



TEACHER DATA ENTRY TRAINING

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**Georgia Dept
of Early Care
and Learning**
BRIGHT FROM THE START

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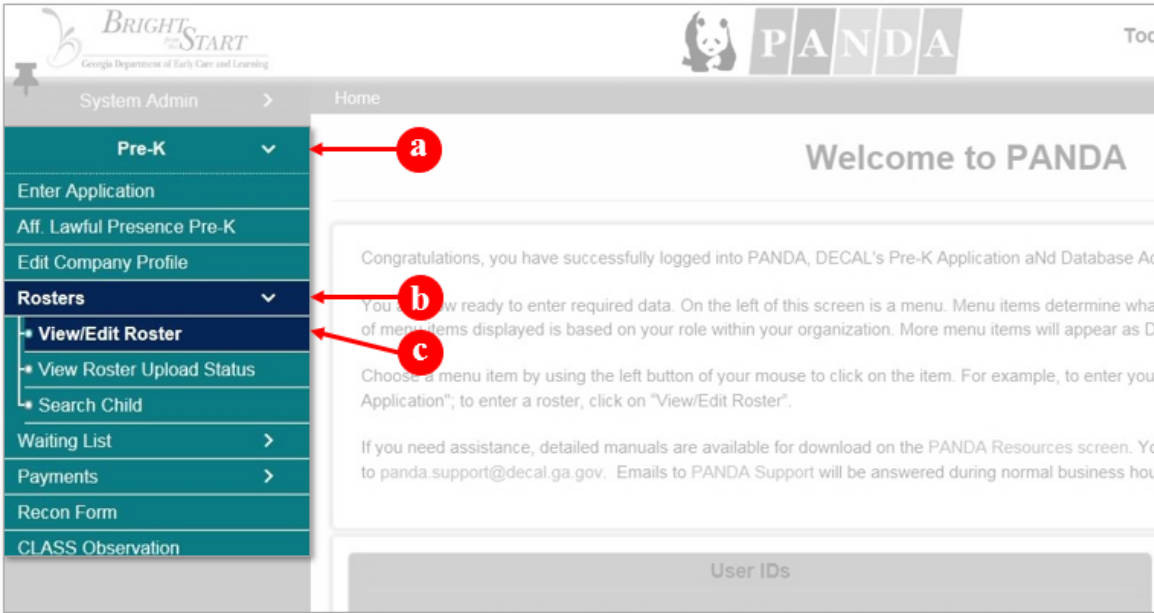
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New and Expansion Classes – Adding Lead and Assistant Teachers

1. Launch [PANDA](#) and login with your Pre-K Provider credentials.
 - For information about PANDA login accounts, refer to the [PANDA Provider User Management](#) document found on the PANDA Resources page located at <http://dec.al.ga.gov/Prek/PANDAResources.aspx>.
2. In the left-side navigation menu, select (a) **Pre-K**, click on (b) **Rosters**, and then click on (c) **View/Edit Roster**.



The Roster Provider Site List displays. The Site Name column displays each Site Name as a hyperlink.

3. To choose a site, click the **Site Name**.

View/Edit Roster Reports ▾

Home > Pre-K > Rosters > View/Edit Roster

Select a prior School Year or Roster Cycle and click Search to view a previous Roster.

School Year: 2024 Roster Cycle: Roster 1 Search

To submit rosters for a site, click inside the white box to the left of the Site ID. A check mark should appear inside the white box. Then click CONTINUE. The site must have a status of Roster Updates Complete to be submitted.

Showing 1 to 1 of 1 entries Search in Results:

| # | County | Site ID | Site Name | Site Address | City | Zip | # Classes | # Kids Allowed | # Kids Listed | Emailed / Printed On | Roster Status | Validation Status | LVSC Date |
|--------------------------|---------|---------|-------------------------------|----------------|----------|-------|-----------|----------------|---------------|----------------------|---------------|-------------------|-----------|
| <input type="checkbox"/> | Douglas | 12011 | DECAL Academy | 123 Elm Street | Anywhere | 30333 | 2 | 44 | 0 | | No Entry | No Exceptions | |

