



PQ Updates for Special Education

March 3, 2021

Special Education & Title I, Part A

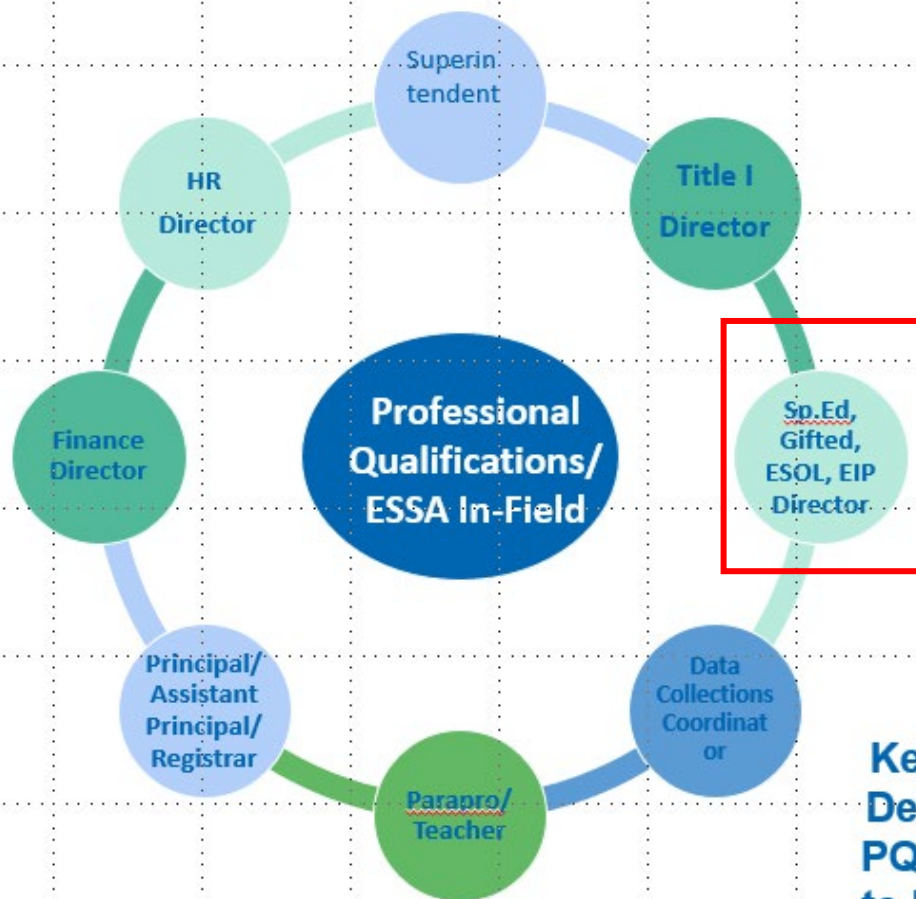
professionalqualifications@doe.k12.ga.us



PQ Updates for Special Education Agenda

1. PQ Stakeholders
2. ESSA/IDEA Professionally Qualified
3. Paraprofessional, Substitutes, & Special Education Teacher Requirements
4. In-Field & In-Field Portal Review
5. Data Collections Student Class Delivery Model Coding
6. Required Notifications
7. GNETS
8. PQ – In-Field Resources

PQ Updates for Special Education Key Stakeholders



**Key Stakeholders
Determine District
PQ and Contribute
to In-Field Reports**

PQ Updates for Special Education

Key Stakeholders

Superintendent

Be aware that PQ requirements impact many district and school positions and must be consistently implemented.

Be aware that each LEA in Georgia has its own unique requirements.

Waiving certification may impact funding and public reporting.

Title I Director

Is responsible for ensuring that LEA PQ requirements have been submitted in the CLIP: District Improvement Plan

Is responsible for ensuring that ESSA requirements have been met for monitoring purposes: qualifications and notifications. May include collaboration with principals and HR.

Special Education Director


Is responsible for ensuring that IDEA/ESSA/GaDOE/LEA requirements for special education paraprofessionals and teachers have been met for monitoring purposes: qualifications and notifications
This may impact teacher assignments, recruitment and training.

HR Director

Is responsible for ensuring IDEA/ESSA/GADOE/LEA requirements for paraprofessionals and teachers have been met. Must maintain equivalent qualification documentation to support CPI charter/SWSS assertions. Be aware of how PQ may impact teacher recruitment and training. Work with Title I Director

PQ Updates for Special Education

Key Stakeholders




Paraprofessionals Teachers

Be aware that each LEA in Georgia has its own unique requirements.

Be aware that additional qualifications may be required by the employing LEA.

PQ/In-Field is based on educator qualifications and job assignment (course/grade level).

Notifications are required if a teacher does not meet LEA PQ.



School Scheduling Designee

Responsible for ensuring teacher job assignments align with LEA PQ requirements.

PQ/In-Field is based on current educator qualifications and job assignment (course/grade level).




Data Collections

Is responsible for ensuring that all Data Collections data is entered accurately in CPI, student class, and Student Record.

In CPI ensures CWC are only used for teachers for whom certification is waived.

In Student Class ensures the coding of content and service areas reflects what is happening in the classroom.



Principals/ Assistant Principals

Be aware that each LEA in Georgia has its own unique requirements.

May be required to support paraprofessionals/teachers in meeting requirements.

Responsible for ensuring hiring and job assignments align with LEA PQ requirements.

Notifications are required if a teacher does not meet LEA PQ.







ESSA/IDEA Professionally Qualified

PQ Updates for Special Education

ESSA PQ & In-Field Requirements

Who is Establishing Requirements?

ESSA Federal Gov't	Monitoring and Reporting Requirements Paraprofessional Requirements	
OCGA Georgia Gov't	GAPSC Requirements <ul style="list-style-type: none"> • Clearance Certificate • Certification for Traditional LEAs GaDOE Flexibility (Buford City and Webster) • Charter and SWSS LEAs may waive laws/rules 	
SBOE Rules GaDOE	Special Education Teacher Requirements Certification Flexibility for Charter and SWSS	
Charter and SWSS LEAs	Establish minimum professional qualifications for teachers for whom certification is waived	

PQ Updates for Special Education Professionally Qualified

Professional Qualifications Under ESSA/IDEA

In-Field
Fully certified
Equivalent Credentials
SEA Requirements
(Special Education Service)



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

Minimum professional
qualification requirements set
by Charter and SWSS LEAs
**(Content Certification if
waived)**



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

PQ Updates for Special Education Required State Reporting

State Report Card

A State that receives assistance under ESSA shall prepare and disseminate widely to the public an annual State report card...

The professional qualifications of teachers in the State, including information (that shall be presented in the aggregate and disaggregated by high- poverty compared to low-poverty schools) on the number and percentage of—

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

ESSA Section 1111(h)(1)(C)(ix)

Annual State Report to USDE

Each State educational agency receiving assistance under this part shall report annually to the Secretary, and make widely available within the State...

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

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

ESSA Section 1111(h)(1)(C)(ix)

Please ensure that you check the Professional Qualifications webpage for the most recent guidance and updates. <https://tinyurl.com/ProQual>

PQ Updates for Special Education In-Field Reporting Quick Guide

What is In-Field?

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

To be 'ESSA In-Field' a teacher must have a certificate or licensure in the subject and grade level band assigned OR meet GaPSC requirements: 1) degree in the subject area assigned, OR 2) coursework in subject area assigned – 21 semester/ 35 quarter hours, OR 3) a passing score on a content area test in subject area assigned.

How is In-Field Reported?

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

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

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

The LEA Report Card shall include the professional qualifications of all Georgia educators (SEA, LEA and School level data), including information (that shall be presented in the aggregate and disaggregated by high poverty compared to low-poverty schools) on the number and percentage of:

Inexperienced teachers, principals, and other school leaders,

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

Teachers teaching with emergency or provisional credentials, and,

- This may apply to teachers who hold a GaPSC issued certificate not supported by test or coursework.

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

- "Out-of-field" teachers are those who are not teaching in their field of certification.

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

The Annual State Report submitted to the Secretary of the United States Department of Education shall include information on the professional qualifications of teachers in the State, including information on the number and the percentage of the following teachers:

- Inexperienced teachers,
- Teachers who are not teaching in the subject or field for which the teacher is certified or licensed,
- Teachers who are teaching with emergencies or provisional credentials, and
- Retention rates of effective and ineffective teachers, principals, or other school leaders.

