

FY19 In-Field Webinar

05.14.19



Disclaimer

*The information in the presentation is the most current information available on In-field Reporting as of **05.14.19**.*

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.

GaDOE In-Field Support



professionalqualifications@doe.k12.ga.us

GaDOE PQ/In-Field Support

The screenshot shows the GaDOE website page for Professional Qualifications & ESSA In-Field Reporting. The page features a navigation menu at the top with categories like 'Offices & Divisions', 'Programs & Initiatives', and 'Data & Reporting'. The main content area is titled 'Professional Qualifications & ESSA In-Field Reporting' and includes a sidebar with a table of contents. The main text explains the requirements for LEAs to report on teacher qualifications under ESSA, mentioning the Georgia Professional Standards Commission (GaPSC) and the Consolidated LEA Improvement Plan (CLIP). It also provides contact information for the In-Field Portal and a list of resources.

Professional Qualifications & ESSA In-Field Reporting

Under the reauthorization of the Elementary and Secondary Education Act of 1965 as the Every Student Succeeds Act (ESSA) of 2015, Highly Qualified (HQ) 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.

In addition, 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).

For more detailed information about professional qualifications and reporting requirements, please use the resources below.

LEA Professional Qualifications
FY19 LEA Professional Qualifications

RESOURCES

Overview Documents

- GaDOE PQ ESSA In-Field Decision Guide (03.20.19)
- GaDOE PQ ESSA In-Field Quick Guide (03.20.19)
- GaDOE PQ ESSA In-Field Special Education Guide (03.20.19)

Guidance Documents

- GaDOE PQ and ESSA In-Field Implementation Guide (05.13.19)
- In-Field FAQs (02.10.19)

Sample Notification Documents

- Sample: Parents Right to Know Notification - English & Spanish translation (06.12.18)

Related Pages

- Federal Programs
- Title II, Part A
- Data Collections
- Charter Division
- Strategic Waiver Support
- Georgia Professional Standards Commission
- T&L Course Numbers and Descriptions

Contacts

PQ/In-Field Guidance Questions
professionalqualifications@doe.k12.ga.us

In-Field Portal Questions
infield@apps.com

Resources

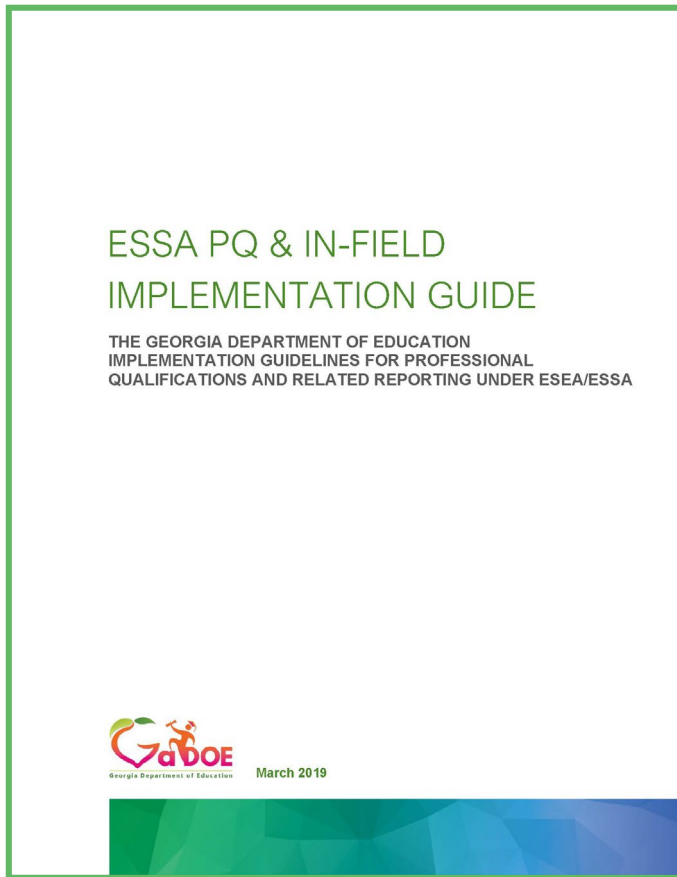
- Official Code of Georgia (OCGA)
- State Board of Education (SBOE)
- GaDOE Charter Division
- GaDOE Policy and SWSS
- GAPSC Certification Rules
- CAPS
- ESOL Guidance
- Gifted Guidance
- Special Education Guidance
- Data Collections Guidance
- GOSA Report Card

