

CPI 101 and Updates

Presented by Katie Green



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CPI OVERVIEW



Offering a holistic education to **each and every child** in our state.

CPI OVERVIEW

WHAT IS CPI

- ❑ **Certified and Classified Personnel Information (Board Rule 160-5-2-.50)**
- ❑ Reporting of certified and classified personnel based on their role within your district

CPI OVERVIEW

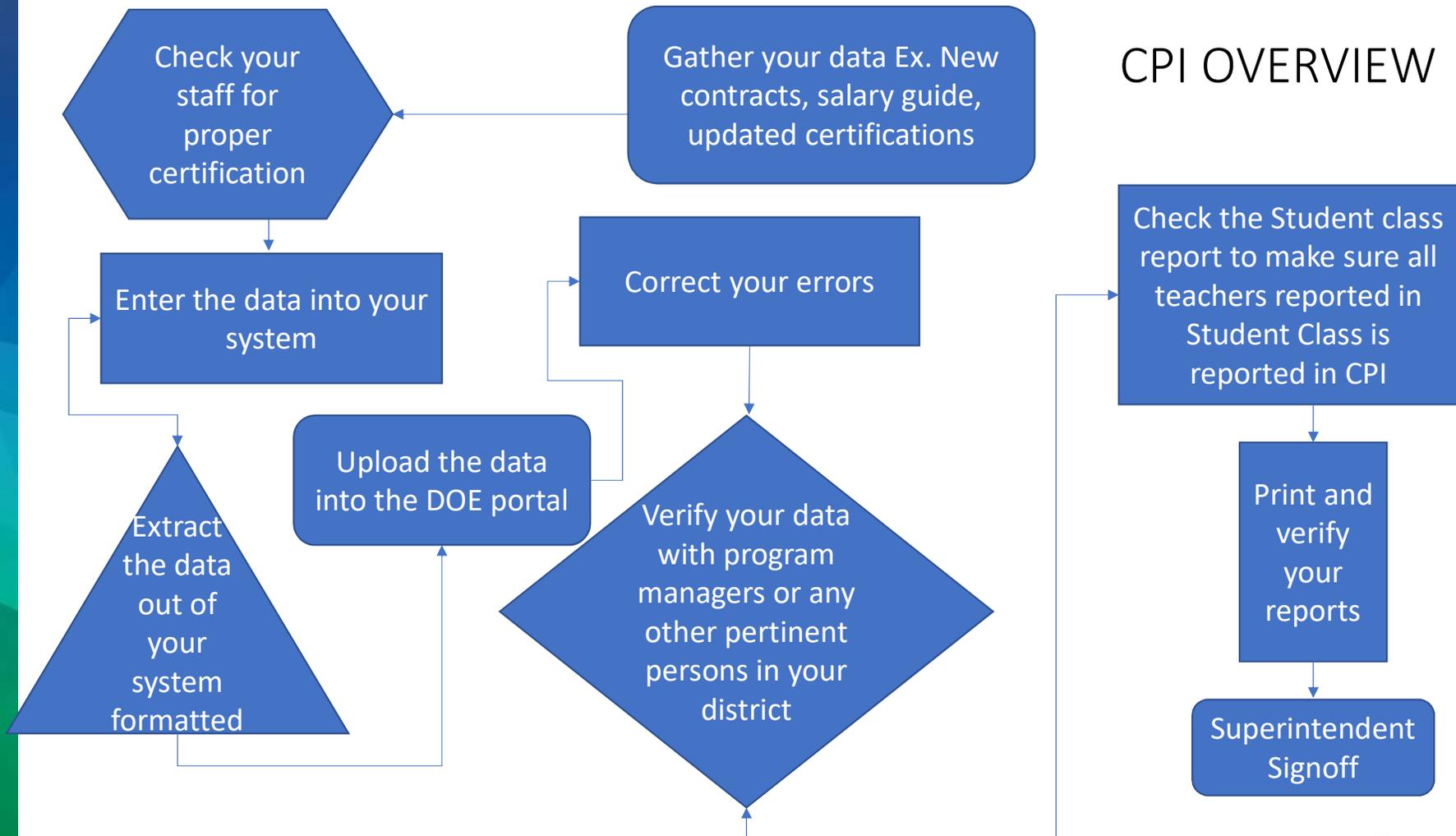
HOW IS THE DATA USED



- ❑ State funding for certified staff - Training and Experience (T&E)
- ❑ Math/Science Incentive Funding (HB280)

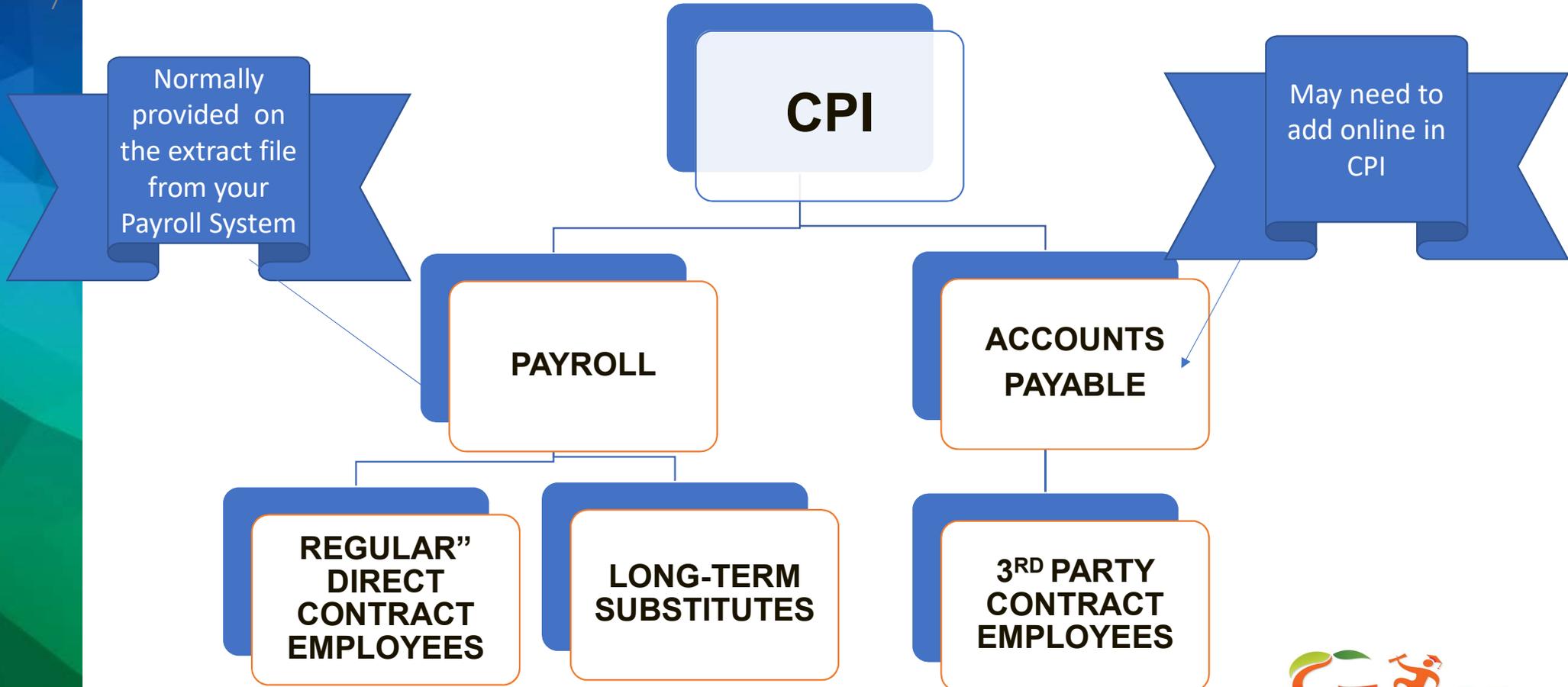
- ❑ Title I Comparability Report
- ❑ Determine Teacher Shortage Areas
- ❑ Program Reviews
- ❑ State/Federal Reporting

- ❑ Given to PSC for highly qualified teachers process under ESSA
“Every Student Succeeds Act”



CPI OVERVIEW

WHO IS REPORTED



CPI OVERVIEW

WHAT IS REPORTED

Personnel Demographic Information- A Record *(Click here for records required for Employee Type)* [Back to Employee List](#) [Back to Main Menu](#)

EmpCode:	<input type="text"/>	Employee Type	- Regular Employee	Race American Indian	N - Not Race American Indian
Last Name	<input type="text"/>	Birth Date (mm/dd/yyyy)	<input type="text"/>	Race Asian	N - Not Race Asian
First Name	<input type="text"/>	Gender:	<input type="text"/>	Race Black	N - Not Race Black
Middle Initial	<input type="text"/>			Race Pacific	N - Not Race Pacific
		Ethnic Hispanic	N - Not Ethnic Hispanic	Race White	N - Not Race White