6. Complete the following fields:

| Site Details | | | |
|----------------------|---|---------------------|----------------|
| Year: | 2024 | Phone: | (555) 555-1234 |
| Site Name: | DECAL Academy | Start Date: | 8/1/2023 |
| Class ID: | 105437 | #Category One Kids: | 0 |
| #Active Kids Listed: | 0 | Approved # of Kids: | 22 |
| #Cat 1 & Trans: | 0 | | |
| Awarded Credential: | No GaPSC Credential, ECE Bachelor or higher | | |

| | |
|------------------------------|--|
| Multiple Substitutes Used: | <input type="checkbox"/> |
| A PDS #: | <input type="text" value="PD-BFTS"/> <input type="text" value="99999999"/> |
| B Last Name: * | <input type="text"/> |
| C First Name: * | <input type="text"/> |
| D SSN: * | <input type="text" value="999-99-9999"/> |
| E Credential: * | <input type="text" value="Please Select"/> |
| F ECE Degree: | <input type="text" value="Select"/> |
| G Training Level: | <input type="text" value="Select"/> |
| H Creditable Yrs. of Exp.: * | <input type="text"/> |
| I Begin Date: * | <input type="text" value="mm/dd/yyyy"/> |
| End Date: | <input type="text" value="mm/dd/yyyy"/> |

| Field | Action Required |
|----------------------------------|--|
| A PDS # | Enter the teacher’s Georgia Professional Development System (GaPDS) profile number. |
| B Last Name | Enter the teacher’s Last Name exactly as it appears in the teacher’s GaPDS profile. |
| C First Name | Enter the teacher’s First Name exactly as it appears in the teacher’s GaPDS profile. |
| D SSN | Enter the teacher’s Social Security Number (SSN) exactly as it appears in the teacher’s GaPDS profile. |
| E Credential | <p>Select the teacher’s credential from the drop-down list.</p> <p>Note: Associate of Science/Arts is not a valid credential choice for a lead teacher unless the teacher was approved in the 2009-2010 school year with an approved ECE Associate Degree or Montessori Diploma.</p> <ul style="list-style-type: none"> Refer to the Pre-K Providers’ Operating Guidelines for additional information regarding credential/certification requirements for lead and assistant teachers. Refer to page 13 for guidance in selecting the appropriate credentials for the lead and assistant teachers. |
| F ECE Degree | If the selected credential is an Associates of Science/Arts or higher, select the appropriate ECE (Early Childhood Education) Degree. |
| G Training Level | If the credential selected is either ‘ <i>Out-of-State Certification, T5 or higher</i> ’ or ‘ <i>PSC Certification, T5 or higher</i> ’, a training level of T-5 (Masters), T-6 (Specialist) or T-7 (Doctorate) must be selected. |
| H Creditable Yrs. of Exp. | Enter the teacher’s verified years of teaching experience (refer to page 16 for important information). |

| Field | Action Required | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|-------|---------------------|-------------------|-------------|-------------------|------------|---------------|--|---------------------|---|-----------|--------|--|---------------------|----|----------------------|---|--|--|--|-----------------|---|--|--|--|---------------------|---|--|--|--|
| <p>I Begin Date</p> <p>The first teacher's Begin Date should match the Start Date value displayed under Site Details.</p> | <p>Enter the date that the teacher began teaching in this class using the following format: MM/DD/YYYY.</p> <p>Notes:</p> <ul style="list-style-type: none"> The Begin Date for the first teacher reported on the roster must match the Start Date value displayed in the Site Details section. Enter 08/01/2023 for Begin Date even if the teacher may have worked earlier (e.g., teacher preparation in July). For each class, the first teacher reported on the roster should have the same Begin Date as the "Start Date:" of their respective class. <div style="border: 1px solid black; padding: 5px;"> <p>Site Details</p> <table border="1"> <tr> <td>Year:</td> <td colspan="2"></td> <td>Start Date:</td> <td>08/01/2023</td> </tr> <tr> <td>Site Name:</td> <td>DECAL Academy</td> <td></td> <td>#Category One Kids:</td> <td>0</td> </tr> <tr> <td>Class ID:</td> <td>105437</td> <td></td> <td>Approved # of Kids:</td> <td>22</td> </tr> <tr> <td>#Active Kids Listed:</td> <td>0</td> <td></td> <td></td> <td></td> </tr> <tr> <td>#Cat 1 & Trans:</td> <td>0</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Awarded Credential:</td> <td colspan="4">No GaPSC Credential, ECE Bachelor or higher</td> </tr> </table> </div> <p>Multiple Substitutes Used: <input type="checkbox"/></p> <p>PDS #: PD-BFTS 1234567</p> <p>Last Name: * Smith</p> <p>First Name: * Jasmine</p> <p>SSN: * 123-45-6789</p> <p>Credential: * No GaPSC Credential, ECE Bachelor or higher</p> <p>ECE Degree: Early Childhood Care and Education</p> <p>Training Level: Select</p> <p>Creditable Yrs. of Exp.: * 0</p> <p>Begin Date 08/01/2023</p> <p>End Date:</p> <ul style="list-style-type: none"> If a new class begins later in the school year, the first teacher's Begin Date must match the new class's Start Date value displayed in the Site Details section. | Year: | | | Start Date: | 08/01/2023 | Site Name: | DECAL Academy | | #Category One Kids: | 0 | Class ID: | 105437 | | Approved # of Kids: | 22 | #Active Kids Listed: | 0 | | | | #Cat 1 & Trans: | 0 | | | | Awarded Credential: | No GaPSC Credential, ECE Bachelor or higher | | | |
| Year: | | | Start Date: | 08/01/2023 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Site Name: | DECAL Academy | | #Category One Kids: | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Class ID: | 105437 | | Approved # of Kids: | 22 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| #Active Kids Listed: | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| #Cat 1 & Trans: | 0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Awarded Credential: | No GaPSC Credential, ECE Bachelor or higher | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