PQ Updates for Special Education

Establishing Minimum Professional Qualifications

- Waive Certification – Yes or No?
- If Yes, For Which Teachers?
 - **All teachers except Special Education for service**
 - Hard to staff areas?
 - CTAE or Foreign Language?
- What are Minimum Qualifications?
 - Degree
 - Content Assessment
 - Related Course/Field Work
 - Do you want to be specific about the minimum professional qualification for Special Education teachers for content?
 - Everyone must have a clearance certificate

CLIP/
District
Improvement
Plan

DISTRICT IMPROVEMENT PLAN	
4.A.1. Does whether or not the district waives certification under Georgia Chapter law (OCGA 20-2-290) or State Board Rule. Waiver: Yes/No (10/13/15)	
4.A.2. If the district waives certification, specify whether or not, in the current fiscal year, certification is waived for all teachers except Special Education, PECE, CTE/CLD, or certification is waived for a subset group of teachers. Please specify the subset group of teachers for which certification is waived. Do not specify more details content area and grade level than 10, 5, 4, 3, 2, 1, 12. Please note that in Georgia certification requirements for Special Education, PECE, and CTE/CLD teachers is 50% of the waiver. 50% of all teacher teachers are required to hold CTE/CLD special education certification that is in addition to the course in which the teacher is assigned. In addition, PECE and CTE/CLD Teachers must hold the corresponding CTE endorsement. (10/13/15)	
4.A.3. If the district waives certification, list the minimum professional qualifications required for employment of teachers for whom certification is waived (e.g., bachelor's degree, content assessment, coursework, field experience, etc.). (10/13/15)	

PQ Updates for Special Education

PQ Requirements

All LEA educators must hold a clearance certificate (2011)

<p>Paraprofessionals ESSA Sec.1111(g)(2)(M); GaPSC Certification Rule 505-2-.18</p>	<ul style="list-style-type: none"> • Federal Requirements • Certification or Equivalent: 2 Yr Degree, 60 Semester Hours, GACE Paraprofessional Test
<p>Sp. Ed. Teachers –Not Issuing Grades (Service) O.C.G.A. §20-2-200, SBOE Rules 160-4-9-.05, 160-5-1-.33</p>	<ul style="list-style-type: none"> • GaPSC Sp.Ed. Certification Requirements
<p>Sp. Ed. Teachers –Issuing Grades (Content) O.C.G.A. §20-2-200, SBOE Rules 160-4-9-.05, 160-5-1-.33</p>	<ul style="list-style-type: none"> • GaPSC Sp.Ed. Certification Requirements • Content: Certification or the LEA PQ Requirements
<p>Substitute Teachers O.C.G.A. §20-2-216</p>	<ul style="list-style-type: none"> • Hold GaPSC Certification or Best Candidate



Paraprofessionals, Substitutes, and Special Education Teachers Requirements for Service and Content



PQ Updates for Special Education Paraprofessionals

The State of Georgia ensures that it has professional standards for all paraprofessionals working in any school, including qualifications that were in place on the day before the date of enactment of the Every Student Succeeds Act.

In Georgia, a paraprofessional employed by a Georgia LEA, must meet one of the following requirements:

- **Degree:** Hold an associate's degree or higher in any subject from a Georgia Professional Standards Commission (GaPSC)-accepted accredited institution; or
- **Coursework:** Have completed two (2) years of college coursework (sixty [60] semester hours) at a GaPSC-accepted accredited institution; or
- **Content Area Test:** Have passed the GACE Paraprofessional Assessment. If eligibility is established through the assessment, the applicant must also hold a minimum of a high school diploma or GED equivalent.

Paraprofessionals must have a certification issued from GaPSC!

PQ Updates for Special Education

Professional Qualifications for Substitutes

O.C.G.A. § 20-2-216

It shall be the duty of the local unit of administration to employ substitutes, including retired teachers in accordance with Code Section 47-3-127, **who possess valid teaching certificates issued by the Professional Standards Commission.** If no person holding a valid teaching certificate is available for this purpose, the local unit of administration is authorized to **employ the person who most closely meets the requirements for certification as a teacher and who is available to serve as a substitute**, provided such person is closely supervised by the school principal or principal's designee.

- ★ All long-term substitutes that have taught for 46 or more consecutive days must have a clearance certificate.



Special Education Teachers Providing Service – Not Issuing Grades

PQ Updates for Special Education

Special Education In-Field Rules for Service

- **505-2-.110 SPECIAL EDUCATION GENERAL CURRICULUM**
Educators certified in Special Education General Curriculum are in-field to provide educational services for students in grades P-12 with disabilities whose Individualized Education Program (IEP) indicates instruction using the general education curriculum and participation in the general statewide assessment in grades P-12.
- **505-2-.107 SPECIAL EDUCATION ADAPTED CURRICULUM**
Educators certified in Adapted Curriculum are in-field to provide educational services for all students in grades P-12 with disabilities whose Individualized Education Program (IEP) indicates instruction in an adapted curriculum leading to participation in the Georgia Alternate Assessment (GAA).

PQ Updates for Special Education

Special Education In-Field Rules for Service

- **505-2-.56 SPECIAL EDUCATION GENERAL CURRICULUM/EARLY CHILDHOOD EDUCATION** Educators certified in Special Education General Curriculum/Early Childhood Education are in-field to provide educational services for all students in grades P-5, special education preschool (ages 3-5) and cognitive level P-5, including those with disabilities whose Individualized Education Program (IEP) indicates instruction using the general education curriculum and participation in the general statewide assessment.

PQ Updates for Special Education

Special Education Service Requirements

- The requirements for Special Education teachers that align with the student's IEP for service
 - A teacher providing instruction to a student being instructed using the general curriculum **without** a designated GAA flag in student record, must hold the Special Education General Curriculum (P-12).
 - A teacher providing instruction to a student being instructed using the adapted curriculum **with** a designated GAA flag in student record, must have the Special Education Adapted Curriculum (P-12).
 - A teacher providing instruction to special education students participating in the general curriculum and other students participating in the adapted curriculum at the same time, must have both certifications.
 - A teacher with BD, LD, VI, Deaf Education, or Physical or Health Disability certification is in-field Only when all students are receiving support in the disability area of certification.

PQ Updates for Special Education

“N” – Non-Renewable & “W” – Waiver

NON-RENEWABLE PROFESSIONAL CERTIFICATE ‘N’ 505-2-.09

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

WAIVER CERTIFICATE ‘W’ 505-2-.13

- Educators have not satisfied all certification requirements.
This includes
 - candidates completing GaPSC- or state-approved educator preparation programs leading to Induction Pathway One or Induction Pathway Two certification that have not attained a passing score on the GACE content assessment, Georgia Educator Ethics – Program Exit Assessment or GaPSC-approved content pedagogy assessment (edTPA)
 - educators with two unremediated, unsatisfactory, needs development or ineffective evaluations.

PQ Updates for Special Education

Test Your Knowledge

- 1. What teacher certification(s) would be required if six eighth grade students were receiving services (no grades being issued) from a special education teacher in a Language Arts classroom?**
 - A. Special Education Adapted Certification
 - B. Special Education General Certification
 - C. Language Arts (6-12) Certification
 - D. Special Education Language Arts Cognitive Level (6-8)
 - E. B and D

PQ Updates for Special Education

Test Your Knowledge

2. What teacher certification(s) would be required if three grade 10 students were being provided services using the general curriculum and 2 students were receiving services using the adapted curriculum from a special education teacher in a small group math classroom at the same time? The Special Education teacher is not issuing grades.

- A. Special Education Adapted Certification
- B. Special Education General Certification
- C. Math (6-12) Certification
- D. Special Education Math Cognitive Level (6-12)
- E. A and B



Special Education Teachers Providing Content – Issuing Grades

PQ Updates for Special Education

Special Education Content – Issuing Grades


In-Field (GaPSC Certification or Equivalent)

Special Education teachers serving in a consultative role must have the appropriate base Special Education certificate issued as Consultative. To be in-field as a teacher of record for an academic content field, the educator's certificate must include the appropriate Special Education field and the appropriate Special Education academic content concentration issued at the appropriate cognitive level. The cognitive level appropriate for the educator's certificate is based on information contained in the student's Individualized Education Program (IEP).


- Special Education General Curriculum Content – Specific grade level/grade band and subject area assigned
- Special Education Adapted Curriculum Content – Any grade level in the subject area assigned
- Computer Based Programs issuing grades should be coded as 444-44-4444 in student class

PQ Updates for Special Education CPI – Charter Waiver Codes

Paragraph Styles



Georgia's Systems of Continuous Improvement
Right to Know Notification Quick Guide



Georgia Department of Education

Equivalent Credentials – Charter Waiver Codes

The Credentials

In Georgia, ESSA in-field equivalents include:

1. **Degree** - The teacher must hold a bachelor's degree or higher from a GaPSC accepted, accredited institution of higher education in the subject area assigned; **OR**
2. **Coursework** - The teacher must have a minimum of 21 semester/35 quarter hours in the subject area assigned. GaDOE follows GaPSC requirements for acceptable course grades; **OR**
3. **State Approved Assessment** - The teacher must have a passing score on a GaPSC accepted content area test in the grade level and subject area assigned. The state-approved content assessment for Georgia is the Georgia Assessments for the Certification of Educators (GACE); **OR**
4. **CTAE Credentials** - The teacher must hold CTAE equivalent credentials determined in consultation with Title I Committee of Practitioners, GaPSC, and GaDOE CTAE Staff.

