

Application Information

A complete application packet consists of the following:

1. Application Fee - \$75 (non-refundable, cash or money order).
2. Candidate Assurance Form
3. Administrator Assurance Form
4. School System Assurance Form/Partnership Agreement
5. Transcripts from all colleges/universities attended with proof of degree. **Official transcripts are required for admittance into the GaTAPP program.**
6. Teaching Certificate
7. Two letters of recommendation (ex: former employer, supervisor, principal, etc.)
8. Proof of completion of the GACE Ethics Assessment (GACE 360)
9. North Georgia RESA GaTAPP Application (use legal name)
10. Establish an account with PSC at www.gapsc.com (click on "MyPSC login/register" in upper right corner)

NOTE: Once completed applications are reviewed candidates will be notified of application status.

Please submit COMPLETE application packet to:

North Georgia RESA Professional Learning Department
Attention: GaTAPP
489 Highland Crossing
East Ellijay, GA 30540



North Georgia RESA Application Instructions
Please read all the instructions before completing the application.

1. Print legibly or type application.
2. Application packets that do not include **ALL** of the required documentation will not be processed. All documents should be submitted via mail or personally delivered to North Georgia RESA. Our office hours are 8:00AM-3:30PM Monday – Friday.
3. Do not use P. O. Box addresses.
4. Include an email address that you check often. This is our primary method of communication.
5. Be sure to sign and date the application. Before submitting the application, packet be certain your signature/name is on your check, money order, or cashier's check - make this payable to North Georgia Regional Education Service Agency.
6. Be sure to include all required test scores.

All candidates will be notified of their program status.

I verify that I have thoroughly read all the instructions listed above.

Signature

Printed Name

Date

A copy of this form MUST be included with your application packet.



North Georgia RESA Georgia Teacher Academy for Preparation and Pedagogy Application

Mail this application with ALL supporting documents to:

North Georgia RESA, Professional Learning Department
ATTN: Georgia TAPP
489 Highland Crossing
East Ellijay, GA 30540

The following must be included with this application:

(please initial on each line to indicate that the items are included with your application packet)

- _____ Candidate must have a contracted teaching position with an approved school district.
- _____ Before you are accepted into the program, a total of \$1,725 must be received by North Georgia RESA. This amount includes:
 - Application Fee: \$75 non-refundable
 - The Essentials of Effective Teaching: \$650
 - First year tuition down payment: \$1,000

_____ A bachelor’s degree from an accredited college or university. Degree MUST be within the area of certification that is being sought. Transcripts from all colleges and universities attended (**ONLY official transcripts accepted -do not have to be sealed but must be on official paper**).

- _____ A minimum GPA of 2.5 on a degree is preferred.
- _____ GACE Content Assessment passing score report. A registration ticket may be submitted while awaiting a score report.
- _____ GACE Georgia Educators Ethics
- _____ Current Resume
- _____ Candidate Assurance Form (attached at the end of the application)
- _____ School Administrator Assurance Form (attached at the end of the application)
- _____ School District Assurance Form (attached at the end of the application)
- _____ Two (2) letters of reference (attached at the end of the application, family members excluded)
- _____ I understand the GaTAPP Fees as outlined on the North Georgia RESA GaTAPP website
- _____ I have created a mypsc.com account.
- _____ Copy of current certificate when available
 - Validity dates: Date issued _____ Expires _____
- _____ Copy of current contract when available

Applicant Signature _____ Date: _____

GEORGIA TEACHER ACADEMY FOR PREPARATION AND PEDAGOGY APPLICATION

APPLICANT INFORMATION

First:	Middle:	Last:	Maiden:
Date of Birth (mm/dd/yyyy):	SSN#:	Certificate (if you have one):	
Current Street Address:			
City:	State:	Zip Code:	
Home Phone (include area code):	Cell Phone (include area code)	Personal Email Address:	
Gender: ___ Female ___ Male			
Ethnicity: ___ American Indian ___ Asian ___ African American, Non-Hispanic ___ White, Non-Hispanic ___ Hispanic ___ Other Latino: ___ Yes ___ No			

EDUCATION – ALL TRANSCRIPTS REQUIRED (Official)

College or University:	Transcript Included ___ Yes ___ No	Degree:
		Major/Minor:
College or University:	Transcript Included ___ Yes ___ No	Degree:
		Major/Minor:

PROGRAM ADMISSION REQUIREMENTS

Reports	Passed	Score report is submitted with application.
1. Georgia Educator Ethics Assessment	___ Yes ___ No	___ Yes ___ No
2. GACE Content in Certification Area	___ Yes ___ No	___ Yes ___ No