7. Review the teacher's record to confirm all data is correct, make any needed adjustments, and then click **Save** to save the new teacher record.

Multiple Substitutes Used:

PDS #: PD-BFTS 1234567

Last Name: * Smith

First Name: * Jasmine

SSN: * 123-45-6789

Credential: * No GaPSC Credential, ECE Bachelor or higher

ECE Degree: Early Childhood Care and Education

Training Level: Select

Creditable Yrs. of Exp.: * 0

Begin Date: * 08/01/2023

End Date: mm/dd/yyyy

Save
Cancel

A message will display to confirm the new teacher's record was successfully saved. Click the Back button.

Teacher Information

Home > Pre-K > Rosters > View/Edit Roster > Roster Class List > Roster Details > Teacher Information Back

Site Details

| | | | |
|----------------------|---|----------------------|----------------|
| Year: | 2024 | Phone: | (555) 555-1234 |
| Site Name: | DECAL Academy | Start Date: | 8/1/2023 |
| Class ID: | 105437 | #Active Kids Listed: | 0 |
| #Active Kids Listed: | 0 | #Category One Kids: | 22 |
| #Cat 1 & Trans: | 0 | Approved # of Kids: | |
| Awarded Credential: | No GaPSC Credential, ECE Bachelor or higher | | |

Teacher record saved successfully.

Multiple Substitutes Used:

PDS #: PD-BFTS 1234567

Last Name: * Smith

First Name: * Jasmine

SSN: * 123-45-6789

Credential: * No GaPSC Credential, ECE Bachelor or higher

ECE Degree: Early Childhood Care and Education

Training Level: Select

Creditable Yrs. of Exp.: * 0

Begin Date: * 08/01/2023

End Date: mm/dd/yyyy

8. To add the assistant teacher, click the Add button in the Assistant Teacher Information section.

Roster for Roster 1 for DECAL Academy Back Print Print Without SSN

Home > Pre-K > Rosters > View/Edit Roster > Roster Class List > Roster Details

Site Details

| | | | |
|----------------|---------------|----------------------|-----------------|
| Year: | 2023-2024 | Phone: | (555) 555-1234 |
| Site Name: | DECAL Academy | Email Id: | Angie@pandatest |
| Site Director: | Angie Cooper | Class Start Date: | 8/1/2023 |
| Class: | 105437 | #Active Kids Listed: | 0 |
| Count Date: | 9/8/2023 | #Category One Kids: | 0 |
| Due Date: | 9/15/2023 | #Cat 1 & Trans: | 0 |
| Submit Date: | | | |

Lead Teacher Information

Select Status: Active

| PDS # | Last Name | First Name | SSN | Credential | ECE Degree | Creditable Years of Experience | Instruction Begin Date | Instruction End Date | Data Entry Open Date | Data Entry Close Date | Modified By | Modified On |
|-------|-----------|------------|-----|---|---------------------------|--------------------------------|------------------------|----------------------|----------------------|-----------------------|--------------|-------------|
| | Smith | Jasmine | | No GaPSC Credential, ECE Bachelor or higher | Early Childhood Education | 0.00 | 08/01/2023 | | 7/21/2023 | | Angie Cooper | 7/21/2023 |

