



**Georgia Professional  
Standards Commission**

*Protecting Georgia's Higher Standard of Learning*

# 2019 GaPSC's Georgia Ethics Symposium



*Building School Cultures that Foster  
Professional Decision-Making,  
with a Special Focus on Use of Social Media*

**Tuesday, August 27, 2019, 1:00pm-4:00pm  
Wednesday, August 28, 2019, 8:30am-4:00pm**

**Held at Middle Georgia State University, Macon, GA**

# Ethics Navigation from Application to Completion

Laura Smith, EPP

- Context and Purpose
- Pre-Service Certificate
- Ethics Assessment – Georgia Code of Ethics

Melina Ljuljanovic,  
Certification  
Evaluator, GaPSC

- Pre-Service Certificate Process
- Application Issues and Pitfalls

John Grant,  
Ethics Investigator,  
GaPSC

- Personal Affirmation Questions
- Ethics Violations: Originality Issues & Social Media

# Pre-Service Certificate

## (First Level in Tiered Certification System)

- ▣ Implementation: July 1, 2015
- ▣ Purpose: Provide a statewide structure to organize procedures for admission to TE.
- ▣ Rationale:
  - Assure the safety of all P-12 children
  - Standardize the CBC process across the state
  - Hold candidates accountable under the Ga Code of Ethics
  - Require attainment for anyone participating in field experiences and student teaching in Ga schools (Ga and out-of-state programs).

# Georgia Educator Ethics Assessment Requirements

- ▣ **GaPSC Rule 505-3-01 (2013):** requires candidates to have specific **knowledge** of Georgia Code of Ethics for Educators and **application** of professional ethics and social behaviors appropriate for school and community.
- ▣ EPPs must **assess** candidates' knowledge of ethical standards and Ga Code of Ethics for Educators.



# Georgia Educator Ethics Assessment

- ▣ Georgia Educator Ethics – Program Entry (2014)
  - Pre-Service Certificate Requirement
  - Purpose:
    - Exposure to Code of Ethics, guide ethical decision making
    - Provide EPP with initial data
- ▣ Georgia Educator Ethics – Program Exit (2015)
  - Modules assess
    - Candidates' understanding of the Code
    - Knowledge of compliance obligations
    - Capacity and disposition to act ethically

# PRE –SERVICE CERTIFICATION

Melina Ljuljanovic

A series of several parallel white lines of varying thicknesses, slanted diagonally from the bottom-left towards the top-right, set against a blue gradient background.

# STEPS FOR PRE-SERVICE ISSUANCE

EPP

Admits teacher candidate and enters each applicant into the Traditional Program Management System (TPMS)

EPP submits complete Application package to the GaPSC via ExpressLane

GaPSC

Admission

- Satisfy Program Admission Assessment
- 2.5 GPA or higher

Claim enrollment in MyPSC after notification from EPP

Pre-Service Requirements

- Signed Pre-Service application
- Signed GCIC Consent Form
- Completion of Ethics assessment – Program Entry (350) if admitted after 7/1/14
- Verification of Lawful Presence
- Program Admission Assessment

TEACHER CANDIDATE

# PURPOSE

- ▶ Required for anyone participating in Student Teaching After 07/01/2015
- ▶ Standardize criminal background check process across the state for Pre-Service teachers; eliminating those not eligible/suited for profession
- ▶ Assists Pre-Service educators in understanding the Georgia Educator Code of Ethics as well as hold them accountable under the code

# VALIDITY

- ▶ Valid for 5 years
- ▶ Invalidated upon:
  - Program Completion
  - Withdrawal, transfer, or removal from program – Will be invalidated 10 days after the candidate is withdrawn in TPMS



# PRE-SERVICE

Not needed if candidate:

- Holds IN4 certification
  - Holds a Permit
  - Holds a Waiver
  - Holds professional certification
  - Is completing a service or leadership field program
- 

# PRE-SERVICE

- Candidate must complete Ethics Entry 350
- Pass or exempt PAA (if in a GA program)
- Claim their program in MyPSC

**\*\*\*Note\*\*\***

Pre-Service will not appear as an ExpressLane option until the candidate has been entered in TPMS, claimed their program, and completed Ethics Entry