EMPLOYMENT STATUS

A school district has offered me a job.	___ No	**To continue, a candidate must have been offered a teaching position	___ Yes, Complete the following.
Name of School District:			
Name of School:		Principal's Name:	
Teaching Position Grade Level:			
Teaching Position Content:			

Print Name

Signature

Date



Are you legally authorized to work in the U.S. on a full-time basis?	YES ___ NO ___
---	------------------------------

Have you ever:

Been dismissed from employment?	YES___ NO___
Had credentials denied, revoked, or suspended in any state?	YES___ NO___
Received an unsatisfactory performance evaluation from an Employer?	YES___ NO___
Been placed on disciplinary probation or been suspended from any position?	YES___ NO___
Been or are you now under investigation for unethical conduct?	YES___ NO___
Been convicted of a felony, misdemeanor or pled <i>nolo contendere</i> , or are you now under investigation for violation of any such offense? (You must include ANY offense for which a fine of \$100 or more was imposed. Do not include any offense that occurred before your 18th birthday.)	YES___ NO___

If you answered 'YES' to any of the "have you ever" questions, you MUST attach an explanation and supporting documents. If you fail to complete ALL sections of this application, your application package will not be processed.

Print Name

Signature

Date



Explain why you decided to become a teacher. (You may include a separate document instead).

Describe the characteristics/attributes/attitudes that qualify you to work with young people.

Describe your past work or academic experiences that qualify you to pursue a teaching career in this field.

BY SIGNING THIS APPLICATION, I ACKNOWLEDGE THAT ALL INFORMATION CONTAINED IN THIS APPLICATION IS VERIFIED AND TRUE. I AM AWARE THAT GaTAPP IS A TWO-YEAR PROGRAM.

Print Name

Signature

Date



North Georgia RESA GaTAPP Candidate Assurance Form

Candidate _____

GEORGIA TEACHER ACADEMY FOR PREPARATION AND PEDAGOGY CANDIDATE

Review each statement on the form carefully. You may not be required to complete all sections of the form. You must keep a copy of this form for your records.

Section 1: Candidate Assurance Statements

Read each statement carefully and initial next to each statement to indicate your agreement.

- _____ I understand that GaTAPP is a 24-month to 36-month program.
- _____ I understand that GaTAPP is a performance-based program. I must meet all program requirements to complete the program.
- _____ I understand that I may be required to repeat or take additional courses, at the request of my Supervisor, CST, or Program Coordinator, if I am not demonstrating the knowledge, skills, and dispositions that I have been taught.
- _____ Additional course fees are not included in the initial program tuition. I have read and understand the fees on the North Georgia RESA GaTAPP webpage.
- _____ I understand that I must be employed as a teacher, for at least 50% of the day, in my area of certification, during my entire program. If there is a change in my employment status, I will notify the Program Coordinator immediately.
- _____ I understand that to continue in the program I must be teaching in a face-to-face setting and be directly responsible for student learning (i.e., not a computer-based program or ISS).
- _____ I understand that my classroom and certification responsibilities have priority over any extra-curricular activities, **including coaching**.
- _____ I agree to limit my involvement in extra-curricular activities, **including coaching**, during my program. If there is a conflict in dates between an extra-curricular activity, **including coaching**, and my certification program, I understand and agree that my certification program takes priority.
- _____ I understand that part of the program requirements is the completion of an electronic portfolio.
- _____ I will submit, in writing, any changes to the personal information provided to North Georgia RESA (name, home address, home/cell phone number, email address) to the Program Coordinator.
- _____ I understand that my enrollment in GaTAPP does not guarantee a renewal on my contract from the system.
- _____ I understand that I am expected to be punctual, attentive, and an active participant during all GaTAPP classes.
- _____ I understand that north Georgia RESA is expected to collect data regarding candidate dispositions, key assessments, formal and informal classroom observations, which includes TKES, teacher growth percentiles, student growth percentiles, and I am willing to share such data and willing to fill out surveys to help with the collection of such data. I will submit this evidence in a timely manner.

Section 2: Professionalism (All candidates must complete this section).

Please read each statement carefully and initial next to each statement to show your agreement.



- _____ I understand that educators are expected to act in a professional manner. This professionalism applies to interactions with students, peers, instructors, and other educators with whom I have contact.
- _____ I agree to adhere to the attendance/tardy policy of the North Georgia RESA GaTAPP program.
- _____ I understand that as a professional educator in Georgia, I am bound to abide by the Georgia Code of Ethics for Educators and act in an ethical and professional manner.
- _____ If at any time during my enrollment in GaTAPP, I have an ethical action brought against me, I will notify the GaTAPP Program Coordinator immediately.

