



Georgia Professional Standards Commission

Protecting Georgia's Higher Standard of Learning

GaPSC: A Data Give and Get

www.gapsc.org



Agenda

- www.gapsc.org
 - Uses
 - Account Management
 - ExpressLane
 - CLAIMS
 - Cert (Employer Assurance Form)
 - UNSAT
 - Databank
 - MySPA
 - Georgia School Staffing Survey
- Certification Outreach and Training Opportunities
- Questions



The www.gapsc.org Portal

The www.gapsc.org Portal is used to...

- Manage certification transactions that affect the GaPSC-issued credentials of their certified employees.
- Send data to the GaPSC to meet reporting requirements, including requirements in Georgia or Federal law.
- Obtain reports and data from the GaPSC to help manage certified employees.
- Manage educator preparation programs.



Who Uses www.gapsc.org?

The www.gapsc.org Portal is used by staff at:

- Public School Systems and Charters
- Private schools
- Georgia Colleges and Universities
- Some out-of-state College and Universities
- Agencies of Georgia State Government
- GaPSC Vendors and Affiliates



What Applications are Available?

The applications on the portal authorize users to manage certain transactions, provide information to the GaPSC, or obtain data.

- **Cert**
- **CLAIMS**
- CMS
- **Data Bank**
- Ethics Lookup
- **ExpressLane**
- File Cabinet
- **GSSS (GS3)**
- MyCerts
- **MYSPA**
- Online Payments
- Parapro
- PAAR
- PRS/PRS-II
- TeachGeorgia Administrator
- TPMS
- **UNSAT**



Applications to Manage Certification Transactions

These applications allow school systems to manage transactions that affect the GaPSC-issued credentials of their certified employees.

- Cert
- CLAIMS
- **ExpressLane**
- Online Payments
- Parapro



Applications for Reporting Data to GaPSC

These applications allow school systems to send data to the GaPSC.

- GSSS (GS3)
- **UNSAT**



Applications for Obtaining Data from GaPSC

These applications allow the GaPSC to provide reports and data to school districts.

- Data Bank
- Ethics Lookup
- File Cabinet
- My Certs
- MYSPA



Applications for Managing Preparation Programs

Program providers use these applications to manage data about their candidates and report the characteristics and performance programs.

- PAAR
- PRS/PRS-II
- **TPMS**



Account Management

Login Page



Please Sign In 

Due to budget and staff reductions...

- We no longer accept "walk-in" visitors.
- Our Call Center is closed on Tuesdays and Thursdays.

We can still help you!

- Use your [MyPSC](#) account to track the progress of your application and print your

Username:

[Forgot username?](#)

Password:

[Forgot password?](#)

Sign In

Sign In



I forgot!

Username recovery

Password reset



How to Obtain an Account on www.gapsc.org

If no one you work for or with has an active account:

Send an email to mail@gapsc.com identifying yourself, your role, where you work, and why you need an account.

If someone you work for or with has an active account:

Ask your co-worker or supervisor if someone is the “Account Manager” for www.gapsc.org and contact that person. If there is no account manager, have your supervisor contact the GaPSC to obtain your account.



Portal Account Manager – “Local” Management

- **Manage the accounts of your staff**
- **Up to two “local security officers”**
 - **Create, edit and disable accounts**
 - **Grant access to many of the applications**
 - ***Request* access to some of the applications**



Setting-up an Account Manager Account

- **Your HR Director must request the authorization by sending email to certhelp@gapsc.com**
- **There can be up to two account managers per school system**



Account Manager Screen

GaPSC.Org Account Manager

[Account Manager Directions](#)

Search

First Name:

Last Name:

Email:

User Types: --Select Item--



Active:

Yes

No

Search

Clear

Add User



Using the Account Manager - Creating Accounts

Account Manager Directions

User Information

Cancel/Back Save Add More

First Name: * Last Name: *

Username: * Email: *

Phone: () - - Ext FAX: () - - Ext

Active: Yes No Last login:

When adding a new account, you must save User Information before adding any Portal Access or building assignments