# PRE-SERVICE

- **Documents**
  - **Pre-service Application** (only accessible on [gapsc.org](https://gapsc.org))
  - **VLP documentation**
  - **PAA exemption** (if applicable)
- **Incomplete applications or background check issues may delay issuance**
- **Upon withdrawal Pre-Service is made obsolete and must be re-requested if re-enrolled**
- **If Pre-Service does not appear as an option in ExpressLane despite the candidate meeting criteria, contact [certhelp@gapsc.com](mailto:certhelp@gapsc.com)**

# REGISTERING FOR MYPSC

## ▶ Data No Match error message

- Email [mail@gapsc.com](mailto:mail@gapsc.com) with first name, last name, date of birth, and cert.ID. Don't know cert. ID? <https://mypsc.gapsc.org/CertIDLookup.aspx>
- If system cannot provide cert. ID, candidate should CALL PSC at 404-232-2500
- <https://mypsc.gapsc.org/CertIDLookup.aspx>

# CLAIMING PROGRAM

**MyPSC**  
Georgia Professional Standards Commission

Welcome: [Redacted]

[GaPSC Home](#) [FAQs](#) [Change password](#) [Account](#) [Logout](#)

[Certificate Upgrade Advisor](#) [Help Guide](#) ?

Home Credential Assessments Applications Documents Payment Correspondence Program edTPA

## Welcome to MyPSC!

- >> Use your MyPSC account to track the progress of your application and print your certificate.
- >> Our Call Center is open from 8:00 am to 4:30 pm Monday, Wednesday, and Friday except for state holidays.

**(800) 869-7775**

Email [mail@gapsc.com](mailto:mail@gapsc.com) for further information

**Human Trafficking Hotline** Call now or click to learn more. **1-888-373-7888**

[Contact Us](#) [Reporting a Bug](#) [GaPSC](#)

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# HOW TO CLAIM PROGRAM?

## Program

Enrollees in traditional educator preparation programs cannot take a GACE content assessment until made eligible by their program provider. Educator preparation program providers report your enrollment, and you must claim your enrollment you were made eligible to test. Eligibility to take a GACE assessment depends on many factors which vary from provider to provider.

For GACE information and registration visit the GACE website at [www.gace.ets.org](http://www.gace.ets.org)

### Confirm program provider

Program Provider

Student ID

Submit

RESET

If the system does not recognize candidate, they may email [mail@gapsc.com](mailto:mail@gapsc.com) with:

- ▶ First, last name
- ▶ Date of birth
- ▶ Student ID number
- ▶ Certification ID number
- ▶ Program provider name

# ELIGIBILITY TO TEST

**MyPSC**  
Georgia Professional Standards Commission

Welcome: [Redacted]

[GaPSC Home](#) [FAQs](#) [Change password](#) [Account](#) [Logout](#)

[Certificate Upgrade Advisor](#) [Help Guide](#) ?

Home [Credential](#) [Assessments](#) [Applications](#) [Documents](#) [Payment](#) [Correspondence](#) [Program](#) [edTPA](#)

## Welcome to MyPSC!

>> Use your MyPSC account to track the progress of your application and print your certificate.

>> Our Call Center is open from 8:00 am to 4:30 pm Monday, Wednesday, and Friday except for state holidays.

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You have no assessment history

**⚠ Paraprofessional assessment does not require eligibility**

Select the reason why you need to take a GACE assessment:

**Undergraduate Program Admission**

- 1. I am testing to satisfy the Program Admission Assessment (formerly Basic Skills Assessment).

**College/University Programs**

- 2. I am enrolled in or have completed a Georgia-approved program and have obtained eligibility from my program provider to take a content assessment and/or the Georgia Educator Ethics – Program Exit assessment. **GaTAPP candidates should not ask for eligibility to take the Georgia Educator Ethics - Program Exit assessment. Your provider will grant eligibility at the appropriate time. Look for "Educator Ethics - Program Exit" at the bottom of this screen to verify that you have been granted eligibility.**

**Employment, GaTAPP, Cert-only, MAT**

- 3. I am taking a content assessment to gain eligibility for employment and plan to complete a state-approved program such as GaTAPP, a certification-only program, or a Master's degree with a certification program embedded.

**Out-of-state (non-Georgia) program participant**

- 4. I am enrolled, or plan to enroll, in an out-of-state (non-Georgia) certification program and am taking a content assessment and/or the Program Entry or Program Exit level of the Georgia Educator Ethics or the Program Entry level of the Georgia Ethics for Educational Leadership assessment to meet Georgia's certification assessment requirements.