'A01' Record-
Basic
Demographics

Personnel Demographic Information- B Record *(Termination Code is required to add B record for regular and SB327 employee)*

		CERTIFIED	CLASSIFIED
Termination Code	0 - Active Employee	<input type="text"/>	<input type="text"/>
Termination Date (mm/dd/yyyy)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Stop Here For Terminated Employee!		<input type="text"/>	<input type="text"/>
State Health Plan	<input type="text"/>	<input type="text"/>	<input type="text"/>
CPI DERIVED FIELDS (for DOE use only)	Full Time Equivalent Salary (Emp Basis X Salary)	<input type="text"/>	<input type="text"/>

'B01' Record-
Contract and
Certification
Information

CPI OVERVIEW

WHAT IS REPORTED

Assignment Information- C Record (Non-Terminated Regular, SB327 and Third Party employee are required to have C-Record(s))

School ID	Percent Of Time	Assignment Type	In Field Status	Cert Type	Job Code	Sub Code	Cert Field	Fund Code
0103	66.0	C - Certified	I - In	T	109	400	748	00
0103	34.0	C - Certified	I - In	T	112	910	748	00

'C01' Records-
Job
Assignments

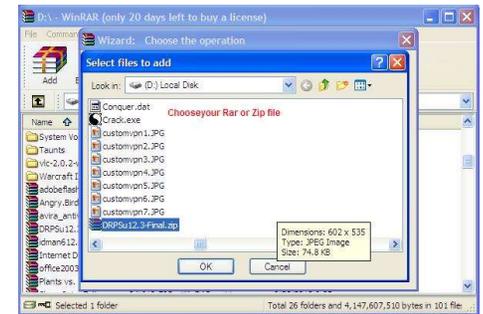
PSC Details if available						
Cert Level	Effective Date	Provision Flag	Certificate	Field Code	Begin Date	End Date
		F	C	694	01/04/2016	06/30/2021

PSC
Certification
Information

CPI OVERVIEW

What is your Extract file

- Text file located on PC hard drive or server
- Formatted to meet GaDOE requirements
- Can be viewed in text editor
- Some text editors evaluation copy free on web
 - (ex: Ultra Edit, NotePad++)



CPI OVERVIEW

- Good Data Entry in Local System
 - Causes Less Errors On Upload
 - Can Prevent Loss of Funds
 - For Local Software Assistance
 - Refer to vendor documentation
 - Vendor Help Line

CPI OVERVIEW

SOLVING ERRORS

- Check File Layouts
 - Look at data element description in layout
 - Look at error message
- Inspect data in local software
- Inspect data in CPI

CPI OVERVIEW

Correcting Online . . .

Warning!



- Re-uploading an extract will wipe out any online changes previously made online.
- Make sure all uploads are completed before making any last-minute changes online.

TRANSMISSION DATES



Offering a holistic education to **each and every child** in our state.

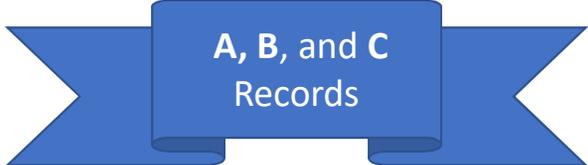
TRANSMISSION DATES

CYCLE 1 - OCTOBER

Report Active and Terminated Employees

- ❑ Tuesday, **October 1, 2019** – Transmissions begin
- ❑ Tuesday, **October 8, 2019**– Initial transmission deadline
Purpose: Removal of duplicate reporting by districts
- ❑ Tuesday, **October 22, 2019** - Final transmission deadline
 - **Deadline for Superintendent Sign-off**

**Valid termination date range for
October CPI 2020-1 is 03/08/2019– 10/01/2019**



A, B, and C
Records

TRANSMISSION DATES

CYCLE 2 - MARCH

Report Active and Terminated Employees

- Thursday, **March 5, 2020** - Transmissions begin
- Thursday, **March 12, 2020** - Initial transmission deadline
Purpose: Removal of duplicate reporting by districts
- Thursday, **March 26, 2020** - Final transmission deadline
 - **Deadline for Superintendent Sign-off**

**Valid termination date range for
October CPI 2020-2 is 10/02/2019– 03/05/2020**



A, B, and C
Records

TRANSMISSION DATES CYCLE 3 - JULY

Leave Reporting for Fiscal Year

- ❑ Thursday, **July 09, 2020** - Transmissions begin
- ❑ Thursday, **July 16, 2020**- Initial transmission deadline
- ❑ Thursday, **July 23, 2020**- Final transmission deadline
 - **Deadline for Superintendent Sign-off**

**Report cumulative leave taken for fiscal year.
A & D records only**



A and D
Records

TRANSMISSION DATES

Collection	Cycle	Start Date / Count Date	Initial Transmission Deadline	Duplicate Record Deadline	End Date
Student Class (SLDS profile)	1 (A)	Wednesday, July 17, 2019	n/a	n/a	Friday, June 26, 2020
GUIDE	n/a	Thursday, July 11, 2019	n/a	n/a	Friday, June 26, 2020
Pre-ID	2	Thursday, September 5, 2019	n/a	n/a	Thursday, September 19, 2019
Pre-ID	3	Tuesday, January 7, 2020	n/a	n/a	Thursday, January 23, 2020
FTE Data Survey	1	Tuesday, September 10, 2019	n/a	n/a	Tuesday, September 24, 2019
FTE	1	Tuesday, October 1, 2019	Tuesday, October 8, 2019	Tuesday, October 15, 2019	Tuesday, October 22, 2019
FTE	3	Thursday, March 5, 2020	Thursday, March 12, 2020	Thursday, March 19, 2020	Thursday, March 26, 2020
CPI	1	Tuesday, October 1, 2019	Tuesday, October 8, 2019	Tuesday, October 15, 2019	Tuesday, October 22, 2019
CPI	2	Thursday, March 5, 2020	Thursday, March 12, 2020	Thursday, March 19, 2020	Thursday, March 26, 2020
CPI	3	Thursday, July 9, 2020	Thursday, July 16, 2020	n/a	Thursday, July 23, 2020
Student Class	Oct	Tuesday, September 24, 2019	Tuesday, October 8, 2019	n/a	Tuesday, October 22, 2019
Student Class	Mar	Thursday, February 27, 2020	Thursday, March 12, 2020	n/a	Thursday, March 26, 2020
Student Class - End of Year	Jun	Thursday, May 7, 2020	Thursday, May 14, 2020	n/a	Tuesday, June 9, 2020
Free & Reduced Meal	1	Tuesday, November 5, 2019	n/a	n/a	Wednesday, November 27, 2019
Private School - Cleanse	1	Tuesday, August 27, 2019	n/a	n/a	Friday, June 26, 2020
Private School	1	Tuesday, November 5, 2019	n/a	n/a	Wednesday, November 27, 2019
Student Record - Data Cleanse	1	Wednesday, September 4, 2019	n/a	n/a	Friday, December 13, 2019
Student Record	n/a	Wednesday, February 5, 2020	n/a	n/a	Tuesday, June 16, 2020
Student		Wednesday, February 5, 2020	Wednesday, February 12,	Wednesday, April 1, 2020	Tuesday, June 16, 2020
Enrollment		Wednesday, February 5, 2020	Wednesday, February 12,	Wednesday, April 1, 2020	Tuesday, June 16, 2020
Special Education		Wednesday, February 5, 2020	Wednesday, February 19,	n/a	Tuesday, June 16, 2020
Student Safety		Wednesday, February 5, 2020	Wednesday, April 1, 2020	n/a	Tuesday, June 16, 2020
Program		Wednesday, February 5, 2020	Wednesday, April 15, 2020	n/a	Tuesday, June 16, 2020
Address		Wednesday, February 5, 2020	Wednesday, April 22, 2020	n/a	Tuesday, June 16, 2020
System		Wednesday, February 5, 2020	Wednesday, April 22, 2020	n/a	Tuesday, June 16, 2020
School		Wednesday, February 5, 2020	Wednesday, April 22, 2020	n/a	Tuesday, June 16, 2020
EOPA	1	Opens following Student Class Signoff	n/a	n/a	Thursday, June 25, 2020

TRANSMISSION DATES

PLAN YOUR CALENDAR

There are reasons for Deadlines:

- **To resolve duplicates early in the cycle**
 - ✓ **Please make the Initial Transmission deadline**
 - ✓ **Let us know early if you are having local system problems**
- **To build in time to handle the “unexpected”**
- **To build in time to review data and reports**
- **To avoid the dreaded “last-minute” stress!**

TRANSMISSION DATES

FTE SURVEY

Source for our CPI Coordinator List

Tuesday, September 10 to Tuesday, September 24

- ❑ **Make sure your FTE Coordinator has the correct information on your:**
 - ✓ **HR/Payroll software**
 - ✓ **Who your CPI Coordinator is**
 - ✓ **Correct contact information for your CPI Coordinator:**
 - **Email address**
 - **Phone Number**

- ❑ **RESAs – survey link is located on the CPI fall menu**

WHAT'S NEW & CHANGES



Offering a holistic education to **each and every child** in our state.



