![A picture containing text

Description automatically generated]()**GaTAPP Administrator Assurance Form – 2023 Cohort**

Administrator Name (Please Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Candidate Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Administrator Assurance Statements**

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

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 will ***assign immediately*** a school-based mentor. (See bottom of form for Mentor Requirements). The mentor must be at

the same school as the Candidate unless there is an exception approved by the GaTAPP Coordinator.

\_\_\_\_\_5. I will attend Candidate Support Team (CST) Meetings and consult with the team regarding the progress of the candidate.

\_\_\_\_\_6. I will conduct informal and formal observations/evaluations of the candidate and provide timely feedback in accordance to

school/system policies.

\_\_\_\_\_7. I will provide additional candidate support from school-level support staff, as needed.

\_\_\_\_\_8. I will support candidate’s required field experiences. Candidates are required to complete 30 hours of field experience in the

first year of the program. Some of these experiences may be completed in the candidate’s school; however, the majority must

be completed outside of the candidate’s school.

\_\_\_\_\_9. I will refrain from assigning coaching, teaching, or extracurricular duties that might interfere with program commitments.

\_\_\_\_\_ 10. I understand that the candidate’s certification requirements take precedence over extra-curricular assignments, including

coaching.

\_\_\_\_\_11. I will attend required overviews and/or trainings at Okefenokee RESA

\_\_\_\_\_12. I understand that GaTAPP is a performance-based program and that Okefenokee RESA cannot guarantee completion of

the program in 18 months (24 months for Elementary Ed. candidates).

**Mentor Qualifications:**

The mentor must:

1. Have the same certification that the candidate is seeking. If there is no qualified mentor in the school with the same certification as the candidate is seeking, then a mentor should be selected that meets all of the other requirements and a content specialist must be assigned. Contact Rhonda Gatewood ([rgatewood@okresa.org](mailto:rgatewood@okresa.org)) immediately if this is the case.

2. Be an exemplary teacher/instructional coach with demonstrated proficiency in the TAPS standards.

3. Have at least three (3) years of successful teaching experience documented by scoring at least a “3” on three Teacher Keys Summative Evaluations.

4. Have the time and willingness to devote to observing and supporting the GaTAPP candidate.

**Tuition and Billing**

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

**All certification areas except SpEd, Elementary Education, and SpEd General Curriculum/Elementary Ed:**

GaTAPP is designed as an 18 month program. The tuition for the GaTAPP program is $5200.

Additional semester (or partial semester) after the initial 18 months: $500/semester.

**SpEd Candidates:**

GaTAPP is designed as an 18 month program. The tuition for the GaTAPP program is $5700.

Additional semester (or partial semester) after the initial 18 months: $500/semester

**Elementary Education and SpEd General Curriculum/Elementary Ed. Candidates:**

GaTAPP is designed as a 2 year program for Elementary candidates. The tuition for this GaTAPP program is $6000.

Additional semester (or partial semester) after the initial 2 years: $500/semester

Program tuition includes the following:

* All coursework required on Program of Study
* Supervision by RESA Supervisor
* Books
* Mentor Fees

\*Note: Program tuition includes the cost of all required courses taken at Okefenokee RESA. If a candidate does not successfully complete the course or is required to re-take a course (due to failure to complete assignments/course) the candidate will be required to pay tuition to re-take that course.

Initial 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. If additional semesters are needed, the candidate will be billed for the tuition. All tuition must be paid before program completion.

In addition to tuition, the following fees apply:

* Application Fee- $50 (non-refundable) – payable by check or money order to Okefenokee RESA
* Program Admission GACE assessment – per ETS
* Content Area GACE assessment(s) – per ETS
* Georgia Educator Ethics (Test 360) 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 and billing policies of Okefenokee RESA.

I agree to support \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ throughout his/her GaTAPP program.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Administrator Signature Date**