

# HB 32 Teacher Tax Credit Data Collection Webinar March 2, 2022

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Kathy Aspy – Data Collections Manager  
Katie Green – CPI Data Collection Special

# Webinar Objectives

Participants will:

- **Understand** the purpose of the Teacher Tax Credit
- **Identify** staff who are eligible for the Teacher Tax Credit
- **Learn** how to accurately report teachers who are eligible for the Teacher Tax Credit



# Webinar Agenda

- **What is the HB 32 Teacher Tax Credit?**
- **Who is eligible for the tax credit?**
- **What are high-need subject areas?**
- **How will eligible Teacher Tax Credit participants be reported on CPI?**
- **How do CPI Coordinators ensure accurate CPI data submissions?**

# Why HB 32 Teacher Tax Credit?

During the 2021 legislative session, Georgia General Assembly passed House Bill 32, sponsored by Rep. Dave Belton

Established a teacher recruitment program for an income tax credit for teachers who agree to teach in certain high-need subject areas in rural schools and/or low-performing schools.

Selected teachers receive a \$3,000 tax credit for five consecutive school years..



# Who is Eligible for the HB 32 Tax Credit?

Recently hired K-12 teachers who teach students in a High-need subject area at a Participating School

- Teachers with a **professional certificate in a high-need subject area**
- Employed **full time**
- Recently hired to teach in a school on the **Participating Schools list**
- Teaching assignment in a **High-need subject area by designated RESA**

# Frequently Asked Questions

## What Professional Certificates or Endorsements are required?

- Teachers holding an induction certificate are eligible to participate; teachers holding a provisional certificate are not eligible to participate
- K-5 teachers holding a ECE K-5 professional certificate **and** an endorsement in a high-need subject area are eligible to participate

## Which schools are eligible to participate in the Teacher Tax Credit?

- GaDOE identified “Participating Schools” that are eligible to participate in the Teacher Tax Credit Program
- Rural and/or low performing schools identified as “Qualifying” in October 2021 are not Participating Schools

## What teachers are considered Recently Hired?

- New or experienced teachers are eligible to participate
- Eligible teachers must have accepted their first school-year contract to teach at a Participating School for the 2021-2022 *or* 2022-2023 school year

## What are the High-need Subject Areas?

- High-need subject areas vary by RESA region
- Teachers must be assigned to segments in a high-need subject area and hold a current professional certificate or endorsement in the assigned subject area

# High-need Subject Areas by RESA

RESA	Highest-need Subject Areas		
CENTRAL SAVANNAH RIVER	Math	SPED	Science
CHATTAHOOCHEE-FLINT	Math	Science	SPED
COASTAL PLAINS	Math	SPED	ELA
FIRST DISTRICT	Math	SPED	ELA
GRIFFIN	SPED	Math	ELA
HEART OF GEORGIA	Math	ELA	World Lang
METRO	SPED	Math	Science
MIDDLE GEORGIA	Math	Science	SPED
NORTH GEORGIA	Math	Science	Elem
NORTHEAST GEORGIA	SPED	Math	World Lang
NORTHWEST GEORGIA	Math	SPED	Science
OCONEE	Math	SPED	Science
OKEFENOKEE	Math	SPED	Science
PIONEER	SPED	Math	Science
SOUTHWEST GEORGIA	Math	SPED	ELA
WEST GEORGIA	SPED	Math	ELA
STATE CHARTER SCHOOLS	Math	ELA	SPED
STATEWIDE DATA	Math	SPED	Science
GPEE Survey (Statewide)	Math	SPED	Science

# Verifying Teacher Tax Credit Applications

School name/ID

Teacher Name

Certificate ID

Certificate Field area

Subject-area teaching assignment

Percentage of time in subject-area teaching assignment

# How do CPI Coordinators ensure accurate CPI data submissions?



# Data Verified from CPI

The three elements below will be verified from CPI to ensure that the applicant is qualified for the HB32 tax credit.

JOB CODE

SUBJECT CODE

CERTIFICATE FIELD CODE

# Eligible CPI CERTIFICATE FIELD CODES

CERTIFICATE FIELD CODE	Certificate Field Name
708	Special Ed General Curriculum / Elementary Ed (P-5)
833	Reading Endorsement
851	Middle Grades (4-8) - Math
852	Middle Grades (4-8) - Science
853	Middle Grades (4-8) - Language Arts
855	Middle Grades (4-8) - Reading
861	Elementary Education Mathematics Endorsement
862	Elementary Education Science Endorsement
863	Dual Immersion Elementary Education Endorsement
878	STEM Education Endorsement
881	Gifted In-Field
896	Reading Endorsement (P-12)
910	Special Ed Math Cognitive Level P-5
911	Special Ed Math Cognitive Level (P-5, 4-8)
912	Special Ed Math Cognitive Level (P-5, 4-8, 6-12)
920	Special Ed Science Cognitive Level (P-5)
921	Special Ed Science Cognitive Level (P-5, 4-8)
922	Special Ed Science Cognitive Level (P-5, 4-8, 6-12)
930	Special Ed Language Arts Cognitive Level P-5
931	Special Ed Language Arts Cognitive Level (P-5, 4-8)
932	Special Ed Language Arts Cognitive Level (P-5, 4-8, 6-12)
940	Special Ed Social Science Cognitive Level P-5
941	Special Ed Social Science Cognitive Level (P-5, 4-8)
942	Special Ed Social Science Cognitive Level (P-5, 4-8, 6-12)
950	Special Ed Reading Cognitive Level P-5
951	Special Ed Reading Cognitive Level (P-5, 4-8)
952	Special Ed Reading Cognitive Level (P-5, 4-8, 6-12)
961	GIFTED - MATHEMATICS CONCENTRATION
963	GIFTED - LANGUAGE ARTS CONCENTRATION
970	Mathematics Endorsement (K-5)
971	Science Endorsement (K-5)

