

North Georgia RESA GaTAPP Application Instructions
2018-2020 Cohort

Please read all the instructions before completing the application.

1. Print legibly or type application.
2. Application packets that do not include **ALL** 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 8:00 am – 4:00 pm Monday – Friday.
3. Do not use P. O. Box addresses.
4. If you wish to confirm that your application was received, please choose a mailing option that includes a delivery confirmation. We do not confirm applications received due to the volume of applications processed.
5. Include an email address that you check often. This is our primary method of communication.
6. Be sure to sign and date the application.
- a. Before submitting the application be certain your signature/name is on your Money Order or Cashier's Check- make this payable to North Georgia Regional Education Service Agency. *****Applications received without payment will NOT be processed!!*****
7. Be sure to include all required test scores. If using a test score as an exemption for the Program Admissions GACE assessment, please include a copy of the exempting test score.
8. All candidates will be notified of their program status via the email address **you provide.**
9. Upon program approval, an applicant shall not become an active Ga TAPP candidate unless he/she meets the following criteria:
 - Successfully completes the Essentials of Effective Teaching course during summer 2018.
 - Receives a teaching contract for the 2018-2019 school year serving at least 50% in the approved content field
 - Has two years of eligibility left on a Georgia teaching certificate to complete the program.

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

Print Name

Signature

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
Attn: Georgia TAPP
4731 Old Highway 5 S.
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 a North Georgia RESA school district
- _____ Before you are accepted into the program, a total of \$1725 must be received by NGRESA. This amount includes the:
 - Application Fee: \$75 non-refundable
 - the Essentials of Effective Teaching: \$650
 - First year tuition down payment: \$1000
- _____ 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 **2.75** on a degree is required. (Rounding up is **not permitted**).
- _____ Copy of GACE Program Admissions (Basic Skills) Assessment **passing** score report
- _____ Include a copy of **one** of the following and list score below for appropriate test:
 - ACT Score Must meet combined Verbal and Math of 43
 - GRE Score Must meet combined score of 1030 (297 if taken after 2011)
 - SAT Score Must meet combined Verbal and Math of 1000
- _____ GACE Content Assessment passing score report. *You may include a registration ticket rather than a score report.*
- _____ GACE Georgia Educators Ethics - Program Entry (350) Certificate of Achievement
- _____ Current Resume
- _____ Candidate Commitment Form (attached at the end of the application)
- _____ School Administrator Commitment Form (attached at the end of the application)
- _____ School District Commitment 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
- _____ Copy of current certificate
- _____ Copy of current contract



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: <input type="checkbox"/> Female <input type="checkbox"/> Male			
Ethnicity: <input type="checkbox"/> American Indian <input type="checkbox"/> Asian <input type="checkbox"/> African American, Non-Hispanic <input type="checkbox"/> White, Non-Hispanic <input type="checkbox"/> Hispanic <input type="checkbox"/> Other Latino <input type="checkbox"/> Yes <input type="checkbox"/> No			

EDUCATION – ALL TRANSCRIPTS REQUIRED (OFFICIAL/UNOPENED)

College or University:	Transcript Included Yes <input type="checkbox"/> No <input type="checkbox"/>	Degree: Major/Minor:
College or University:	Transcript Included Yes <input type="checkbox"/> No <input type="checkbox"/>	Degree: Major/Minor:
College or University:	Transcript Included Yes <input type="checkbox"/> No <input type="checkbox"/>	Degree: Major/Minor:

PROGRAM ADMISSION REQUIREMENTS

Report	Passed	Score report is submitted with application.
Taken Georgia Educator Ethics Assessment (Test 350)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
GACE Program Admission	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
SAT Score Report with a Combined Verbal and Math Score of 1000+	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
ACT Score Report with a Combined English and Math Score of 43+	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
GRE Score Report with a Combined Verbal and Quantitative Score of • 1030 (before August 1, 2011) • 297 (after August 1, 2011)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Taken GACE Content in Certification Area	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

EMPLOYMENT STATUS

A school district has offered me a job.	No <input type="checkbox"/>	**To continue, a candidate must have been offered a job.**	Yes <input type="checkbox"/> 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 ___
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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 _____



North Georgia RESA
4731 Old Highway 5 S.
Ellijay, GA 30540

Explain why you decided to become a teacher.

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

NGRESA GaTAPP Candidate Assurance Form

Candidate Name: _____

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.