New CERTIFICATE FIELD CODE 889 & 890

Fiscal Year	2020
Fiscal Count	1
CPI Field Code	889
Certificate Field	<input type="text" value="Personalized Learning Endorsement"/>
Short Title	<input type="text" value="Personalized Learning Endorsement"/>
Old Code	<input type="text"/>
<input type="button" value="SAVE"/> <input type="button" value="CANCEL"/>	

Fiscal Year	2020
Fiscal Count	1
CPI Field Code	<input type="text" value="890"/>
Certificate Field	<input type="text" value="Positive Behavior Intervention and Supports (PBIS) Endorsement"/>
Short Title	<input type="text" value="Positive Behavior Intervention and Supports (PBIS) Endorsement"/>
Old Code	<input type="text"/>
<input type="button" value="ADD CODE"/> <input type="button" value="CANCEL"/>	

New CERTIFICATE FIELD CODE 891 & 892

Fiscal Year	2020
Fiscal Count	1
CPI Field Code	<input type="text" value="891"/>
Certificate Field	<input type="text" value="Urban Education Endorsement"/>
Short Title	<input type="text" value="Urban Education Endorsement"/>
Old Code	<input type="text"/>
<input type="button" value="ADD CODE"/> <input type="button" value="CANCEL"/>	

Fiscal Year	2020
Fiscal Count	1
CPI Field Code	<input type="text" value="892"/>
Certificate Field	<input type="text" value="Agricultural Education Endorsement (K-5)"/>
Short Title	<input type="text" value="Agricultural Education Endorsement (K-5)"/> x
Old Code	<input type="text"/>
<input type="button" value="ADD CODE"/> <input type="button" value="CANCEL"/>	

Removed Duplicate JOB CODES 494 & 649

CPI Job Code	494
Job Title	After-School Program Worker
Short Title	After-School Program Worker
Category	Support Personnel
Description	Assists the school or district with the implementation of the After-School Program.
Certification Required	N
Report Certification on CPI	N
Function Code	2900
NEA Code	n.a.
NCES Codes	C11
Object Code	191
Old CPI Professional Codes	
Effective Year	
Effective Date mm/dd/yyyy	
<input type="button" value="Confirm Delete"/>	

CPI Job Code	649
Job Title	Title I Director
Short Title	Title I Director
Category	Administrative Personnel
Description	Manages and directs the Title I (Elementary and Secondary Education Act of 1995) program.
Certification Required	Y
Report Certification on CPI	Y
Function Code	2300
NEA Code	3P
NCES Codes	B08
Object Code	190
Old CPI Professional Codes	
Effective Year	
Effective Date mm/dd/yyyy	
<input type="button" value="Confirm Delete"/>	

Change descriptions of SUBJECT CODES 4C0, 4C2, 4C3 & 4C8 Remove the word Physical Sciences

4C0	Physical Sciences Chemistry
4C2	Physical Sciences Chemistry
4C3	Physical Sciences Chemistry
4C8	Physical Sciences Chemistry

4C0	Chemistry
4C2	Chemistry
4C3	Chemistry
4C8	Chemistry

Change descriptions of SUBJECT CODES 4P0, 4P2, 4P3, & 4P8 Remove the word Physical Sciences

4P0	Physical Sciences Physics
4P2	Physical Sciences Physics
4P3	Physical Sciences Physics
4P8	Physical Sciences Physics

4P0	Physics
4P2	Physics
4P3	Physics
4P8	Physics

Change descriptions of FIELD CODES 708 & 808

Remove the words Early Childhood

708	Early childhood Special Education(P-5)
708	Special Ed General Curriculum / Elementary Ed (P-5)
808	Early Childhood Education (P-5)
808	Elementary Education (P-5)

Change descriptions of FIELD CODES 861, 862, & 863 Remove the words Early Childhood

861 Early Childhood Mathematics Endorsement

861 Elementary Education Mathematics Endorsement

862 Early Childhood Science Endorsement

862 Elementary Education Science Endorsement

863 Dual Immersion Early Childhood Education Endorsement

863 Dual Immersion Elementary Education Endorsement

Change description of SUBJECT CODE 400, 402, 403 & 408

400	Physical Sciences
402	Physical Sciences
403	Physical Sciences
408	Physical Sciences

400	Scientific Methods, Research and Technology
402	Scientific Methods, Research and Technology
403	Scientific Methods, Research and Technology
408	Scientific Methods, Research and Technology

Change description of SUBJECT CODE 4S0, 4S2, 4S3 & 4S8

4S0	Physical Sciences Earth & Space Sciences
4S2	Physical Sciences Earth & Space Sciences
4S3	Physical Sciences Earth & Space Sciences
4S8	Physical Sciences Earth & Space Sciences

4S0	Earth & Space Sciences
4S2	Earth & Space Sciences
4S3	Earth & Space Sciences
4S8	Earth & Space Sciences

Change descriptions of SUBJECT CODES 410, 412, 413, & 418 From Grades K-6 to K-5

410	Science (Grades K-6)
412	Science (Grades K-6)
413	Science (Grades K-6)
418	Science (Grades K-6)

410	Science (Grades K-5)
412	Science (Grades K-5)
413	Science (Grades K-5)
418	Science (Grades K-5)



Consolidate Funding

What does Consolidation mean?

An Initiative to fully consolidate federal, state, and local funds in specific Title I schools that operate schoolwide programs.

- School-wide school treats the funds it is consolidating as a single “pool” of funds
- Funds from the contributing programs lose their identity –but not all the strings
- The school uses funds from this consolidated school-wide (SW) pool to support any activity of the SW Plan

CF\$

Consolidated Funding

What is the Purpose of Consolidation?

The purpose of consolidating funds is to help a school- wide program school effectively design and implement a comprehensive plan to upgrade the entire educational program in the school based on the school's needs identified through its comprehensive need's assessment.



Consolidated Funding CPI & Consolidated Funding

- 1 Data Element – **ASSIGNMENT CONSOLIDATED FUND FLAG** Indicates if employee should be counted in the Consolidated Funding.

Valid Values: “Y” = Yes, or “N” = No

2 **ASSIGNMENT FUND CODES (also called SECONDARY FUND CODES)**

- 01 = Staff accounted for within the Resource Allocation Plan (For CF Sites Only),
- 02 = Staff NOT accounted for within the Resource Allocation Plan (For CF Sites Only)

- 3 Error checks

CF\$

Consolidated Funding

ASSIGNMENT CONSOLIDATE FUNDING FLAG

- Required for: Cycles 1 & 2
- Field Type: Alpha
- Required For: Certified, Classified and Active Employees
- Description: Indicates if employee should be counted in the Consolidated Funding
- Located: Part of the C record on the file layout.



Consolidated Funding

Using Secondary Fund Codes 01 and 02

- **SCHOOL CODE** must be an approved school to use Consolidated Funding.
- Employee must be paid out of Fund 150
- **CONSOLIDATED FUND FLAG** must = 'Y'
- **EMPLOYEE TYPE** must = (B= SB 327 Retiree or Blank/null = regular)
- Assignment must be one of the following **JOB CODES**

Instructions	080,085,100,101,102,103,104,105,106,107,108,109,110,111,112,113,114,115,116,117,118,119,120,121,122,123,124,130,131,132,133,142,144,145,146,147,148,150,151,152,153,154,156,157,195,395,434,435,436,440,442,443,445,494,497
Pupil Services	306,396,398,400,401,402,403,407,408,409,412,413,414,438,439,444,496,497
Improvement of Instructional Services	397,405,406,445,497,621
Transportation (Supplemental academic services only)	464,461

CF\$

Consolidated Funding

ASSIGNMENT CONSOLIDATED FUND FLAG- reported on the C record

ASSIGNMENT CONSOLIDATED FUND FLAG-
Identifies whether an employee is being paid with
Consolidated Funds Codes: Valid Values “Y” “N”

Assignment- C Record (Non- Terminated, SB327 and Third Party employees are required to have C-Record(s))									
School ID	Percent of Time	Assignment Type	In field Status	Cert Type	Job code	Sub code	Cert Field	Con Fund Flag	Fund Code
0103	60	C	I	T	109	400	748	Y	01
0103	20	C	I	T	615	999	704	N	00
0103	20	C	I	T	112	910	748	Y	02