Portal Access

General rights

<input type="checkbox"/> ACRES (Renewal)	<input type="checkbox"/> Parapro
<input type="checkbox"/> CLAIMS (Issue/renew Clearance and Parapro Certificates, and AIDE, Support Personnel and Adjunct Licenses)	
<input type="checkbox"/> CMS (Contact Management System)	
<input type="checkbox"/> Cert (Employer Assurance, Experience Verification and/or Program Recommendation Forms)	<input type="checkbox"/> Ethics Lookup
<input type="checkbox"/> MyCerts (Copies of last weeks credentials and correspondence)	<input type="checkbox"/> UNSAT
<input type="checkbox"/> Online Payments	<input type="checkbox"/> ExpressLane
<input type="checkbox"/> File Cabinet (Secure file transfer to/from GaPSC)	<input type="checkbox"/> Master Teacher Data Manager
<input type="checkbox"/> TPMS (Traditional Program Management System)	



How to Inactivate a User

Find the user

Change the “Active” setting to No

Click the Save button when finished

Click the Cancel/Back button to return to a list of users or to the Search page

GaPSC.Org Account Manager for SW GA RESA

User Information Cancel/Back Save Reset Password Add More

[<< Back to Search](#)

First Name:	<input type="text" value="Chuck"/>	*	Last Name:	<input type="text" value="McCampbell"/>	*
Username:	<input type="text" value="cmccamp"/>	*	Email:	<input type="text" value="353@gapsc.com"/>	*
Phone:	(<input type="text" value="404"/>) - <input type="text" value="232"/> - <input type="text" value="2627"/>	Ext <input type="text"/>	FAX:	(<input type="text"/>) - <input type="text"/> - <input type="text"/>	Ext <input type="text"/>
Active:	<input type="radio"/> Yes <input checked="" type="radio"/> No		Last login:	2013-03-21 08:22:33	



How to Reset a Password

Find the user

Click the “Reset Password” button

The password will be reset and the user will receive an email with instructions on how to complete the process.

Click the Cancel/Back button to return to a list of users or to the Search page

GaPSC.Org Account Manager for SW GA RESA

User Information

[<< Back to Search](#)

First Name:	<input type="text" value="Chuck"/>	*	Last Name:	<input type="text" value="McC Campbell"/>	*
Username:	<input type="text" value="cmccamp"/>	*	Email:	<input type="text" value="353@gapsc.com"/>	*
Phone:	(<input type="text" value="404"/>) - <input type="text" value="232"/> - <input type="text" value="2627"/>	Ext <input type="text"/>	FAX:	(<input type="text"/>) - <input type="text"/> - <input type="text"/>	Ext <input type="text"/>
Active:	<input type="radio"/> Yes <input checked="" type="radio"/> No		Last login:	2013-03-21 08:22:33	



ExpressLane



ExpressLane

ExpressLane allows a school system to:

- Open a case for certification
- Submit required documents by fax or file upload
- Follow the progress of a case from opening through completion



ExpressLane Transactions

Depending on the current certification status of an applicant, ExpressLane may allow a school system to initiate the following transactions:

- Add a Certificate Field
- Apply for a Initial Certification
- Apply for a Waiver
- Change Certificate Tier or Pathway
- Convert Certificate of Eligibility
- Convert a Non-Renewable Certificate
- Reinstate an expired credential
- Renew a certificate
- Renew a Permit
- Submit correspondence regarding an educator's certification status
- Submit missing documentation for an open case
- Upgrade Certificate Level



CLAIMS



CLAIMS

Use CLAIMS to request the following:

- Adjunct License
- Clearance Certificate
- Non-Instructional Aide Certificate
- Paraprofessional Certificate
- Support Personnel License

You can find descriptions of these credentials on www.gapsc.com under Certification Rules



Cert (Employer Assurance Form)



Cert

The Cert application is used to complete these online forms:

Employer Assurance Form

- Assures GaPSC that someone is a current employee
- May trigger some certification transactions

Experience Verification Form

- Assures GaPSC that someone was an employee in the past.

Approved Program Completion Form

- Assures GaPSC that someone completed an approved program offered by your school system prior to 7/1/2014



UNSAT



UNSAT – Reporting Required by Law

Georgia code section 20-2-200 subsection (c) requires local school systems and charter schools to report **all unsatisfactory, ineffective, and needs development ratings** on all summative performance evaluations of certificated personnel to the Georgia Professional Standards Commission (GaPSC).