Section 3: Tuition, Fees and Billing

Please read the following information carefully and initial at the bottom to demonstrate your understanding.

The tuition for the two-year GaTAPP program is:
\$6,000 (in NGRESA) or \$7,800 (out of NGRESA)

The program tuition includes the following:

- All coursework required by the IIP and within GaTAPP.
- Supervision by RESA Supervisor
- Instructor Fees
- Books
- Supervisor Fees
- Mentor Fees

NOTE: If candidate does not successfully complete a requirement, a course, or the program, then the candidate will have to repeat these elements. Additional fees may be required.

In addition to tuition, the following fees apply:

- Application Fee - \$75 (non-refundable)
- Content Area GACE Assessment(s) – per ETS
- Georgia Educator Ethics Program Admission GACE Assessment – per ETS

All fees and GACE assessment costs are the responsibility of the candidate and are not included in the tuition.

- _____ I have read and understand the tuition, fees, and billing policies of North Georgia RESA GaTAPP Program.
- _____ I understand that if I withdraw or am dismissed from GaTAPP, I will not receive a refund of any tuition.
- _____ I understand that if additional time is necessary to complete the requirements of the GaTAPP program an additional fee of \$1,000 will be required.

I affirm that I have read and understand all the information on this form. I agree to abide by the policies and regulations of the North Georgia RESA GaTAPP Program.

Print Name

Signature

Date



North Georgia RESA GaTAPP Administrator Assurance Form

Candidate _____

Read each statement carefully and the initial next to each statement to indicate your agreement. You should keep a copy of this form for your records. I agree to the following:

- _____ I have recommended the candidate named above for employment. If there is a change in the candidate's employment status, I will notify the GaTAPP Coordinator at North Georgia RESA.
- _____ I assure that the candidate is employed for at least 50% of the day in the area in which the candidate is seeking certification.
- _____ I assure that the candidate is teaching in a face-to-face setting, is directly responsible for student instruction and not in a computer-based setting or ISS.
- _____ I understand that North Georgia RESA is expected to collect data regarding candidate dispositions, key assessments, formal and informal classroom observations, which includes TKES, teacher growth percentiles, student growth percentiles, and I am willing to share such data and willing to fill out surveys to help with the collection of such data, and submit such evidence in a timely manner.
- _____ I will assign immediately an exemplary teacher (with the same certification as the candidate) to be the candidate's school-based mentor. The mentor must be at the same school as the candidate unless there is an exception approved by the GaTAPP Coordinator.
- _____ I will attend Candidate Support Team (CST) Meetings and consult with the team regarding the progress of the candidate.
- _____ I will complete the Principal's End of Year Progress Report (Appendix 19).
- _____ I will conduct informal and formal observations/evaluations of the candidate and provide timely feedback in accordance to school/system policies.
- _____ I will provide additional candidate support from school-level support staff, as needed.
- _____ I will support candidate's required field experiences. Candidates are required to complete 30 hours of field experience. Some of these experiences may be completed in the candidate's school; however, the majority must be completed outside of the candidate's school.
- _____ I will refrain from assigning coaching, teaching, or extracurricular duties that might interfere with program commitments.
- _____ I understand that the candidate's certification requirements take precedence over extra curricular assignments, including coaching.
- _____ I will attend required overviews and/or trainings at North Georgia RESA.
- _____ I understand that GaTAPP is a performance-based program that takes an average of 24 months to complete.
- _____ I agree to support _____ throughout his/her GaTAPP program.

Candidate's Name

Print Name

Signature

Date



North Georgia RESA GaTAPP School System Assurance Form

Candidate Name: _____

Review each section on the form carefully. You should keep a copy of this form for your records.

System Assurance Statements

Read each statement carefully and initial next to each statement to indicate your agreement.

_____ County School System agrees to the following:

- _____ Assures that the candidate named above has been recommended for/approved for employment.
- _____ Assures that the candidate is employed for at least 50% of the day in the area in which the candidate is seeking certification.
- _____ Assures that the candidate is teaching in a face-to-face setting, is directly responsible for student instruction and not in a computer-based setting or ISS.
- _____ The school system understands that North Georgia RESA is expected to collect data regarding candidate dispositions, key assessments, formal and informal classroom observations, which includes TKES, teacher growth percentiles, student growth percentiles, and I am willing to share such data and willing to fill out surveys to help with the collection of such data, and submit such evidence in a timely manner.
- _____ Assures that the candidate has complete records and application materials for employment, including criminal background/fingerprinting, on file in the system personnel office.
- _____ The school system understands that candidates are expected to keep their involvement in extra-curricular activities to a minimum and that their certification requirements have priority over any extra-curricular activities, including coaching.
- _____ Make decisions concerning renewal or non-renewal of the candidate's contract according to system policies.
- _____ Support candidate's required field experiences. Candidates are required to complete 30 hours of field experience. Some of these experiences may be completed in the candidate's school; however, the majority must be completed outside of the candidate's school.
- _____ Understand that GaTAPP is a performance-based program that takes an average of 24 months to complete.