Assistant Teacher Information

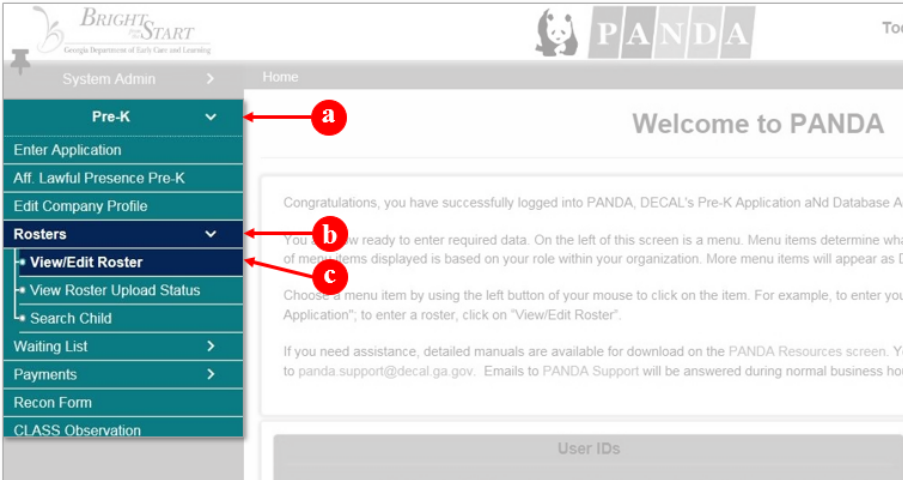
Select Status: Active Add

Note: If a lead and/or assistant teacher has not been hired and multiple adults will be used to staff the position(s), click the **Multiple Substitutes Used** checkbox.

Multiple Substitutes Used:

Continuation Classes - Viewing Current Teacher Information

1. Launch [PANDA](#) and login with your Pre-K Provider credentials.
2. In the left-side navigation menu, select (a) **Pre-K**, click on (b) **Rosters**, and then click on (c) **View/Edit Roster**.



The Roster Provider Site List displays. The Site Name column displays each Site Name as a hyperlink.

3. To choose a site, click the **Site Name**.

View/Edit Roster Reports ▾

Home > Pre-K > Rosters > View/Edit Roster

Select a prior School Year or Roster Cycle and click Search to view a previous Roster.

School Year: 2024 Roster Cycle: Roster 1 Search

To submit rosters for a site, click inside the white box to the left of the Site ID. A check mark should appear inside the white box. Then click CONTINUE. The site must have a status of Roster Updates Complete to be submitted.

Showing 1 to 1 of 1 entries Search in Results:

| # | County | Site ID | Site Name | Site Address | City | Zip | # Classes | # Kids Allowed | # Kids Listed | Emailed / Printed On | Roster Status | Validation Status | LVSC Date |
|--------------------------|--------|---------|-------------------------------------|----------------|----------|-------|-----------|----------------|---------------|----------------------|---------------|-------------------|-----------|
| <input type="checkbox"/> | 1 | Douglas | 12011 DECAL Academy | 123 Elm Street | Anywhere | 30333 | 2 | 44 | 0 | | No Entry | No Exceptions | |

The Roster Class List displays. The Class ID column displays each Class ID as a hyperlink.

4. To choose a class, click on the desired Class ID.

Roster Class List Return to Site List

Home > Pre-K > Rosters > View/Edit Roster > Roster Class List

Site Details

| | |
|--|---|
| Provider Name: Bright from the Start Academy, Inc. | Site Name: DECAL Academy |
| Region: | Address: 123 Elm Street, Anywhere, GA 30333 |
| County: Douglas | Site Director: Angie Cooper |
| Consultant: | Email Id: Angie@panda.test |
| | Phone: (555) 555-1234 |

School Year: 2024 Roster Cycle: Roster 1 Search

Showing 1 to 2 of 2 entries Search in Results:

| # | Class ID | Lead Teacher | Lead Teacher Credential | # Kids Contracted | # Kids Listed | Emailed/Printed On | Roster Status | Validation Status | Waiver Type |
|--------------------------|----------|------------------------|-------------------------|---|---------------|--------------------|------------------|-------------------|-------------|
| <input type="checkbox"/> | 1 | 105437 | Smith, Jasmine | No GaPSC Credential, ECE Bachelor or higher | 22 | 0 | Save In Progress | No Exceptions | |

The Class Roster screen opens. The Last Name Column displays each teacher’s last name as a hyperlink.

- To view the current teacher’s information, click on the teacher’s last name.

Site Details

| | | | |
|----------------|---------------|----------------------|-----------------|
| Year: | 2023-2024 | Phone: | (555) 555-1234 |
| Site Name: | DECAL Academy | Email Id: | Angie@pandatest |
| Site Director: | Angie Cooper | Class Start Date: | 8/1/2023 |
| Class: | 105437 | #Active Kids Listed: | 0 |
| Count Date: | 9/8/2023 | #Category One Kids: | 0 |
| Due Date: | 9/15/2023 | #Cat 1 & Trans: | 0 |
| Submit Date: | | | |

Lead Teacher Information

Select Status: Active

| PDS # | Last Name | First Name | SSN | Credential | ECE Degree | Creditable Years of Experience | Instruction Begin Date | Instruction End Date | Data Entry Open Date | Data Entry Close Date | Modified By | Modified O |
|-------|-----------|------------|-----|---|---------------------------|--------------------------------|------------------------|----------------------|----------------------|-----------------------|--------------|------------|
| | Smith | Jasmine | --- | No GaPSC Credential, ECE Bachelor or higher | Early Childhood Education | 0.00 | 08/01/2023 | | 7/21/2023 | | Angie Cooper | 7/21/2023 |

The Teacher Information Screen displays the teacher data.