**Adding a field**

- 5. I am taking a content assessment to add a field to my valid teaching certificate or Certificate of Eligibility.

**Other Reasons**

- 6. I am testing because the GaPSC informed me of a required educator assessment, or my reason for testing is not covered by the reasons above.

**Ethics**

- 7. I am taking the Program Entry level of the Georgia Educator Ethics or the Program Entry level of the Georgia Ethics for Educational Leadership assessment (candidates enrolled in out-of-state programs need to select Reason 4).

**Request eligibility to take a GACE assessment**

Select an assessment:

Candidates enrolled in out-of-state institutions



Candidates enrolled in a Georgia institution



# REQUESTING ELIGIBILITY

1. Request reason for testing
2. Select test
3. Click add
4. Confirm by typing *yes* and clicking *finish*

**Request eligibility to take a GACE assessment**

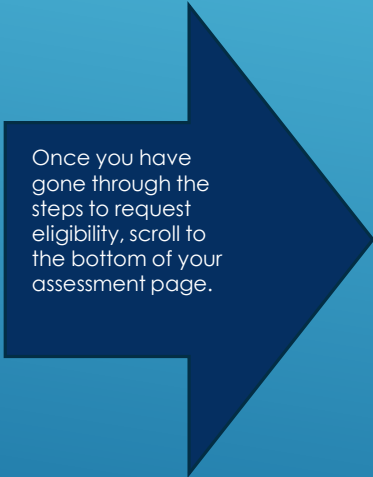
You selected this reason:

Select an assessment:

Are you sure you want to add **Physics**? Type "yes" in the space to the right and click on FINISH button to confirm your entries. Otherwise, click on QUIT button to cancel.

**FINISH** **QUIT**

The status will automatically change from "Transfer initiated" to "Eligibility transferred" once data is successfully sent to ETS



Once you have gone through the steps to request eligibility, scroll to the bottom of your assessment page.

If this message shows, the candidate cannot register on GACE yet.

Test Reason	Assessment	Program Provider	Status
			Transfer initiated 01/27/2015 11:40 AM EST
			Transfer initiated 01/27/2015 11:40 AM EST

Once eligibility is transferred for the ethics assessment, candidate will received an email within 24 hours with link.

The status will automatically change from "Transfer initiated" to "Eligibility transferred" once data is successfully sent to ETS.

Active eligibility to test requests			
Test Reason	Assessment	Program Provider	Status
			Eligibility transferred 01/27/2015 11:40 AM EST
			Eligibility transferred 01/27/2015 11:40 AM EST


Voicemail is available during the HR line hours listed above. If the HR Specialists are assisting other HR line callers, your call will be returned in the order in which it was received. You can also contact the Certification Helpdesk by emailing us at [certhelp@gapsc.com](mailto:certhelp@gapsc.com).

Please remember not to share these numbers or email with the general public.

### Update your contact information on CMS today!


We are utilizing CMS as our sole source of contact information for sending important updates, information on policy/rule changes, event registration, and all other announcements. Send any questions you may have to your GaPSC Program Approval Specialist.

<a href="#">CMS</a>	<a href="#">TPMS Lookup</a>	<a href="#">TPMS</a>	<a href="#">EPP Survey Support</a>
<a href="#">CERT</a>	<a href="#">MYCERTS</a>	<a href="#">UNSAT</a>	<a href="#">ExpressLane</a>
<a href="#">LOOKUP</a>	<a href="#">CAPSLOOKUP</a>	<a href="#">PAYONLINE</a>	<a href="#">Ethics Lookup</a>
<a href="#">TeachGeorgia</a>	<a href="#">DataBank</a>	<a href="#">NTRS</a>	


 **Message Center**

Use Ethics Lookup for Ethics cases -- 7/1/2018


If you need assistance...

 **Resources**

- Certification Resources
- Certification Training Library
- PRS-II Screen Shots - 6/14/17
- Site Visitor Training
- EPP Quick Reference Guide - Certification
- Candidate Quick Reference Guide
- Program Approval FAQs

 **Downloads**

- Certification Applications and Forms
- [Pre-Service Certificate Application](#)
- License and Clearance Certificate Application

 **Links**

- PSC Home Page
- Georgia School Superintendents Association
- Georgia Department of Education




Consent statement allows us to run GCIC background check on candidate

Signature must be physical. No electronic signatures.