Certificate Field Code	Certificate Field	Comments	In-Field Status	Suggested Documentation
101	Academic Major	LEA Uses <u>GaDOE</u> 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 <u>GaDOE</u> Charter/SWSS Waiver to Meet ESSA In-Field and LEA PQ Requirements	In-Field	Transcripts
103	GACE	LEA Uses <u>GaDOE</u> Charter/SWSS Waiver to Meet ESSA In-Field and LEA PQ Requirements	In-Field	GACE Assessment Report, Certificate, <u>GaPSC</u> In-Field Report
105	CTAE Credentials	LEA Uses <u>GaDOE</u> Charter/SWSS Waiver to Meet ESSA In-Field and LEA PQ Requirements	In-Field	ESSA PQ and In-Field Implementation Guides (pages 49-63)

PQ Updates for Special Education

Special Education Content – Issuing Grades

Professional Qualifications (PQ) Waived

If a charter or strategic waiver LEA waives content for Special Education teachers issuing grades:

- Special Education General Curriculum Content – Minimum PQ requirements established by the LEA
- Special Education Adapted Curriculum Content – Minimum PQ requirements established by the LEA
- Any LEA that does not waive content for Special Education teachers - must be GaPSC content certified or hold the equivalent credentials if issuing grades

PQ Updates for Special Education

Special Education Content Requirements

The requirements for Special Education teachers issuing grades for content

- Traditional LEAs – GaPSC state certification and licensure
- Charter and Strategic Waiver LEAs
 - Waiver content certification – established minimum qualifications defined in the CLIP
- GNETS - professional qualifications of the district responsible for hiring
- GNETS RESA – GaPSC state certification and licensure
- Computer Program issuing grades coded 444-44-4444 in student class
- ALL educators must have a clearance certificate

PQ Updates for Special Education

Special Education P-12 Teachers Content

Including Teachers at GNETS, residential facilities and third-party contractors.

Professional Qualifications (Monitoring)

ESSA In-Field (Reporting)

- PK-12 Special Education Teachers issuing content grades must have content certification or LEA minimum professional qualifications **and** appropriate special education certification.
- PK-12 Special Education Teachers not issuing grades must have appropriate special education certification

ESSA Sec.1111(g)(2)(M), IDEA 612(a)(14)(C), SBOE Rules 160-4-9-.07, 160-5-1-.33

PQ Updates for Special Education Clearance Certificates

ALL Georgia LEA teachers, school or school system administrators, and paraprofessionals **MUST hold a Clearance Certificate.**

A Clearance Certificate is a certificate issued by the Georgia Professional Standards Commission that verifies that an educator has completed fingerprint and criminal background check requirements.

G.A. §§ 20-2-80, 20-2-200, 20-2-211.1, 20-2-2065, GaPSC & SBOE Rules

Please ensure that you check the Professional Qualifications web page for the most recent guidance and updates. <https://tinyurl.com/ProQual>.

PQ Updates for Special Education Resources – Special Education

Georgia's Systems of Continuous Improvement
Special Education Teacher Professional Qualifications/ESSA In-Field

Federal Professional Qualification Requirements - ESSA

ESSA requires SEAs and LEAs to ensure that teachers meet state certification requirements. ESSA Sections 1111(g)(2)(i), 1112(c)(6)

Traditional Georgia LEAs	Charter & Strategic Waiver LEAs Special Education Teacher Does <u>Not</u> Issue Grades	Charter & Strategic Waiver LEAs Special Education Teacher Issues Grades
<p>Georgia law authorizes GaPSC to establish certification requirements. Special Education teachers MUST follow all GaPSC certification requirements and State Board of Education rules.</p> <p>O.C.G.A. §§ 20-2-200, 20-2-984, GaPSC Rules</p>	<p>In compliance with Georgia State Board Rule, special education teachers who do NOT issue grades MUST hold GaPSC special education certification aligned with teaching assignment (general, adapted, visual impairment, etc.)</p> <p>AND</p> <p>MUST have a clearance certificate.</p> <p>O.C.G.A. §§ 20-2-80, 20-2-200, 20-2-211.1, 20-2-2065, GaPSC Rules, SBOE Rules</p>	<p>In compliance with Georgia State Board Rule, special education teachers who issue grades MUST hold GaPSC special education certification aligned with teaching assignment (general, adapted, visual impairment, etc.)</p> <p>AND</p> <p>MUST hold content certification for the subject and grade level bands for which the teacher is assigned (K-5), (4-8), (6-12) and in accordance with the students' IEPs</p> <p>AND</p> <p>MUST have a clearance certificate.</p> <p>O.C.G.A. §§ 20-2-80, 20-2-200, 20-2-211.1, 20-2-2065, GaPSC Rules, SBOE Rules</p>

Will PQ mandate specific service delivery models/personnel supports?

Alternative Placement
Co-Teaching
Consultation
Supportive Instruction
Collaboration
General Education

No. LEAs should determine Special Education service delivery models based on student needs, LEA staff capacity and LEA resources.

SPECIAL EDUCATION TEACHERS WHO HOLD A GaPSC ISSUED "W", "N", OR "SI" CERTIFICATE IN SPECIAL EDUCATION MAY NOT MEET GEORGIA ESSA PROFESSIONAL QUALIFICATION REQUIREMENTS.

WHO DO LEAs CALL WITH QUESTIONS ABOUT EDUCATOR QUALIFICATIONS?
 OUT-OF-FIELD & PROFESSIONAL QUALIFICATIONS:
 GaDOE Staff, professionatqualifications@doe.k12.ga.us

CERTIFICATION:
 GaPSC Portal, mail@gapsc.com

SPECIAL EDUCATION:
 GaDOE Special Education Staff, Assigned District Liaisons

CHARTER & STRATEGIC WAIVER QUESTIONS:
 Georgia Department of Education
 March 20, 2019 • Page 1 of 1

ESSA In-Field Reporting
 GaDOE will use GaPSC in-field rules to determine ESSA In-Field qualifications for special education teachers that align with each teacher's teaching assignment for special education and content. "Out-of-Field" will be reported for the entirety of the school year using Certification Records, all three CPI and Student Class data collections cycles and Student Record.

20 Day Notifications for Special Education Teachers
Does not issue grades – notifications must be disseminated if the teacher does not hold special education certification
Issues grades – notifications must be disseminated if the teacher does not hold special education certification and/or content certification for the subject area(s) and grade level band(s) in which the teacher issues grades

Purpose:

- To provide LEAs with guidelines as it relates to special education
- To gather existing guidance into one quick reference tool

Audience:

- LEA program directors or school program contacts, and school level administrators in charge of scheduling

PQ Updates for Special Education

Test Your Knowledge

3. Which of the following is not true of PQ and In-Field?

- A. The requirements are the same for Special Education service (teachers not issuing grades).
- B. PQ can be established by Charter/SWSS LEAs for Special Education service and content.
- C. Professional Qualifications are established by the Federal Government, GaDOE, and LEAs
- D. In-Field is a report of the teachers who are not teaching in the field in which they are certified or licensed

PQ Updates for Special Education

Test Your Knowledge

4. Who must hold a clearance certificate?

- A. Only core teachers employed in the LEA
- B. All educators employed in the LEA
- C. All teachers and paraprofessionals employed in the LEA
- D. Bus drivers, cafeteria, and janitorial staff employed in the LEA

The In-Field Portal

Effective July 1, 2014

505-2-.94 ART

(1) Certification Requirements.

- (a) Professional Certificate (See GaPSC Rule 505-2-.05 PROFESSIONAL CERTIFICATE);
- (b) Induction Certificate (See GaPSC Rule 505-2-.04 INDUCTION CERTIFICATE);
- (c) Non-Renewable Professional Certificate (See GaPSC Rule 505-2-.09 NON-RENEWABLE PROFESSIONAL CERTIFICATE);
- (d) International Exchange Certificate (See GaPSC Rule 505-2-.11 INTERNATIONAL EXCHANGE CERTIFICATE);
- (e) Permit (See GaPSC Rule 505-2-.10 PERMIT CERTIFICATE); and
- (f) Adjunct License (See GaPSC Rule 505-2-.15 ADJUNCT LICENSE).

(2) To Add the Field (See GaPSC Rule 505-2-.34 ADD A FIELD).

(3) To Upgrade the Level (See GaPSC Rule 505-2-.33 CERTIFICATE UPGRADE).

(4) Renewal Requirements (See GaPSC Rule 505-2-.36 RENEWAL REQUIREMENTS).