Consolidated Funding

Consolidate Funding Errors

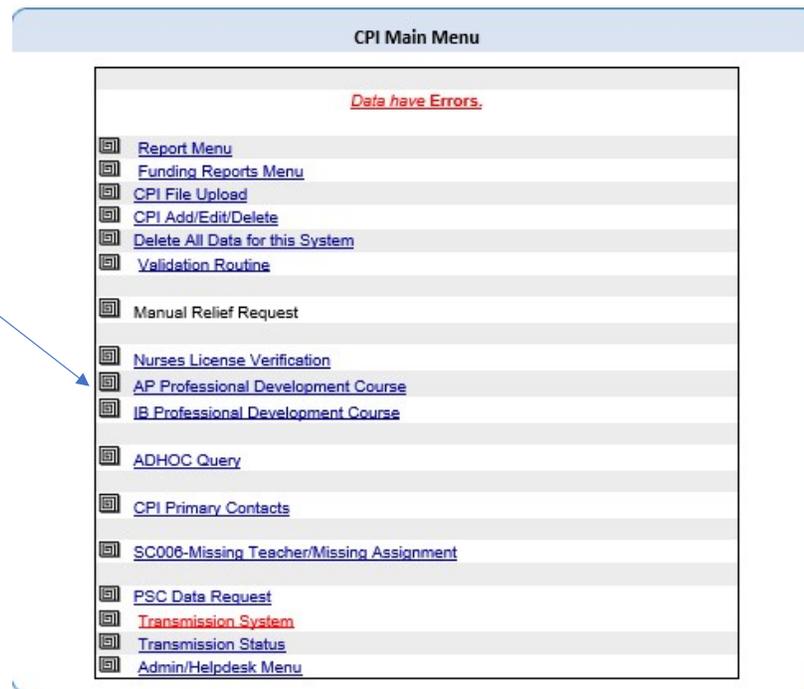
- **E6991 - ASSIGNMENT CONSOLIDATED FUND FLAG = "N" ASSIGNMENT FUND CODE** cannot be 01 or 02
- **E6992-If ASSIGNMENT FUND CODE = 01 or 02 ASSIGNMENT CONSOLIDATED FUND FLAG** must be "Y"
- **E1022- ASSIGNMENT JOB CODE** not valid for consolidated Funding
- **E1023- ASSIGNMENT SCHOOL CODE** Not listed on approved consolidated Funding List

New Report “ Advanced Placement Teacher’s Qualification Report”

- Pull a list of teachers teaching AP courses from Student Class. Create Report of the teachers reported with AP course numbers in Student Class.
- An Interactive report in CPI to display all AP teachers by district. Columns includes School Number, School Name, Course Number, Course Name, Total Teachers, and Certified by APSI (Y or N)

New Report “ Advanced Placement Teacher’s Qualification Report”

To generate report click on the link



New Report “ Advanced Placement Teacher’s Qualification Report”

This is an interactive report that creates a list of employees reported in Student Class teaching an COURSE NUMBER by district.

Click on **CREATE REPORT** to generate a list of personnel reported with an course number in Student Class.

Caution!! by Clicking on RE-CREATE REPORT will create a new list of employees that will need to be confirmed again. If the data is validated in Student Class to update or remove an employee you will need to re-create the report and confirm the employees again.

This is an interactive report that creates a list of employees reported in Student Class teaching an AP COURSE NUMBER by district.

Caution!! by Clicking on **RE-CREATE REPORT** to generate a list of personnel reported with an AP course number in Student Class as of today date 11/04/2019 03:21:05 pm.

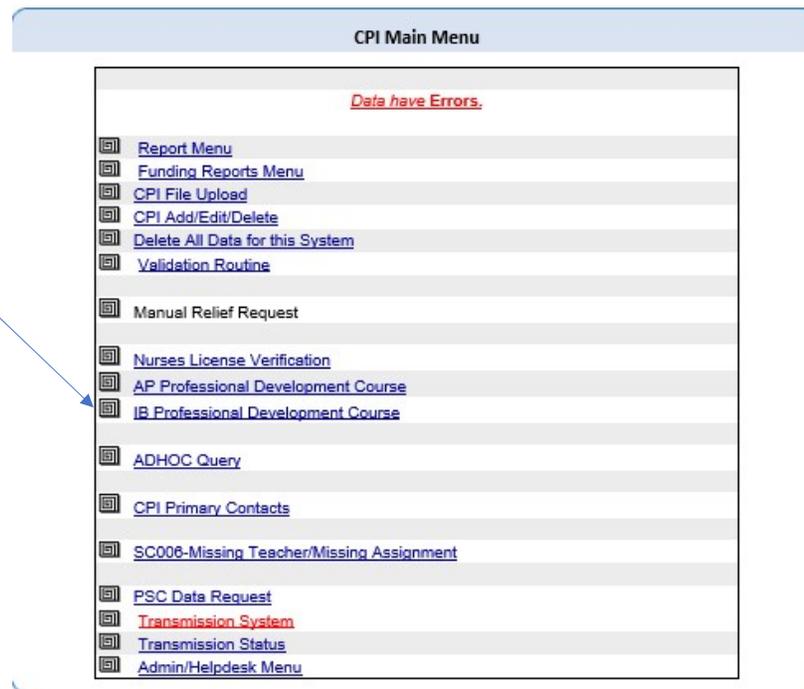
#	School		If the person does not hold a AP Professional Development Courses click 'Y' next to the employee to move to the Not Confirmed column. If the person does hold a state AP Professional Development Courses click 'N' next to the employee to move to the Confirmed column.			
	ID	Name	EmpCode	Full Name	Confirmed To Confirm (ALL)	Not Confirmed (ALL)
1	<input type="text"/>	<input type="text"/> County High School	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/> County High School	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

New Report “International Baccalaureate Teachers Qualification Report”

- Pull a list of teachers teaching IB courses from Student Class. Create Report of the teachers reported with IB course numbers in Student Class.
- An Interactive report in CPI to display all IB teachers by district. Columns includes School Number, School Name, Course Number, Course Name, Total Teachers, and Certified (Y or N)

New Report “International Baccalaureate Teachers Qualification Report”

To generate report click on the link



New Report “International Baccalaureate Teachers Qualification Report”

This is an interactive report that creates a list of employees reported in Student Class teaching an IB COURSE NUMBER by district.

Click on **CREATE REPORT** to generate a list of personnel reported with an IB course number in Student Class.

Caution!! by Clicking on RE-CREATE REPORT will create a new list of employees that will need to be confirmed again. If the data is validated in Student Class to update or remove an employee you will need to re-create the report and confirm the employees again.

[Main Menu](#) [IB Course Number](#) [Download To Excel](#)

This is an interactive report that creates a list of employees reported in Student Class teaching an IB COURSE NUMBER by district.

Caution!! by Clicking on **RE-CREATE REPORT** to generate a list of personnel reported with an IB course number in Student Class as of today date 11/04/2019 03:25:10 pm.

#	School		If the person does not hold a IB Professional Development Courses click 'Y' next to the employee to move to the Not Confirmed column. If the person does hold a state IB Professional Development Courses click 'N' next to the employee to move to the Confirmed column.			
	ID	Name	EmpCode	Full Name	Confirmed To Confirm (ALL)	Not Confirmed (ALL)
1	[REDACTED]	High School	[REDACTED]	[REDACTED]	Y	
2	[REDACTED]	High School	[REDACTED]	[REDACTED]		N

New Report “Nurse Qualification Report” JOB CODE 409

- Pull a list of nurse with Job Code = '409' from CPI. Create an Interactive report in CPI to display all nurses by district. Columns includes School Number, School Name, Total Nurses, and Licensed (Y or N).

New Report “Nurse Qualification Report” JOB CODE 409

To generate report click on the link



New Report “Nurse Qualification Report” JOB CODE 409 CP045

This is an interactive report that creates a list of employees reported in Student Class teaching an IB COURSE NUMBER by district.

Click on **CREATE REPORT** to generate a list of personnel reported with an IB course number in Student Class.

Caution!! by Clicking on RE-CREATE REPORT will create a new list of employees that will need to be confirmed again. If the data is validated in Student Class to update or remove an employee you will need to re-create the report and confirm the employees again.

|

An interactive report that creates a list of employees coded with JOB CODE = '409' from CPI. The report displays all nurses by district. Columns include School ID , School Name, and Licensed (Y or N). CP045

Caution!! by Clicking on **RE-CREATE REPORT** to generate a list of personnel reported as a nurse with JOB CODE '409' as of today date 11/04/2019 02:54:45 pm.