Important

The teacher data automatically carried over from Roster 4 of the previous school year to the current school year, except for those teachers whose credential setting was “Insufficient” and for “Multiple Substitutes Used” records.

- Review the data for the teacher. If the information is accurate, no action is required. Exit the record.

Site Details

| | | | |
|----------------------|---------------|----------------------|---|
| Year: | 2024 | Phone: | Start Date: |
| Site Name: | DECAL Academy | Start Date: | |
| Class ID: | 105437 | #Active Kids Listed: | 0 |
| #Active Kids Listed: | 0 | #Cat 1 & Trans: | 0 |
| #Cat 1 & Trans: | 0 | Awarded Credential: | No GaPSC Credential, ECE Bachelor or higher |
| Awarded Credential: | | | |

Multiple Substitutes Used:

| | | |
|--------------------------|---|----------|
| PDS #: | PD-BFTS | 99999999 |
| Last Name: * | Smith | |
| First Name: * | Jasmine | |
| SSN: * | 111-44-4788 | |
| Credential: * | No GaPSC Credential, ECE Bachelor or higher | |
| ECE Degree: | Early Childhood Education | |
| Training Level: | Select | |
| Creditable Yrs. of Exp.: | 0 | |
| Begin Date: * | 08/01/2023 | |
| End Date: | mm/dd/yyyy | |


Editing Current Teacher Information

Providers may edit the Credential, ECE Degree, and Training Level fields at any time during the school year. **Providers cannot edit first and last name, Social Security Number (SSN) and Creditable Years of Expience (CYE) data.**

- To request a name and Social Security number (SSN) change, email panda.teachers@dec.al.ga.gov
- To request a change in CYE, submit the *Creditable Years of Experience Change Request Form* to panda.teachers@dec.al.ga.gov. The form is located under the Project Director Resource List at <http://www.dec.al.ga.gov/PreK/ProjectDirectors.aspx>.

Deleting a Teacher Who Did Not Return to the Program

Providers **must** use the **Delete** button to remove a teacher’s record if the teacher did not return to the program. The **Delete** button is only available until a payment has been processed for the class.

1. Click on the **Delete** button. A confirmation message that the record was successfully deleted displays.
2. Click **Back** to proceed to the next screen.
3. On the Roster Class List window, click the  button. Enter the replacement teacher’s information.

Site Details

| | |
|---|------------------------|
| Year: 2024 | Phone: 555-555-1234 |
| Site Name: DECAL Academy | Start Date: 08/01/2023 |
| Class ID: 105437 | #Category One Kids: 0 |
| #Active Kids Listed: 0 | Approved # of Kids: 22 |
| #Cat 1 & Trans: 0 | |
| Awarded Credential: No GaPSC Credential, ECE Bachelor or higher | |

Multiple Substitutes Used:

PDS #:

Last Name:

First Name:


SSN:


Credential:

ECE Degree:

Training Level:

Creditable Yrs. of Exp.:

Begin Date: 

End Date: 

Save
Cancel
Delete

Changing Teacher Credentials

1. Click on the  button

Teacher Information

Home > Pre-K > Rosters > View/Edit Roster > Roster Class List > Roster Details > Teacher Information

Back
Change Credentials
Move Teacher

Site Details

| | |
|---|------------------------|
| Year: 2024 | Phone: 555-555-1234 |
| Site Name: DECAL Academy | Start Date: 08/01/2023 |
| Class ID: 105437 | #Category One Kids: 0 |
| #Active Kids Listed: 0 | Approved # of Kids: 22 |
| #Cat 1 & Trans: 0 | |
| Awarded Credential: No GaPSC Credential, ECE Bachelor or higher | |

Multiple Substitutes Used:

PDS #:

Last Name:

First Name:


SSN:


Credential:

ECE Degree:

Training Level:

Creditable Yrs. of Exp.:

Begin Date: 

End Date: 

Save
Cancel
Delete

- The Change Credential window opens. Click on the **Credential** drop-down. Update the teacher's credential.

- Enter the **Effective Date of Change**. Click **Save** to apply the changes.

Removing and Replacing a Teacher During the School Year

- To remove a teacher, enter an **End Date** specifying when the teacher last taught in the class using the following format: MM/DD/YYYY. Click **Save**.

