

Georgia Parents as Teachers Network
PMB #1 – 5410 Matt HWY
Cumming, Georgia 30040



May 7, 2009

Dear Georgia PAT Network Members:

It is time to recertify parent educators and supervisors and to complete your Annual Program Report! This year, we are pleased to announce that the Georgia PAT Network Office will be processing both the recertification and the Annual Program Report.

Annual Program Reports and Program Recertification forms plus payments are due by July 15, 2009. PAYMENT SHOULD BE MADE OUT TO: PARENTS AS TEACHERS NATIONAL CENTER

Please send the forms and payment to:

Georgia PAT Network Office
PMB #1 – 5410 Matt HWY
Cumming, Georgia 30040

We will review the Annual Report and the Program Recertification forms, contact you if we have any questions, and then forward the state approved forms and report to the PAT National Center.

Please do not send your forms and payment to the PAT National Center. They will have to resend the forms back to us in Georgia and this will delay the process.

Why recertify?

Recertification will maintain your CURRENT status with Parents as Teachers National Center for the coming year. Recertification is required for supervisors and parent educators in order for you to provide any of the components and services to families. When you recertify you:

- Comply with the Parents as Teachers *Terms of Agreement* signed at the time of training
- Continue to have access to all professional development and technical assistance materials made available to you by the PAT National Center
- Continue your affiliation with the international Parents as Teachers organization
- Commit to a high quality PAT program that includes continuous learning and professional growth

What is required to be recertified?

To be certified for the coming year, you will need to ensure that professional development hours as specified below have been completed and are documented:

- **Parent Educators:** 20 clock hours of professional development for the first full year of employment, 15 clock hours after the second year, and 10 hours for the third year and each year thereafter.
- **Supervisors:** 10 clock hours of professional development each year.
- **Dual certification as Parent Educator and Supervisor:** 20 clock hours of professional development for the first year of employment, 15 clock hours for the second year, and 10 clock hours for the third year, and each year thereafter.

What is the procedure to recertify?

To access the recertification forms, please log onto the PAT website (www.parentsasteachers.org <<http://www.parentsasteachers.org/>>) and click on the portal options. Then click on the Recertification/Annual Program Report tab and "Why Recertify" will pop up. Click on the link that states "For forms and step by step instructions to recertify, click here."

The forms that you will find are:

- **Parent Educator/Supervisor Recertification Form** Please keep a copy for your records and send the original to the Georgia PAT Network office.
- **Address/Email update Form** Please complete and send to the Georgia PAT Network office.
- **Notification of Change of Status for Parent Educator, Supervisor or Program** Please complete **IF** there are changes and send to the Georgia PAT Network office.
- **Benefits of recertification**
- **Certification Status Definitions**

How do I complete the Annual Program Report?

It is very important that each PAT program complete the Annual Program Report with accurate data. This data will help us present a statewide picture of Parents as Teachers to policy makers and potential funders.

The Annual Program Report can be downloaded as a hard copy form.

Or, you can choose to complete the Annual Program Report online (It really is faster and easier to do this online!).

- Log into the portal with your PAT ID and Password,
- Update email address
- Under the Program Implementation Plan tab, choose the Annual Program Report, select 09-10 year from the report menu then display questions
- Be sure to click SAVE after EACH question if not completing all at once
- Print a copy for yourself
- Click on SUBMIT

Note that both the completed recertification form for each parent educator and supervisor plus the Annual Program Report must be submitted and approved before a program can be recertified. A late fee of \$5 per parent educator will be assessed after September 15. After

December, if a program has not successfully submitted the recertification forms and Annual Program Report, the program will be classified as inactive.

If you have any questions, please contact us at 706/577-3971 or by email Roberta Malavenda, Georgia PAT Leader, rmalaven@bellsouth.net or Sara Jane Blackman, Georgia PAT Coordinator, sjblackman@bellsouth.net.

Thank you for the work you do all year for children and families!

Roberta Malavenda, Georgia PAT Leader
Sara Jane Blackman, Georgia PAT Coordinator

CC: Corrie Shuete, Co-Chair, Georgia PAT Network
Clara Herrera, Co-Chair, Georgia PAT Network