

2019-2020 GaDOE Data Conference

ESOL DELIVERY MODELS

Delivery Model	Student Class - Primary Teacher	Student Class - Additional Teacher
(1) Pull-Out	Content	ESOL Certification OR Endorsement
(2) Push-In	Content	ESOL Certification OR Endorsement
(4) Resource Center/Lab	ESOL Certification OR Endorsement	N/A
(5) Scheduled Class	ESOL Certification OR Endorsement	N/A
(A) Scheduled Class NP	ESOL Certification OR Endorsement	N/A
(6) Innovative Delivery	Content And/ Or ESOL Cert./ End.	Content And/ Or ESOL Cert./ End.
(8) Sheltered Content	Content AND ESOL Certification OR Endorsement	N/A
(B) Sheltered Content NP	Content AND ESOL Certification OR Endorsement	N/A
(9) Dual Language Immersion	Content AND ESOL Certification OR Endorsement	N/A

PQ and In-Field - EIP

2019-2020 GaDOE Data Conference

EIP DELIVERY MODELS

Delivery Model	Student Class - Primary Teacher	Student Class - Additional Teacher
(1) Augmented	Content	Content
(2) Self-Contained	Content	N/A
(3) Pull-Out	Content	Content
(4) Reduced Class	Content	N/A
(5) Reading Recovery	Content	Content
(6) Innovative Model	Content	Varies by Model

PQ and In-Field - Gifted

2019-2020 GaDOE Data Conference

GIFTED DELIVERY MODELS

Delivery Model	Student Class - Primary Teacher	Student Class - Additional Teacher
(1) Resource Class	Content AND Gifted Certification OR Endorsement	N/A
(2) Advanced Content (Not AP/IB)	Content AND Gifted Certification OR Endorsement	N/A
(3) Cluster Grouping	Content AND Gifted Certification OR Endorsement	N/A
(4) Collaborative	Content	Gifted Certification OR Endorsement
(5) Internship/Mentorship	Content (at Grade Level) AND Gifted Certification OR Endorsement	N/A
(7) Innovative Delivery	Content And/Or Gifted Cert./End.	Content And/Or Gifted Cert./End.
(8) Advanced Placement (AP)	Content AND Gifted Cert./End. OR Content AND AP Training + 10 Hr PD	N/A
(9) International Baccalaureate (IB)	Content AND Gifted Cert./End. OR Content AND IB Training + 10 Hr PD	N/A

PQ and In-Field – SPECIAL EDUCATION

2019-2020 GaDOE Data Conference

SPECIAL EDUCATION DELIVERY MODELS

Delivery Model	Student Class - Primary Teacher	Student Class - Additional Teacher
(1) Additional Supportive Service to SWD Student	Content	Any Cert/CHW (Inclusion Code 8 only)
(2) Additional Supportive Service to the Teacher	Content	N/A
(3) Direct Service: Consultative	Content	Special Education Certification (Inclusion Code 9)
(4) Direct Service: Collaborative	Content	Special Education Certification (Inclusion Code 9)
(5) Direct Service: Co-Teaching	Content	Special Education Certification (Inclusion Code 9)
(6) Specialized Placement/ Individual or Small Group	Content AND Special Education Certification	N/A
(7) Specialized Placement/ Individual or Small Group Additional Content Teacher	Content	Special Education Certification

Updated

What does this Course tell us?

Class size: 66

SpEd: 1 ✓ EIP: 11 ✓ ESOL: 2 X Gifted: 0 n/a AP: 0 n/a IB: 0 n/a GAA: 0 n/a

In this course of 66

- 1 student is coded in Student Class with a SpEd Delivery Model with no GAA Flag
- 11 students are coded in Student Class with an EIP Delivery Model
- 2 students are coded in Student Class with an ESOL Delivery Model
- 52 students are coded in Student Class as regular students [No service Delivery Models in Gifted, AP, IB, or GAA]

Reminder #2 - FERPA

- Do not email SSNs to GaDOE or GaPSC – if you have technical assistance question, all we need for look-up is a certificate ID

Reminder #3 - GAA

- GAA Flag – is current year
- SBOE Rule asks IEP teams to discuss testing annually. While a student's IEP is not required to reflect GAA in non-tested years, it is possible to annually report in the Data Collections submission of Student Class K-12 students who are eligible for alternative testing (GAA) in accordance with the student's IEP.
- Reach out to Linda Castellanos if you have questions regarding this.

Reminder #4 - Prioritize

- CPI is due March 26
- Check Data Collections for details on submission requirements
- March CPI is the last chance to make updates to Charter Waiver Codes and AP/IB Reports

Reminder #5 – Research Alignment

- Certification/Curriculum Assignment Policies System is on GaPSC's website
 - Main Page>Quick Links>CAPS
- This shows the certificates that are in-field for courses. Special Education certification appears in many courses but may also require content. Check certification rules if you are unsure.
- Questions about alignment should be directed to the LEA's HR department and their designated GaPSC contact.

Reminder #6 – GAVS

- LEAs reporting GAVS teachers should use the teacher identifier 222-22-2222. In-Field uses this teacher code exclusively to ‘look-up’ GAVS records to determine the actual teacher.
- In-Field also references GTID and course codes to ensure the correct teacher is reported.
- If you experience data discrepancies review Student Class and contact GAVS.

Reminder #7 – Updates Since Friday

- Update 1
 - Some certificates that did not require GACE assessments were appearing as out-of-field, primarily in non-core fields, – this has been fixed.
- Update 2
 - While all data for Special Education students, including GAA were behind the scenes in the In-Field Portal, the dashboard did not display the GAA count. This has been fixed.