A confirmation message and pop-up window, 'Close Teacher', are displayed with the appropriate Begin Date for the replacement teacher based on the End Date of the previous teacher.

Close Teacher

Add your new teacher or substitute now using a Begin Date of 10/11/2022 to prevent a delay in payment for this class.

Important

The new teacher's begin date must immediately follow the former teacher's end date even if the begin date falls on a day Pre-K was not in session (weekend or holiday). **Failure to enter a begin date that immediately follows the former teacher's end date will result in a gap in teacher reporting. When there is a gap in teacher reporting, a payment cannot be processed for the class.**

- If the information for the replacement teacher is available, click and enter the replacement teacher's information. If the information is not available, click to return to the Teacher Information screen. When the information is available, click Add to enter the teacher.
- If multiple adults will be used to staff the class, click the **Multiple Substitutes Used** checkbox.

Multiple Substitutes Used:

- Review the record to confirm all data is correct, make any needed adjustments, and then click **Save** to add the new teacher. A confirmation message displays.

Moving a teacher from One Class to Another Within a Program

Click the Move Teacher button located at the top right corner of the screen.

Teacher Information

Home > Pre-K > Rosters > View/Edit Roster > Roster Class List > Roster Details > Teacher Information

Site Details

| | | | |
|---------------------|---|----------------------|--------------|
| Year: | 2024 | Phone: | 555-555-1234 |
| Site Name: | DECAL Academy | Start Date: | 08/01/2023 |
| Class ID: | 105437 | #Active Kids Listed: | 0 |
| #Cat 1 & Trans: | 0 | #Category One Kids: | 22 |
| Awarded Credential: | No GaPSC Credential, ECE Bachelor or higher | Approved # of Kids: | 22 |

Multiple Substitutes Used:

PDS #:

Last Name:

First Name:

SSN:

Credential:

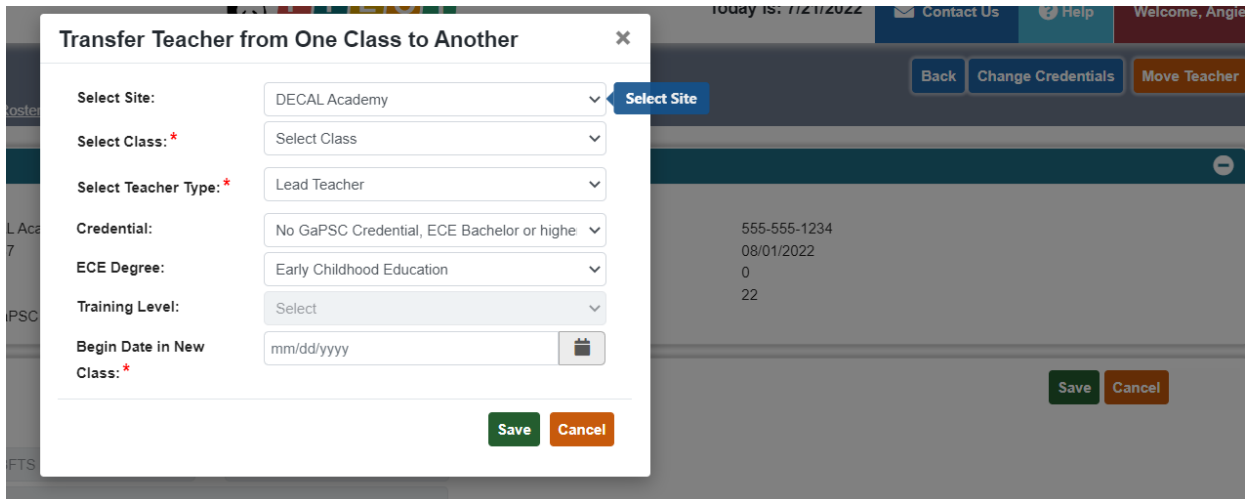
ECE Degree:

Training Level:

Creditable Yrs. of Exp.:

Begin Date:

End Date:



1. Select the site the teacher is moving to from the drop-down list.
2. Select the class the teacher is moving to from the drop-down list.
3. Select teacher type from the drop-down list.
4. The credential information for the teacher is prepopulated. Enter changes if applicable.
5. Enter the begin date in the new class.
6. Click the Save button.
7. Read the confirmation statement. Click yes to confirm the move.
8. PANDA will close the teacher in the current class with an end date that is the day before the begin date entered in the new class.
9. *Record moved successfully* will display once the teacher is moved to the new class.
10. Click OK to return to the roster.
11. Click the Add button to enter the replacement teacher's information.