# Eligible, High-need Subject Areas

**English Language Arts Includes**

**SUBJECT CODES 230,231,232,233,238**

**Mathematics Includes**

**SUBJECT CODES 270,271,272,273,278**

**English Language Arts Reading Includes**

**SUBJECT CODES 2R0,2R1,2R2,2R3,2R8**

**Science K-5 Includes**

**SUBJECT CODES 410,412,413,418**

**Asian Languages Includes**

**SUBJECT CODES 620,622,623,628**

**African and Semitic Languages Includes**

**SUBJECT CODES 630,632,633,638**

**Gifted Includes**

**SUBJECT CODE 961,962,963**

**Life Sciences Includes**

**SUBJECT CODE 260,262,268**

**Elementary Instruction Includes**

**SUBJECT CODE 920,921,922**

# Eligibility Requirements

**Teachers in GRADE LEVELS K-12 are eligible.**

1. Teacher must hold a clear-renewable certificate and teach segments of the school day in one of the identified high-need subject areas.
2. Teacher must hold a clear-renewable certificate in one of the identified high-need subject areas
3. Teacher must hold a clear-renewable certificate AND a Georgia Professional Standards Commission endorsement in one or more of the identified high-need subject areas
4. Assignment type must equal "C" (Certified) and Professional Certification

# Eligibility Requirements

5. Assignments must have one of the following

**Job Codes:**

085,100,101,102,103,104,105,106,107,108,109,110,111,112,113,114,  
116,117,118,119,120,121,122,123,124,130,131,132,133,  
135,142,144, 145,146,147,148,149,150,151,152,153,154,158,159,160,161,162,163,  
164,165,166,167,168,169,170,171,195

6. Assignments must have one of the following Certificate and/or Endorsement:

**Subject Codes=** 231, 232, 233, 238, 271, 272, 273, 278, 2R1, 2R2, 2R3, 2R8, 412, 413, 418, 622, 623,  
628, 632, 633, 638,413, 418, 622, 623, 628, 632, 633, 638

**PSC Field Codes=** 708,851, 852, 853, 855, 910, 911, 912, 920, 921, 922, 930, 931, 932, 940, 941, 942,  
950, 951, 952, 961, 962, 963

OR

**For General Education assignment, one must have one the following Field Codes and Endorsement**

**Subject Codes=** 230, 270, 2R0, 410, 620, 630

**PSC Field Codes=** 863, 878, 881, 970, 971, 833, 861, 862

# CP052 - HB32 Eligibility Report in CPI

- New report in CPI under the report menu

TRANSMISSION	
<input type="checkbox"/> <a href="#">CP001 Transmission Verification</a>	<input type="checkbox"/> <a href="#">CP008 Errors and Warnings Summary</a>
<input type="checkbox"/> <a href="#">CP009 Errors and Warnings Detail</a>	
CERTIFIED	
<input type="checkbox"/> <a href="#">CP003 Certified Staff/FTE Experience</a>	<input type="checkbox"/> <a href="#">CP006 Employee Funding Source Summary</a>
<input type="checkbox"/> <a href="#">CP007 Employees Average Salary Summary</a>	<input type="checkbox"/> <a href="#">CP011A CTAE- Contract Information</a>
<input type="checkbox"/> <a href="#">CP011B CTAE- Job Assignments</a>	<input type="checkbox"/> <a href="#">CP012 Employee Record Summary</a>
<input type="checkbox"/> <a href="#">CP016 Employee Ethnicity and Gender</a>	<input type="checkbox"/> <a href="#">CP021 Teachers Avg Salary Comparison</a>
<input type="checkbox"/> <a href="#">CP022 Employee Funding Source Detail</a>	<input type="checkbox"/> <a href="#">CP025 Certificate Expiration Dates</a>
<input type="checkbox"/> <a href="#">CP031 Personnel Not Funded Through T &amp; E</a>	<input type="checkbox"/> <a href="#">CP033 Employees Certificate Type 998 or 999</a>
<input type="checkbox"/> <a href="#">CP034 Year Experience Compared (W629)</a>	<input type="checkbox"/> <a href="#">CP035 Employees Not Meeting State Minimum (E655)</a>
<input type="checkbox"/> <a href="#">CP037 Non-Leadership Assignment with Leadership Cert Type</a>	<input type="checkbox"/> <a href="#">CP042 Certified Salary Below Minimum</a>
<input type="checkbox"/> <a href="#">CP043 Compare Certified Year Experience</a>	<input type="checkbox"/> <a href="#">CP044 Teachers Assignment For Math &amp; Science</a>
<input type="checkbox"/> <a href="#">CP047 Licensed or Professional Development</a>	<input type="checkbox"/> <a href="#">CP049 Staff with Revoked Certificate</a>
<input type="checkbox"/> <a href="#">CP050 Consolidated Funding District Summary</a>	<input type="checkbox"/> <a href="#">CP052 HB32 K-12 Teachers Teaching in High Need Areas</a>
<input type="checkbox"/> <a href="#">CP070 Lookup For Last Reported Years Of Experience</a>	



# CP052 HB32 Reporting – District-Level

Georgia Department of Education  
March, 2022 CPI Cycle 2022-2

HB32 Reporting

Admin : [Back to Admin Page](#)

HB32 K-12 Teachers Teaching in High Need Areas for 708-Special Ed General Curriculum / Elementary Ed (P-5)																			
System		English Language Arts SUBJECT CODES 230,231,232,233,238		Mathematics SUBJECT CODES 270,271,272,273,278		English Language Arts Reading SUBJECT CODES 2R0,2R1,2R2,2R3,2R8		Science K-5 SUBJECT CODES 410,412,413,418		Asian Languages SUBJECT CODES 620,622,623,628		African and Semitic Languages SUBJECT CODES 630,632,633,638		Gifted SUBJECT CODE 962		Life Sciences SUBJECT CODE 262		Elementary Instruction SUBJECT CODE 920	
ID	Name	Employees	FTE's	Employees	FTE's	Employees	FTE's	Employees	FTE's	Employees	FTE's	Employees	FTE's	Employees	FTE's	Employees	FTE's	Employees	FTE's
		4	2.06	5	.56	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Eligibility Requirements:

Teachers in GRADE LEVELS K-12 are eligible.

1.) Teacher must hold a clear-renewable certificate and teaches all segments of the school day in one of the identified high-need subject areas.