Federal Guidance

- Every Student Succeeds Act

GaDOE > Offices & Divisions > Federal Programs > Federal Programs
“Professional Qualifications and ESSA In-Field Reporting”

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
- Summer Data Collections Submissions
(Calendar is on Data Collections Webpage)
 - June 11 - Student Class Submission End Date
 - June 18 - Student Record Submission End Date
 - July 25 - CPI Submission End Date

Reminders

- Current In-Field reflects:
 - Spring CPI Data Collections Submission
 - Spring Student Class Data Collections Submission
 - Spring Student Record Data Collections Submission (GAA Flag)
 - Daily Certification Records (including GACE assessments)
 - Daily Verification of Program Enrollment (IN4Ts)
- 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

- Use your www.gapsc.org Account Manager
- Ask infield@gapsc.com if you don't have a www.gapsc.org account manager
- Same “levels” and roles as HiQ
 - Building-level
 - System-level
 - Edit or View

Accessing the In-Field Portal

The screenshot displays the Georgia Professional Standards Commission website. At the top left is the logo with the text "STUDY CERTIFICATION REVENUE PREPARATION" and "Protecting Georgia's Higher Standard of Learning". To the right are navigation links: Home, Change Password, Update Profile, and Logout. Below this is a "Quick Lookup" section with input fields for "SSN" and "Certification ID", and a "Go" button. A row of four buttons follows: "ExpressLane", "CAPSLOOKUP", "In-field", and a red arrow pointing to "In-field". Below are four columns: "Message Center" (with an envelope icon and text "If you need assistance..."), "Resources" (with a book icon and links for "Certification Resources", "Certification Training Library", "PRS-II Screen Shots - 6/14/17", and "Site Visitor 2017 Training"), "Downloads" (with a download icon and links for "Certification Applications and Forms", "Pre-Service Certificate Application", and "CLAIMS Application"), and "Links" (with a link icon and links for "PSC Home Page", "Georgia School Superintendents Association", and "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	<input type="text"/>	OR Certificate Number	<input type="text"/>	<input type="button" value="Search Educator"/>
First name	<input type="text"/>	Last name	<input type="text"/>	<input type="button" value="Search By Names"/>

Select Records

Academic Year & Data Cycle: <input type="text" value="2019-1"/>	
System <input type="text" value="-- Select one system --"/>	School Buildings <input type="text" value="All Schools"/>
Status <input type="text" value="Subject to In-field rules"/>	Type <input type="text" value="Teachers"/>
<input type="button" value="Search"/> <input type="button" value="System Report"/>	<input type="button" value="Building Report"/>

Accessing the In-Field Portal

In-field System

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Find an educator

SSN OR Certificate Number

First name Last name

Select Records

Academic Year & Data Cycle:

System

Status

Academic Year & Data Cycle: 2019-1

System

- In-field
- Out-of-field
- Subject to In-field rules**
- Not Subject to In-field rules
- Certification Waiver
- CAPS course missing
- Disputed records
- All