**GaPSC Pre-Service Certificate Application**  
Please Use Black Ink or Type – Revised April 2015

This form must be submitted by an educator preparation provider. Candidates should not submit this form directly to the GaPSC.



**1. Please use ALL CAPS to print your LEGAL NAME.**

Last Name \_\_\_\_\_

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Social Security Number \_\_\_\_\_ Date of Birth (MM/DD/YY) \_\_\_\_\_ Telephone Number \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Gender (check one)**      **Ethnicity (check one)**

Male    Female      Are you Hispanic or Latino of any race?    Yes    No

**Race (check all that apply)**

Asian    American Indian or Alaska Native    Black or African American    Native Hawaiian or Pacific Islander    White

**2. Personal Affirmation:** The applicant should enter a truthful "Yes" or "No" response to each of the following questions. All questions must have a response in order for the application process to continue. "YES" responses automatically open an investigation and require additional supporting documentation. This additional documentation should be submitted to the GaPSC Ethics Division and should **NOT** be submitted via ExpressLane or MyPSC. **DO NOT include matters that the GaPSC has investigated or is currently investigating.**

1. Have you ever had an adverse action (i.e. warning, reprimand, suspension, revocation, denial, voluntary surrender, disbarment) taken against a professional certificate, license or permit issued by an agency **OTHER THAN the Georgia Professional Standards Commission?**

2. Are you currently the subject of an investigation involving a violation of a profession's laws, rules, standards or Code of Ethics by an agency **OTHER THAN the Georgia Professional Standards Commission?**

3. Have you ever received a less than honorable discharge from any branch of the armed services? (If "yes", provide a copy of form DD214.)

4. While under investigation, have you ever left an employment position (retired, resigned, been dismissed, terminated, non-renewed or otherwise)?

5. Are you currently the subject of an investigation involving sexual misconduct or physical harm to a child?

6. Are you the subject of a pending investigation involving a criminal act?

7. For any **felony** or any **crime involving moral turpitude**, have you ever:

- Pled guilty;
- Entered a plea of nolo contendere;
- Been found guilty;
- Pled guilty to a lesser offense;
- Participated in a pre-trial diversion program;
- Been granted first offender treatment without adjudication of guilt;
- Been found not guilty by reason of insanity; or
- Been placed under a court order whereby an adjudication or sentence was withheld?

8. Have you ever been convicted, or pled to a lesser offense for any sexual offense?

9. Have you been convicted of a drug offense (felony or misdemeanor)?

**Consent:**  
I hereby authorize the Georgia Professional Standards Commission to receive any and all information pertaining to me which may be in the files of any state or local law enforcement agency to perform periodic criminal history background checks on me in the state of Georgia.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

NOTE: This application must be received by the GaPSC within 90 days of the date of signature.

Most updated version April 2015

Must be signed and dated within 90 days of submission

**News and Announcements**

- Latest on GACE - 7-30-19
- Updated Guidance for Ed Leadership programs
- Dramatic Writing Micro-Endorsement
- GaPSC Certification Assessment Updates

more »



**Certification Status**

\*\* Application status checks no longer provided via phone or email \*\*

We are currently processing complete application packages received on or before August 1, 2019.

Click here to learn how to check the status of your application or certification request.

Click here to look up or verify a Georgia educator certificate.

- Popular Links**
- Educator Assessment - GACE
  - Rules
  - **Download Forms**
  - Paired Professionals
  - Approved Programs

- Policies And Guidelines**
- Understanding the 2014 Educator Certification Changes
  - Certificate Upgrades
  - Requirements for Certificate Renewal
  - Georgia Educational Leadership

- Education Links**
- American Association for Colleges for Teacher Education (AACTE)
  - Bright from the start: Georgia Department of Early Care and Learning (DECAL)
  - Educators First

**Commission Information**  
Rules, meetings, commission members, announcements ... more »

**Find a Job in Education!**  
TeachGeorgia! See jobs listed by public school systems ... more »

**Know the Numbers**

This Fiscal Year	(Since July 1, 2019)
Applications received	9,317
Educators newly certified	3,681
Certificate fields first issued	17,273
Educators renewed	996
Transactions completed	5,560

**Human Trafficking Hotline Information**  
Call now or click to learn more.

**1-888-373-7888**

Home » Educator Certification Division » Application Forms and Procedures » Download Forms