Guidance for Selecting Teacher Credentials

All credentials for the Lead Teacher and Assistant Teacher must be verified through the Georgia Professional Development System (GaPDS) process. If the credential entered in PANDA does not reflect the verified GaPDS credential, the roster will be automatically updated to reflect the verified credential in the GaPDS. If no qualifying credential has been verified, the teacher credential will be updated to Insufficient.

The lead teacher and assistant teacher should provide a copy of their GaPDS Profile Report. The Profile Report provides verified credential information, and it indicates whether the teacher qualifies for the lead or assistant teacher position. The profile for teachers that are qualified to serve in the lead teacher role will show "Qualifies for GA Pre-K Lead". Teachers that are qualified to serve in the assistant teacher role must have a GaPDS career level of 4 or higher. If the teacher qualifies for his or her role, enter the qualifying verified

credential reflected in the teacher's GaPDS profile. If a qualifying credential has not been verified, select "Insufficient" for the teacher's credential level. Update the roster when an approved qualifying credential has been verified in the GaPDS.

Lead Teacher Credential Options:

- **No GaPSC Certification, ECE Bachelor or higher** – Select this option if the teacher has either an Early Childhood Education (ECE) or ECE related bachelor's degree or higher (Masters, Specialist, etc.), or the teacher has a bachelor's degree not related to Early Childhood Education **and** an ECE Associate degree, Technical Certificate of Credit (TCC), Technical College Diploma (TCD), Montessori Diploma, or valid Preschool Child Development Associate (CDA) credential.
 - Refer to section 12.4 in the [Pre-K Providers' Operating Guidelines](#) for additional information.
- **GaPSC Certification, T4** – Select this option if the teacher has a GaPSC teacher certificate at the T4/Cert4 level (Bachelor)
- **GaPSC Certification, T5 or higher** – Select this option if the teacher has a GaPSC teacher certificate at the T5/Cert5 through T7/Cert7 level (Masters, Specialist or Doctorate)
- **Out-Of-State Certification, T4** – Select this option if the teacher has a teaching certificate (at the Bachelor level) from a state other than Georgia that has been verified through the GaPDS process. The teacher has temporary teacher certification in Georgia that is effective on the date of verification in the GaPDS and valid only for the current school year based on the date of verification.
- **Out-Of-State Certification, T5 or higher** – Select this option if the teacher has a teaching certificate (at the master's level and higher) from a state other than Georgia that has been verified through the GaPDS process. The teacher has temporary teacher certification in Georgia that is effective on the date of verification in the GaPDS and valid only for the current school year based on the date of verification.
- **Associate of Science/Arts** – A valid choice only for teachers who were approved in the 2009-2010 school year with an approved ECE Associate Degree or Montessori Diploma.
- **Insufficient** – Select this option when the Lead Teacher has none of the above credentials.

Assistant Teacher Credential Options:

- Any of the first six Lead Teacher credentials listed above, or
- Associate Technical Degree (ECE, ELEM)
- Montessori Diploma (from institution accredited by The Montessori Accreditation Council for Teacher Education)
- Technical College Diploma (ECE, ELEM)
- Technical Certificate of Credit (ECE, ELEM)
- Non-Early Childhood Education Degree (Two year or higher level)
- Georgia Professional Standards Commission (GaPSC) Paraprofessional Certificate
- Montessori Diploma
- Child Development Associate Credential (CDA) issued by The Council for Professional Recognition
- Insufficient - Select this option when the Assistant Teacher has none of the above verified credentials

- 📌 **Note:** If the GaPDS has generated a GaPDS number but the teacher’s profile status is “Incomplete”, the teacher has not completed their profile.
 - The teacher must electronically submit incomplete items to the GaPDS. The GaPDS will review and update the teacher’s profile status to “Active” or “Pending”.
 - Providers should have teachers confirm their GaPDS profile status.
 - Refer to <https://gapds.decal.ga.gov/Shared/HelpContent.aspx?c=pnlEarlyCareandLearning> for guidance on GaPDS profile updates.

- 📌 **Reminder:** In addition to credentials, the following teacher’s data must match what has been verified via the teacher’s GaPDS profile:
 - Social Security Number
 - GaPDS number
 - Last Name
 - First Name
 - ECE Degree (i.e., Degree Major)
 - Training Level (if applicable)

Important Notes Regarding Creditable Years of Experience for Lead Teachers:

Note (1): For Georgia’s Pre-K Program, *Creditable Years of Experience* (CYE) is defined as all years taught as a full-time lead teacher in a Georgia’s Pre-K Program (public or private) with an approved credential and/or all years taught as a certified lead teacher in a K-12 public school.