(5) In-Field Statement (See GaPSC Rule 505-2-.40 IN-FIELD ASSIGNMENT). Educators certified in Art are in-field to teach specified Georgia curriculum courses in grades P-12. Each state-approved curriculum course, with specified certificate fields that are designated as in-field, may be found under Certification/Curriculum Assignment Policies (CAPS) on the GaPSC web site at www.gapsc.com.

Authority O.C.G.A. 20-2-200

Click a course number to see the course details and the appropriate certificate(s).

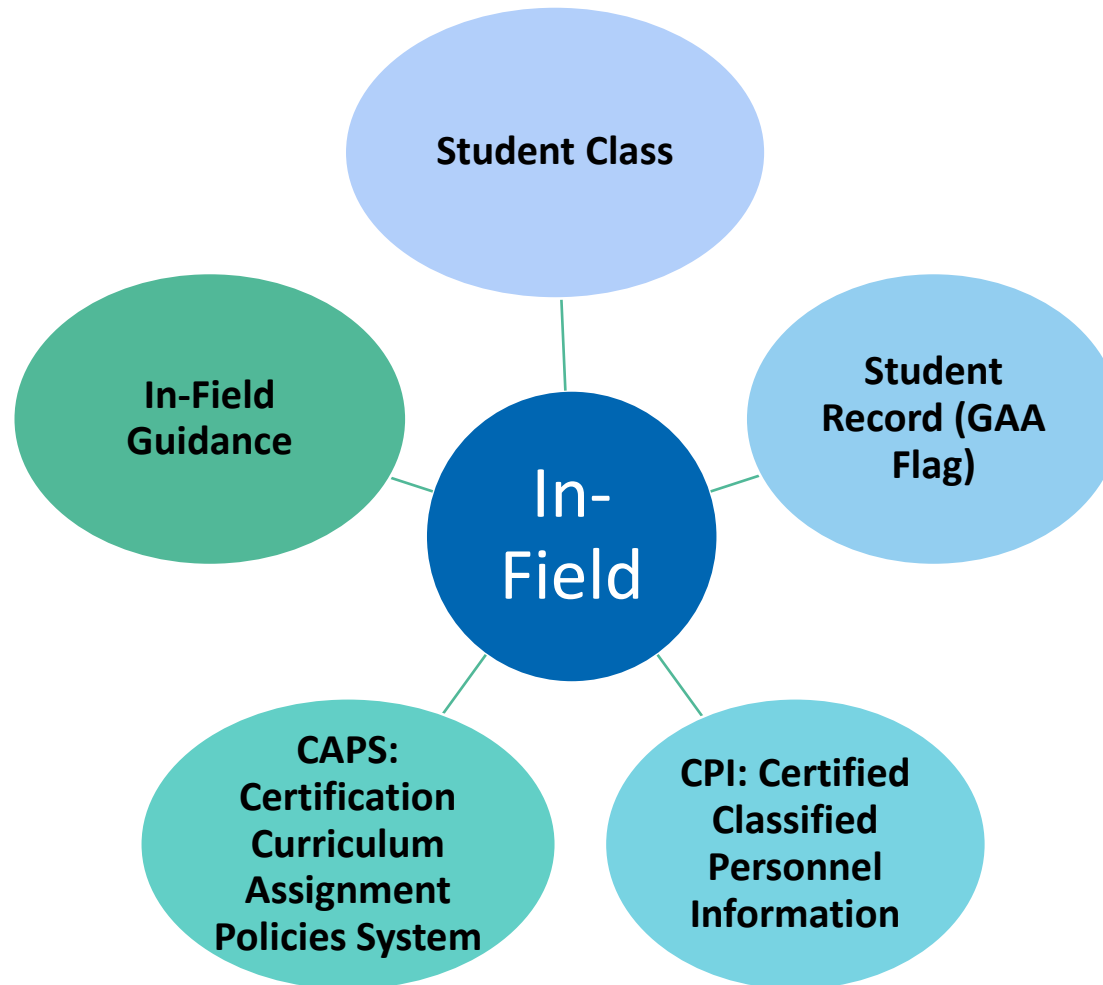
Course #	Course Title	Phrase/Certificates	Effective date	Expired date
61.01200	Introduction to Mechanical Systems (ACCT-IMS)	CONSTRUCTION		
		CONSTRUCTION CLUSTER		
61.01200	HVACR 1 (ACCT-HVACR1)	CONSTRUCTION		
		CONSTRUCTION CLUSTER		
61.01200	HVACR 2 (ACCT-HVACR2)	CONSTRUCTION		
		CONSTRUCTION CLUSTER		
61.01400	Introduction to HVACR Systems	CONSTRUCTION		
		CONSTRUCTION CLUSTER		

Special Education (Grades P-12)

505-2-.106 ACADEMIC CONTENT CONCENTRATIONS	July 1, 2014
505-2-.107 SPECIAL EDUCATION ADAPTED CURRICULUM	July 1, 2014
505-2-.108 BEHAVIOR DISORDERS	July 1, 2014
505-2-.109 DEAF EDUCATION	July 1, 2014
505-2-.110 SPECIAL EDUCATION GENERAL CURRICULUM	July 1, 2014
505-2-.111 LEARNING DISABILITIES	July 1, 2014
505-2-.112 PHYSICAL AND HEALTH DISABILITIES	July 1, 2014
505-2-.113 SPECIAL EDUCATION PRESCHOOL (AGES 3-5)	July 15, 2015
505-2-.114 VISUAL IMPAIRMENT
505-2-.115 RESERVED
505-2-.116 RESERVED
505-2-.117 RESERVED

PQ Updates for Special Education

Determining In-Field by Data



PQ Updates for Special Education Basis of Operations


The In-field Portal uses information from Data Collections to determine whether the teacher holds credentials appropriate for his/her teaching assignment. Data includes:

- GaPSC Certification Records, including alternative certification program enrollment (updates nightly)
- CPI (subject and location assignments; waiver codes for regular education teachers)
- Student Class (course and service assignment, student info)
- GaPSC Certification/Curriculum Assignment Policies System (CAPS) & GaDOE In-Field Guidance

“In-field” is typically opened to LEAs in January, May, and July

PQ Updates for Special Education Navigating the In-Field Portal

← → ↻ <https://www.gapsc.org> 07

 Google Chrome isn't your default browser [Set as default](#)



Georgia Professional Standards Commission
Protecting Georgia's Higher Standard of Learning

Please Sign In 

**Your local account manager (HR) can
grant access.**

PQ Updates for Special Education InField.NET Home Page

TPMS Lookup

CAPSLOOKUP

HIQ

In-field

In-field 2020

In-field.NET

Employer Surveys

Leader Employer Survey

SSN	Cert ID	Primary Teacher	Content Area	Grade Range	Students	Content Status	Service Status
283993		Abt, Laurie	Latin I	7 - 12	63	In-Field	Not applicable
412346		Alderman, Charl	Physical Science (40.0110)	8 - 12	50	In-Field	Not applicable
660322		Anderson-Johnson, E	GSE Physical Science (40.0740)	10 - 12	46	In-Field	Not applicable
416681		Anderson-Rush, Sha	Marketplace (40.07400)	9 - 12	33	In-Field	Not applicable
416681		Anderson-Rush, Sha	Advanced Placement Computer Science Pri	10 - 12	18	In-Field	Not applicable
713078		Andre-Perales, Ened	World History - (45.08300)	9 - 12	25	In-Field	Not applicable

PQ Updates for Special Education

Filter by School, Content Status, or Service Status

Search by following filter criteria:

School Buildings

-- All Schools --

Content Status

Subject to In-field rules

Service Status

All

Filter

Clear

Print/Export

Content Status is subject (math, science, social studies, ELA, study skills, fine arts, etc.)

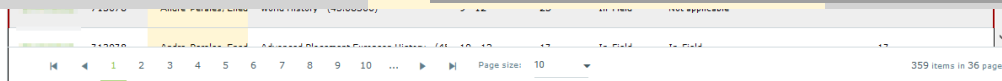
Drag a column header and drop it

Not Subject to In-field rules

In-field by waiver

All

Service Status is ESOL, gifted, EIP, Special Education



PQ Updates for Special Education

Download Search Results

Out of field for content will provide you with teachers who are not fully certified in content (subject area)

Search

Clear

Search by following filter criteria:

School Buildings

All Schools --

Content Status

Out-of-field

Service Status

In-field

Search

Clear

Print/Export

PQ Updates for Special Education

Download Search Results

Out of field will provide you with teachers who are not fully certified in the service area (gifted, ESOL, Special Education, EIP)
Not issuing grades

Search by following filter criteria:

School Buildings

-- All Schools --

Content Status

In-field

Service Status

Out-of-field

Search

Clear

Print/Export

PQ Updates for Special Education

Sort Search Results

In-Field Status Information

Course: Language Arts/Grade 7 - (23.01200)
 Grade(s): 7
 Class size: 2

Content Status: Out-of-field
 Services Status: Out-of-Field
 Overall Status: Out-of-field

SpEd:
 EIP:
 ESOL:
 Gifted:
 AP:
 IB:
 GAA:

Additional Teachers

No additional teachers reported for this course.