Rate this page

- CERTIFICATION**
- » Tiered Certification
  - » Certification Fields & Endorsements
  - » GaPSC Licenses & Permits
  - » Test Eligibility
  - » Application Forms & Procedures
  - » Certification & Licensure Assessments
  - » Special GA Requirements
  - » National Board Certification
  - » Georgia Master Teacher Certification
  - » Public Certificate Lookup
  - » Certification Rules
  - » About the Certification Division
  - » Jobs and Job Fairs
  - » Certification FAQs
  - » Retired Educator Certificate FAQs
  - » Glossary of Terms

## Download Forms

To download and view any of the following certification forms and applications, click on the links below. All of these documents are in the Adobe Portable Document Format (.pdf) (requires Adobe Reader). You may type in the forms, save your changes, and print them at your convenience. Electronic signatures are not acceptable; you must print the form in order to sign it. You may then scan the printed document in order to submit an electronic copy.

For information on which forms you may be required to submit, please [click here](#).

NOTE: Submitting multiple, duplicate application forms may significantly slow your case processing time. Submit only 1 application form per transaction(s) and only in 1 format (for example, do not submit a paper version of the same online application form you submit or vice versa; do not submit an application form if your employing school system or program has/will submit it; etc.).

### Most Commonly Used Forms:

- Initial Certification Application (may also be completed through your MyPSC account);
- Certification Update Application (may also be completed through your MyPSC account);
- **Verification of Lawful Presence:**
- Approved Program Completion Form;
- Experience Verification Form;
- Employer Assurance Form.

### Additional Forms:

- PL Verification Form;
- Alternate Level Six Certification Option;
- Verification of Degree Validation;
- International Exchange Verification Form;
- Voluntary Certificate Field Deletion Form;
- Upgrade Degree Approval Form.

# Georgia Professional Standards Commission Verification of Lawful Presence

200 Piedmont Avenue SE, Suite 1702, Atlanta, GA 30334-9029

Please Use Black Ink or Type

Please use ALL CAPS to print your legal name in the spaces indicated.

Title \_\_\_\_\_ Last Name \_\_\_\_\_

Mr.  Ms.  Dr. \_\_\_\_\_

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Social Security Number or GaPSC Certification ID \_\_\_\_\_ Date of Birth (MM/DD/YY) \_\_\_\_\_

I am submitting<sup>1</sup> the following required Verification of Lawful Presence documentation:

- \_\_\_\_\_ This completed form; **AND**
- \_\_\_\_\_ The completed and notarized Affidavit (see important instructions at link below); **AND**
- \_\_\_\_\_ A copy of the ID<sup>2</sup> used in completing the Affidavit and presented to the notary for validation.

<sup>1</sup>These documents may be sent by mail or uploaded through the Applications section of <http://mypsc.gapsc.org>. When uploading documents, please ensure that images are legible.

The Verification of Lawful Presence documentation has **3 required components**. All 3 must be submitted to fulfill the VLP requirement as mandated by state law (O.C.G.A 50-36-1):

1. **This form AND**
2. The completed and notarized **Affidavit AND**
3. A copy of the **valid ID<sup>2</sup>** used in completing the Affidavit. See instructions linked below to ensure you use the correct ID in accordance with state and federal laws based on your citizenship status.

<sup>2</sup>See complete instructions, including which form of ID to use by citizen status, at <http://www.gapsc.com/Certification/ApplicationFormsProcedures/verificationLawfulPresence.aspx>.

**Failure to provide all 3 components will result in an application being put on hold until received.**

## O.C.G.A. § 50-36-1(e)(2) Affidavit

By executing this affidavit under oath, as an applicant for a **Georgia Educator Certificate/License**, as referenced in O.C.G.A. § 50-36-1, from the **Georgia Professional Standards Commission**, the undersigned applicant verifies **one of the following** with respect to application for a public benefit:

- 1) \_\_\_\_\_ I am a United States citizen.
- 2) \_\_\_\_\_ I am a legal permanent resident of the United States.
- 3) \_\_\_\_\_ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.

Only 1 option must be checked

My alien number issued by the Department of Homeland Security or other federal immigration agency is: \_\_\_\_\_.

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. § 50-36-1(e)(1), with this affidavit.

The secure and verifiable document provided with this affidavit can best be classified as: \_\_\_\_\_.

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute.

Executed in \_\_\_\_\_ (city), \_\_\_\_\_ (state).