Reporting is due June 30th of each year.



UNSAT for 2016-17

Anyone evaluated under TKES or LKES and receiving an Ineffective or Needs Development rating must be reported to the GaPSC.

For the current school year, 2016-17...

- Reporting for teachers of record is to be based solely on the Teacher Assessment on Performance Standards (TAPS) component of the Teacher Keys Effectiveness System (TKES).
- Likewise, reporting for principals and assistant principals is to be based solely on the Leader Assessment on Performance Standards (LAPS) component of the Leader Keys Effectiveness System (LKES).



UNSAT for 2016-17

School systems and charter schools must also report “unsatisfactory” summative ratings for certificated personnel, sometimes described as “Contributing Professionals”, who are not evaluated under TKES or LKES.

“Certificated personnel” includes anyone with a GaPSC-issued credential... anyone reported on CPI in a “certified” position.



UNSAT - Remediation

Employers of certificated personnel who have received an unsatisfactory, ineffective, or needs development performance rating are responsible for establishing a **remediation plan** and supervising its completion.

This is described in GaPSC rule 505-2-.43, “Annual Performance Evaluation.”

Successful completion of remediation plans is to be reported to the GaPSC by June 30 of each year.



UNSAT – Effects on Certificate Renewal

- If an educator has one unremediated UNSAT, renewal will be blocked until the Superintendent signs-off on UNSAT for the year. This means some renewals will be delayed until after June 30th if the sign-off occurs on the cut-off date.
- If an educator has two or more unremediated UNSATs earned in the last five years, renewal will be blocked. The employer can request a one-year Waiver to allow time for remediation.



UNSAT – Effects on Certification

Performance evaluations have consequences for educators' continued certification and licensure.

No educator who has received any combination of two unremediated Needs Development, Ineffective, or Unsatisfactory annual summative performance evaluations in the previous five-year period is entitled to a renewable certificate. Loss of a certificate or license can render the educator unable to continue in a role that requires the credential.



Databank



Databank – Reports from the GaPSC

Databank reports can be useful for school systems needing to...

- Monitor current certification status
- Monitor for missing credentials or information
- Obtain data to load into local information systems
- List www.gapsc.org accounts held by system personnel
- Monitor completers of preparation programs



Databank – What GaPSC Knows

GaPSC identifies your employees in two ways:

1. The most recent GaDOE CPI report
2. The most recent certification transaction initiated by you for an employee using ExpressLane or CLAIMS

Note that we never have 100% complete knowledge of who is employed in your system.



Databank – Certification Lists

- Current Certifications

A list of certificates currently held by educators employed in a selected school system and (optionally) a specific school building.

- Current non-renewable certificates

A list of educators who hold a non-renewable certificate.

- Current paraprofessional certificates

A list of educators who hold paraprofessional Certification

- Educators without a Clearance Certificate

A list of educators employed in a selected school system who do not have a Clearance certificate on file with the GaPSC.

- National Board Certified Educators

A list of educators who hold National Board Certification



Databank –Reports for Monitoring

- Educators needing to renew this year
 - A list of educators employed in a selected school system and (optionally) a specific school building including certificates to be renewed this year.
- Educators needing to renew in previous academic year
 - A list of educators employed in a selected school system with certificates that should have been renewed in the previous academic year.
- Educators needing VLP
 - A list of educators employed in a selected school system who do not have a currently valid Verification of Lawful Presence on file with the Gaps. This list includes educators whose VLP needs to be rechecked at their next certification transaction.
- Educators NOT meeting exceptional children requirement
 - A list of educators who have not met exceptional children requirement.
- Educators NOT registered in MYPSC
 - A list of educators employed in a selected school system not registered for MyPSC.
- Assessment records
 - A list of required assessments (or the equivalent) met by educators employed in a selected school system and (optionally) a specific school building

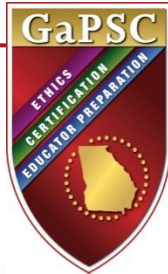


MYSPA



System-Level View

- 4 Primary Sections
 - Newly Hired Teachers
 - Attrited Teachers
 - Fully Certified Teachers
 - Special Education Teachers