#	School		If the person does not hold a state nursing license click 'Y' next to the employee to move to the Not Confirmed column. If the person does hold a state nursing license click 'N' next to the employee to move to the Confirmed column.			
	ID	Name	EmpCode	Full Name	Confirmed To Confirm (ALL)	Not Confirmed (ALL)
1	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Y	
2	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Y	

Clicking on RE-CREATE REPORT will create a new list of employees that will need to be confirmed again. If the data is validated in CPI to update or remove an employee you will need to re-create the report and confirm the employees again.

New Report “PSC Revoked or Suspended Certifications”

- Create a table from PSC data with CERTIFICATION ID, beginning date, ending date, and 'revoked' or 'suspended' status.
- ERROR: If CERTIFICATION ID is in table, and current date is after beginning date and before ending date.
- Certificate is invalid, either revoked or suspended.' Please contact your HR department immediately.

New Report “PSC Revoked or Suspended Certifications”

- E6390 EMPLOYEE CODE listed from PSC with a revoked or denied certificate. Please contact the District HR Department.
- E6391 Classified employee listed from PSC with a revoked or denied certificate. Please contact the District HR Department

New Data Element **MIDDLE NAME** added to A,B,C, and D records.

- Collect full middle name - legal middle name.

FY2020 CPI Data Collection Data File Layout



WHAT'S NEW

FY2020 CPI Data File Layout

Document Revision Updates

DATE	DATA ELEMENT AFFECTED	COMMENTS
07/01/2019		Annual Updates
07/01/2019	JOB CODE	New edit: E2200 - Nurses were reported with JOB CODE 409. Certifications / qualification must be indicated on Nurse Qualification Report CP045 .
	JOB CODE	New edit: E2201 No nurses were reported with JOB CODE 409.
07/01/2019	JOB CODE	New edit: E2202 - No Nurses were Verified on report CP045. Please verify additional Certification/qualification on report CP045.
	EMPLOYEE CODE	New edit: E2203 IB Teachers were reported in the Student Class Data Collection. (Please see report CP047)
07/01/2019	EMPLOYEE CODE	New edit: E2204 Teachers of IB courses were reported in the Student Class Data Collection. No IB teachers has been confirmed with the additional qualification requirements. Please complete report CP047.
	EMPLOYEE CODE	New edit: E2205 AP Teachers were reported in the Student Class Data Collection. (Please see report CP048)
	EMPLOYEE CODE	New edit: E2206 Teachers of AP courses were reported in the Student Class Data Collection. No AP teachers has been confirmed with the additional qualification requirements. Please complete report CP048.
	FUND CODE	New edit: E1026 Consolidation FUND CODE 01 was reported 5% less or greater than the previous CPI reporting.
	FUND CODE	New edit: E1027 Consolidation FUND CODE 02 was reported 5% less or greater than the previous CPI reporting.

FY2020 CPI Data Collection Data File Layout



WHAT'S NEW

07/01/2019	EMPLOYEE CODE, ASSIGNMENT CERTIFICATE TYPE	New edit: E6390 EMPLOYEE CODE listed from PSC with a revoked or denied certificate. Please contact the District HR Department.
07/01/2019	MIDDLE NAME	Field length changed from 1-character MIDDLE INITIAL, to 30-character MIDDLE NAME.
07/01/2019	MIDDLE NAME	New warning: W3109 - MIDDLE NAME Full, legal MIDDLE NAME should be sent in all data collections.
09/26/2019	EMPLOYEE CODE	New edit E6391-Classified employee listed from PSC with a revoked or denied certificate. Please contact the District HR Department.
09/03/2019	STRIDE	The STRIDE number (Staff and Teacher ID for Education) will not be generated or collected in FY 2019-2020

REPORTS



Offering a holistic education to **each and every child** in our state.



REPORTS

Funding Reports

Report Menu

The screenshot displays the 'CPI Main Menu' interface. At the top, it reads 'Resolve Grades Taught for Math/Science Incentives For KK-05 06-12'. Below this, a list of menu items is shown, each with a small icon to its left. The items are: 'Report Menu' (highlighted with a blue arrow), 'Funding Reports Menu' (highlighted with a blue arrow), 'CPI File Upload', 'CPI Add/Edit/Delete', 'Delete All Data for this System', 'Validation Routine', 'Manual Relief Request', 'Nurses License Verification', 'AP Professional Development Course', 'IB Professional Development Course', 'ADHOC Query', 'CPI Primary Contacts', 'SC006-Missing Teacher/Missing Assignment' (highlighted with a blue arrow), 'PSC Data Request', 'Transmission System', 'Transmission Status', and 'Admin/Helpdesk Menu'.

SC006
Missing
Teacher/
Assignment

New
Error
CPI 2

REPORTS

[Go To CPI Main Menu](#)

CPI Funding Reports Menu

CERTIFIED

 CP090 Certified State and Other Health Plan	 CP003 Certified Staff/FTE Experience
 CP038A HB280 Math/Science Eligibility - Grades 06-12	 CP038B HB280 Math/Science Eligibility - Grades KK-05
 CP039A HB280 Secondary Math/Science Funded- Grades 06-12	 CP039B HB280 Secondary Math/Science Funded- Grades KK-05

 [View to GA PSC Database](#)

Available as soon as Cycle 1 starts in October:

CP003 Certified Staff/FTE Experience (T&E funding)

CP038A HB280 Math/Science Eligibility - Grades 06-12

CP038B HB280 Math/Science Eligibility - Grades KK-05

NOT available until after the end of the fiscal year:

CP039 HB280 Secondary Math/Science Funded - Grades 06-12

CP039 HB280 Secondary Math/Science Funded - Grades KK-05

REPORTS

Math/Science Teachers Incentive Funds Eligibility Reports

HB 280 – Elementary School (Grades K-5)

Report to identify teachers to be submitted to Budget as eligible for possible annual stipend separate from T&E (CP038B)

- [HB280 Grades K-05 Math Science Eligibility Report for Stipend Award](#)
Based on Certificate Field and Subject Matter
- [HB280 Grades K-05 Exception Report for Stipend Award](#)
Confirm Grades Taught Where Ambiguous

REPORTS

Math/Science Teachers

Incentive Funds Eligibility Reports

HB 280 - Middle and High School (Grades 6-12)

Reports to identify teachers to be submitted to Budget as eligible for possible incentive funding separate from T&E.(CB038A)

- [HB280 Grades 06-12 Math /Science Eligibility](#)
Based on Certificate Field and Subject Matter and Years of experience
- [HB280 Grades 06-12 Exception Report](#)
Confirm Grades Taught Where Ambiguous

REPORTS TO MONITOR

SC006 Transmission on 08/17/2018 03:07:37 pm - Data Have Errors
Georgia Department of Education

NOTE: This report is available in CPI and in Student Class. E5083 is generated when the COURSE TEACHER CODE is not found in CPI. The E5019 is generated when the COURSE TEACHER CODE does not have a teaching assignment code in CPI. If a COURSE TEACHER CODE is being generated for both E5019 and E5083, the E5083 will take precedence over the E5019 and only the E5083 will be listed in this report.

Student Class Teacher not Reported in CPI														
School ID	School Name	Course Teacher Code	Addl. Course Teacher Code 1	Addl. Course Teacher Code 2	Addl. Course Teacher Code 3	Online-Course	Teacher Last Name	Teacher First Name	Course Number	Class Section Number	Job Code	Job Title	Error Code	Reason
0108	Jasper County High School	*****0000				N			60.0710000	000			E5083	Missing Teacher in CPI
0108	Jasper County High School	*****0000				N			60.0720000	000			E5083	Missing Teacher in CPI
0108	Jasper County High School	*****0000				N			60.0730000	000			E5083	Missing Teacher in CPI

