

CPI CHECKLIST

August & February

<input type="checkbox"/>	Review CPI File Layout	Make note of changes, if available.
<input type="checkbox"/>	Update Salary Schedule (August)	If you use the State Salary Guide
<input type="checkbox"/>	Print CPI Timeline Documentation	Print CPI Transmission Dates
<input type="checkbox"/>	Determine Internal Deadlines for Data Review and State Reporting	Dates should be prior to the GaDOE deadlines to allow time to review the data.
<input type="checkbox"/>	Make sure the termination dates are correct in employee file	Make sure you have terminated all employee's in your system
<input type="checkbox"/>	Enter or verify the DOE Termination dates for CPI 1 and 2	Termination dates are listed on the CPI Transmission Dates
<input type="checkbox"/>	Update employees' certificate information using Professional Standards Commission's (PSC's) download file	Check with your vendor to see if your system can upload the data
<input type="checkbox"/>	Verify Certified Employees have a Clearance Certificate issued by the Professional Standards Commission's (PSC's)	Run the report in the Professional Standards Commission's (PSC's) database
<input type="checkbox"/>	Verify Certified Teachers Assignments with students' schedules	Communicate with the Student Coordinator
<input type="checkbox"/>	Communicate with schools about Long Term Substitutes	
<input type="checkbox"/>	Communicate with schools about Third Party Contractors.	

October (CPI 1) & March (CPI 2)

<input type="checkbox"/>	Upload data in the portal	If you do not have a HR system you might need to add the data in manually (A,B, and C records for CPI 1 & 2)
<input type="checkbox"/>	Review errors with program managers	Organize errors and work to correct them.
<input type="checkbox"/>	Resolve Certifications error's	E687,E690,E641,E691
<input type="checkbox"/>	Participate in trainings, webinars, conference calls as needed	
<input type="checkbox"/>	Print reports and review with program managers	CP011A,CP0011B,CP041,CP040,
<input type="checkbox"/>	CPI 1 review HB280 under Funding Reports	CP038A CP039B (Funding Reports only available for CPI 1)
<input type="checkbox"/>	Pay attention to message board on CPI Main Menu	
<input type="checkbox"/>	Review Nurses License Verifications	E2202
<input type="checkbox"/>	Review AP Professional Development Verifications	E2206
<input type="checkbox"/>	Review IB Professional Development Verifications	E2204
<input type="checkbox"/>	Communicate with Superintendent for Signoff deadline	
<input type="checkbox"/>	Print all pertinent reports	Detail from reports will only be available during that current cycle.
<input type="checkbox"/>		

July

<input type="checkbox"/>	Review CPI File Layout	
<input type="checkbox"/>	Make sure leave is updated for Fiscal Year in your System	Dates 07/01/ xxxx- 06/30/ xxxx Fiscal Year
<input type="checkbox"/>	Upload data in the Portal	If you do not have a HR system you might need to add the data in manually A&D records only
<input type="checkbox"/>	Review errors with program managers	Organize errors and work to correct them.
<input type="checkbox"/>	Review and print reports	Detail reports will only be available during the cycle
<input type="checkbox"/>	Communicate with Superintendent for Signoff deadline	

SAMPLE