2.) Teacher must hold a clear-renewable certificate in one of the identified high-need subject areas

# CP052 HB32 Reporting – School-Level

HB32 K-12 Teachers Teaching in High Need Areas for 708-Special Ed General Curriculum / Elementary Ed (P-5)																		
School	English Language Arts SUBJECT CODES 230,231,232,233,238		Mathematics SUBJECT CODES 270,271,272,273,278		English Language Arts Reading SUBJECT CODES 2R0,2R1,2R2,2R3,2R8		Science K-5 SUBJECT CODES 410,412,413,418		Asian Languages SUBJECT CODES 620,622,623,628		African and Semitic Languages SUBJECT CODES 630,632,633,638		Gifted SUBJECT CODE 962		Life Sciences SUBJECT CODE 262		Elementary Instruction SUBJECT CODE 920	
	ID	Name	Employees	FTE's	Employees	FTE's	Employees	FTE's	Employees	FTE's	Employees	FTE's	Employees	FTE's	Employees	FTE's	Employees	FTE's
		1	.66	2	.19	0	0	0	0	0	0	0	0	0	0	0	0	0
		3	1.40	3	.37	0	0	0	0	0	0	0	0	0	0	0	0	0

**Eligibility Requirements:**

Teachers in GRADE LEVELS K-12 are eligible.

Teacher must hold a clear-renewable certificate and teaches all segments of the school day in one of the identified high-need subject areas.

Teacher must hold a clear-renewable certificate in one of the identified high-need subject areas

Teacher must hold a clear-renewable certificate AND a Georgia Professional Standards Commission endorsement in one or more of the identified high-need subject areas and teaches all subject areas

Endorsement must include (1) (a) (i) and (ii) and (b) (i) and (ii)



# CP052 HB32 Reporting – Employee-Level

HB32 K-12 Teachers Teaching in High Need Areas for 708-Special Ed General Curriculum / Elementary Ed (P-5)-I											
SystemID	SchoolID	GDOEP	Last Name	First Name	Percent of Time	Cert Code	Job Code	Subject Code	Field Code	Fund Code	Certificate ID
					27	SRT	132	231	708	00	
					16	SRT	132	271	708	00	
					26	SRT	102	230	708	00	
					33	PRT	101	230	708	00	
					8	PRT	131	271	708	00	
					10	PRT	131	231	708	00	
					22	SRT	132	231	708	00	
					13	SRT	131	271	708	00	
					22	SRT	102	230	708	00	

## Eligibility Requirements:

Teachers in GRADE LEVELS K-12 are eligible.

- 1.) Teacher must hold a clear-renewable certificate and teaches all segments of the school day in one of the identified high-need subject areas.
- 2.) Teacher must hold a clear-renewable certificate in one of the identified high-need subject areas
- 3.) Teacher must hold a clear-renewable certificate AND a Georgia Professional Standards Commission endorsement in one or more of the identified high-need subject areas and teaches all subject areas
- 4.) Assignment type must equal "C" (Certified) and Professional Certification
- 5.) Assignments must have one of the following

# CP010 – Employee Record Detail; Example 1

Assignment Information- C Record									
School ID	School Name	Percent of Time	Assignment TYPE	Certificate Type	Job Code	Subject Matter	Certificate Field	Fund Code	Consolidate Fund Flag
0205	Heritage Middle School	100.0	C	SRT	171	271	851	00	N

## PSC Details if available

Cert Level	Effective Date	Provision Flag	Certificate	Field Code	Begin Date	End Date
5	04/28/2019	F	SRT	808	07/01/2019	06/30/2024
5	04/28/2019	F	SRT	851	07/01/2019	06/30/2024
5	04/28/2019	F	SRT	881	07/01/2019	06/30/2024
5	04/28/2019	F	SRT	970	07/01/2019	06/30/2024
5	04/28/2019	F	SRT	798	01/03/2020	06/30/2024
5	04/28/2019	F	SRT	911	01/03/2020	06/30/2024
5	04/28/2019	F	SRT	761	11/23/2021	06/30/2024
		F	C	694	07/01/2019	06/30/2024

Job Code = 171 (Special Education Interrelated Teacher)

Subject Codes = 271 (27-Math, 1-Remedial)

Field Code = 851 (Middle Grades (4-8) – Math)

## Eligibility Requirements:

5.) Assignments must have one of the following

### Job Codes:

085,100,101,102,103,104,105,106,107,108,109,110,111,112,113,114,  
116,117,118,119,120,121,122,123,124,130,131,132,133,  
135,142,144, 145,146,147,148,149,150,151,152,153,154,158,159,160,161,162,163,  
164,165,166,167,168,169,170,171,195

Job Code = 171

Subject Codes = 271

Field Code = 851

6.) Assignments must have one of the following Certificate and/or Endorsement:

**Subject Codes=** 231, 232, 233, 238, 271, 272, 273, 278, 2R1, 2R2, 2R3, 2R8, 412, 413, 418, 622, 623, 628,  
632, 633, 638,413, 418, 622, 623, 628, 632, 633, 638

**PSC Field Codes=** 708, 851, 852, 853, 855, 910, 911, 912, 920, 921, 922, 930, 931, 932, 940, 941, 942, 950,  
951, 952, 961, 962, 963

OR

**For General Education assignment, one must have one the following Field Codes and Endorsement**

**Subject Codes=** 230, 270, 2R0, 410, 620, 630

**PSC Field Codes=** 863, 878, 881, 970, 971, 833, 861, 862

# CP010 – Employee Record Detail; Example 1

Assignment Information- C Record									
School ID	School Name	Percent of Time	Assignment TYPE	Certificate Type	Job Code	Subject Matter	Certificate Field	Fund Code	Consolidate Fund Flag
0205	Heritage Middle School	100.0	C	SRT	171	271	851	00	N

## PSC Details if available

Cert Level	Effective Date	Provision Flag	Certificate	Field Code	Begin Date	End Date
5	04/28/2019	F	SRT	808	07/01/2019	06/30/2024
5	04/28/2019	F	SRT	851	07/01/2019	06/30/2024
5	04/28/2019	F	SRT	881	07/01/2019	06/30/2024
5	04/28/2019	F	SRT	970	07/01/2019	06/30/2024
5	04/28/2019	F	SRT	798	01/03/2020	06/30/2024
5	04/28/2019	F	SRT	911	01/03/2020	06/30/2024
5	04/28/2019	F	SRT	761	11/23/2021	06/30/2024
		F	C	694	07/01/2019	06/30/2024