New CPI 2 You will not be able to sign off on CPI with errors on this report

Go To CPI Main Menu		CPI Report Menu	
TRANSMISSION			
<input type="checkbox"/>	CP001 Transmission Verification	<input type="checkbox"/>	CP008 Errors and Warnings Summary
<input type="checkbox"/>	CP009 Errors and Warnings Detail		
CERTIFIED			
<input type="checkbox"/>	CP003 Certified Staff/FTE Experience	<input type="checkbox"/>	CP004 Employee In-Field Status Summary
<input type="checkbox"/>	CP005 Employees With Out of Field Status	<input type="checkbox"/>	CP006 Employee Funding Source Summary
<input type="checkbox"/>	CP007 Employees Average Salary Summary	<input type="checkbox"/>	CP011A CTAE- Contract Information
<input type="checkbox"/>	CP011B CTAE- Job Assignments	<input type="checkbox"/>	CP012 Employee Record Summary
<input type="checkbox"/>	CP016 Employee Ethnicity and Gender	<input type="checkbox"/>	CP021 Teachers Avg Salary Comparison
<input type="checkbox"/>	CP022 Employee Funding Source Detail	<input type="checkbox"/>	CP025 Certificate Expiration Dates
<input type="checkbox"/>	CP027 Spec Ed Teachers of Students Age 3-5	<input type="checkbox"/>	CP028 Spec Ed Teachers of Students Age 6-21
<input type="checkbox"/>	CP029 Rel Svcs Providers of Students Age 3-21	<input type="checkbox"/>	CP031 Personnel Not Funded Through T & E
<input type="checkbox"/>	CP033 Employees Certificate Type 998 or 999	<input type="checkbox"/>	CP034 Year Experience Compared (W629)
<input type="checkbox"/>	CP035 Employees Not Meeting State Minimum (E655)	<input type="checkbox"/>	CP037 Non-Leadership Assignment with Leadership Cert Type
<input type="checkbox"/>	CP042 Certified Salary Below Minimum	<input type="checkbox"/>	CP043 Compare Certified Year Experience
<input type="checkbox"/>	CP044 Teachers Assignment For Math & Science	<input type="checkbox"/>	CP050 Consolidated Funding District Summary
<input type="checkbox"/>	CP070 Lookup For Last Reported Years Of Experience		
CLASSIFIED			
<input type="checkbox"/>	CP013 Employee Record Summary	<input type="checkbox"/>	CP017 Employee Ethnicity and Gender
ALL EMPLOYEES			
<input type="checkbox"/>	CP089 State Health Plan Employee Summary	<input type="checkbox"/>	CP046 Duplicate Employee Code With Different Name (E2019)
<input type="checkbox"/>	CP002 Active Employee Summary	<input type="checkbox"/>	OCR CPI OCR Part 1 - Tables 21-23
<input type="checkbox"/>	CP010 Employee Record Detail	<input type="checkbox"/>	CP014 Salary Greater Than \$85,000
<input type="checkbox"/>	CP015 Employment Basis Greater Than 1.25	<input type="checkbox"/>	CP018 Terminated Employees
<input type="checkbox"/>	CP018-B E629 Clear Data Report	<input type="checkbox"/>	CP020 Assignment Job Codes Not Reported
<input type="checkbox"/>	CP026 Active Employee Comparison	<input type="checkbox"/>	CP032 Personnel Reported Active in Last Cycle
<input type="checkbox"/>	CP036 Job Codes Summary by System	<input type="checkbox"/>	CP040 Long-Term Substitute Record Summary
<input type="checkbox"/>	CP041 Third-Party Contract Record Summary	<input type="checkbox"/>	CP100 System Sign-Off
<input type="checkbox"/>	View to GA PSC Database		

Report Menu is broken out by categories and link to PSC data...

- ❖ Transmission
- ❖ Certified
- ❖ Classified
- ❖ All Employees

REPORTS

REPORTS TO MONITOR

T&E RELATED REPORTS

SPECIAL ED REPORTS

CTAE REPORT

DUPLICATE ID REPORT

CERTIFIED

CP003 Certified Staff /FTE Experience \$

CP007 Employees Average Salary Summary

CP011B CTAE- Job Assignments

CP016 Employee Ethnicity and Gender

CP021 Teachers Avg Salary Comparison

CP025 Certificate Expiration Dates

CP028 Spec Ed Teachers of Students Age 6-21

CP030 Duplicate Employee ID's

CP006 Employee Funding Source Summary

CP011A CTAE- Contract Information

CP012 Employee Record Summary

CP022 Employee Funding Source Detail

CP027 Spec Ed Teachers of Students Age 3-21

CP029 Rel Srvcs Providers of Students Age 3-21

CP031 Personnel Not Funded Through T&E \$

REPORTS

REPORTS TO MONITOR

JOB CODE REPORTS

ACTIVE VS. TERMINATED EMPLOYEES

LONG-TERM SUBS & 3RD PARTY CONTRACTS

ALL EMPLOYEES

[CP002 Active Employee Summary](#)

[CP010 Employee Record Detail](#)

[CP014 Salary Greater Than \\$85,000](#)

[CP015 Employment Basis Greater Than 1.25](#)

[CP018 Terminated Employees](#)

[CP020 Assignment Job Codes Not Reported](#)

[CP026 Active Employee Comparison](#)

[CP032 Personnel Reported Active in Last Cycle](#)

[CP036 Job Codes Summary by System](#)

[CP040 Long-Term Substitute Record Summary](#)

[CP041 Third-Party Contract Record Summary](#)

[CP100 System Sign-Of](#)

REPORTS

CP052 Consolidated Funding Employee Summary

CP052

Georgia Department of Education Consolidated Funding Employee Summary
 May, 2017 CPI Cycle 2008 608-Bartow County

Emp Code	Last Name, First Name	Consolidated Fund Flag	Subject Code	Job Code	% of Time	Fund Code
*s***4545	Childs, Sue	Y	230	102	20	01
		Y	270	102	80	01
****1111	Malcom, X	Y	270	103	100	01

Legend:

1. **SCHOOL CODE** must be an Approved school to use Consolidated Funding.
2. Employee must be paid out of Fund 150
3. **CONSOLIDATED FUND FLAG** must = 'Y'
4. **EMPLOYEE TYPE** must = (B= SB 327 Retiree or Blank/null = regular)
5. Assignment must be one of the following **JOB CODES**

Instructions	080,085,100,101,102,103,104,105,106,107,108,109,110,111,112,113,114,115,116,117,118,119,120,121,122,123,124,130,131,132,133,142,144,145,146,147,148,150,151,152,153,154,156,157,195,395,434,435,436,440,442,443,445,494,497
Pupil Services	306,396,398,400,401,402,403,407,408,409,412,413,414,438,439,444,496,497
Improvement of Instructional Services	397,405,406,445,497,621
Transportation (Supplemental academic services only)	464,461

Click on the Employee code to take you to the Employee record detail CP010

CF\$

REPORTS

CP051 Consolidated Funding School Summary

CP051

Georgia Department of Education
May, 2017 CPI Cycle 2008

Consolidated Funding School Summary
608-Bartow County

System:608 Bartow County

Please select School:

School Code	School Name	Allotted Number from Resource Allocation Plan	Number of FTE Positions Reported
0177	Mickey Mouse Elementary	50	30
0956	Donald Middle School	50	40

Click on the Fund Code for the drop-down list of schools

Click on the School Code for a list of employees CP052

CF\$

REPORTS

CP050 Consolidated Funding District Summary

CP050

Georgia Department of Education Consolidated Funding District Summary
May, 2017 CPI Cycle 2008 608-Bartow County

Funding Code	Fund Source Name	Allotted Number from Resource Allocation Plan	Number of FTE Positions Reported
01	Staff accounted for within the Resource Allocation Plan (For CF Sites Only)	122	100
02	Staff NOT accounted for within the Resource Allocation Plan (For CF Sites Only)	222	555

Click on the Fund Code for the drop-down list of schools

CP051

REPORTS

REPORTS TO MONITOR

Licensed or Professional Development	Confirmed Y	Confirmed N
AP Professional Development Course	91	37
IB Professional Development Course	40	3
Nurses License Verification	85	0

Georgia Department of Education
Oct, 2018 CPI Cycle 2019-1

System Sign-Off Report
679-Jasper County

Type of Employee Reported	Number
Total Active Employees Reported	0
Total Terminated Employees Reported	0
Total Employee Reported for T & E	
Total Teachers Out of Field	0

Type of Employee Reported in A Record	EMPLOYEE TYPE	Total Number
Regular - Direct Contract	Blank	
Regular - TRS Returned Full-Time	B	
Long-Term Substitutes	L	
Third-Party Contract (Teachers and Special Ed Services)	P	

GOAL:

*Have reports reviewed and ready to **sign off before** the CPI deadline, in case changes need to be made to your data.*

CONTRACTS AND SALARIES



Offering a holistic education to **each and every child** in our state.