Program Area	Service Model	SpEd Services	Student Count
SpEd	Specialized Placement (Outside General Ed) / Individual or Small Group (6)		2

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.

Course Name	Field/Endorsement
Language Arts/Grade 7	ENGLISH (6-12) [FLD730]
Language Arts/Grade 7	MIDDLE GRADES (4-8) - LANGUAGE ARTS [FLD853]
Language Arts/Grade 7	SP ED LANGUAGE ARTS COGNITIVE LEVEL (P-5, 4-8) [FLD931]
Language Arts/Grade 7	SP ED LANGUAGE ARTS COGNITIVE LEVEL (P-5, 4-8, 6-12) [FLD932]

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]	7/6/2020	7/6/2020	7/1/2020	6/30/2025

Tests Passed

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

Code	Title	Date
CRTP44	GACE Program Admission Assessment	07/20/2020
ETHCS1	Educator Ethics - Program Entry	11/24/2019
ETHCSX	Educator Ethics - Program Exit	06/18/2020
GIND71	Sp Ed Gen Curric (Passed-Induction)	11/19/2020

PQ Updates for Special Education

Updated In-Field Application

- If you do not have access:
 - Please ask your GaPSC Account Manager to request Access
- New 2021 In-Field application
 - Same login and website: www.gapsc.org
 - New Portal button and name: In-Field.NET
 - New search options including subject area
 - New sort options including student service areas
 - Additional Course details including student services
 - Download data option



Data Collections Student Class Delivery Models




PQ Updates for Special Education Delivery Models – Special Education

Program Area	Delivery Model	Delivery Model Code #	COURSE TEACHER CODE	ADDITIONAL TEACHER 1-3	Comments - Description	COURSE NUMBER	INCLUSION CODE
Special Education	Additional Supportive Service to the Student	1 (E6097)	Course teacher with content appropriate certification	No, if INCLUSION CODE = '3' , '4', '5', '6', or '7'. (E6121) Yes, if INCLUSION CODE = '8' . (E6091).	Students with disabilities (SWD) receive Special Education services from personnel: paraprofessional, interpreter, job coach, other assistive personnel, or other certified teacher, in addition to the regular education content area teacher. The personnel providing this inclusion service is NOT a special education teacher. NOTE: If SPECIAL EDUCATION DELIVERY MODEL '1' is indicated for class record, then the data element INCLUSION CODE (in both FTE & SC) must be one of the following valid values: '3' Speech / Language Pathologist '4' Paraprofessional '5' Interpreter '6' Job Coach '7' Assistive or Other personnel '8' Teacher-Not a Special Education teacher (Not providing direct instruction) Student was reported in FTE with an INCLUSION CODE of '3', student must also have an INCLUSION CODE of '3' and SPECIAL ED DELIVERY MODEL of '1', '3', '4', or '5' in Student Class. (E7006)	Content Area Course Number for the class is xx.0, xx.1, xx.2, xx.3 or xx.4. (E6083)	Yes. Valid values are: '3' Speech / Language Pathologists (E7007) '4' Paraprofessional '5' Interpreter '6' Job Coach '7' Assistive or Other personnel '8' Teacher-Not a Special Education teacher (Not providing direct instruction) (E5021) (E7014)
Special Education	Additional Supportive Service to the Teacher	2 (E6097)	Course teacher with content appropriate certification	NO (W5026)	A special education teacher provides supportive services to the primary, content teacher. No direct service is provided to the SWD in this class. This class is reported with a general education Program Code.	Content Area Course Number for the class is xx.0, xx.1, xx.2, xx.3 or xx.4. (E6083)	None(E6093)

PQ Updates for Special Education Delivery Models – Special Education

Program Area	Delivery Model	Delivery Model Code #	COURSE TEACHER CODE	ADDITIONAL TEACHER 1-3	Comments - Description	COURSE NUMBER	INCLUSION CODE
Special Education	Direct Service: Consultative	3 (E6097)	Course teacher with content appropriate certification	Yes - Report special education teacher with appropriate special education certification if INCLUSION CODE = '9'. (E6090) No, if INCLUSION CODE = '3' (for SLP). (E6121)	<p>A special education teacher provides direct services to identified SWD within the general education classroom, amount of time is according to the IEP. Report INCLUSION CODE = '9'.</p> <p>When a SLP works with identified students with disabilities and the general education teacher within the general education classroom for less than full segment and/or less than each time the class meets, report INCLUSION CODE = '3' Speech / Language Pathologist but do not report the SLP as an additional teacher.</p> <p>(Consultative service is funded in FTE only if the service is for at least one segment a month, and provided for the majority of the segment on Count Day.)</p> <p>Student was reported in FTE with an INCLUSION CODE of '3', student must also have an INCLUSION CODE of '3' and SPECIAL ED DELIVERY MODEL of '1', '3', '4', or '5' in Student Class. (E7006)</p>	Content Area Course Number for the class is xx.0, xx.1, xx.2, xx.3 or xx.4. for student receiving Consultative Special Education services. (E6083)	INCLUSION CODE must = '3', (E7007) or '9'. (E6092)

PQ Updates for Special Education Delivery Models – Special Education

Program Area	Delivery Model	Delivery Model Code #	COURSE TEACHER CODE	ADDITIONAL TEACHER 1-3	Comments - Description	COURSE NUMBER	INCLUSION CODE
Special Education	Direct Service: Collaborative 	4 (E6097)	Course teacher with content appropriate certification	Report special education teacher with appropriate special education certification if INCLUSION CODE = '9' . (E6090) No, if INCLUSION CODE = '3' (for SLP). (E6121) 	<p>A special education teacher works with identified students with disabilities and the general education teacher within the general education classroom each time the class meets, for less than full segment.</p> <p>When a SLP works with identified students with disabilities and the general education teacher within the general education classroom for less than full segment and/or less than each time the class meets, report INCLUSION CODE = '3' Speech / Language Pathologist but do not report the SLP as an additional teacher.</p> <p>Student was reported in FTE with an INCLUSION CODE of '3', student must also have an INCLUSION CODE of '3' and SPECIAL ED DELIVERY MODEL of '1', '3', '4', or '5' in Student Class. (E7006) </p>	Content Area Course Number w/Special Education instruction (xx.9) for student receiving Special Education services. The .9 is only used for SWD. (E6084)	INCLUSION CODE must = '3', (E7007), or '9'. (E6092)

PQ Updates for Special Education Delivery Models – Special Education

Program Area	Delivery Model	Delivery Model Code #	COURSE TEACHER CODE	ADDITIONAL TEACHER 1-3	Comments - Description	COURSE NUMBER	INCLUSION CODE
Special Education	Direct Service: Co-teaching	5 (E6097)	Course teacher with content appropriate certification	<p>Report special education teacher with appropriate special education certification if INCLUSION CODE = '9'. (E6090) ADDITIONAL COURSE TEACHER CODE 1 cannot be blank when CO-TEACHER equals 'Y'. (E5068)</p> <p>No, if INCLUSION CODE = '3' (for SLP). (E6121)</p>	<p>A special education teacher provides services to identified SWD and works with the general education teacher within the general education classroom for the entire segment, each time the class meets. Report INCLUSION CODE '9' Certified Special Education Teacher</p> <p>An SLP provides services to identified SWD and works with the general education teacher within the general education classroom for the entire segment, each time the class meets. Report INCLUSION CODE '3' Speech / Language Pathologist but do not report the SLP as an additional teacher.</p> <p>A Special Education co-teacher <i>may be reported for all students</i> in a co-taught, inclusion class. This is a local decision. If the district decides to report the Special Education co-teacher on all students in the class, then the data for the general education students needs to conform to these rules: the general education students are reported with a xx.0 course number, the CO-TEACHER flag must be 'N' (because this data element is specific to Special Education service delivered by a co-teacher), <i>there is no delivery model</i> on the students that are general education / they not receiving a special service, no PRIMARY AREA, and INCLUSION CODE is blank. The co-teacher may be reported as ADDITIONAL TEACHER if the CO-TEACHER flag is 'N'. If the INCLUSION CODE is '3' or is blank, the Additional Teacher is not tested in the In-Field system. Only when the INCLUSION CODE is '9' will the ADDITIONAL TEACHER be tested in the In-Field system.</p> <p>For the SWDs who are receiving services in the class, the co-teacher must be reported when the CO-TEACHER flag is 'Y', and the Special Education teacher is reported as ADDITIONAL TEACHER.</p> <p>SPECIAL ED DELIVERY MODEL = '5'; CO-TEACHER must equal 'Y'. (E7013)</p> <p>Student was reported in FTE with an INCLUSION CODE of '3', student must also have an INCLUSION CODE of '3' and SPECIAL ED DELIVERY MODEL of '1', '3', '4', or '5' in Student Class. (E7006)</p>	Content Area Course Number special education instruction (xx.9) for students receiving Special Education services. The xx.9 course number is only used for SWD. (E6084)	INCLUSION CODE must = '3', (E7007), or '9'. (E6092)