Job Code = 171 (Special Education Interrelated Teacher)

Subject Codes = 271 (27-Math, 1-Remedial)

Field Code = 851 (Middle Grades (4-8) – Math)

This person is:  
Qualified

# CP010 – Employee Record Detail; Example 2

## Assignment Information- C Record

School ID	School Name	Percent of Time	Assignment TYPE	Certificate Type	Job Code	Subject Matter	Certificate Field	Fund Code	Consolidate Fund Flag
0100	Washington Park Elementary School	63.0	C	PRT 	104	270	708	00	N
0100	Washington Park Elementary School	4.0	C	PRT	133	271	708	00	N
0100	Washington Park Elementary School	33.0	C	PRT	104	410	708	00	N

### PSC Details if available

Cert Level	Effective Date	Provision Flag	Certificate	Field Code	Begin Date	End Date
		F	C	694	07/01/2020	06/30/2025
4	05/05/2017	F	PRT	833	07/01/2020	06/30/2025
4	05/05/2017	F	PRT	708	07/01/2020	06/30/2025
4	05/05/2017	F	PRT	930	07/01/2020	06/30/2025
4	05/05/2017	F	PRT	910	07/01/2020	06/30/2025
4	05/05/2017	F	PRT	950	07/01/2020	06/30/2025
4	05/05/2017	F	PRT	920	07/01/2020	06/30/2025
4	05/05/2017	F	PRT	940	07/01/2020	06/30/2025

Job Code = 104 (Fourth Grade Teacher)

Subject Codes = 270 (27-Math)

Field Code = 708 (Special Ed General Curriculum / Elementary Ed (P-5))

## Eligibility Requirements:

Job Code = 104  
Subject Codes = 270  
Field Code = 708

5.) Assignments must have one of the following

### Job Codes:

085,100,101,102,103,104,105,106,107,108,109,110,111,112,113,114,  
116,117,118,119,120,121,122,123,124,130,131,132,133,  
135,142,144, 145,146,147,148,149,150,151,152,153,154,158,159,160,161,162,163,  
164,165,166,167,168,169,170,171,195

Does not have a  
qualifying Subject Code

6.) Assignments must have one of the following Certificate and/or Endorsement:

**Subject Codes=** 231, 232, 233, 238, 271, 272, 273, 278, 2R1, 2R2, 2R3, 2R8, 412, 413, 418, 622, 623, 628,  
632, 633, 638,413, 418, 622, 623, 628, 632, 633, 638

**PSC Field Codes=** 708, 851, 852, 853, 855, 910, 911, 912, 920, 921, 922, 930, 931, 932, 940, 941, 942, 950,  
951, 952, 961, 962, 963

OR

**For General Education assignment, one must have one the following Field Codes and Endorsement**

**Subject Codes=** 230, 270, 2R0, 410, 620, 630

**PSC Field Codes=** 863, 878, 881, 970, 971, 833, 861, 862

# CP010 – Employee Record Detail; Example 2

## Assignment Information- C Record

School ID	School Name	Percent of Time	Assignment TYPE	Certificate Type	Job Code	Subject Matter	Certificate Field	Fund Code	Consolidate Fund Flag
0100	Washington Park Elementary School	63.0	C	PRT 	104	270	708	00	N
0100	Washington Park Elementary School	4.0	C	PRT	133	271	708	00	N
0100	Washington Park Elementary School	33.0	C	PRT	104	410	708	00	N

## PSC Details if available

Cert Level	Effective Date	Provision Flag	Certificate	Field Code	Begin Date	End Date
		F	C	694	07/01/2020	06/30/2025
4	05/05/2017	F	PRT	833	07/01/2020	06/30/2025
4	05/05/2017	F	PRT	708	07/01/2020	06/30/2025
4	05/05/2017	F	PRT	930	07/01/2020	06/30/2025
4	05/05/2017	F	PRT	910	07/01/2020	06/30/2025
4	05/05/2017	F	PRT	950	07/01/2020	06/30/2025
				920	07/01/2020	06/30/2025
				940	07/01/2020	06/30/2025

Job Code = 104 (Fourth GradeTeacher)

Subject Codes = 270 (27-Math)

Field Code = 708 (Special Ed General Curriculum / Elementary Ed (P-5))

This assignment is:  
Not Qualified and not  
on the CP052 Report

# CP010 – Employee Record Detail; Example 2

## Assignment Information- C Record

School ID	School Name	Percent of Time	Assignment TYPE	Certificate Type	Job Code	Subject Matter	Certificate Field	Fund Code	Consolidate Fund Flag
0100	Washington Park Elementary School	63.0	C	PRT	104	270	708	00	N
0100	Washington Park Elementary School	4.0	C	PRT	133	271	708	00	N
0100	Washington Park Elementary School	33.0	C	PRT	104	410	708	00	N

## PSC Details if available

Cert Level	Effective Date	Provision Flag	Certificate	Field Code	Begin Date	End Date
		F	C	694	07/01/2020	06/30/2025
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4	05/05/2017	F	PRT	708	07/01/2020	06/30/2025
4	05/05/2017	F	PRT	930	07/01/2020	06/30/2025
4	05/05/2017	F	PRT	910	07/01/2020	06/30/2025
4	05/05/2017	F	PRT	950	07/01/2020	06/30/2025
				920	07/01/2020	06/30/2025
				940	07/01/2020	06/30/2025

Job Code = 133 (EIP Teacher, Grade 4 & 5)

Subject Codes = 271 (27-Math, Remedial)

Field Code = 708 (Special Ed General Curriculum / Elementary Ed (P-5))

**Eligibility Requirements:**

Job Code = 133  
Subject Codes = 271  
Field Code = 708

5.) Assignments must have one of the following

**Job Codes:**

085,100,101,102,103,104,105,106,107,108,109,110,111,112,113,114,  
116,117,118,119,120,121,122,123,124,130,131,132,133,  
135,142,144, 145,146,147,148,149,150,151,152,153,154,158,159,160,161,162,163,  
164,165,166,167,168,169,170,171,195

Does not have a  
qualifying Subject Code

6.) Assignments must have one of the following Certificate and/or Endorsement:

**Subject Codes=** 231, 232, 233, 238, 271, 272, 273, 278, 2R1, 2R2, 2R3, 2R8, 412, 413, 418, 622, 623, 628, 632, 633, 638,413, 418, 622, 623, 628, 632, 633, 638

**PSC Field Codes=** 708 708, 851, 852, 853, 855, 910, 911, 912, 920, 921, 922, 930, 931, 932, 940, 941, 942, 950, 951, 952, 961, 962, 963

Does have qualifying  
Assignment

OR

**For General Education assignment, one must have one the following Field Codes and Endorsement**

**Subject Codes=** 230, 270, 2R0, 410, 620, 630

**PSC Field Codes=** 863, 878, 881, 970, 971, 833, 861, 862

# CP010 – Employee Record Detail; Example 2

## Assignment Information- C Record

School ID	School Name	Percent of Time	Assignment TYPE	Certificate Type	Job Code	Subject Matter	Certificate Field	Fund Code	Consolidate Fund Flag
0100	Washington Park Elementary School	63.0	C	PRT	104	270	708	00	N
0100	Washington Park Elementary School	4.0	C	PRT	133	271	708	00	N
0100	Washington Park Elementary School	33.0	C	PRT	104	410	708	00	N

### PSC Details if available

Cert Level	Effective Date	Provision Flag	Certificate	Field Code	Begin Date	End Date
		F	C	694	07/01/2020	06/30/2025
4	05/05/2017	F	PRT	833	07/01/2020	06/30/2025
4	05/05/2017	F	PRT	708	07/01/2020	06/30/2025
4	05/05/2017	F	PRT	930	07/01/2020	06/30/2025
4	05/05/2017	F	PRT	910	07/01/2020	06/30/2025
4	05/05/2017	F	PRT	950		
				920		
				940		

Job Code = 133 (EIP Teacher, Grade 4 & 5)

Subject Codes = 271 (27-Math, Remedial)

Field Code = 708 (Special Ed General Curriculum / Elementary Ed (P-5))

This assignment is:  
Qualified and on the  
CP052 Report (4% of  
time)

# CP010 – Employee Record Detail; Example 3



## Assignment Information- C Record

School ID	School Name	Percent of Time	Assignment TYPE	Certificate Type	Job Code	Subject Matter	Certificate Field	Fund Code	Consolidate Fund Flag
0100	Washington Park Elementary School	49.0	C	PRT	103	231	708	00	N
0100	Washington Park Elementary School	17.0	C	PRT	133	231	708	00	N
0100	Washington Park Elementary School	34.0	C	PRT	103	450	708	00	N

## PSC Details if available

Cert Level	Effective Date	Provision Flag	Certificate	Field Code	Begin Date	End Date
		F	C	694	07/01/2019	06/30/2024
5	08/11/2018	F	PRT	708	07/01/2019	06/30/2024
5	08/11/2018	F	PRT	833	07/01/2019	06/30/2024
5	08/11/2018	F	PRT	930	07/01/2019	06/30/2024
5	08/11/2018	F	PRT	910	07/01/2019	06/30/2024
5	08/11/2018	F	PRT	952	07/01/2019	06/30/2024
5	08/11/2018	F	PRT	920	07/01/2019	06/30/2024
5	08/11/2018	F	PRT	940	07/01/2019	06/30/2024

Job Code = 103 (Third Grade Teacher)

Subject Codes = 231 (23-ELA, 1-Remedial)

Field Code = 708 (Special Ed General Curriculum / Elementary Ed (P-5))

## Eligibility Requirements:

Job Code = 103

Subject Codes = 231

Field Code = 708

5.) Assignments must have one of the following

### Job Codes:

085,100,101,102,103,104,105,106,107,108,109,110,111,112,113,114,  
116,117,118,119,120,121,122,123,124,130,131,132,133,  
135,142,144, 145,146,147,148,149,150,151,152,153,154,158,159,160,161,162,163,  
164,165,166,167,168,169,170,171,195

6.) Assignments must have one of the following Certificate and/or Endorsement:

**Subject Codes=** 231, 232, 233, 238, 271, 272, 273, 278, 2R1, 2R2, 2R3, 2R8, 412, 413, 418, 622, 623, 628,  
632, 633, 638,413, 418, 622, 623, 628, 632, 633, 638

**PSC Field Codes=** 708, 851, 852, 853, 855, 910, 911, 912, 920, 921, 922, 930, 931, 932, 940, 941, 942, 950,  
951, 952, 961, 962, 963

OR

**For General Education assignment, one must have one the following Field Codes and Endorsement**

**Subject Codes=** 230, 270, 2R0, 410, 620, 630

**PSC Field Codes=** 863, 878, 881, 970, 971, 833, 861, 862

# CP010 – Employee Record Detail; Example 3



## Assignment Information- C Record

School ID	School Name	Percent of Time	Assignment TYPE	Certificate Type	Job Code	Subject Matter	Certificate Field	Fund Code	Consolidate Fund Flag
0100	Washington Park Elementary School	49.0	C	PRT	103	230	708	00	N
0100	Washington Park Elementary School	17.0	C	PRT	133	231	708	00	N
0100	Washington Park Elementary School	34.0	C	PRT	103	450	708	00	N

## PSC Details if available

Cert Level	Effective Date	Provision Flag	Certificate	Field Code	Begin Date	End Date
		F	C	694	07/01/2019	06/30/2024
5	08/11/2018	F	PRT	708	07/01/2019	06/30/2024
5	08/11/2018	F	PRT	833	07/01/2019	06/30/2024
5	08/11/2018	F	PRT	930	07/01/2019	06/30/2024
5	08/11/2018	F	PRT	910	07/01/2019	06/30/2024
5	08/11/2018	F	PRT	952	07/01/2019	06/30/2024
5	08/11/2018	F	PRT	920	07/01/2019	06/30/2024
5	08/11/2018	F	PRT	940	07/01/2019	06/30/2024

Job Code = 103 (Third Grade Teacher)  
 Subject Codes = 231 (23-ELA, 1-Remedial)  
 Field Code = 708 (Special Ed General Curriculum / Elementary Ed (P-5))

This assignment is:  
 Qualified and on the  
 CP052 Report (49% of  
 time)