CONTRACTS AND SALARIES

Calculating an Employment Basis

Example: Full-time teacher who works 2 additional hours 2 days a week teaching night school. Contracted days = 190 (38 wks)

Calculation for
full-time hours:

8 hours/day	
X 5 days/week	
40 hours/week	
X 38 weeks/year	
1520 hours/year	

Calculation for
additional hours:

2 hours/day	
X 2 days/week	
4 hours/week	
X 38 weeks/year	
152 hours/year	

$$1520 + 152 = 1672$$

$$1672 \div 1520 = 1.10 \text{ (Employment Basis)}$$

CONTRACTS AND SALARIES

Employment Basis vs. Percent of Time

- **Employment Basis – B Record**
 - Related to **CONTRACT SALARY**
 - Used to calculate FTE (full-time equivalent)
 - Used in T&E calculation for certified employees
 - Cannot be greater than 2.0

- **Assignment Percent of Time – C Record**
 - Related to **TOTAL TIME ON THE JOB**
 - All assignments must total 100% of time
 - Estimate % of time spent per assignment

CONTRACTS AND SALARIES

Example:

Employment Basis vs. Percent of Time

■ **Employment Basis – B Record**

- Certified CONTRACT Salary = \$20,631.00
- Employment Basis = 0.50
- FTE calculated salary = $20,631.00 / 0.50 = \$41,262.00$ With Yrs Exp = 5 (Step 3) and Cert Level T4 (bachelors), the Salary Schedule minimum = \$41,262.00 (met minimum)

■ **Assignment Percent of Time – C Record**

- Certified CONTRACT Days = 95 (full-time =190 days)
- Employee has 3 assignments:
 - 15% of time worked teaching English
 - 65% of time worked as counselor
 - 20% of time worked teaching English remedial

CONTRACTS AND SALARIES



Question from district:

Are we obligated to increase certified employees salary if there is an **upgrade in certification** within the contract year?

Answer:

The answer is **yes** - they are paid from the date of the certificate.

(See 160-5-2-.05 Experience for Salary Purposes)

CONTRACTS AND SALARIES

T&E CALCULATION

We will use 4 years of experience salary step 2 the T-4 = 39168.00 – 37092.00 = 2076.00 T&E dollars
 BASE EQUALS = 37092.00

FY 2020		STATE SALARY SCHEDULE										Folder Name: FY20 INITIAL(Salary Schedule)	
PROPOSED		GEORGIA ANNUAL/MONTHLY SALARY SCHEDULE FOR 10 MONTHS EMPLOYMENT										BASE EQUALS \$37,092.00	
		LEVEL OF CERTIFICATION										SCHOOL YEAR 2019 - 2020	
Years of Creditable Service	Salary Step	T-1 \$35,217.00 94.50% OF T - 4	T-2 \$36,154.00 97.25% OF T - 4	PROV BT-4 \$35,217.00 94.50% OF T - 4	PROF T-4 \$37,092.00 100.00% N/A	PROV BT-5 \$39,308.00 108.50% OF T - 4	PROF T-5 \$42,206.00 115.00% OF T - 4	PROV BT-6 \$44,754.00 108.50% OF T - 5	PROF T-6 \$47,303.00 113.00% OF T - 5	PROV BT-7 \$50,183.00 108.50% OF T - 6	PROF T-7 \$52,176.00 111.00% OF T - 6		
0,1,2	E	\$35,217.00	\$36,154.00	\$35,217.00	\$37,092.00	\$39,308.00	\$42,206.00	\$44,754.00	\$47,303.00	\$50,183.00	\$52,176.00		
		\$2,934.75	\$3,012.83	\$2,934.75	\$3,091.00	\$3,275.67	\$3,517.17	\$3,729.50	\$3,941.92	\$4,181.92	\$4,348.00		
3	1	\$36,184.00	\$37,149.00	\$35,217.00	\$38,115.00	\$40,397.00	\$43,382.00	\$46,007.00	\$48,832.00	\$51,598.00	\$53,851.00		
		\$3,015.33	\$3,095.75	\$2,934.75	\$3,176.25	\$3,366.42	\$3,615.17	\$3,833.92	\$4,052.67	\$4,299.83	\$4,470.92		
4	2	\$37,180.00	\$38,173.00	\$35,217.00	\$39,168.00	\$41,519.00	\$44,593.00	\$47,297.00	\$50,001.00	\$53,056.00	\$55,171.00		
		\$3,098.33	\$3,181.08	\$2,934.75	\$3,264.00	\$3,459.92	\$3,716.08	\$3,941.42	\$4,166.75	\$4,421.33	\$4,597.58		
5	3	\$38,205.00	\$39,228.00	\$35,217.00	\$40,253.00	\$42,675.00	\$45,841.00	\$48,628.00	\$51,411.00	\$54,558.00	\$56,736.00		
		\$3,183.75	\$3,269.00	\$2,934.75	\$3,354.42	\$3,556.25	\$3,820.08	\$4,052.17	\$4,284.25	\$4,546.50	\$4,728.00		
6	4	\$39,281.00	\$40,315.00	\$35,217.00	\$41,743.00	\$44,262.00	\$47,555.00	\$50,451.00	\$53,347.00	\$56,820.00	\$58,885.00		
		\$3,271.75	\$3,359.58	\$2,934.75	\$3,478.58	\$3,688.50	\$3,962.92	\$4,204.25	\$4,445.58	\$4,718.33	\$4,907.08		
7	5	\$40,349.00	\$41,434.00	\$35,217.00	\$42,905.00	\$45,500.00	\$48,892.00	\$51,875.00	\$54,857.00	\$58,229.00	\$60,562.00		
		\$3,362.42	\$3,452.83	\$2,934.75	\$3,575.42	\$3,791.67	\$4,074.33	\$4,322.92	\$4,571.42	\$4,852.42	\$5,046.83		
8	6	\$41,489.00	\$42,587.00	\$35,217.00	\$44,701.00	\$47,413.00	\$50,957.00	\$54,074.00	\$57,191.00	\$60,714.00	\$63,152.00		
		\$3,455.75	\$3,548.92	\$2,934.75	\$3,725.08	\$3,951.08	\$4,246.42	\$4,506.17	\$4,765.92	\$5,059.50	\$5,262.67		
9,10	7	\$42,623.00	\$43,775.00	\$35,217.00	\$46,952.00	\$48,745.00	\$52,398.00	\$55,608.00	\$58,817.00	\$62,445.00	\$64,957.00		
		\$3,551.92	\$3,647.92	\$2,934.75	\$3,829.33	\$4,062.08	\$4,366.33	\$4,633.83	\$4,901.42	\$5,203.75	\$5,413.08		

ITEM'S TO REMEMBER



Offering a holistic education to **each and every child** in our state.

ITEM'S TO REMEMBER

CPI RECORDS PER EMPLOYEE TYPE

<u>EMPLOYEE TYPE Code</u>	<u>Personnel</u>	<u>Record Layouts</u>	<u>Certified T&E \$</u>
L	Long-Term Substitutes	A	No
P	Third-Party Contracts	A & C	No
B	SB 327 Employees (direct contract)	A, B, & C	Yes
Blank/null	Other direct contract employees and VIF	A, B, & C	Yes

ITEM'S TO REMEMBER

SUBJECT Matter Codes

Matching course to state codes

- Teaching assignments are broken out by subject taught.
- **First two digits** indicate the **subject area**.

Subject Matter Code	Code Description
010	Agricultural Business & Production Technology
012	Agricultural Business & Production Technology
013	Agricultural Business & Production Technology
018	Agricultural Business & Production Technology

ITEM'S TO REMEMBER

SUBJECT Reminders

Matching course to state codes

- **Third digit** is the **Type of Instruction (Modality)**

231 = Remedial

232 = Gifted Education

233 = Distance Learning

238 = Special Education

230 = All Other

- Combining **Subject** with **Type of Instruction**: Example:

English Language Arts (LA) = 23.xxxxxxx

231 = Remedial LA

232 = Gifted Education LA

233 = Distance Learning LA

238 = Special Education LA

230 = All Other LA

ITEM'S TO REMEMBER

Subject Reminders

- **Subject Matter** codes should reflect the **specialized fields of study** wherever possible.
 - ❖ Reduces necessary changes in In-Field reporting for PSC

- Subject codes **930-958** are **not valid for teachers** for Job Codes 080-199 (teachers).
 - ❖ These are still valid for any position above 199 (non-teacher)
 - ❖ Elementary codes can still be used (920-928) where appropriate

PQ and In-Field

2019-2020 GaDOE Guidance

ITEM'S TO REMEMBER

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

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”, “N”, or “SI”.

Reported Annually

In-Field Equivalent
(CHW Codes)
101
Degree
102
21 Sem. Hrs of Coursework
103
GACE Test
105
CTAE Equivalent

PQ and In-Field

2019-2020 GaDOE Guidance

ITEM'S TO REMEMBER

- **Who is reported?**

- All PK-12 teachers reported in Student Class, including GNETS, Contractors, Gifted, ESOL, & EIP
- If a teacher cannot be determined, the record will be out-of-field
- All teachers must hold a clearance certificate

- **What standards are set for In-Field?**

- GaPSC Issued Induction/Professional Certification in Subject & Grade Level Assigned OR
- Certification Equivalent Reported in CPI through Charter Waiver Codes 101, 102, 103, 105
- Special Education teachers must hold certification in accordance with student IEPs
 - Adapted certification required to serve students with GAA flag in Student Record
 - General certification required to serve students without GAA flag in Student Record
 - BD, LD, VI, DE, PHD certification – In-Field Only when all students are receiving support only in the area of certification
 - If a special education teacher issues grades, the teacher must hold special education

certification and content

ITEM'S TO REMEMBER

Professional Qualifications for Teachers



What does ESSA say about qualifications?