Georgia Department of Education

February 04 2021



PQ Updates for Special Education Delivery Models – Special Education

Program Area	Delivery Model	Delivery Model Code #	COURSE TEACHER CODE	ADDITIONAL TEACHER 1-3	Comments - Description	COURSE NUMBER	INCLUSION CODE
Special Education	Specialized Placement (Outside General Ed) / Individual or Small Group)	6 (E6097)	Course teacher has appropriate special education certification and content certification	No (W5026)	The special education teacher provides instruction to students with disabilities in a separate classroom, outside the regular classroom. This model would also be reported for students in a separate day school or program, home-based, residential (if residential setting is all SWD), and hospital homebound if the HHB instruction is individual. No additional teacher; no INCLUSION CODE.	Content Area Course Number w/Sped Separate Class instruction (xx.8) (E6085)	None (E6093)
Special Education	Specialized Placement (Outside General Ed) / Individual or Small Group with both a content certified teacher and a Special Education certified teacher.	7 (E6097)	Course teacher with content appropriate certification	Additional course teacher has appropriate Special Education certification if INCLUSION CODE = '9' (E6090)	This scenario occurs in a small group setting outside the regular education classroom and includes both a content certified teacher and a Special Education certified teacher. This is not co-teaching as the instruction is occurring outside the regular education classroom. Report the content certified teacher in the COURSE TEACHER CODE field and the Special Education certified teacher in the ADDITIONAL COURSE TEACHER CODE field. No INCLUSION CODE.	Content Area Course Number with xx.8 (E6085)	None (E6093)

PQ Updates for Special Education

Test Your Knowledge

5. Which Special Education delivery model would be used for an 8th grade student who is deaf and participates in a general education math class with one primary math teacher and an interpreter providing IEP driven services in that classroom?

- A. Direct Services Collaborative
- B. Specialized Placement inside the General Classroom
- C. Direct Support Inside the General Classroom
- D. Additional Supportive Services to the student

PQ Updates for Special Education

Test Your Knowledge

6. Which Special Education delivery model would be used for a 10th grade student who is intellectually disabled and attends a small group class for only students with disabilities taught by a general education math teacher and a special education teacher providing IEP driven services in that classroom?

- A. Additional Supportive Services
- B. Co-Teaching
- C. Specialized Placement outside the General Classroom
- D. Specialized Placement outside the General Classroom with both a content certified teacher and a special education teacher with appropriate service certification



Required Notifications

PQ Updates for Special Education Right to Know Notification

- In Georgia, parents should be notified within the first 30 calendar days from the start of school or upon enrollment that they have the right to know the professional qualifications of the teacher(s) and paraprofessional(s) serving their child.
- In Georgia, LEAs are required to notify parents in all LEA schools or programs and LEAs MUST use the language of the law in the notification.

1. Whether the student's teacher -

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

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

- For verification purposes, notifications must contain the month/year of dissemination and the name of the LEA and/ or school must be included.
- Responses to requests must be provided in a timely manner.
- Maintain records of annual notifications that meet the requirements.

PQ Updates for Special Education Right to Know Notification

Federal Requirement – Parents' Right to Know

THE REQUIREMENT

ESSA Section 1112(e)(1)(A)

In Georgia, all LEA schools are required to notify parents at the beginning of the school year of their 'right to know' the professional qualifications of the student's classroom teacher(s) and paraprofessional(s).

THE NOTIFICATION/LANGUAGE OF THE LAW

In compliance with the requirements of the Every Student Succeeds Act, parents may request the following information:

- Whether the student's teacher -
 - has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
 - is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
 - is teaching in the field of discipline of the certification of the teacher.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

GUIDANCE AND SAMPLE

Parents' Right to Know guidance and [sample notifications](#) are available on the [Professional Qualifications & ESSA In-Field Reporting](#) page of the Georgia Department of Education website.

Parents' Right to Know Notification and Best Practices ESSA Section 1112(e)(1)(A)

In Georgia, parents' right to know notification requirements apply to all LEAs and schools/programs within each LEA. Notification best practices:

- All parents must be notified **within 30 calendar days of the start of school or upon enrollment**.
- The notification must:
 - Include the **name of the LEA and school**
 - Use the **language of the law**
 - Contain the **month/year of dissemination** - if included in another document, the primary document must contain a date
- Records must be maintained

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



SAMPLE - Right to Know Notification

Guidance for Preparing Notification Required Under ESSA Sec. 1112: Parent's Right to Request a Teacher's and a Paraprofessional's Qualifications

In accordance with Every Student Succeeds Act of 2015, all LEAs are required to notify parents at the beginning of each school year of their 'Right to Know' the professional qualifications of the student's classroom teachers and paraprofessionals.

Requirements for Content of the Notification

- LEAs' notifications **MUST** use the language of the law.

In compliance with the requirements of the Every Student Succeeds Act, parents may request the following information:

- Whether the student's teacher—
 - has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
 - is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
 - is teaching in the field of discipline of the certification of the teacher.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

- In Georgia, notifications must occur within 30 calendar days from the start of school or upon enrollment.
 - For verification purposes, notifications must contain the month/year of dissemination or, if included in another document, the primary document must contain a date. Or, if the primary document is updated, records may also include supplemental documentation that contains the month/year of notification.
- For verification purposes, notifications must contain the month/year of notification.
- In Georgia, LEAs are required to:
 - Respond to requests must
 - Maintain records of annual

Best Practices for the Notification

ESSA does not prescribe the exact content of the notification. However, the following are considered best practices when no-

- Develop written procedure for verifying and maintaining notification documents.
- Notify parents in multiple formats (websites, handbooks, notifications, etc.) to ensure accessibility.
- Notify parents, to the extent practicable, in a language they may understand.
- Ensure the notification includes:

SAMPLE Right to Know Notification

Right to Know Professional Qualifications of Teachers and Paraprofessionals

(Put on LEA or School Letterhead)

Date: **[Insert Month/Day/Year]**

Dear Parents,

In compliance with the requirements of the Every Student Succeeds Act, the **[Insert LEA or school name]** would like to inform you that you may request information about the professional qualifications of your student's teacher(s) and/or paraprofessional(s). The following information may be requested:

- Whether the student's teacher—
 - has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
 - is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
 - is teaching in the field of discipline of the certification of the teacher.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you wish to request information concerning your child's teacher's and/or paraprofessional's qualifications, please contact the **[Insert Title of Principal or LEA Designee]**, at **[Insert phone number]**.

Sincerely,

[Insert Signature]

[Insert Printed Name]

[Insert Principal/ LEA Designee Title]

PQ Updates for Special Education

20 Day Notification

- When students have been assigned or taught for **four or more consecutive weeks** by a teacher who does not meet applicable GaPSC 'in-field' State certification requirements at the grade level(s) and subject area(s) in which the teacher has been assigned.
- 20 Day Notifications are **not** required for
 - Clearance Certificates
 - Paraprofessionals: ESSA does not include paraprofessionals as educators for whom 20 Day Notifications must be sent.
 - Substitutes: O.C.G.A. § 20-2-216/ GaPSC Rule 505-20-.20 requires LEAs hiring and assigning substitutes to ensure substitutes meet State certification requirements or to hire substitutes who most closely meet the requirements for teacher certification and who are available to serve as substitute teachers.
- In Georgia, notifications **must occur within 10 business days** following the four consecutive weeks.

PQ Updates for Special Education

20 Day Notification

Requirements for Notification

- For verification purposes, notifications must contain
 - Day/Month/Year of notification
 - Name of the teacher who has not met professional qualification requirements
 - Name of the LEA and/ or school/program
 - Statement that the teacher has not met State certification OR LEA charter/ strategic waiver professional qualification requirements for the grade level(s) and/ or subject area(s) in which the teacher is assigned. Grade level and/or subject area must be identified.
- In Georgia, notification requirements apply to ALL teachers in all LEA schools/programs.
- Maintain records of notifications that meet the above requirements.

PQ Updates for Special Education 20 Day Notification Decision Guide

Federal Requirement – 20 Day Notification

In Georgia, in accordance with the Every Student Succeeds Act of 2015, all LEA schools are required to provide timely notice to parents when students have been assigned or taught four or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements at the grade level and subject area in which the teacher has been assigned. *ESSA Section 1112(e)(1)(B)(ii)*

Traditional LEAs

Traditional LEAs do not have the flexibility to waive certification (FY21 Buford City and Webster County)

LEAs must send 20-day notification of professional qualifications for teachers, including special education teachers in service and content, who do not meet the GaPSC certification 'ESSA In-Field' requirements.

