

## 505-2-.36 RENEWAL REQUIREMENTS

### (1) Summary.

Georgia's renewable certificates are the Standard Professional, Performance-Based Professional, Advanced Professional, Lead Professional and Life certificates. Renewable licenses are Adjunct, Educational Interpreter, Non-Instructional Aide, Paraprofessional and Support Personnel. These certificates and licenses are valid for a five (5)-year period (except for the Life certificate), during which time the requirements outlined below must be met unless the most recent certificate or license issued is exempt from professional learning as outlined in section (8)(a) below.

### (2) Educators who work in schools, agencies, or other education organizations in Georgia.

(a) Individuals employed by a Georgia LUA: certificate and license holders who are employed by a Georgia LUA in a position requiring certification at the time of renewal application must satisfy professional learning requirements as outlined below, with the exceptions noted in section 3 below. Employing LUAs shall document fulfillment of these requirements and verify their completion as part of the renewal application package:

1. A criminal record check, unless exempted in section (4) below.
2. Engaging in professional learning on a continuing basis by fully participating in the LUA's professional learning community as documented by the individual's supervisor and described in GaPSC Guidelines accompanying this rule.
3. The following individuals employed by a Georgia LUA in a position requiring certification may renew their certificates without meeting the professional learning requirements outlined in this section:
  - (i) Individuals who also hold valid National Board for Professional Teaching Standards (NBPTS) certification at the time of renewal in a field comparable to one held on their Georgia educator certificate.
  - (ii) Individuals certified in the service fields of Speech and Language Pathology, Audiology, School Psychology, School Counseling and School Social Work who meet optional requirements associated with GaPSC-accepted state or national credentials as outlined in the appropriate GaPSC field rules as long as this is approved by the supervisor as appropriate for professional learning.
  - (iii) Non-Instructional Aide, Support Personnel License, and Adjunct License holders shall complete professional learning as determined by the employing LUA.

(b) Faculty of Georgia colleges/universities, and individuals who are no longer employed by Georgia LUAs in positions that require certification but are employed in Georgia education agencies or organizations, may renew certificates as described in Section (2)(a)(2) above.

(c) Individuals employed at Georgia private schools may renew their certificates by completing the requirements outlined in Section (2)(a) above or by completing the requirements outlined in Section (3) below.

### (3) Educators who are not employed in schools, agencies, or other education organizations in Georgia.

(a) Renewal requirements for certificates that are currently valid must have been completed during the validity period established on the certificate. Renewal requirements for expired certificates

must have been completed within the five (5)-year period preceding the date of renewal application. Individuals may qualify for renewal through completion of one of the following:

1. For individuals who have been employed by a Georgia LUA in a position requiring certification for at least one (1) school year during the most recent validity period of their certificate, and within five (5) years of the date of renewal application, submit documentation of completion of the professional learning requirements outlined in Section (a) above during at least one (1) qualifying year of employment beginning with the 2017-18 school year.
2. Complete any combination of the following:
  - (i) Six (6) semester hours of college course work.
    - (I) College course work must be earned at an institution that meets the accreditation standards outlined in GaPSC Rule [505-2-.31 GaPSC-ACCEPTED ACCREDITATION; VALIDATION OF NON-ACCREDITED DEGREES](#). Final course grades must be “B” or better. Developmental/Remedial studies courses and course work that is audited and/or exempted without credit shall not be accepted.
  - (ii) Ten (10) Georgia Professional Learning Units (PLUs).
    - (I) PLUs must be awarded by a State of Georgia education agency, a Regional Educational Services Agency (RESA), a Georgia LUA or a GaPSC-approved college or university. Only LUAs offering GAPSC-approved programs may offer PLUs for renewal purposes.
  - (iii) Ten (10) Continuing Education Units (CEUs).
    - (I) CEUs must be issued by a GaPSC-accepted accredited college or university or a provider authorized by the International Association for Continuing Education and Training (IACET). Ten (10) contact hours are the equivalent of one (1) CEU. These credits must be reflected on CEU transcripts or “certificates of completion” which include the name of the organization issuing the credits, the name of the educator receiving the credits, the title of the course, the date the course began and date of completion, and the number of CEUs being authorized.
  - (iv) One hundred (100) hours BFTS-approved trainings.
    - (I) BFTS-approved trainings may be found on the BFTS website at <http://dec.al.ga.gov>.
  - (v) Hold valid National Board for Professional Teaching Standards (NBPTS) certification at the time of renewal in a field comparable to one held on their Georgia educator certificate.
3. Have at least one (1) year of successful educator experience, as outlined in GaPSC Rule; [505-2-.25 EXPERIENCE REQUIREMENTS](#), while working in another state on a valid certificate issued by that state, or while working outside of the United States on a valid Georgia certificate in a position in which it is utilized.
4. For individuals certified in the service fields of Speech and Language Pathology, Audiology, School Psychology, School Counseling and School Social Work, meet

optional requirements associated with GaPSC-accepted state or national credentials as outlined in the appropriate GaPSC field rules.

5. Re-take and pass the content assessment approved by the GaPSC at the time of renewal for the field(s) being renewed. This is not an option to renew fields for which there is no GaPSC-approved content assessment at the time of renewal. Only the field(s) for which the educator passes the appropriate assessment will be renewed.