Signature of Applicant \_\_\_\_\_  
Printed Name of Applicant \_\_\_\_\_

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE  
\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

NOTARY PUBLIC  
My Commission Expires: \_\_\_\_\_

No electronic signature

Do not date to future date

# COMPLETING THE NOTARIZED AFFIDAVIT

Different citizenship statuses require different forms of identification, as follows.  
**PLEASE NOTE:** you cannot qualify for multiple citizenship statuses at the *same time*.

1.If you are a **U.S. citizen**, you must **initial/select (1) only on the Affidavit AND submit a copy (front and back) of any ONE of the following:**

1. An unexpired driver's license issued by a U.S. state, D.C., or certain U.S. territories
2. An unexpired United States passport or passport card
3. An unexpired United States military identification card
4. Any document listed here:  
<http://www.gapsc.com/certification/downloads/SecureVerifiableDocuments.pdf>

2.If you are a **legal permanent resident** of the U.S., you must **initial/select (2) only on the Affidavit AND submit a copy of:**

1. An unexpired United States Permanent Resident Card (front and back)


3.If you are a **qualified alien or non-immigrant** under the Federal Immigration and Nationality Act, you must **initial/select (3) only on the Affidavit, enter your alien number AND submit a copy (front and back) of ONE of the following:**

1. An unexpired work authorization card
2. I-94 documentation reflecting the I-94 number and expiration date AND a valid foreign passport
3. A valid Certificate of Eligibility reflecting your SEVIS number AND a valid foreign passport



# ACCEPTABLE SECURE AND VERIFIABLE DOCUMENTS :

<https://www.gapsc.com/certification/downloads/SecureVerifiableDocuments.pdf>



A Copy of the Secure and Verifiable Document Must be Submitted With the Verification of Lawful Presence Affidavit



# SUGGESTED SUBMISSION DEADLINES

Field Experience	Apply By:
Fall Semester	Prior to 3/15/XX
Spring Semester	Prior to 9/15/XX
Summer Semester	Prior to 1/15/XX

## Note

If a candidate has answered “yes” to a personal affirmation (ethics) question, submit as soon as possible

## Student Information Screen

Send Email Back

SSN: 257616220  
 Student ID: 917477019  
 Certification ID: 400838  
 First Name: Jana  
 Middle Name:  
 Last Name: Mullis  
 Suffix:  
 Email Address: jmullis2@my.westga.edu  
 DOB: 04/27/1975

Program: Business Education : Initial  
 Initial Teaching Program?: Yes  
 Program Start Date: 08/25/2014  
 GACE Eligible: No  
 Ethics Exit Eligible: No  
 EdTPA Eligible: No  
 Pre-Service Certification?: In process  
 Program Completion:  
 Degree Awarded:  
 Degree: Master of Arts in Teaching Business Rule - 2

Recommended for certification:  
 Admission GPA: 3.2  
 Exit GPA:

Certification Field A: BUSINESS EDUCATION (6-12) GACE Passed  
 Certification Field B:  
 Endorsement 1:  
 Endorsement 2:  
 Endorsement 3:  
 Withdrawn from Program:

MyPSC Confirmation Date: 03/03/2015

### Certification History

Type	Field	First issued date	Current issued date	Valid from	Valid to
†	FLD754--SOCIAL-SCIENCE-(6-12)	10/15/01	10/15/01	07/01/01	06/30/02

### Test History

Code	Title	Date
CRTP07	Business Education	08/04/2001
ETHCS1	Educator Ethics - Program Entry	12/16/2014
CRTP41	Praxis I Requirement Satisfied	05/25/2001

# EXPRESSLANE


**ExpressLane**

The following actions are possible for [REDACTED]

- Submit documentation - this WILL NOT open a case
- Name Change
- Initial - Out-of-state Certificate
- Initial - Program Completion
- Initial - System Request



**Pre-Service option is offered in Expresslane ONLY  
if the candidate:**

- ▶ **is in TPMS**
  - ▶ **has claimed their enrollment**
  - ▶ **has taken the Ethics entry assessment**
  - ▶ **has admissions GPA listed (Min. 2.5)**
  - ▶ **is not currently certified, and has never held full certification**
- 

# CHECKING STATUS OF PRE-SERVICE



Gapsc.org account

Quick Lookup SSN  Certification ID

Case history			
Date Opened	Description	Evaluator/Clerk	Date Closed
04/17/2015	Pre-Service	* GCIC REVIEW	Holding

TPMS

Pre-Service Certification?

