

Professional Qualifications: Back to the Basics Virtual Meeting Q and A

1. When does a substitute need to have a clearance certificate?

In Georgia, ALL educators MUST have a Clearance Certificate. **This includes all paraprofessionals, teachers, and substitutes.** LEAs should coordinate with third-party contractors to ensure educators serving in the capacity of paraprofessionals, teachers and substitutes hold Clearance Certificates. LEAs and third- party contractors should follow OCGA, GaPSC Rule and GCIC Council rules and protocols related to the request of Clearance Certificates.

2. As a Charter LEA, if we waive certification and use Charter Waiver Field codes 101, 102, or 103, does a 20 Day Notification need to be sent?

Charter waiver codes cannot be asserted in CPI for Special Education teachers in the area of service. A 20 Day Notification would be required for any special education teacher providing service to a student with special needs for four or more consecutive weeks who **does not have** GaPSC certification (adapted or general).

Charter waiver codes 101 (degree), 102 (21 semester/35 quarter hours), or 103 (passing GACE) asserted in CPI must be in the area assigned or a 20 Day Notification would be required if a teacher did not meet the LEA's PQ.

3. At what percent are teachers funded who are coded with Charter Waiver Codes 101,102,103 or 105?

Charter Waiver Codes 101, 102, 103, and 105 are reported in CPI by the LEA and asserts that the teacher has the equivalent credentials to be considered in-field in the assigned area. These teachers would be fully funded if they met the required credentials in the assigned area or the minimum professional qualifications of the LEA. Charter Waiver Code 104 is reported and asserts that the teacher meets the LEA's minimum qualifications. If the teacher meets the minimum qualifications of the LEA then the teacher would be fully funded. Charter Waiver Code 106 is the only charter waiver code that is not funded.

4. If N (Non-Renewable) and W (Waiver) Certificates are not considered in-field, do students of teachers holding N and W Certificates need to receive 20-day Notifications, assuming they have met the LEAs PQ requirements?

Special Education Service - 20 Day Notifications should be sent out if a special education teacher is providing service and has been assigned or taught for four or more consecutive weeks and has a waiver or non-renewable certificate. Special Education teachers in Georgia providing service must have full GaPSC state certification (general or adapted).

Teachers with Waived Certification - 20 Day Notifications are sent out only when a teacher has been assigned or taught for four or more consecutive weeks and does **not** meet the professional qualifications of the LEA. Therefore, a teacher could have a waiver certificate or non-renewable certificate and still meet the professional qualifications of the LEA. In this scenario, no 20 Day Notification would be required.

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5. The parents' Right-to-Know information has been updated and is slightly different from what was sent out by the LEA in August. Is the updated version applicable going forwards or for FY 22?

ESSA gave very specific guidance in 2016 about the Right to Know Notification and the requirements. The requirements are listed below, and samples are available on the PQ and In-Field Reporting website. [https://www.gadoe.org/School-Improvement/Teacher-and-Leader-Effectiveness/Pages/Professional-Qualifications-\(PQ\).aspx](https://www.gadoe.org/School-Improvement/Teacher-and-Leader-Effectiveness/Pages/Professional-Qualifications-(PQ).aspx)

In Georgia, in accordance with ESSA, all LEA schools/programs are required to notify parents at the beginning of each school year of their 'Right to Know' the professional qualifications of their student's classroom teachers and paraprofessionals. Requirements for Content of the Right to Know Notification:

- LEA notifications MUST use the language of the law. In compliance with the requirements of the Every Students Succeeds Act, parents may request the following information:
 1. Whether the student's teacher—
 - a. has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
 - b. is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and,
 - c. 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.
- In Georgia, notifications must occur within 30 calendar days from the start of school or upon enrollment.
 1. 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 not dated, records may also include supplemental documentation that contains the month/year of notification dissemination.
 2. For verification purposes, the name of the LEA and/or school must be included.
- LEAs are required to notify parents in all LEA schools or programs.
- Responses to requests must be provided in a timely manner.
- Maintain records of annual notification(s) from all LEA schools or programs.