

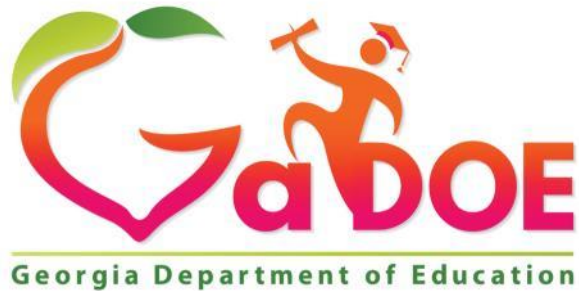
FY20 In-Field Webinar

02.14.20

Disclaimer

- The information in the presentation is the most current information available on In-field Reporting as of 02.14.20. 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



Ken Banter

Title I, Part A Senior Program Manager
Georgia Department of Education



Jackson Alley

Data Analyst
Georgia Professional Standards Commission

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", "Data & Reporting", "Learning & Curriculum", "State Board & Policy", "Finance & Operations", "Contact", and "Calendar". 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". A sidebar on the left lists navigation options: "Office of Teaching and Learning", "Teacher and Leader Support and Development" (highlighted), "Title II, Part A", "Georgia's Systems of Continuous Improvement", "Teacher Keys Effectiveness System", "Leader Keys Effectiveness System", "Teacher/ Leader Induction Guidance", "Professional Learning/ Resources", and "GaDOE Electronic Platform". The main text explains that under the reauthorization of the Elementary and Secondary Education Act of 1965 as the Every Student Succeeds Act (ESSA) of 2015, Highly Qualified (HiQ) is no longer required or reported to the United States Department of Education (USDE). Instead, ESSA, under Title I, Part A, says that state education agencies (SEAs) and local education agencies (LEAs) must ensure teachers meet applicable state certification requirements. In Georgia, under the Official Code of Georgia Annotated (O.C.G.A.), state certification requirements are established by the Georgia Professional Standards Commission (GaPSC). However, Georgia law also allows LEAs to waive certification requirements in Title 20 if the LEA has an approved Charter or Strategic Waiver Application. LEAs that waive state certification must establish professional qualifications (PQ) for their teachers and report the requirements in their annual ESSA application - the Consolidated LEA Improvement Plan (CLIP). In Georgia, professional qualification requirements apply to all teachers in all local education agencies. It also states that ESSA requires SEAs to report information on the qualifications of teachers including out-of-field. In Georgia, this is done at the close of each school year and is based on data submitted by LEAs (CPI, Teacher Course, Student Record) as cross-referenced with GaPSC certification records. In Georgia, out-of-field is determined using the GaPSC's in-field requirements as listed in the Certification/ Curriculum Assignment Policies System (CAPS). If certification is waived, teachers may meet in-field requirements using equivalent qualifications (degree, coursework, or content area assessment). A note at the bottom says: "For more detailed information about professional qualifications and reporting requirements, please use the resources below." On the right side, there are sections for "Related Pages" (listing Federal Programs, Title II, Part A, Data Collections, Charter Division, Strategic Waiver Support, Georgia Professional Standards Commission, and T&L Course Numbers and Descriptions), "Contacts" (listing "PQ/In-Field Guidance Questions" at professionalqualifications@doe.k12.ga.us and "In-Field Portal Questions" at infield@gapsc.com), and "Resources".

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

GaDOE PQ/In-Field Support

ESSA PQ & IN-FIELD IMPLEMENTATION GUIDE

THE GEORGIA DEPARTMENT OF EDUCATION
IMPLEMENTATION GUIDELINES FOR PROFESSIONAL
QUALIFICATIONS AND ESSA IN-FIELD REPORTING



January 2020

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:
 - The most recent official data collections submission for CPI
 - The most recent official data collections submission for Student Class
 - The most recent official data collections submission with GAA Flag for Student Record
 - Daily certification records (including GACE assessments)
 - Daily verification of program enrollment (GaTAPP)
- Final In-Field Reports will come from summer collections and final certification records as of June 30.
- Updates to CPI and Student Class will NOT appear until the next official collection is merged in the portal. Updates to certification will appear overnight.