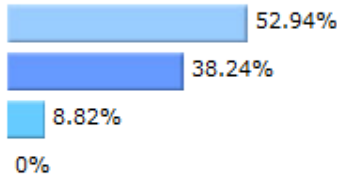
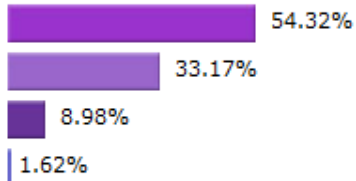



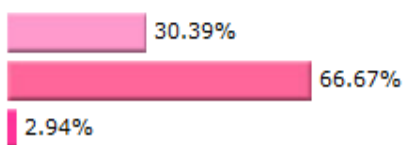
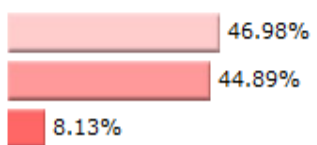


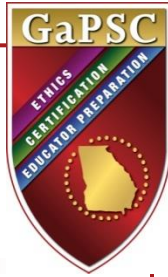
4 Primary Sections

2014 System Level Report	Columbia County		Statewide System Average
	Counts	Percentage	
New Teachers	101	7.17%	9%
Teacher Attrition	114	7.73%	11.12%
Clear Renewable Teachers	1398	98.31%	96.84%
Special Education Teachers	137	16.65%	21.12%



New Teacher Details

2014 System Level Report	Columbia County		Statewide System Average
	Counts	Percentage	
New Teachers	108	7.17%	9%
-- Clear Renewable	103	94.12%	89.39%
-- Nonrenewable	5	5.88%	8.28%
-- Special Education	24	22.55%	26.7%
-- Certification Levels	<ul style="list-style-type: none"> Level 4  Level 5  Level 6  Level 7  		
-- Experience Levels	<ul style="list-style-type: none"> Low  Mid  High  		
Teacher Attrition	11	7.73%	11.12%
Clear Renewable Teachers	103	98.31%	96.84%
Special Education Teachers	24	16.65%	21.12%



Experience and Education

- Certification Level
 - Bachelors, Masters, Ed Specialist, Doctorate
- Education Level
 - Less than 3 years, 3 – 20 years, 20+



Teacher Attrition Details

2014 System Level Report	Columbia County		Statewide System Average
	Counts	Percentage	
New Teachers	100	7.17%	9%
Teacher Attrition	100	7.73%	11.12%
-- Clear Renewable	100	7.7%	10.55%
-- Nonrenewable	1	0.07%	0.29%
-- Special Education	20	1.06%	2.27%
-- Certification Levels	<p><i>Level 4</i> 20</p> <p><i>Level 5</i> 40</p> <p><i>Level 6</i> 20</p> <p><i>Level 7</i> 5</p>	<p>30.91%</p> <p>43.64%</p> <p>21.82%</p> <p>2.73%</p>	<p>31.99%</p> <p>42.15%</p> <p>21.51%</p> <p>2.67%</p>
-- Experience Levels	<p><i>Low</i> 5</p> <p><i>Mid</i> 20</p> <p><i>High</i> 20</p>	<p>6.36%</p> <p>58.18%</p> <p>35.45%</p>	<p>11.28%</p> <p>57.92%</p> <p>30.81%</p>
-- Experience Continuity	N/A	0.93	0.93
Clear Renewable Teachers	100	98.31%	96.84%
Special Education Teachers	20	16.65%	21.12%



Experience Continuity Ratio

- System Level – within LEA
 - Left LEA or left teaching position
- School Level – within School
 - Moved to different school or non-teaching position



Georgia School Staffing Survey

Georgia School Staffing Survey



- **Collected in Fall and Spring**
- **Report of vacant positions**
- **Feeds teacher shortage report**



Summary



www.gapsc.org

For CERT transactions: ExpressLane, ACRES, CLAIMS, electronic forms, etc.

For technical issues: Provide a screen shot of the technical issue

certhelp@gapsc.com

Thank you!



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Skype: chuck_mccampbell_2574

Phone: (404) 232-2574