Please read the following information carefully and sign at the bottom to demonstrate your understanding.

As a duly authorized school district administrator, I certify that the school system holds official records and documentation as verification that the candidate's name above:

- **Earned a baccalaureate or higher degree from a regionally accredited college or university;**
- **The system will apply to the Georgia Professional Standards Commission for an induction certificate when the candidate information has been input onto the NTRS data base;**
- **Received clearance through the positive screening of a criminal background check;**
- **Met all other requirements of the school system, through interview reference checks, and any other process of usual practice, that qualify this candidate for employment;**
- **Has issued the candidate a contract of employment;**
- **Agrees to provide the candidate up to six days of release time for professional development and field experiences.**

_____ System Designee Printed Name

_____ Date

Signature of System Designee _____



North Georgia RESA GaTAPP Professional Reference

The applicant has applied with North Georgia GaTAPP program and has listed you as a professional reference. Please answer the following questions to the best of your knowledge. This information will be treated as confidential and will not be shared with a third party outside the North Georgia RESA system. Thank you for your assistance.

1. Relationship to the applicant? _____
2. How well do you know the applicant? _____
3. How long have you known the applicant? _____
4. Have you had knowledge of the applicant within the last 12 months? _____

EVALUATION	POOR	AVERAGE	GOOD	EXCELLENT
Appearance				
Dependability				
Honesty				
Maturity				
Responsibility				
Ability to Perform Job				

COMMENTS:

Printed Name

Signature

Date

Telephone



North Georgia RESA GaTAPP Professional Reference

The applicant has applied with North Georgia GaTAPP program and has listed you as a professional reference. Please answer the following questions to the best of your knowledge. This information will be treated as confidential and will not be shared with a third party outside the North Georgia RESA system. Thank you for your assistance.

1. Relationship to the applicant? _____
2. How well do you know the applicant? _____
3. How long have you known the applicant? _____
4. Have you had knowledge of the applicant within the last 12 months? _____

EVALUATION	POOR	AVERAGE	GOOD	EXCELLENT
Appearance				
Dependability				
Honesty				
Maturity				
Responsibility				
Ability to Perform Job				

COMMENTS:

Printed Name

Signature

Date

Telephone

Essentials of Effective Teaching Course

Eligibility Requirements for Pre-TAPP Essentials course:

Potential GaTAPP candidates may take essentials without being admitted to the GaTAPP program or being employed by a local district. Pre-GaTAPP participants may complete the Essentials Course up to two years prior to employment.

- College Transcript
- Bachelor's Degree
- Completion of *Essentials of Teaching* Application and \$25 non-refundable application fee.
- Payment of *Essentials of Effective Teaching* Course Fee. \$650.00

Eligibility Requirements for GaTAPP Essentials course:

The Essentials of Effective Teaching course is offered annually during the summer with appropriate modifications made for late hires. It is a ten-day course and attendance is mandatory. Successful completion of the course is a requirement of all GaTAPP candidates.

- Completed GaTAPP Application process
- Payment of *Essentials of Effective Teaching* Course Fee. \$650.00



North Georgia RESA Essentials of Teaching Application For Pre-TAPP Candidates

Name: _____ Certification #: _____

Address: _____
Street City Zip

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Email: _____ Social Security # _____

Birthdate: _____ Ethnicity: _____ Gender: _____

Degrees earned beginning with the most recent:

Degree: _____ Major: _____ GPA: _____

Institution: _____ Date of Degree: _____

Degree: _____ Major: _____ GPA: _____

Institution: _____ Date of Degree: _____

Degree: _____ Major: _____ GPA: _____

Institution: _____ Date of Degree: _____

Degree: _____ Major: _____ GPA: _____

Institution: _____ Date of Degree: _____

Essentials of Teaching Course Fee: \$650

Please submit this application along with a copy of your college transcript to:

North Georgia RESA Professional Learning Department
Attn: GaTAPP
489 Highland Crossing
East Ellijay, GA 3054