



440 Tilney Avenue
Griffin, GA 30224
Phone: 770-229-3247
FAX: 770-228-7316
www.griffinresa.net

Griffin RESA TAPP
FY2025 System Assurance and Application

To: Mollie Hall, Alternative Certification Director,
Griffin RESA
440 Tilney Avenue
Griffin, Georgia 30224

Candidate (print): \_\_\_\_\_ System: \_\_\_\_\_

Please check reason for enrollment:

Certification: \_\_\_\_\_ Early-Childhood Education Add-on: \_\_\_\_\_

Please verify that TAPP candidates have met the following requirements:

- The candidate has been employed by \_\_\_\_\_ (system) and has met ALL ELIGIBILITY REQUIREMENTS for TAPP.

TAPP Eligibility Requirements

- Has a Bachelor's degree or higher from a regionally accredited college or university.
Passed GACE II content area test(s).
Passed GACE#360 Ethics.
Passed a clearance through positive screening of a criminal background check
Employed as a full-time teacher at \_\_\_\_\_ school
(Employer Assurance must be submitted by system)

- The candidate's records and application materials for employment are complete and are on file in the system personnel office. Copies of these materials for Griffin RESA are attached.

**TAPP Candidate's Name:** \_\_\_\_\_

**Please verify that the system is aware of and agrees to the following requirements:**

- ❑ The school and system agree to provide a mentor teacher to work on an ongoing basis with the intern for at least seventy (75) hours in the first year and fifty (50) in the second year of the program. Please list the mentor name and email address on the GaTAPP Candidate Information document found on page 3.  
Mentors must have:
  - At least three years successful teaching experiences (*preferably working in same field as intern*)
  - Georgia licensed: Professional Certificate (no ethics violations or unsatisfactory evaluations)
  - Attend Griffin RESA TAPP mentor training in September
- ❑ The school and school system agree to provide the candidate with up to five full days of release time to observe and participate in field experiences. They agree to provide/pay for substitutes for these field experiences. Some of the field experiences must be completed in school settings that are significantly different in socio-economic status and in ethnicity from the school where the candidate teaches. Candidates should complete one field experience within their home school.
- ❑ The principal, or designee, will arrange schedules for the above activities at the request of the mentor teacher.
- ❑ The principal, or designee, will participate in Candidate Support Team meetings.
- ❑ The Principal and System agree to provide release time for the mentor to attend mentor training at Griffin RESA. They agree to provide/pay for substitutes for training.
- ❑ The Principal and system agree to select a mentor for the Candidate with the outlined qualifications. (*Candidate will not be entered into NTRS until Griffin RESA is notified of the mentor*)
- ❑ Time and activity log sheets will be maintained by the mentor and candidate in order to verify the amount time and the type of engagement.
- ❑ All forms pertaining to TAPP will be properly completed, signed, and returned to Griffin RESA.
- ❑ The school system and its personnel are committed to making this TAPP candidate a successful teacher and a member of the professional community as well as retaining this person in TAPP.
- ❑ If the TAPP Candidate did not attend Summer Essentials during Summer of 2024, the following must be met:
  - The Superintendent, or designee, understands that the candidate may participate in the **September Boot Camp TAPP Session for New Hires** in September 2024 and is **required** to register for *Essentials for Effective Teaching* in June/July of 2025.
  - When the TAPP candidate registers for the **September Boot Camp TAPP Session for New Hires**, the Superintendent agrees to excuse the TAPP candidate from the school's systems activities and responsibilities to complete their certification requirements on September 5 and 6, 2024 from 8:30 AM to 3:30 PM and for the *Essentials for Effective Teaching* two-week course in June or July 2025.

**Superintendent's Signature** \_\_\_\_\_

**Personnel Director's Signature** \_\_\_\_\_

**Principal's Signature** \_\_\_\_\_

**Date** \_\_\_\_\_



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AUTHORIZATION FOR PAYMENT

TAPP Candidate: \_\_\_\_\_

I authorize the \_\_\_\_\_ County School District to deduct fees from my paycheck for the Teacher Alternative Preparation Program provided through Griffin RESA. I understand these fees total:

Year 1= \$4500 (\$375 a month) Year 2= \$1800 (\$150 a month)
ECE Add-On= \$2400 (\$200 a month)

I acknowledge that if I leave the school system or TAPP prior to the end of the schoolyear, any remaining fees owed will be deducted from my final paycheck, and that the school system will not provide any refunds.