LEAs are not required to send 20 Day Notifications for paraprofessionals and substitutes.

Charter & Strategic/Waiver Systems

LEAs must use charter/strategic waiver plans to establish minimum professional qualification requirements. Notifications must be sent for any teachers who do not meet applicable State and/or LEA professional qualifications.

Special education teachers must meet GaPSC State Certification "ESSA In-Field" requirements" Adapted and General for SERVICE

Special education teacher Does Meet State and/or LEA Professional Qualification Requirements
No notification is required.

Teacher Does NOT Meet State and/or LEA Professional Qualification Requirements
20-day notification of PQ must be sent.

PQ Updates for Special Education 20 Day Notification Resources

Federal Requirement – 20 Day Notification

THE REQUIREMENT ESSA Section 1112(e)(1)(A)

In Georgia, all LEA schools are required to provide timely notice to parents when students have been assigned or taught for four or more consecutive weeks by a teacher who does not meet applicable state or licensure requirements (including professional qualifications developed by the LEA in alignment with an approved charter or strategic waiver application) at the grade level and subject area in which the teacher has been assigned.

NOTIFICATION

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

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

TIMELINE

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

NOTIFICATIONS NOT REQUIRED

20 Day Notifications are not required for clearance certificates, paraprofessionals, or substitute teachers.

20 Day Notification Verification and Best Practices

In Georgia, 20 Day Notifications requirements apply to ALL teachers in LEA schools/programs.

For verification purposes, notifications must contain:

1. **Day/Month/Year** of notification,
2. **Name of the teacher** who has not met professional qualification requirements,
3. **Name of the LEA and/or school/program**,
4. **Statement that the teacher has not met state certification OR LEA charter/strategic waiver professional qualifications requirements for the grade level(s) and/or subject area(s) in which the teacher is assigned. Grade level and/or subject area must be identified.**
5. Maintain records for all notifications, and
6. Respond to notification requests in a timely manner.

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



SAMPLE – 20 Day Parent Notification

Guidance for Preparing Notification Required Under ESSA Sec. 1112: 20 Day Parent Notification

(To be issued if a teacher has taught a student for four or more consecutive weeks and does not meet LEA professional qualifications)

In Georgia, in accordance with the Every Student Succeeds Act of 2015, all LEA schools/programs are required to provide timely notice to parents when students have been assigned or taught for four or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements (including professional qualifications developed by the LEA in alignment with an approved charter or strategic waiver application) at the grade level and subject level in which the teacher has been assigned. ESSA Sec. 1112 (e)(1)(B)(ii) In Georgia, notification requirements apply to all teachers in all LEA schools/programs. Notifications must be made within 10 business days following the four consecutive weeks.

Requirements for Content of the 20 Day Parent Notification

In compliance with the requirements of the Every Student Succeeds Act, parents must be notified of a teacher's professional qualifications under the following circumstances:

- **Traditional LEAs:** When students have been assigned or taught for four or more consecutive weeks by a teacher who does not meet applicable GaPSC 'in-field' State certification requirements at the grade level(s) and subject area(s) in which the teacher has been assigned.
- **Charter/Strategic Waiver LEAs:** When students have been assigned or taught for four or more consecutive weeks by a teacher who does not meet LEA professional qualification requirements (in alignment with approved Charter/SWSS application and CLIP) and/or State certification requirements

SAMPLE Parent Notification

(To be issued if a teacher has taught a student for four or more consecutive weeks and does not meet State and/or LEA professional qualifications)

[Print on School Letterhead]

[Month, Day, Year]

Dear Parent(s)/Legal Guardian(s):

In Georgia, in accordance with the Every Student Succeeds Act (ESSA) of 2015, all LEA schools are required to provide timely notice to parents when students have been assigned or taught for 4 or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements (including requirements aligned to approved charter and strategic waiver applications) at the grade level(s) and subject area(s) in which the teacher has been assigned. ESSA Sec. 1112 (e)(1)(B)(ii)

We are notifying you that your child's **[insert grade – if applicable - and course]** teacher, **[insert Teacher's Name]**, does not meet State and/or LEA professional qualifications. **[insert name of LEA or school]** is working with this teacher to ensure that the necessary steps are taken in order to meet these requirements.

[insert Teacher's Name] has **[insert Qualifications, such as the name of the degree the teacher earned and the college from which it was earned]** and has taught in a local school for more than **[insert written number – if relevant]** years.

My staff and I will closely monitor this class to ensure student achievement. However, if you have additional questions or concerns about your child's educational progress or teacher, you may contact me at **[insert Telephone Number]** or email me at **[insert Email Address]**.

Sincerely,

[insert signature]

[insert printed name]
[insert title]

PQ Updates for Special Education Required Notifications - Summary

Right to Know Notification

- Purpose: To allow parents to have enough information to make informed decisions when determining how to support their student's academic success.
- Timing: First 30 Days of School
- Required by Law
- Disseminate by District or by School (District Decides)
- Format is flexible (Email, Website, Handbook, Letter); Multiple methods encouraged
- Content is mandated (found on GaDOE website in English and Spanish)
- Be sure to fully respond to requests

20 Day Notification

- Purpose: To notify parents when teachers don't have required credentials so that they have enough information to make informed decisions when determining how to support their student's academic success.
- Timing: Immediately following 20 Days (4 weeks) of being taught by a teacher without required credentials.
- Required by Law
- Disseminate by District or by School (District Decides); Only goes to students in the class where teacher does not have required credentials
- Format is flexible (Email, Letter)
- Content is mandated (found on GaDOE website in English and Spanish)

For more information, please check the Professional Credentials website for the most recent guidance and updates. <https://www.gadoe.org/2022/04/2022-23/>

PQ Updates for Special Education

Test Your Knowledge

7. Which of the following statements are not true about Right to Know and 20 Day Notifications?

- A. Right to Know Notifications inform parents of their right to know the professional qualifications of their child(ren)'s teachers and paraprofessionals
- B. 20 Day Notifications are only sent to the parents of a child who has been assigned or taught for 4 or more consecutive weeks by a teacher that does not meet professional qualifications.
- C. The teacher's name, grade level/course must be included in the 20 Day Notification.
- D. It is required that LEAs use the Right to Know and 20 Day Notification sample templates on the GaDOE website.

PQ Updates for Special Education

Test Your Knowledge

8. Which is not true about Right to Know and 20 Day Notifications?

- A. They both are required by law
- B. Both notifications are to be sent to all parents
- C. The content is very specific for both notifications
- D. LEAs should respond to requests concerning the notifications in a timely manner



GNETS



PQ Updates for Special Education Fiscal Agents – GNETS Programs

GNETS with RESA Fiscal Agents

- **SPECIAL EDUCATION TEACHERS FOR SERVICE**
Special Education teachers must hold special education certification aligned with teaching assignment (general, adapted, visual impairment, etc.) and a clearance certificate.
- **SPECIAL EDUCATION TEACHERS ISSUING GRADES IN CONTENT AREA COURSES**
Teachers issuing grades must hold content certification in the corresponding content areas and grade level bands and a clearance certificate.
GaDOE Board Rule 160-4-7-14

GNETS with LEA Fiscal Agents

- **SPECIAL EDUCATION TEACHERS FOR SERVICE**
Special Education teachers must hold special education certification aligned with teaching assignment (general, adapted, visual impairment, etc.) and a clearance certificate.
- **SPECIAL EDUCATION TEACHERS ISSUING GRADES IN CONTENT AREA COURSES**
Teachers issuing grades must meet the professional qualifications of the district responsible for hiring and have a clearance certificate. GaDOE Board Rule 160-4-7-14

PQ Updates for Special Education GNETS Requirements & Responsibilities

Requirements: Teachers who serve GNETS must follow GaPSC certification requirements, State Board of Education rules, and program-specific delivery model requirements. O.C.G.A. §§ 20-2-200, 20-2-984, SBOE Rules. Paraprofessionals must hold state certification and a clearance certificate. ESSA Sec.1111(g)(2)(M); O.C.G.A. §20-2-211.1, GaPSC Rule

Responsibilities: Fiscal Agents, GNETS, and LEAs are jointly responsible for:

1. Hiring and evaluating teachers and paraprofessionals,
2. Ensuring teachers and paraprofessionals have the appropriate credentials,
3. Reporting teachers and paraprofessionals in CPI,
4. Ensuring coding in CPI is accurate,
5. Communicating Right to Know Notifications,
6. Providing 20 Day Notifications, and
7. Collaborating to ensure all coding in Student Class is accurate for the students in the GNETS Program.

PQ Updates for Special Education

GNETS Quick Guide

Fiscal Agents - GNETS Program

ESSA requires SEAs and LEAs to ensure that teachers and paraprofessionals meet certification requirements. [Sections 1111(g)(2)(J); 1112(c)(6)].