- A teacher must have taught full-time for at least six (6) months of the school year (60% of the year) to receive credit for one (1) full year.
- Years taught in a public school in another state may count toward CYE if the teacher held a valid, in-field state education certificate related to the field of employment and was under contract during the period in which the experience was earned.
- CYE does not have to be consecutive.

Note (2): When determining a teacher’s CYE, the provider should count all prior years at the current program, the years the teacher taught in another Georgia’s Pre-K Program (public or private) with approved credential(s), and/or all the years taught as a certified teacher in a K-12 public school.

- Credit should not be given for teaching experience associated with substitute teaching, student teaching, teacher aide/assistant teacher experience, or part-time/temporary teaching positions.
- Only **PRIOR** completed years of experience are valid; therefore the 2022-2023 school year should not be included when determining CYE.

Prior to the start of the 2024-2025 school year, PANDA will add one (1) year of experience for teachers that taught in the 2023-2024 school year.

Note (3): Pre-K providers will be responsible for verifying a teacher’s CYE. Written processes and/or policies regarding verification of CYE for providers programs should be developed and kept on site.

Written policies should include what the program will use to verify a teacher’s CYE.

| Can this resource be used to verify CYE? | Response |
|--|----------|
| Teacher Contracts | Yes |
| Employment Verification Document | Yes |
| Letters from Human Resources or Former Employers | Yes |
| Employment Applications/Resumes | No |
| Teaching Certificates | No |
| Training Certificates | No |
| Data from the GaPDS | No |

Bright from the Start will conduct audits to verify program reported CYE and may request verification documentation used by the program. If verification documentation is not available to support the reported CYE, Pre-K funding will be impacted.

Note (4): Providers cannot edit CYE data. To request a change in CYE, providers should submit the Creditable Years of Experience Change Request Form located under the Project Director Resource List at <http://www.decal.ga.gov/PreK/ProjectDirectors.aspx>.

The table below describes the buttons available on the Teacher Information window.

Panda Command Buttons

| Button | Purpose | Specific Rule |
|--------------------------|--|--|
| Back | Takes the user back to the Roster Form page | This button is viewable to all Panda users. |
| Cancel | Discards changes without saving the record. | <ul style="list-style-type: none"> This button is only viewable for those individuals who have been assigned the appropriate PANDA Provider user role. This button is not displayed when the teacher's record has been closed. |
| Change Credential | Provides ability to change the credentials for the teacher | <ul style="list-style-type: none"> This button is only viewable for those individuals who have been assigned the appropriate PANDA Provider user role. This button is not displayed when either one of the following conditions exists: <ul style="list-style-type: none"> the Multiple Substitutes Used box is checked - or - the teacher's record has been closed. |
| Delete | Deletes the teacher record | <ul style="list-style-type: none"> This button is only viewable for those individuals who have been assigned the appropriate PANDA Provider user role. This button is not displayed when the program has received a payment for the teacher. |
| Save | Saves the Teacher record | <ul style="list-style-type: none"> This button is only viewable for those individuals who have been assigned the appropriate PANDA Provider user role. This button is not displayed when the teacher's record has been closed. |
| Move Teacher | Provides ability to move a teacher from one class to another within the same program | <ul style="list-style-type: none"> This button is only viewable for those individuals who have been assigned the appropriate PANDA Provider user role. |

Frequently Asked Questions

Q. Can I change the Creditable Yrs. of Exp. (CYE) field?

A. No. To request a change in CYE, submit the *Creditable Years of Experience Change Request Form* and verification documentation to Panda.Teachers@dec.al.ga.gov. The form is located under the Project Director Resource List at <http://www.dec.al.ga.gov/PreK/ProjectDirectors.aspx>.

Q. My assistant teacher has been promoted to a lead teacher. How do I update the teacher's record in Panda?

A. (1) enter an end date for the former assistant and then (2) add the teacher as a lead. If the teacher has a change in credential, confirm that the teacher has updated his or her Georgia Professional Development System (GaPDS) profile and submitted required credential documentation to the GaPDS. Teachers that are qualified to serve in the lead teacher role will see “Qualifies for GA Pre-K Lead” in the Account Information Summary section.

Q. After the beginning of the new school year, my teacher departed, and I need to add a replacement. How do I update the records in Panda?

A. (1) enter an end date for the former teacher and then (2) add the new teacher. **Important Note:** The replacement teacher’s begin date should immediately follow the former teacher’s end date even if the begin date falls on a day Pre-K was not in session (weekend or holiday). Failure to enter a begin date that immediately follows the former teacher’s end date will result in a gap in teacher reporting. When there is a gap in teacher reporting, a payment cannot be processed for the class.