Accessing the In-Field Portal

In-field System

Documentation

Search Educator

Search By Names

Subject to In-field rules

Search System Report

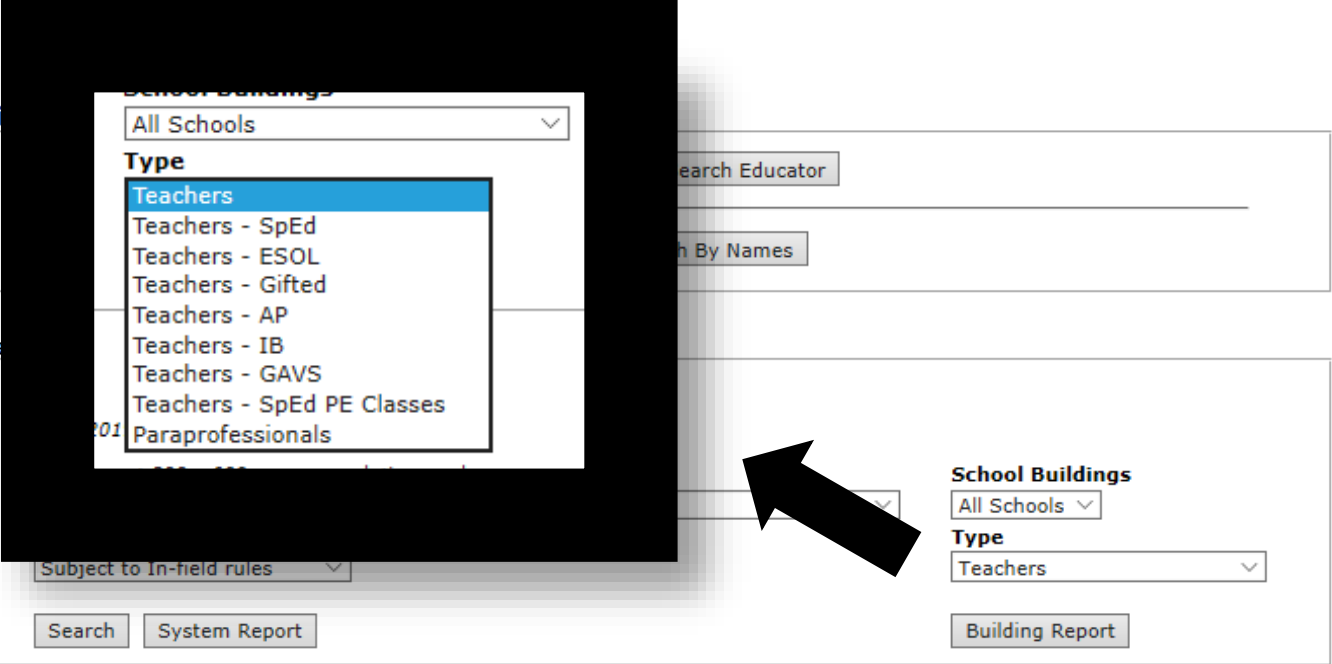
School Buildings

All Schools

Type

- Teachers
- Teachers - SpEd
- Teachers - ESOL
- Teachers - Gifted
- Teachers - AP
- Teachers - IB
- Teachers - GAVS
- Teachers - SpEd PE Classes
- Paraprofessionals

Building Report



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:

System

Status

School Buildings

Type

Locate an educator directly without looking through the list.

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	<input type="text"/>	OR Certificate Number	<input type="text"/>	<input type="button" value="Search Educator"/>
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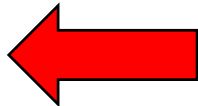
The In-Field Portal

	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
✗ Not In-field no credential/waiver
CC Not In-field no Clearance Certificate
✗ Content OK needs SpEd
✗ Content OK needs Gifted
✗ Content OK needs ESOL
? Course not in CAPS
n/a In-field not applicable
* Indicates status is disputed

Printable View



Data View

Page 1 of 9

SSN	Cert ID	Name	School	In-field Course Number and Title	Grade(s)	Students	SpEd	ESOL	Gifted	Status
			Primary School	23.00100 Language Arts/Grade K	KK	20	0	6	0	✗
			Primary School	23.00300 Language Arts/Grade 2	2	21	0	7	0	✗

- **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.

The In-Field Portal

Determining In-Field 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 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?
 - Code 101 - Academic Major– Verified during on-site monitoring
 - Code 102 - Course Work – Verified during on-site monitoring
 - Code 103 - GACE Assessment - Verified against GaPSC records
 - Code 105 – CTAE Equivalent - Verified during on-site monitoring
 - Codes 104 & 106 – Always “out-of-field”

Back to In-field

Name: [Redacted]

Academic year: 2019 Data cycle: 1

In-field Status Information

Status: Content OK, needs SoEd

System: [Redacted]

School: [Redacted]

Course: 27.02200 Mathematics/Grade 7

Grade: [Redacted]
Class size: 31 SpEd Modality 8: 0 SpEd Modality 9: 6 **GAA: 1** ESOL: 0 Gifted: 0

Disputation Reason: -- Select a reason -- Log Dispute

* indicates that a reason cannot be used at this time.