Reminder #8 – Charter Waiver Codes

- CHW and Content
 - The In-Field Portal matches the Course Number in Student Class with the Subject Code in CPI to apply the Charter Waiver Code (CHW) asserted in CPI.
- CHW and Service
 - Charter Waiver Codes are allowable for ESOL, EIP, and Gifted, however, they are not currently reflected in the data. GaDOE and GaPSC are working behind the scenes to address this. Communication will go out to all stakeholders once a determination is made. No action is required at this time.

Reminder #9 – CPI Data Collection Update New process

CPI Coordinators are required to verify that the Advanced Placement Teachers and International Baccalaureate Teachers have completed 10-hours of professional development.

- Please work with your CPI Coordinator to ensure verifications are complete and accurate
- Last opportunity to report this data for the current school year is the March CPI Data Collection which ends March 26, 2020.
- Please ask your CPI Coordinator for a copy of the CP047 Licensed or Professional Development Report to view before the deadline.

Accessing Staff Reports

Quick Lookup SSN Certification ID

***Attention: Please note the new HR line hours below.**

To contact the GaPSC, please call:

- [404-334-6462](tel:404-334-6462) - (inside the metro Atlanta area)
- [800-390-6698](tel:800-390-6698) - (outside the metro Atlanta area)

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If you need assistance...

Resources

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- Certification Training Library
- PRS-II Screen Shots - 6/14/17
- Site Visitor Training
- EPP Quick Reference Guide - Certification
- Candidate Quick Reference Guide
- Program Approval FAQs

Downloads

- Certification Applications and Forms
- Pre-Service Certificate Application
- License and Clearance Certificate Application

Links

- PSC Home Page
- Georgia School Association
- Georgia Department of Education

Category: Certification lists

Report: -- Select a report --

School System: -- Select a report --

School Building: -- Select a report --

Report Description:

- Assessment records
- Current certifications
- Current certifications regardless of location
- Current non-renewable certificates
- Current paraprofessional certificates
- Educators needing to renew in previous academic year
- Educators needing to renew this year
- Educators needing VLP
- Educators NOT met exception children requirement
- Educators NOT registered in MyPSC
- Educators with ANY credentials expiring this year
- Educators with ANY credentials that expired in the previous academic year
- Educators with Non-renewable credentials expiring this year
- Educators with unremediated UNSATs who have credentials expiring this year
- Educators with UNSATs
- Educators without a Clearance Certificate**
- National Board Certified

This page is best viewed using Internet Explorer v8.0 or higher at 1440 x 900 screen resolution or above.

Next Steps

- Check records NOW – don't wait
 - Work Internally First
 - Don't forget that In-Field is a snapshot of the most recent official collection – it will not show daily transmissions. If you have already fixed it – don't worry
 - Check employee credentials against assignment. If they don't have the credentials and you want the individual to have the credentials, work with GaPSC to make it happen. In-Field is a reporting requirement not a mandate.
 - Ensure reporting accurately reflects what is happening. Do not change reporting if it is accurate.
 - If a scenario seems to reflect the guidance and rules, but is still showing as 'out-of-field' contact
professionalqualifications@doe.k12.ga.us

Questions? Whom to Contact...

- If you have questions regarding CPI or Student Class, you should contact Data Collections
 - Sharon Armour 404-657-1064 sarmour@doe.k12.ga.us
Data Collections Specialist (Student Class, Course Table Maintenance)
 - Katie Green 404-463-1946 kagreen@doe.k12.ga.us
Data Collections Specialist (CPI, Free and Reduced Meal)
- If your LEA has questions about PQ/In-Field guidance contact GaDOE Program Staff or email professionalqualifications@doe.k12.ga.us
- If your LEA has questions about In-Field portal on GaPSC.org- email infield@gapsc.com and copy professionalqualifications@doe.k12.ga.us

Questions? Whom to Contact...

- CAPS – Contact HR to contact GaPSC
- Certification – Contact HR to contact GaPSC
- Charter and Strategic Waiver – Allen Mueller, Director, Flexibility & Charter Schools / amueller@doe.k12.ga.us
- EIP - Anisha Donald, EIP Program Specialist / adonald@doe.k12.ga.us
- ESOL - Dr. Margaret Baker, Program Manager, ESOL and Title III, Part A Language Programs / mbaker@doe.k12.ga.us
- Gifted - Gail Humble, Program Manager, College Readiness and Talent Development / ghumble@doe.k12.ga.us
- Special Education – Linda Castellanos, Program Manager for GO-IEP / lcastellanos@doe.k12.ga.us
- TKES/LKES – Melinda Moe, Program Manager, Leader Support / mmoe@doe.k12.ga.us

Questions from the webinar

- Where can I view the webinar recording?
 - The webinar recording will be available on the professional qualifications web page [https://www.gadoe.org/School-Improvement/Teacher-and-Leader-Effectiveness/Pages/Professional-Qualifications-\(PQ\).aspx](https://www.gadoe.org/School-Improvement/Teacher-and-Leader-Effectiveness/Pages/Professional-Qualifications-(PQ).aspx)
- Why was there a red X next to the ESOL information (slides 18 and 24)?
 - The red X indicates out-of-field so for that course the two ESOL students were coded in Student Class as receiving ESOL services, but an additional teacher with ESOL credentials was not listed to provide those services.



Questions from the webinar

- I can only see the FY19 in-field portal
 - There are two buttons in the portal one is for the FY19 and before data and one is for FY20. Click on the  button to see this years data.
- A teacher in a parasupport classroom would show as out-of-field for service; is that correct?
 - Not necessarily. If the delivery model for the SPED student is coded as a 1 in Student Class and the inclusion model is a 4 then the portal knows not to look for an additional teacher providing services and the class would be in-field for services.

Next FY20 In-Field Updates Webinar

**Thursday 5.21.20
at 9:30 AM**