ESSA says that state education agencies (SEAs) and Local Education Agencies (LEAs) must ensure teachers meet applicable state certification requirements [Sections 1111(g)(2)(J), 1112(c)(6)].



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



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

PQ and In-Field 2019-2020 GaDOE Guidance

ITEM'S TO REMEMBER

- **Who is reported?**
 - All PK-12 teachers reported in Student Class, including GNETS, Contractors, Gifted, ESOL, & EIP
 - If a teacher cannot be determined, the record will be out-of-field
 - All teachers must hold a clearance certificate
- **What standards are set for In-Field?**
 - GaPSC Issued Induction/Professional Certification in Subject & Grade Level Assigned OR
 - Certification Equivalent Reported in CPI through Charter Waiver Codes 101, 102, 103, 105
 - Special Education teachers must hold certification in accordance with student IEPs
 - Adapted certification required to serve students with GAA flag in Student Record
 - General certification required to serve students without GAA flag in Student Record
 - BD, LD, VI, DE, PHD certification – In-Field Only when all students are receiving support only in the area of certification
 - If a special education teacher issues grades, the teacher must hold special education certification and content

PQ/In-Field - CPI

2019-2020 GaDOE Guidance

ITEM'S TO REMEMBER

Certificate Field Code	Certificate Field	Comments	In-Field Status	Suggested Documentation
101	Academic Major	LEA Uses GaDOE Charter/SWSS Waiver to Meet ESSA In-Field and LEA PQ Requirements	In-Field	Degree, Transcripts
102	Course Work (Minimum 21 semester hrs/ 35 quarter hrs at C or Higher)	LEA Uses GaDOE Charter/SWSS Waiver to Meet ESSA In-Field and LEA PQ Requirements	In-Field	Transcripts
103	GACE	LEA Uses GaDOE Charter/SWSS Waiver to Meet ESSA In-Field and LEA PQ Requirements	In-Field	GACE Assessment Report, Certificate, GaPSC In-Field Report
105	In-Field by CTAE Equivalent Requirements	LEA Uses GaDOE Charter/SWSS Waiver to Meet ESSA In-Field and LEA PQ Requirements	In-Field	ESSA PQ and In-Field Implementation Guides (pages 45-57)
104	Meets LEA PQ Requirements Does Not Meet ESSA In-Field Requirements	LEA Uses GaDOE Charter/SWSS Waiver to Meet LEA PQ Requirements; However, the Teacher Does Not Hold GaDOE In-Field Equivalent Credentials	Out-of-Field	LEA CLIP Support the LEA's PQ
106	Does Not Meet LEA PQ Requirements Does Not Meet ESSA In-Field Requirements	LEA Hires/Assigns the Best Available Teacher Who Does Not Meet LEA PQ Requirements. The Teacher Does Not Hold GaDOE In-Field Equivalent Credentials	Out-of-Field	

101-105 Fully Funded. 106 Not Funded.

ITEM'S TO REMEMBER

Report employee's form first day of collection until the last.

Please make sure all employee's have Clearance Certificates.

Make sure you are aware of all Third Party Employee's.

If you are taking advantage of services from other districts please confirm that they are reporting the employee's in there CPI collection.

Remember Termination dates are just that Termination dates.

ITEM'S TO REMEMBER

Please make sure you communicate with the Superintendent about signings off before the signoff date.

Look up your new employee's in PSC to confirm certifications information if you see an (*) contact PSC to inform them that they are working for your LEA.

Know that I Am Here For You!!!!

Data Collection Team

Levette Williams	Chief Privacy Officer, Director of Technology Management (Data Collections & Reporting, Customer Support, Database Administration)		lewillia@doe.k12.ga.us
Kathy Aspy	Data Collections Manager	404-651-5312	kaspy@doe.k12.ga.us
Patty Miller	GUIDE Private School Collection	404-657-0533	pmiller@doe.k12.ga.us
Carl Garber	Student Record	404-463-2326	cgarber@doe.k12.ga.us
Sharon Armour	Student Class Course Table Maintenance Pre-ID	404-657-1064	sarmour@doe.k12.ga.us
Katie Green	CPI Free and Reduced Meal PCG	404-463-1946	kagreen@doe.k12.ga.us
Irish Saxton	FTE End Of Pathway Assessment	404-657-0536	isaxton@doe.k12.ga.us
Stephanie Smith	New Coordinator Liaison Systems Analyst (PCG)	404-463-0256	stephanie.smith@doe.k12.ga.us



Need Assistance?

Please issue a dticket via email

dticket@doe.k12.ga.us

OR

Call the Help Line at

800-869-1011

Please indicate that this is a

CPI QUESTION.

Thank you for your kind attention!

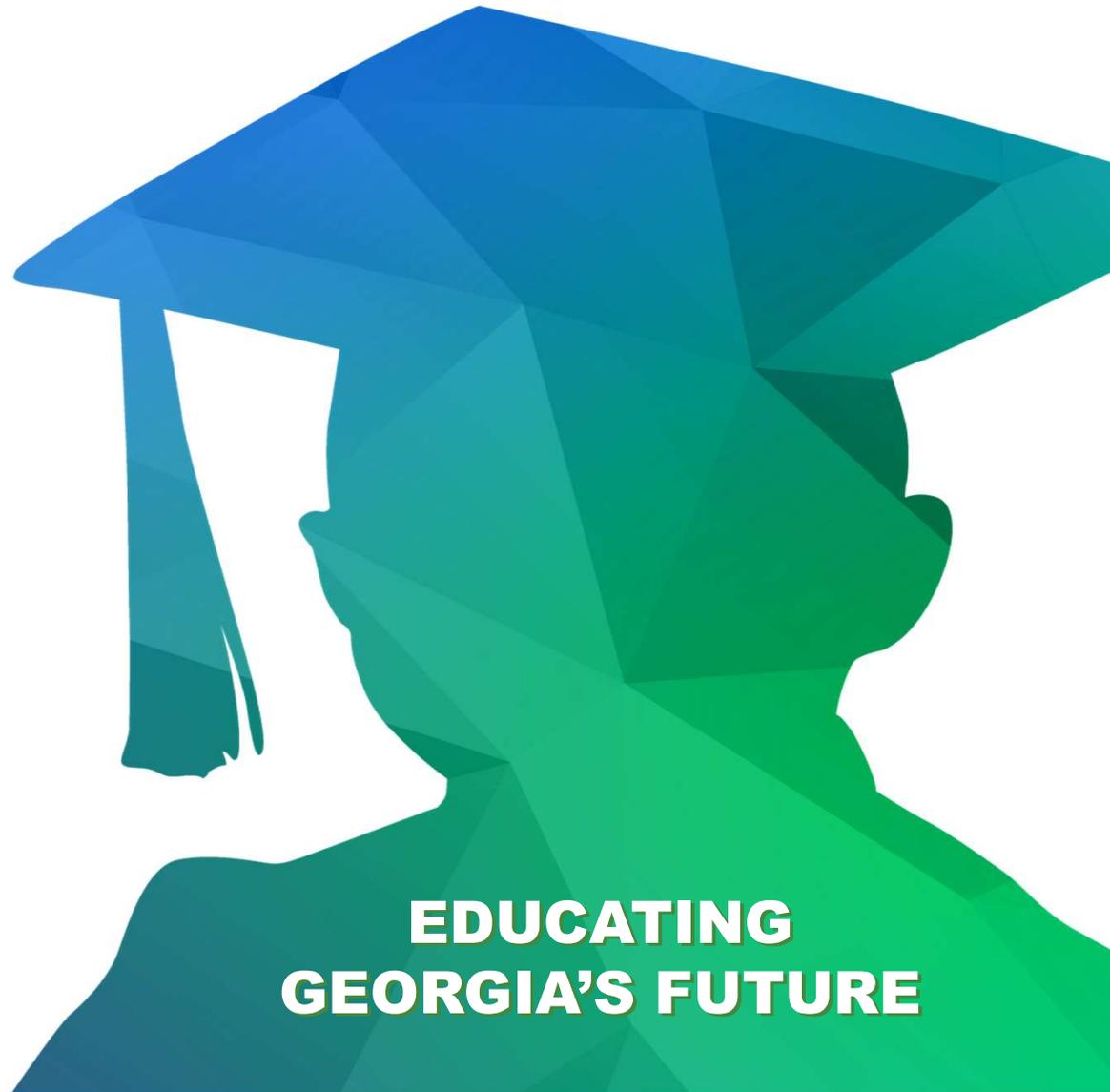
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**EDUCATING
GEORGIA'S FUTURE**