

Guidance for Employees Seeking Advanced Degrees

I. CCSD Employees Seeking Teaching Certification

- For information and guidance on acquiring Georgia teacher certification, please refer to the Georgia Professional Standards Commission (GaPSC) website (www.gapsc.com). For specific information on certification requirements, link to [Become a Georgia Educator](#).

II. CCSD Certified Employees Seeking Advanced Degrees

- Employees seeking advanced degrees are responsible for ensuring that the College or University attended and/or degree being earned is approved by the GaPSC. Please refer to [Certificate Upgrades](#) at the GaPSC website for advisement on GaPSC approved programs. The [Certificate Upgrade Advisor](#) will help educators find advanced degree programs closely aligned with their current fields of certification or find degree programs leading to a new field of certification while also earning a higher degree.
- Upon completion of an advanced degree from a GaPSC approved College or University, the employee should complete the appropriate [GaPSC Upgrade Request](#) and provide official, final transcripts and any other GaPSC required documents. Please contact Ashlee Law at Ashlee.Law@CherokeeK12.net for certificate upgrade assistance if needed.

III. Employees Seeking an Advanced Degree for Tier I & II Educational Leadership

➤ Tier I

- Any certificated employee is eligible to enter a Tier I program.
- Admission to and completion of Tier I does not ensure employment in a leadership position. Under state law, completion of an approved Tier I program will not lead to additional pay until employment in a leadership position (Assistant Principal) that requires Tier I certification.

➤ Tier II

- Because Tier II programs are intensive, performance-based programs, only candidates who are employed in the following positions/roles are approved to enter the program: Principal, Assistant Principal, Teacher on Special Assignment (TSA), Administrator on Special Assignment (ASA), Instructional Lead Strategist (ILS), and certificated employees on the Superintendent's Organizational Chart.
- Positions eligible to receive pay for Leadership Certification are: Principal, Assistant Principal, Administrator on Special Assignment.

➤ Additional Information

- Candidates should assure that the Tier I or II Educational Leadership Program selected is a GaPSC Approved Program and that an official CCSD agreement is in place. CCSD is not responsible for ensuring the Tier I or II Educational Leadership program is a GaPSC approved program.
- Mentor agreements for Tier I and II should be sent to Rebecca Carlisle at Rebecca.Carlisle@CherokeeK12.net for approval.
- CCSD is not responsible for ensuring the Tier I or II Educational Leadership program is a GaPSC approved program.
- For further information in regard to advanced degrees for Educational Leadership, please link to [Georgia Educational Leadership](#) at the GaPSC website.