# CP010 – Employee Record Detail; Example 3



## Assignment Information- C Record

School ID	School Name	Percent of Time	Assignment TYPE	Certificate Type	Job Code	Subject Matter	Certificate Field	Fund Code	Consolidate Fund Flag
0100	Washington Park Elementary School	49.0	C	PRT	103	230	708	00	N
0100	Washington Park Elementary School	17.0	C	PRT	133	231	708	00	N
0100	Washington Park Elementary School	34.0	C	PRT	103	450	708	00	N

## PSC Details if available

Cert Level	Effective Date	Provision Flag	Certificate	Field Code	Begin Date	End Date
		F	C	694	07/01/2019	06/30/2024
5	08/11/2018	F	PRT	708	07/01/2019	06/30/2024
5	08/11/2018	F	PRT	833	07/01/2019	06/30/2024
5	08/11/2018	F	PRT	930	07/01/2019	06/30/2024
5	08/11/2018	F	PRT	910	07/01/2019	06/30/2024
5	08/11/2018	F	PRT	952	07/01/2019	06/30/2024
5	08/11/2018	F	PRT	920	07/01/2019	06/30/2024
5	08/11/2018	F	PRT	940	07/01/2019	06/30/2024

Job Code = 133 (EIP Teacher – Grade 4 & 5)

Subject Codes = 231 (23-ELA, 1-Remedial)

Field Code = 708 (Special Ed General Curriculum / Elementary Ed (P-5))

## Eligibility Requirements:

5.) Assignments must have one of the following

### Job Codes:

085,100,101,102,103,104,105,106,107,108,109,110,111,112,113,114,  
116,117,118,119,120,121,122,123,124,130,131,132,133,  
135,142,144, 145,146,147,148,149,150,151,152,153,154,158,159,160,161,162,163,  
164,165,166,167,168,169,170,171,195

6.) Assignments must have one of the following Certificate and/or Endorsement:

**Subject Codes=** 231, 232, 233, 238, 271, 272, 273, 278, 2R1, 2R2, 2R3, 2R8, 412, 413, 418, 622, 623, 628, 632, 633, 638, 413, 418, 622, 623, 628, 632, 633, 638

**PSC Field Codes=** 708, 851, 852, 853, 855, 910, 911, 912, 920, 921, 922, 930, 931, 932, 940, 941, 942, 950, 951, 952, 961, 962, 963

OR

**For General Education assignment, one must have one the following Field Codes and Endorsement**

**Subject Codes=** 230, 270, 2R0, 410, 620, 630

**PSC Field Codes=** 863, 878, 881, 970, 971, 833, 861, 862

Job Code = 133

Subject Codes = 231

Field Code = 708

# CP010 – Employee Record Detail; Example 3



## Assignment Information- C Record

School ID	School Name	Percent of Time	Assignment TYPE	Certificate Type	Job Code	Subject Matter	Certificate Field	Fund Code	Consolidate Fund Flag
0100	Washington Park Elementary School	49.0	C	PRT	103	230	708	00	N
0100	Washington Park Elementary School	17.0	C	PRT	133	231	708	00	N
0100	Washington Park Elementary School	34.0	C	PRT	103	450	708	00	N

PSC Details if available				Effective Date	Provision Flag	Certificate	Job Code	Effective Date	Expiration Date
Cert Level	Effective Date	Provision Flag	Certificate						
		F	C						
5	08/11/2018	F	PRT						
5	08/11/2018	F	PRT						
5	08/11/2018	F	PRT						
5	08/11/2018	F	PRT						
5	08/11/2018	F	PRT				920	07/01/2019	06/30/2024
5	08/11/2018	F	PRT				940	07/01/2019	06/30/2024

Line 2 qualifies this teacher for 17% of the day. This person will be on CP052 with 2 lines and qualified 49% + 17% = 66% of the day. (Line 3, Subject = 450 (Social Sciences) does not qualify as a 'high need'.)

Job Code = 133 (EIP Teacher – Grade 4 & 5)  
 Subject Codes = 231 (23-ELA, 1-Remedial)  
 Field Code = 708 (Special Ed General Curriculum / Elementary Ed (P-5))

# CP010 – Employee Record Detail; Example 4

## Assignment Information- C Record

School ID	School Name	Percent of Time	Assignment TYPE	Certificate Type	Job Code	Subject Matter	Certificate Field	Fund Code	Consolidate Fund Flag
0105		100.0	C	SRT	133	920	808	00	N

## PSC Details if available

Cert Level	Effective Date	Provision Flag	Certificate	Field Code	Begin Date	End Date
4	02/10/2009	F	SRT	798	07/01/2019	06/30/2024
4	02/10/2009	F	SRT	808	07/01/2019	06/30/2024
4	02/10/2009	F	SRT	910	07/01/2019	06/30/2024
4	02/10/2009	F	SRT	920	07/01/2019	06/30/2024
4	02/10/2009	F	SRT	930	07/01/2019	06/30/2024
4	02/10/2009	F	SRT	940	07/01/2019	06/30/2024
4	02/10/2009	F	SRT	950	07/01/2019	06/30/2024
		F	C	694	07/01/2019	06/30/2024

Job Code = 133 (EIP Teacher – Grade 4 & 5)  
 Subject Codes = 920 (Elementary Instruction)  
 Field Code = 808 (Elementary Education (P-5))

Person has the qualifying credentials (Certificate Fields and Endorsements) but coding in CPI makes her ineligible. If the Assignment record had been split according to Subject, and the appropriate Certificate Field endorsement had been used, this person would be qualified.

## Eligibility Requirements:

5.) Assignments must have one of the following

### Job Codes:

085,100,101,102,103,104,105,106,107,108,109,110,111,112,113,114,  
116,117,118,119,120,121,122,123,124,130,131,132,133,  
135,142,144, 145,146,147,148,149,150,151,152,153,154,158,159,160,161,162,163,  
164,165,166,167,168,169,170,171,195

This person has a qualifying Job Code – 133 (EIP),  
but not a qualifying high need Subject Code,  
and not a qualifying Certificate Field or endorsement.

