

Creditable Years of Experience (CYE)

Definition of CYE

For Georgia's Pre-K Programs, 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 full-time certified lead teacher in a K-12 public school. A teacher must have taught full-time for at least six months of the school year (60% of the year) to receive credit for one full year.

CYE is used to determine the appropriate Salary Step on the State Salary Scale for Pre-K Lead Teachers. Local School Systems should use the CYE and Salary Step entered on the Certified/Classified Personnel Report (CPI) for Pre-K Lead Teachers to determine Lead Teacher Salary.

Documentation/Experience

Pre-K Providers are required to verify their Pre-K Lead Teacher's Creditable Years of Experience (CYE) **prior** to entering the number of years in GAPREK.

Acceptable Documentation/Experience

- Employment contracts
- Letters from human resources or former employers
- Experience Verification forms
- Out of state credentials with matching certification
- [GAPSC Foreign Credential Report](#)
- Georgia's Pre-K Lead Teacher experience
- K-12 Certified Public School experience

Unacceptable Documentation/Experience

- Employment applications
- Resumes
- Teaching certificates
- Training certificates
- GaPDS data (employment/training history)
- Data from the Teacher's Retirement System of Georgia (TRS)
- K-12 Private school experience
- Head Start Experience
- Assistant/Substitute Teacher Experience

Note:

- DECAL may conduct audits to verify program reported CYE and will request verification documentation.
- A returning teacher's GAPREK record will reflect previously reported CYE.
- CYE documentation must be kept on file by the Pre-K Provider.
- CYE may be reviewed during an Agreed Upon Procedures Review (AUP).

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When Do I Submit CYE Documentation?

- At the time a new lead teacher's employment begins.
- When requesting an increase to a teacher's CYE currently reported in GAPREK.
- At the request of DECAL during a CYE audit.
- **Note:** All CYE documentation should be kept on file.

How Do I Submit CYE To Be Reviewed?

- Instructions for submitting a CYE Change Request are available in the Primary Authorized User and Project Director User Guide, under the section "*Creating Requests.*"
- Verification documentation must accompany the request.
- After the request is reviewed, the program is notified through GAPREK that the request has been Approved, Not Approved, or Returned for Revision.

FAQ

- **At the beginning of the new school year, will I need to add another year of CYE for my returning lead teacher?** Prior to the start of 2025-2026 school year, GAPREK will add one (1) year of experience for teachers, with an approved credential, who taught in GA's Pre-K for 6 months (60%) of the 2024-2025 school year.
- **How do I verify my lead teacher's Out of State Experience?** Acceptable documentation includes letters from human resources, former employers on letterhead, or experience verification forms.
- **How do I verify my lead teacher's Out of Country Experience?** Out-of-Country experience is verifiable if it has been accepted through Georgia Professional Standards Commission as part of a reciprocated Professional level certificate only.: [International Educators](#)

Additional Resources Available:

For more information regarding Creditable Years of Experience, additional resources are available at <https://www.dec.al.ga.gov/Prek/ProjectDirectors.aspx> and in the [Primary Authorized and Project Director Guide](#).

Questions?

Please contact PreKBusiness.Support@dec.al.ga.gov