Additional Teachers

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

Certificate Fields/Endorsements Needed

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

Course	Field/Endorsement
Required for SPED	SP ED ADAPTED CURRICULUM (P-12) CONSULTATIVE
Required for SPED	SP ED GENERAL CURRICULUM (P-12) CONSULTATIVE

Certificates Held

The educator's certificate level is 5 with an effective date of 2005-12-16 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]	2014-05-05	2014-05-05	2014-07-01	2019-06-30
SRT	MIDDLE GRADES (4-8) - MATH [FLD851]	2004-12-27	2014-05-05	2014-07-01	2019-06-30
SRT	MIDDLE GRADES (4-8) - SOCIAL SCIENCE [FLD854]	2004-12-27	2014-05-05	2014-07-01	2019-06-30
F	MIDDLE GRADES (4-8) - MATH [FLD851]	2004-12-27	2004-12-27	2004-12-11	2009-06-30
F	MIDDLE GRADES (4-8) - MATH [FLD851]	2004-12-27	2009-05-20	2009-07-01	2014-06-30
F	MIDDLE GRADES (4-8) - SOCIAL SCIENCE [FLD854]	2004-12-27	2009-05-20	2009-07-01	2014-06-30
F	MIDDLE GRADES (4-8) - SOCIAL SCIENCE [FLD854]	2004-12-27	2004-12-27	2004-12-11	2009-06-30
F	MIDDLE GRADES (4-8) [FLD809]	2004-12-27	2004-12-27	2004-12-11	2009-06-30
F	MIDDLE GRADES (4-8) [FLD809]	2004-12-27	2009-05-20	2009-07-01	2014-06-30
NT	SP ED GENERAL CURRICULUM (P-12) CONSULTATIVE [FLD798]	2005-02-22	2005-02-22	2005-01-01	2009-06-30
NT	SP ED MATH COGNITIVE LEVEL (P-5, 4-8) [FLD911]	2005-08-15	2005-08-15	2005-08-15	2009-06-30
NT	SP ED SOCIAL SCIENCE COGNITIVE LEVEL (P-5, 4-8) [FLD911]	2005-08-15	2005-08-15	2005-08-15	2009-06-30

Tests Passed

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

Code	Title	Date
C RTP38	Middle Grades Social Studies	2003-11-15
C RTP39	Middle Grades Mathematics	2004-01-10

Back to In-field

← Additional Teachers Now Listed

All courses appear as '0'

'8' & '9' courses

of students w GAA flag

Delivery models listed for students

Click SSN/ Cert ID for Details



“Edits”

- CPI and Student Class reports to GaDOE should be a reflection of what is actually happening in a classroom.
- The In-field Portal sometimes reveals that data is not being reported in a way that reflects what is actually happening.
- Edits in Student Class and CPI should only be made in order to reflect reality NOT for the sole purpose of making teachers In-Field.
- In-Field is a public reporting requirement for GaDOE; it does NOT mandate teacher credentials.
- For the purposes of ESSA, teacher credentials are either established by GaPSC/GaDOE (SpEd Teachers) or by GaPSC/LEA (Regular Education Teachers including Gifted and ESOL)



Top Areas of Inaccurate Reporting

- Student Class Delivery Model does not match actual scheduling
 - ESOL – Pull-Out v Scheduled
 - Gifted – AP v Advanced Content
- Additional teacher not listed when Student Class Delivery Model says there should be one.
 - ESOL – Push-In, Pull-Out
 - Gifted – Collaborative
- Correct Use of Special Course Teacher Codes
 - GAVS – 22222222 v 333333333
 - Software – 444444444
 - Substitutes - 121212121
 - See *Student Class Data Element Detail*

Top Areas Out-Of-Field that Typically Cannot Be Addressed in May

- IN4T teachers are not currently enrolled in a program.
 - The teachers have finished and teachers/LEA/Program has not submitted paperwork
 - Teacher is no longer taking part in the program
- Special Education Teachers hold certification that is not In-Field for current assignment.
 - Sp. Ed. Students take standard state assessment – Special Education General Curriculum
 - Sp. Ed. Students take GAA - Special Education Adapted Curriculum
 - Sp. Ed. Students take GAA and standard state assessment - Special Education General & Adapted Curriculum
- Teachers do not have certification at appropriate grade level for course they are assigned.
 - *Example: Study Skills I (high school course) but teacher has middle school certificates.*
- Teachers with endorsements whose base certification is not at the level for the course they are assigned.
 - *Example: Middle school reading but teacher only has Elementary certification and a reading endorsement.*
- Teachers certification does not have any relationship with course assigned or does not have certification beyond a clearance certificate.
 - *Example: Teacher with Business (6-12) teaches grade 6 Media Arts (requires Arts)*