6.) Assignments must have one of the following Certificate and/or Endorsement:

**Subject Codes=** 231, 232, 233, 238, 271, 272, 273, 278, 2R1, 2R2, 2R3, 2R8, 412, 413, 418, 622, 623, 628,  
632, 633, 638, 413, 418, 622, 623, 628, 632, 633, 638

**PSC Field Codes=** 708, 851, 852, 853, 855, 910, 911, 912, 920, 921, 922, 930, 931, 932, 940, 941, 942, 950,  
951, 952, 961, 962, 963

OR

**For General Education as**

**Subject Codes=** 230, 270,

**PSC Field Codes=** 863, 87

This person has the qualifying credentials (Certificate Fields and Endorsements):

798, 808, 910, 920, 930, 940, 950, 694

910 = Special Ed Math Cognitive Level P-5

920 = Special Ed Science Cognitive Level P-5

930 = Special Ed Language Arts Cognitive Level P-5

940 = Special Ed Language Arts Cognitive Level P-5

950 = Special Ed Reading Cognitive Level P-5

EIP Subject Codes:  
231, 271, 2R1

**Endorsement**



# Quiz Time

# Quiz #1 Is this person qualified? Are they coded accurately?

Assignment Information- C Record									
School ID	School Name	Percent of Time	Assignment TYPE	Certificate Type	Job Code	Subject Matter	Certificate Field	Fund Code	Consolidate Fund Flag
2054	Glenn Hills Elementary School	50.0	C	I3T	132	231	808	00	N
2054	Glenn Hills Elementary School	50.0	C	I3T	132	271	808	00	N

## PSC Details if available

Cert Level	Effective Date	Provision Flag	Certificate	Field Code	Begin Date	End Date
5	05/13/2021	F	I3T	808	08/10/2019	06/30/2022
5	05/13/2021	F	5IT	920	05/13/2021	06/30/2022
		F	C	694	08/10/2019	06/30/2024

Job Code = 132 (EIP Teacher – Grade 1 - 3)  
 Subject Codes = 231 (23-ELA, 1-Remedial)  
 Subject Codes = 271 (27-Math, 1-Remedial)  
 Field Code = 808 (Elementary Education (P-5))

**Eligibility Requirements:**

Job Code = 132 (EIP Teacher – Grade 1 - 3)  
Subject Codes = 231 (23-ELA, 1-Remedial)  
Subject Codes = 271 (27-Math, 1-Remedial)  
Field Code = 808 (Elementary Education (P-5))

5.) Assignments must have one of the following

**Job Codes:**

085,100,101,102,103,104,105,106,107,108,109,110,111,112,113,114,  
116,117,118,119,120,121,122,123,124,130,131,132,133,  
135,142,144, 145,146,147,148,149,150,151,152,153,154,158,159,160,161,162,163,  
164,165,166,167,168,169,170,171,195

6.) Assignments must have one of the following Certificate and/or Endorsement:

**Subject Codes=** 231, 232, 233, 238, 271, 272, 273, 278, 2R1, 2R2, 2R3, 2R8, 412, 413, 418, 622, 623, 628, 632, 633, 638, 413, 418, 622, 623, 628, 632, 633, 638

**PSC Field Codes=** 708, 851, 852, 853, 855, 910, 911, 912, 920, 921, 922, 930, 931, 932, 940, 941, 942, 950, 951, 952, 961, 962, 963

OR

**For General Education assignment, one must have one the following Field Codes and Endorsement**

**Subject Codes=** 230, 270, 2R0, 410, 620, 630

**PSC Field Codes=** 863, 878, 881, 970, 971, 833, 861, 862

# Quiz #1 Is this person qualified? Are they coded accurately?

Assignment Information- C Record									
School ID	School Name	Percent of Time	Assignment TYPE	Certificate Type	Job Code	Subject Matter	Certificate Field	Fund Code	Consolidate Fund Flag
2054	Glenn Hills Elementary School	50.0	C	I3T	132	231	808	00	N
2054	Glenn Hills Elementary School	50.0	C	I3T	132	271	808	00	N

## PSC Details if available

Cert Level	Effective Date	Provision Flag	Certificate	Field Code	Begin Date	End Date
5	05/13/2021	F	I3T	808	08/10/2019	06/30/2022
5	05/13/2021	F	5IT	920	05/13/2021	06/30/2022
		F	C	694	08/10/2019	06/30/2024

Job Code = 132 (EIP Teacher – Grade 1 - 3)  
 Subject Codes = 231 (23-ELA, 1-Remedial)  
 Subject Codes = 271 (27-Math, 1-Remedial)  
 Field Code = 808 (Elementary Education (P-5))

This person has the qualifying credentials (Certificate Fields and Endorsements) but coding in CPI makes her ineligible. If the Assignment record had the Certificate Field 920, they would have qualified.

# Quiz #2 Is this person qualified? Are they coded accurately?

## Assignment Information- C Record

School ID	School Name	Percent of Time	Assignment TYPE	Certificate Type	Job Code	Subject Matter	Certificate Field	Fund Code	Consolidate Fund Flag
2054	Glenn Hills Elementary School	25.0	C	SRT	131	410	808	00	N
2054	Glenn Hills Elementary School	25.0	C	SRT	131	450	808	00	N
2054	Glenn Hills Elementary School	25.0	C	SRT	131	231	808	00	N
2054	Glenn Hills Elementary School	25.0	C	SRT	131	271	808	00	N

## PSC Details if available

Cert Level	Effective Date	Provision Flag	Certificate	Field Code	Begin Date	End Date
5	07/01/2020	F	SRT	808	07/01/2019	06/30/2024
		F	C	694	07/01/2019	06/30/2024

Job Code = 131 (EIP Teacher – Grade K)  
 Subject Codes = 410 (41-Science, 0-General)  
 Subject Codes = 450 (45-Social Science, 0-General)  
 Subject Codes = 231 (23-ELA, 1-Remedial)  
 Subject Codes = 271 (27-Math, 1-Remedial)  
 Field Code = 808 (Elementary Education (P-5))

## Eligibility Requirements:

5.) Assignments must have one of the following

### Job Codes:

085,100,101,102,103,104,105,106,107,108,109,110,  
116,117,118,119,120,121,122,123,124,130,131,132,  
135,142,144, 145,146,147,148,149,150,151,152,153,154,158,159,160,161,162,163,  
164,165,166,167,168,169,170,171,195

6.) Assignments must have one of the following Certificate and/or Endorsement:

**Subject Codes=** 231, 232, 233, 238, 271, 272, 273, 278, 2R1, 2R2, 2R3, 2R8, 412, 413, 418, 622, 623, 628, 632, 633, 638, 413, 418, 622, 623, 628, 632, 633, 638

**PSC Field Codes=** 708, 851, 852, 853, 855, 910, 911, 912, 920, 921, 922, 930, 931, 932, 940, 941, 942, 950, 951, 952, 961, 962, 963

OR

**For General Education assignment, one must have one the following Field Codes and Endorsement**

**Subject Codes=** 230, 270, 2R0, 410, 620, 630

**PSC Field Codes=** 863, 878, 881, 970, 971, 833, 861, 862

Job Code = 131 (EIP Teacher – Grade K)

Subject Codes = 410 (41-Science, 0-General)

Subject Codes = 450 (45-Social Science, 0-General)

Subject Codes = 231 (23-ELA, 1-Remedial)

Subject Codes = 271 (27-Math, 1-Remedial)

Field Code = 808 (Elementary Education (P-5))

# Quiz #2 Is this person qualified? Are they coded accurately?

## Assignment Information- C Record

School ID	School Name	Percent of Time	Assignment TYPE	Certificate Type	Job Code	Subject Matter	Certificate Field	Fund Code	Consolidate Fund Flag
2054	Glenn Hills Elementary School	25.0	C	SRT	131	410	808	00	N
2054	Glenn Hills Elementary School	25.0	C	SRT	131	450	808	00	N
2054	Glenn Hills Elementary School	25.0	C	SRT	131	231	808	00	N
2054	Glenn Hills Elementary School	25.0	C	SRT	131	271	808	00	N

## PSC Details if available

Cert Level	Effective Date	Provision Flag	Certificate	Field Code	Begin Date	End Date
5	07/01/2020	F	SRT	808	07/01/2019	06/30/2024
		F	C	694	07/01/2019	06/30/2024

Job Code = 131 (EIP Teacher – Grade K)  
 Subject Codes = 410 (41-Science, 0-General)  
 Subject Codes = 450 (45-Social Science, 0-General)  
 Subject Codes = 231 (23-ELA, 1-Remedial)  
 Subject Codes = 271 (27-Math, 1-Remedial)  
 Field Code = 808 (Elementary Education (P-5))

This person does not have the qualifying credentials (Certificate Fields and Endorsements).

# For assistance

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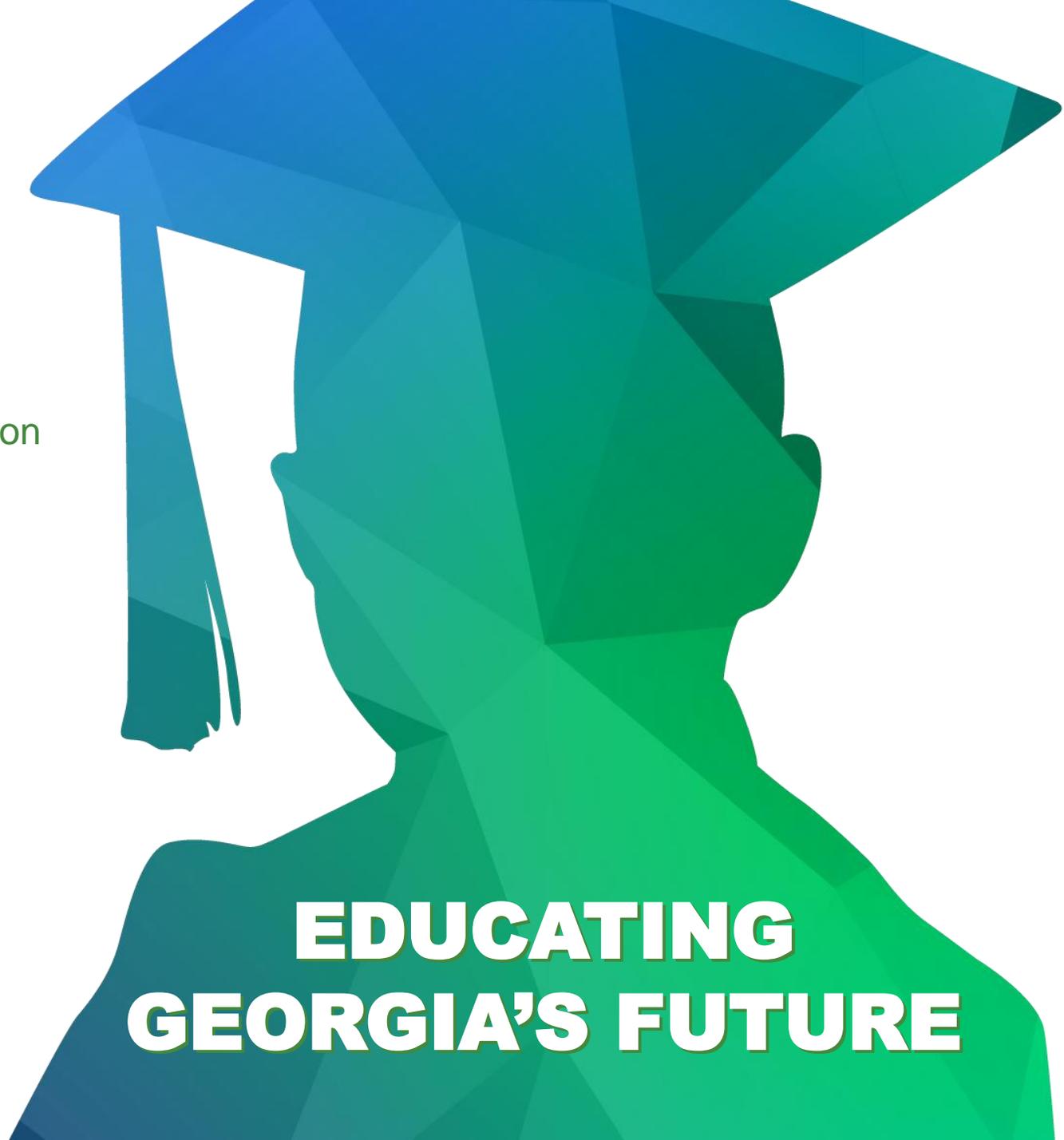
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