Provisioning Users

- If you are the Account Manager, you can provision users on www.gapsc.org
- Contact your Account Manager within your District if you do not have an account for www.gapsc.org
- Levels and roles same as prior year
 - Building-level
 - System-level

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

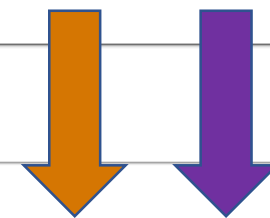
Subject to In-field rules

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 |
|------------|---------|------------|---------------------------------|------------|------------|----------------|-----------------|----------------|
| [Redacted] | 653715 | [Redacted] | 27.02200 Mathematics/Grade 7 | [Redacted] | [Redacted] | In-field | Out-of-Field | Out-of-field |
| | 653715 | | 27.02200 Mathematics/Grade 7 | | | In-field | | In-field |
| | 653715 | | 35.01800 Study Skills 7 | | | In-field | | In-field |
| | 653715 | | 45.00800 Social Studies/Grade 7 | | | In-field | Out-of-Field | Out-of-field |

Accessing the In-Field Portal

In-field System

Documentation

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

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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

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



The In-Field Portal – System Report

| | Percent Out-of-field Courses | Percent Out-of-field CTAE/JROTC Courses | Percent Out-of-field ELA Courses | Percent Out-of-field Fine Arts Courses | Percent Out-of-field Foreign Language Courses | Percent Out-of-field Math Courses | Percent Out-of-field PE/Health Courses | Percent Out-of-field Pre-Kindergarten Courses | Percent Out-of-field Science Courses | Percent Out-of-field Social Science Courses | Percent Out Of Field Paraprofessional Courses |
|------------------------------|------------------------------|---|----------------------------------|--|---|-----------------------------------|--|---|--------------------------------------|---|---|
| System Wide | 13.7% | 8.2% | 27.5% | 17.4% | 0% | 7.7% | 4.3% | 0% | 19.5% | 12.6% | 0% |
| XXX County High School | 13% | 13.3% | 20.4% | 32% | 0% | 8.1% | 7.1% | 0% | 11.5% | 7.4% | 0% |
| XXX County Elementary School | 13.3% | 0% | 33.3% | 0% | 0% | 11.1% | 0% | 0% | 4.8% | 4.5% | 0% |
| XXX County Middle School | 18.6% | 5.3% | 37.5% | 0% | 0% | 12.5% | 5.9% | 0% | 30% | 37.5% | 0% |
| XXX County Primary School | 19.4% | 3.7% | 56% | 0% | 0% | 6.1% | 0% | 0% | 44.4% | 0% | 0% |
| XXX Elementary School | 7.1% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 15.8% | 5.3% | 0% |
| XXX Elementary School | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% |

The In-Field Portal

✓ In-field by certification
✓ In-field by waiver
✓ In-field by GACE
✗ Not In-field
CC No Clearance Certificate
REV Certificate Revoked
✗ Content OK needs SpEd
✗ Content OK needs Gifted
✗ Content OK needs ESOL
4 IN4 req not met Pri Tchr
4 IN4 req not met Add'l Tchr
? Course not in CAPS
n/a In-field not applicable
* Indicates status is disputed

[Printable View](#)
[Data View](#)
These functions coming soon

Page 2 of 9

| SSN | Cert ID | Name | School | Course Number | Grade(s) | Students | Content Status | Services Status | Overall Status |
|------------|---------|------|--------|---------------------------------|----------|----------|----------------|-----------------|----------------|
| [Redacted] | | | | 23.00300 Language Arts/Grade 2 | 2 | 23 | In-field | Out-of-Field | |
| | | | | 41.01500 Science/Grade 4 | 4 | 42 | In-field | Out-of-Field | |
| | | | | 45.00500 Social Studies/Grade 4 | 4 | 40 | In-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

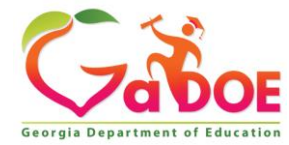
System
 [Redacted]
Type
 Teachers
Services Status
 Subject to In-field rules
 Building Report

✓ In-field by certification
✓ In-field by waiver
✗ In-field by GACE
✗ Not In-field
CC No Clearance Certificate
REV Certificate Revoked
✗ Content OK needs SpEd
✗ Content OK needs Gifted
✗ Content OK needs ESOL
4 IN4 req not met Pri Tchr
4 IN4 req not met Add'l Tchr
? Course not in CAPS
n/a In-field not applicable
* Indicates status is disputed

Printable View
Data View

| SSN | Cert ID | Name | School | Course Number | Grade(s) | Students | Content Status | Services Status | Overall Status |
|------------|---------|-------------------|------------|--------------------------------|----------|----------|----------------|-----------------|----------------|
| [Redacted] | 652925 | Boatright, Erika | [Redacted] | 55.00400 ESOL/Grade 3 | 3 | 9 | In-field | Out-of-Field | Out-of-field |
| [Redacted] | 263047 | Boatright, Sheila | [Redacted] | 23.01300 Language Arts/Grade 8 | 8 | 75 | Out-of-field | In-Field | Out-of-field |

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



✓ In-field by certification waiver ✓ In-field by waiver ✓ In-field by GACE ✗ Not In-field CC No Clearance Certificate REV Certificate Revoked ✗ Content OK needs SpEd ✗ Content OK needs Gifted ✗ Content OK needs ESOL 4 IN4 req not met Pri Tchr 4 IN4 req not met Add'l Tchr ? Course not in CAPS n/a In-field not applicable * Indicates status is disputed