GNETS with RESA Fiscal Agents

GNETS with LEA Fiscal Agents

SPECIAL EDUCATION TEACHERS FOR SERVICE
Special Education teachers must hold special education certification aligned with teaching assignment (general, adapted, visual impairment, etc.) and a clearance certificate.

SPECIAL EDUCATION TEACHERS ISSUING GRADES IN CONTENT AREA COURSES

Teachers issuing grades must hold content certification in the corresponding content areas and grade level bands and a clearance certificate.

GaDOE Board Rule 160-4-7-14

SPECIAL EDUCATION TEACHERS FOR SERVICE
Special Education teachers must hold special education certification aligned with teaching assignment (general, adapted, visual impairment, etc.) and a clearance certificate.

SPECIAL EDUCATION TEACHERS ISSUING GRADES IN CONTENT AREA COURSES

Teachers issuing grades must meet the professional qualifications of the district responsible for hiring and have a clearance certificate.

GaDOE Board Rule 160-4-7-14

Teachers who serve GNETS must follow GaPSC certification requirements, State Board of Education rules, and program-specific delivery model requirements. O.C.G.A. §§ 20-2-200, 20-2-984, SBOE Rules.

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

Fiscal Agents, GNETS, and LEAs are jointly responsible for:

1. Hiring and evaluating teachers and paraprofessionals,
2. Ensuring teachers and paraprofessionals have the appropriate credentials,
3. Reporting teachers and paraprofessionals in CPI,
4. Ensuring coding in CPI is accurate,
5. Communicating Right to Know Notifications,
6. Providing 20 Day Notifications, and

7. Collaborating to ensure all coding in Student Class is accurate for the students in the GNETS Program.

PQ Updates for Special Education

Test Your Knowledge

9. Who is responsible for ensuring that all coding in Student Class is accurate for students receiving GNETS services?

- A. Fiscal agents
- B. GNETS
- C. LEAs
- D. All of the above



PQ & In-Field Resources

PQ Updates for Special Education Website Resources

RESOURCES

Overview Documents

- GaDOE PQ ESSA In-Field Special Education Guide
- NEW - ESSA In-Field Reporting Quick Guide
- NEW - ESSA Professional Qualifications Quick Guide
- NEW - PQ ESSA Month by Month Calendar
- NEW - ESSA In-Field Decision Guide
- NEW - PQ ESSA Timeline
- NEW - PQ In-Field Charter Wavier Codes Quick Guide
- NEW - PQ ESSA Fiscal Agent GNETS

Overview Documents

Guidance Documents

- GaDOE PQ ESSA In-Field Implementation Guide (02.03.21)

Data Collections Documents

- FY21 Data Collections Summary of Collection Dates
- FY21 CPI Data Element Detail
- FY21 Student Class Delivery Models Document
- FY21 Student Class Data Element Detail
- FY21 Student Record Data Element Detail

Parents Right to Know Notification Documents

- NEW - PQ ESSA Parents Right to Know Quick Guide
- Sample: Parents Right to Know Notification - English & Spanish translation

SAMPLE
Notifications

20 Day Notification Documents

- NEW - 20 Day Notification Quick Guide
- NEW - 20 Day Notification Decision Guide
- Sample: 20 Day Notification - English and Spanish translation

PQ Updates for Special Education ESSA PQ & In-Field Implementation Guide

ESSA PQ & IN-FIELD IMPLEMENTATION GUIDE

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



January 2020

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Georgia Department of Education

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January 2020

“Professional Qualifications and ESSA In-Field Reporting”

GaDOE > Offices & Divisions > Federal Programs > Title Programs

PQ Updates for Special Education Calendar



PQ and ESSA In-Field Calendar January 2021 – July 2021

	Training Dates
	Programmatic Dates
	Monthly Task
	Data Collection Deadlines

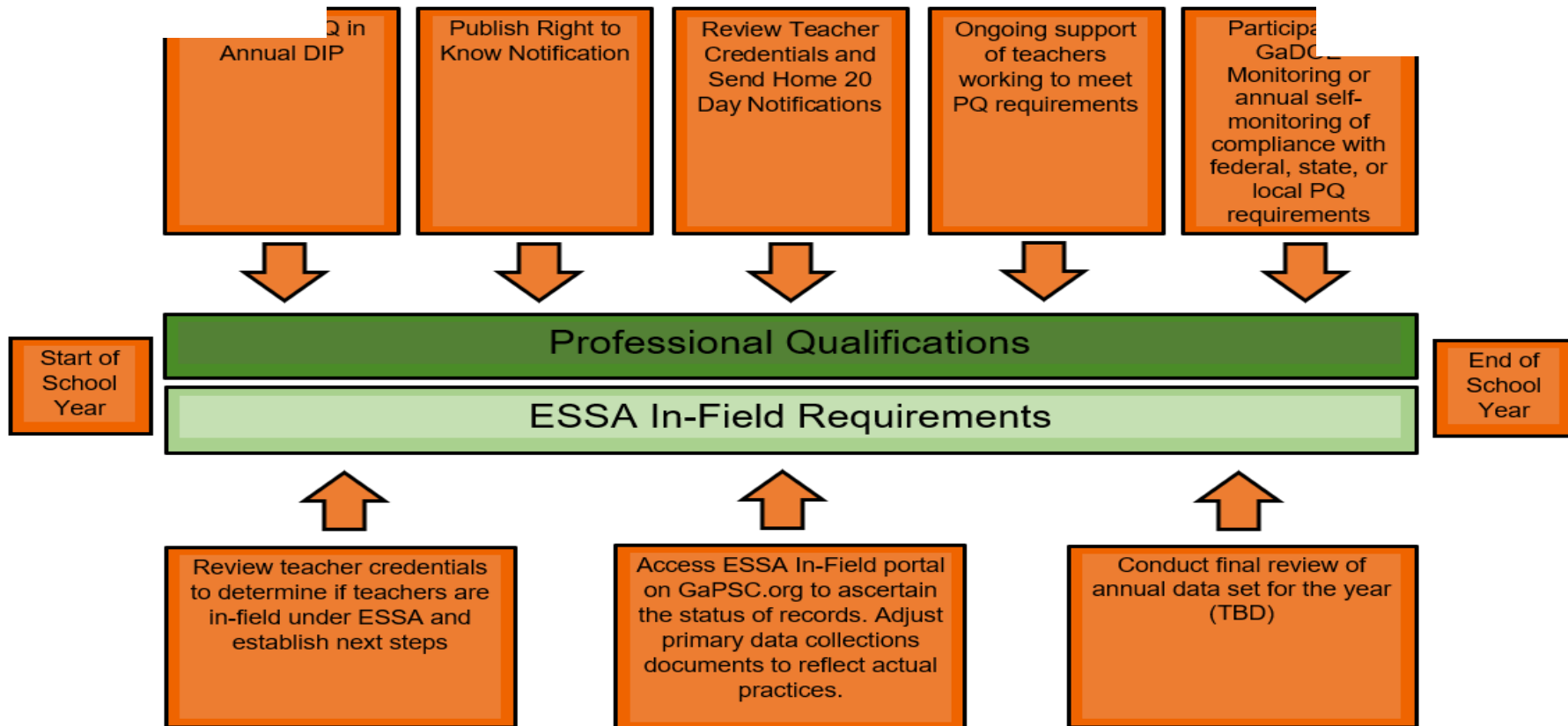
January, 2021	
1/1 – 1/31	Check students' schedules for a change in teachers for 20 Day Notifications Send 20 Day Notifications home for students, if applicable
1/8	PQ and In-Field Back to the Basics 101 Webinar
1/29	PQ and In-Field Resources and Portal Updates Webinar
1/22 – 1/31	Meet with the PQ and In-Field Team in your LEA to discuss the In-Field Data Review the In-Field Portal information and record questions or concerns Contact GaDOE with questions and concerns about the In-field data Request Technical Assistance from GaDOE, if applicable

February, 2021	
2/1 – 2/28	Check students' schedules for a change in teachers for 20 Day Notifications Send 20 Day Notifications home for students, if applicable
	Review In-Field Portal Data and record coding issues to be corrected in Cycle 2 CPI and Student Class as soon as the In-Field Portal opens
	Meet with PQ and In-Field Stakeholders including Data Collections to prepare for Cycle 2 CPI and Student Class submission
2/17	PQ and In-Field Updates Webinar
2/25	Cycle 2 Student Class Start Date/Count Date

PQ Updates for Special Education PQ & In-Field Notification Timeline



Professional Qualifications and In-Field Process Timeline



What Questions Do You Have?



PQ Updates for Special Education Contact Information

Federal Programs

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Vickie Cleveland	GNETS Program Manager	vcleveland@doe.k12.ga.us

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