I DO NOT authorize the \_\_\_\_\_ County School District to deduct fees for the Teacher Alternative Preparation Program provided through Griffin RESA. I will self-pay for all costs. I will receive an invoice from Griffin RESA and pay tuition in full by the date below. If not paid, I understand that I will be withdrawn on November 1, 2024.

Year 1= \$4500 (due in full by 10/31/2024) Year 2= \$1800 (due in full by 10/31/2024)
ECE Add-On= \$2400 (due in full by 10/31/2024)

I acknowledge that if I leave the school system or TAPP prior to the end of the schoolyear, Griffin RESA will not provide a refund for the remaining year.

Candidate Signature

Date

Sworn to and subscribed this \_\_\_\_\_
Day of \_\_\_\_\_, 20\_\_.

Notary Public
My Commission expires: \_\_\_\_\_
(SEAL)



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GATAPP Candidate Information
(Please print neatly)

PERSONAL INFORMATION

SSN GaPSC Certificate ID #
First Name
Last Name
Date of Birth (mm/dd/yyyy) Gender Ethnicity
Mailing Address City
State Zip
Phone Home or Cell (Please circle)
School Email
Personal Email

COLLEGE INFORMATION

College/University (highest degree)
Degree Awarded
GPA Date Conferred
Major

TEACHING ASSIGNMENT

System School
Grade Level
Subject Matter

Is this a Special Ed Assignment? Yes No (Please circle)

CANDIDATE'S MENTOR - Assigned by School Administrator

First Name Last Name
Certificate GaPSC # Mentor's Email

(TAPP Intern will not be enrolled in NTRS until the Mentor information is received.)

**Please give this page to the TAPP Candidate after they have completed the packet.**

Each TAPP candidate is required to attend a two-week summer course, *Essentials of Effective Teaching*. Go to [www.griffinresa.net](http://www.griffinresa.net) and follow the directions below to register. You will receive an email notification once your class is approved. If you have any questions, contact Karla or Dequan at 770-229-3247.

**1. You must first have a profile in our registration system.**



- **If you do not have a profile**, go to [www.griffinresa.net](http://www.griffinresa.net) and click on “Create Your Profile” in the dropdown under **Professional Learning (Prof. Learning)** in the **burgundy** bar across the top of the webpage. Follow prompts. *Note: When creating your password, please do not use “characters” – use only letters and/or numbers.* If you have difficulties creating your profile, contact us for assistance – [tapp@griffinresa.net](mailto:tapp@griffinresa.net) or 770-229-3247, ext. 217. **Do not create more than one profile.**
- **If you already have a profile**, you may check it at any time to review courses taken or update your information by going to [www.griffinresa.net](http://www.griffinresa.net) and click on “Login to Review Your Profile” in the dropdown menu under **Professional Learning** in the **burgundy** bar across the top of the webpage. You may edit your profile at this location. **Please do keep your profile updated when changing positions or employment locations.**

**2. To register for Essentials of Effective Teaching Summer of 2024:**

Essentials of Effective Teaching is offered three times in the summer. Choose from:

- Session 1: June 3 - 14, 2024
- Session 2: June 17 – 28, 2024
- Session 3: July 8 – 19, 2024

Go to [www.griffinresa.net](http://www.griffinresa.net) and click on **Calendar** found in the **burgundy** bar across the top of the webpage. Click on June 2024 for Session #1 and #2 and July for Session #3. Find the desired session and click on the link in the calendar. After reading the description, scroll to the bottom of the page to enter email address and password used in your personal profile. Follow subsequent prompts. You will enter “District Pay” and “Field of Certification” for all TAPP coursework **Be sure to go to the final page where you review your registration choices and click to SUBMIT your application.** You should receive an automatic email confirming your application and instructions regarding payment of the tuition fee if there is a tuition fee attached to the class. If you do not receive this confirmation email, please contact Karla Roberts in TAPP for assistance.

3. You will receive additional information regarding the *Essentials of Effective Teaching* a week before the class begins. Should you have any questions, reach out to [tapp@griffinresa.net](mailto:tapp@griffinresa.net) or call Mollie, Karla, or Dequan.