In-field Status Information

Content Status: In-field ✓
 Services Status: In-Field
 Overall Status: In-field
 System: [Redacted]
 School: [Redacted]
 Course: 27.02100 Mathematics/Grade 6
 Grade(s): 6
 Class size: 53
 SpEd: 15 ✓ EIP: 0 n/a ESOL: 0 n/a Gifted: 0 n/a AP: 0 n/a IB: 0 n/a GAA: 0 n/a

Flag indicates In-field status

All courses appear as '0'

EIP, AP, IB # – New for 2020

Disputation Reason: -- Select a reason -- Log Dispute
 * indicates that a reason cannot be used at this time.

of students w SpEd flag

Additional Teachers

| Name | CertID | SpEd General | SpEd Adapted | Gifted | ESOL |
|------------|------------|--------------|--------------|--------|------|
| | | Yes | No | No | No |
| [Redacted] | [Redacted] | | | | |

Additional Teacher Listed with Service

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.

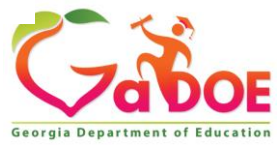
Click SSN/ Cert ID for Details

Field/Endorsement

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):

| Type | Field Description | First Issue Date | Current Issue Date | Begin Valid Date | End Valid Date |
|------|---|------------------|--------------------|------------------|----------------|
| C | CLEARANCE CERTIFICATE [FLD694] | 2017-06-06 | 2017-06-06 | 2017-07-01 | 2022-06-30 |
| SRT | ELEMENTARY EDUCATION (P-5) [FLD808] | 2002-06-05 | 2017-06-06 | 2017-07-01 | 2022-06-30 |
| SRT | MIDDLE GRADES (4-8) - MATH [FLD851] | 2012-07-16 | 2017-06-06 | 2017-07-01 | 2022-06-30 |
| SRT | READING ENDORSEMENT [FLD833] | 2013-12-09 | 2017-06-06 | 2017-07-01 | 2022-06-30 |
| SRT | SP ED GENERAL CURRICULUM (P-12) CONSULTATIVE [FLD798] | 2011-07-18 | 2017-06-06 | 2017-07-01 | 2022-06-30 |
| SRT | SP ED LANGUAGE ARTS COGNITIVE LEVEL (P-5) [FLD930] | 2012-04-18 | 2017-06-06 | 2017-07-01 | 2022-06-30 |
| SRT | SP ED MATH COGNITIVE LEVEL (P-5, 4-8) [FLD911] | 2012-07-16 | 2017-06-06 | 2017-07-01 | 2022-06-30 |
| SRT | SP ED READING COGNITIVE LEVEL (P-5) [FLD950] | 2012-04-18 | 2017-06-06 | 2017-07-01 | 2022-06-30 |
| SRT | SP ED SCIENCE COGNITIVE LEVEL (P-5) [FLD920] | 2012-04-18 | 2017-06-06 | 2017-07-01 | 2022-06-30 |
| SRT | SP ED SOCIAL SCIENCE COGNITIVE LEVEL (P-5) [FLD940] | 2012-04-18 | 2017-06-06 | 2017-07-01 | 2022-06-30 |



The In-Field Portal

Determining In-Field for Content by Certification

1. Compare the course number for a teacher's entry in Student Class to course definitions in CAPS.
2. Does the teacher hold suitable certification in an appropriate field listed in CAPS for that course number?

Determining In-Field for Service by Delivery Model and Certification

1. Compare the Cert ID for a teacher to the Delivery Model.
2. Does the teacher hold suitable certification for the delivery model?

Determining In-Field for Content, ESOL, or Gifted by Charter Waiver Code

1. Compare the course number for a teacher's entry in Student Class to course definitions in CAPS.
2. Does the teacher have a waiver code in CPI for the subject code for that course number and each location?

NOTE: *Special Education Teachers must hold certification in a special education field*

Updates

- Updates
 - In-field Portal User Interface
 - Infield & PQ Implementation Guide and Quick Guides– updated (02.06.20)
- Areas to Watch
 - New Delivery Models – Special Education and EIP
 - New CPI Report Assurance – AP and IB (Look for guidance from Data Collections on completing the CPI Report)
 - GAVS – use of correct teacher code (222-22-2222), student GTID and same course code

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)

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.

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Voice mail 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.

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 Association
- Georgia Department of Education

Category: Certification lists

Report: -- Select a report --

School System: -- Select a report --

School Building: Assessment records

Report Description: 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

Include SSNs:

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? Who 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

Next FY20 In-Field Updates Webinar

Friday 2.21.20 at 2:00 PM