Reminders

- Implementation Guide has been updated
- GAA
 - Only checked in courses with .8 and .9 (see *Implementation Guide* 8.a.3)
 - Revisit GaPSC In-Field statements for determining certification – content certification may only be held at a lower level if all students receiving special education services are flagged for GAA.
- Students served through GNETS, MOUs, etc -
 - LEA is responsible for students and agreements made to serve students – even if the LEA does not hire the teacher
 - Will appear in GNETS (or LEA with MOU) account and LEA accounts
- Adaptive PE
 - See *Implementation Guide* Section 8.r
- Charter Waiver Codes are associated with teacher assignments in CPI. There must be a correlation between
 - CPI Subject Area(s) in CPI and Course Subject(s) in Student Class
 - CPI locations in CPI and locations in Student Class

Clearance Certificates FAQs from GaPSC

- **Do long term subs working for a school system through a contracted service need a Clearance Certificate?**
- Yes, if they teach forty-six (46) or more consecutive days in a school year.
- **Some long term subs hold a Certificate of Eligibility and are not full time employees. How do substitutes get a Clearance Certificate when an application requires that we attest they are our employees and converts their COE to a certificate and begins the clock ticking on their 3-year induction certificate (and is not counted as acceptable experience.)**
- Long-term subs must have a certificate and not Certificate of Eligibility, even if it is an Induction certificate. GaPSC will re-issue Induction certificates until the educator earns enough fulltime experience to convert.
- **Currently Applies to One School District in Georgia**
The LEA has off-campus religious classes that are recognized as credit for students. Do those teachers need Clearance Certificates?
- No, if the educators do not come onto the campus to teach.

Citations

- OCGA 20-2-82 (SWSS) 20-2-211.1 (Clearance Cert.), 20-2-216 (Substitute Teaching), 20-2-2065 (Charter Waiver)
- SBOE Rule 160-5-1-.05 (2)(d) (Substitute Teaching)
- GaPSC Rules 505-2-.20(2)(e), (Substitute Teaching), 505-5-.42 (Clearance Certificate)

Accessing Clearance Certificate Reports

Quick Lookup SSN Certification ID

To contact the GaPSC call center, please call:

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

These numbers are available M-F, 8:00 am - 4:30 pm, excluding holidays.

NOTE:

Voice mail is available Monday - Friday. 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.

Message Center

MyCerts last updated on 7/23/2018

If you need assistance...

Resources

[Certification Resources](#)

[Certification Training Library](#)

PRS-II Screen Shots - 6/14/17

Site Visitor 2018 Training

EPP Quick Reference Guide - Certification

Candidate Quick Reference Guide

Downloads

Certification Applications and Forms

Pre-Service Certificate Application

License and Clearance Certificate Application

Links

PSC Home Page

Georgia School Super Association

Georgia Department of Education

Category: Certification lists

Report: -- Select a report --

School System: Assessment records

School Building: Current certifications regardless of location

Report Description: Current non-renewable certificates

Include SSNs: Educators needing to renew in previous academic year

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

- 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 (use CAPS). 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 for employing teachers.
- Ensure reporting accurately reflects what is happening. Do not change reporting if it is accurate.

Next Steps

Check records NOW – don't wait

- Reach Out

- Contact GaDOE if a scenario seems to reflect the guidance and rules, but is still showing as 'out-of-field' contact with explanation and Cert IDs
professionalqualifications@doe.k12.ga.us
- Contact Data Collections with questions about their report guidance
- Contact Programs with questions about their placement guidance (Special Education, Gifted, ESOL)
- Contact GaPSC with questions about certification and CAPS alignment
- Contact TLSDsupport@doe.k12.ga.us if updating data for alignment with Data Collections guidance impacts the TLSD Platform
- Contact infield@gapsc.com with questions about account managers or portal features/functionality

2019-2020

- Federal Programs Conference (June 19-20)
 - Sneak peek at unofficial FY20 Guidance and Coding Updates
- Data Collections Conference (August 21-23)
 - Official FY20 Guidance and Coding Updates
- Fall PQ/In-Field Webinar (TBD)

Thank you for attending this technical assistance. In an effort to improve GaDOE services we would appreciate it if you took the time to provide us with feedback by completing this short survey.

<https://www.surveymonkey.com/r/S3DW3HG>



FY19 In-Field Webinar

05.14.19