- ____ 1. I understand that GaTAPP is a 24 month to 36-month program.
- ____ 2. I understand that GaTAPP is a performance-based program. I must meet all program requirements to complete the program.
- ____ 3. 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.
- ____ 4. Additional course fees are not included in the initial program tuition. I have read and understand the fees on the NGRESA GaTAPP webpage.
- ____ 5. 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.
- ____ 6. 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).
- ____ 7. I understand that my classroom and certification responsibilities have priority over any extra-curricular activities, **including coaching**.
- ____ 8. 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.
- ____ 9. I understand that part of the program requirements is the completion of an electronic portfolio. I understand that if I fail to complete my electronic portfolio within six (6) weeks of completing all other program requirements, I will be charged additional tuition.
- ____ 10. 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.
- ____ 11. I understand that my enrollment in GaTAPP does not guarantee a renewal on my contract from the system.
- ____ 12. I understand that I am expected to be punctual, attentive, and an active participant during all GaTAPP classes.
- ____ 13. 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's growth percentiles and that 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.

Print Name

Signature

Date

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

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

- _____ 1. 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.
- _____ 2. I agree to adhere to the attendance/tardy policy of the North Georgia RESA GaTAPP program.
- _____ 3. 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.
- _____ 4. 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 GaTAPP program is \$5500 (in RESA), or \$7500 (out of RESA) The program tuition includes the following:

- All coursework taken at North Georgia RESA
- Supervision by RESA Supervisor
- Books
- Supervisor Fees
- Mentor Fees

*Note: The cost is for ONE time only. If candidate does not successful complete a requirement, a course or the program then the candidate will have to repay.

GaTAPP tuition is billed to the employing school system. Each system sets its own policy for repayment. Contact your system HR person for more information on tuition repayment.

In addition to tuition, the following fees apply:

- Application Fee- \$75 (non-refundable)
- edTPA assessment - \$300
- Program Admission GACE assessment- per ETS
- Content Area GACE assessment(s) - per ETS
- Georgia Educator Ethics Program Admission GACE assessment- per ETS
- Georgia Educator Ethics Program Exit 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.

_____ I understand that if I withdraw or am dismissed from GaTAPP, I am responsible for the repayment of tuition to my system.

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

NGRESA GaTAPP Administrator Assurance Form

Candidate Name: _____

Read each statement carefully and 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:

- _____ 1. 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.
- _____ 2. I assure that the candidate is employed for at least 50% of the day in the area in which the candidate is seeking certification.
- _____ 3. 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.
- _____ 4. 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's growth percentiles and that 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.
- _____ 5. 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.
- _____ 6. I will attend Candidate Support Team (CST) Meetings and consult with the team regarding the progress of the candidate.
- _____ 7. I will conduct informal and formal observations/evaluations of the candidate and provide timely feedback in accordance to school/system policies
- _____ 8. I will provide additional candidate support from school-level support staff, as needed.
- _____ 9. 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.
- _____ 10. I will refrain from assigning coaching, teaching, or extracurricular duties that might interfere with program commitments.
- _____ 11. I understand that the candidate's certification requirements take precedence over extra-curricular assignments, including coaching.
- _____ 12. I will attend required overviews and/or trainings at North Georgia RESA
- _____ 13. I understand that GaTAPP is a performance-based program that takes an average of 24 months.
- _____ 14. I agree to support _____ throughout his/her GaTAPP program.
Candidate's Name

Print Name

Signature

Title

Date

NGRESA 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:

- _____ 1. Assures that the candidate named above has been recommended for/approved for employment.
- _____ 2. Assures that the candidate is employed for at least 50% of the day in the area in which the candidate is seeking certification.
- _____ 3. 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.
- _____ 4. 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's growth percentiles and that the school system is 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.
- _____ 5. Assures that the candidate has complete records and application materials for employment, including criminal background/fingerprinting, on file in the system personnel office.
- _____ 6. 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.
- _____ 7. The school system assures that appropriate system personal have discussed the fee payment with the candidate to determine the responsibility for payment.
- _____ 8. Make decisions concerning renewal or non-renewal of the candidate's contract according to system policies.
- _____ 9. 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.
- _____ 10. Understand that GaTAPP is a performance-based program that takes an average of 24 months.

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 named 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.**

Print Name

Signature

Title

Date



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: _____

Print Name

Signature

Date

Telephone