**(4) Criminal Record Check.**

- (a) The employing Georgia LUA is responsible for ensuring that the appropriate criminal record check is completed during the school year in which the certificate expires pursuant to O.C.G.A. 20-2-211.1 and GaPSC Rule [505-2-.42 CLEARANCE CERTIFICATE](#). The employer may apply for renewal after the criminal record check or FBI background check has been completed. Criminal record checks are subject to the following:
  1. A criminal record check shall be required for renewal of all certificates held by educators employed in a Georgia LUA including state chartered special schools and commission charter schools. This requirement does not apply to employees of state agencies.
  2. If the individual has not had an FBI background check (fingerprint) while employed in the present public school system, the FBI background check (fingerprint) is required for renewal. If the individual has satisfactorily completed an FBI background check (fingerprint) at the present public school system of employment, then a Georgia criminal history check will satisfy the renewal requirement. The Georgia criminal history check will satisfy the renewal requirement for private school, chartered special school, and commission charter school employees that do not require certification.
  3. A satisfactory criminal record check shall be denoted by the issuance of a Clearance certificate upon the request of an employing Georgia LUA with the exception of private schools (see GaPSC Rule [505-2-.42 CLEARANCE CERTIFICATE](#)).
- (b) If an individual is not employed in a Georgia public school, private school, chartered special school, or commission charter school at the time of renewal, the individual is exempt from the background check requirement until such time as Georgia public or private school employment is resumed.

**(5) Renewal Cycle.**

- (a) Georgia certificates usually have a beginning date of July 1 and an ending date of June 30. Valid certificates may be renewed from December 1 of the calendar year preceding the ending validity date to June 30 of the calendar year in which the certificate expires.
  1. To renew an expired certificate, the individual must meet all applicable renewal requirements outlined above, including any remaining Special Georgia Requirements, and submit an application packet with appropriate documentation to the GaPSC. Specific renewal application procedures for educators may be found on the GaPSC web site at [www.gapsc.com](http://www.gapsc.com).
  2. At the request of an employing Georgia LUA, an individual who meets the applicable requirements outlined above but has not met applicable professional learning requirements may be issued a one (1)-year Non-Renewable Professional certificate to allow the individual time to complete all remaining renewal requirements.

3. Individuals who hold more than one certificate field and/or type will be eligible to renew all certificate fields/types by completion of the renewal requirements for the field of placement during the renewal period.

**(6) Renewal Application Process.**

- (a) Renewal of certificates held by individuals employed by a Georgia LUA in a position requiring GaPSC certification must be submitted electronically by the employing LUA according to procedures established by the GaPSC. Information about the online procedures is available to authorized school system personnel on the GaPSC web site at [www.gapsc.org](http://www.gapsc.org).
- (b) Individuals not employed by a Georgia LUA in a position requiring GaPSC certification may apply for renewal according to procedures outlined on [www.gapsc.com](http://www.gapsc.com).

**(7) Restrictions.**

- (a) An individual who has received any combination of two (2) Unsatisfactory, Ineffective or Needs Development annual performance evaluations during the previous five (5)-year validity cycle that have not been satisfactorily remediated by the employing Georgia LUA shall not be entitled to any certificate except for a Waiver in any field (See GaPSC Rule [505-2-.43 ANNUAL PERFORMANCE EVALUATION](#)). Waiver certificates must be requested by an employing Georgia LUA and are issued at the discretion of the GaPSC (See GaPSC Rule [505-2-.13 WAIVER CERTIFICATE](#)).
- (b) Performance-Based Professional certificate requirements:
  1. To maintain the Performance-Based designation an individual must earn a minimum of three (3) Proficient or Exemplary annual performance ratings on the Teacher Assessment on Performance Standards (TAPS) component of the statewide evaluation system, Teacher Keys Effectiveness System (TKES), within five (5) years of the renewal date.
    - (i) Performance-Based Professional certificates will be renewed as Standard Professional certificates if the educator has earned fewer than three (3) Proficient or Exemplary TAPS performance ratings within five (5) years of the renewal date, and has no more than one (1) unremediated unsatisfactory, needs development, or ineffective performance rating(s).
- (c) Advanced Professional and Lead Professional certificates may be renewed as Standard Professional certificates if the educator received one (1) annual performance rating below the Satisfactory or Proficient level during the most recent five (5) year validity period of the certificate.
- (d) Standard Professional certificates shall be renewed as Standard Professional should an educator not meet experience and/or other requirements for Performance-Based, Advanced, or Lead certification.

**(8) Renewal Credit Exemption.**

- (a) For individuals whose most recent renewable certification and/or licenses expired between June 30, 2011, and June 30, 2017, renewal credit is not required for reinstatement. This does not apply to any outstanding Special Georgia Requirements (See GaPSC Rule [505-2-.24 SPECIAL GEORGIA REQUIREMENTS](#)).

**(9) Retired Georgia Educators.**

- (a) Retired Georgia Educators, as verified by the Teachers Retirement System (TRS) or other retirement systems utilized by private Georgia LUAs, who do not wish to meet the renewal requirements may apply for a Retired Educator Certificate as outlined in GaPSC Rule [505-2-.44 RETIRED EDUCATOR CERTIFICATE](#).

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