# CHECKING STATUS OF PRE-SERVICE

Quick Lookup    SSN     Certification ID    

Case history			
Date Opened	Description	Evaluator/Clerk	Date Closed
10/26/2015	Pre-Service	* GCIC REVIEW	Open



**Check Hold Letter**

Case history			
Date Opened	Description	Evaluator/Clerk	Date Closed
08/13/2015	Pre-Service	* PRE-SERVICE REQUEST	Holding



**Contact Ethics Dept.**

Case history			
Date Opened	Description	Evaluator/Clerk	Date Closed
04/17/2015	Pre-Service	* GCIC REVIEW	Holding



Ethics History			
Case Number	Final Outcome	Effective Date	Expiration Date

If case shows holding and no information on quick lookup, please contact us at [certhelp@gapsc.com](mailto:certhelp@gapsc.com).

# Future questions/concerns

## Certification

[Melina.ljuljanovic@gapsc.com](mailto:Melina.ljuljanovic@gapsc.com)

Certification Project Manager  
404-232-2627

## Ethics

[Paul.Phillips@gapsc.com](mailto:Paul.Phillips@gapsc.com)

Investigator  
404-232-2634

A decorative graphic consisting of several parallel white lines of varying lengths, slanted diagonally from the bottom right towards the top right, set against the blue background.



# Retirement Mode



# Georgia Professional Standards Commission



The Code of Ethics 2019 - 2020

**PSC**

**Three Divisions**

**Certification**

**Educator Preparation**

**Ethics**

# Code of Ethics

Code of “Common Sense”

# PSC

- ▣ Any resident of Georgia can submit a complaint against any educator. The PSC requires complaints to be written and signed with contact information.
- ▣ Pre-Service certificate holders are Certified Educators.
- ▣ Complaints to PSC generally come from EPPS or School System.

# Sanctions-June 2018-June 2019

- ▣ **Legal compliance – 39**
- ▣ Conduct with Students - 163
- ▣ Alcohol and Drugs - 40
- ▣ **Honesty – 137**
- ▣ Public Funds and Property - 18
- ▣ Remunerative Conduct - 2
- ▣ Confidential Information - 0

# Sanctions-June 2018-June 2019

- ▣ Required Reports - 16
- ▣ **Professional Conduct - 108**
- ▣ Testing - 19
- ▣ Other-85 (sanction of license in another state, from another licensing agency, other good and sufficient cause)
- ▣ Total - 627



# Professional Standards Commission

## 18 Members

**Governor appoints-3 year term**

- ▣ Nine teachers (one from private school)
- ▣ Two school board members
- ▣ Three business representatives
- ▣ Two administrators
- ▣ **Two higher education - one from private college and one from a state college**

Standard 1

# Legal Compliance

## Standard 1

An educator shall abide by federal, state, and local laws and statutes.

# Legal Compliance

- Unethical conduct includes but is not limited to the **commission or conviction** of:
  - a felony or any crime involving moral turpitude.
  - any criminal offense involving a controlled substance or marijuana.
  - any sexual offense specified in Code Section 16.
  - any laws applicable to the profession.

# Standard #1 Legal Compliance

The educator pled guilty to one count of child pornography. The educator was sentenced to 90 months of confinement and 25 years of supervised release after the confinement. The educator will have to register as a sex offender

# Standard #1 Legal Compliance

The Educator was arrested for the purchase, possession, manufacture, and distribution of marijuana. The Educator stated she was visiting a friend at a club and was in the proximity when it was raided and she, along with others, were arrested. According to the police report, the Educator was an adult entertainer who provided a lap dance to an undercover officer and facilitated a drug deal between the officer and her DJ friend.

## **STANDARD #1 LEGAL COMPLIANCE**

On October 6, 2017 the Educator, an elementary school teacher, was arrested for Malice Murder, Felony Murder, Aggravated Assault, Aggravated Battery and Possession of a Firearm during the Commission of a Felony in the death of her husband. The Educator resigned her position with the school system on October 20, 2017, and currently resides in the local county jail awaiting trial.



**Standard Two**

**Conduct with  
Students**

## Standard 2

An educator shall always  
maintain a

**professional**

relationship with all  
students, both in and  
outside the classroom.

# Student

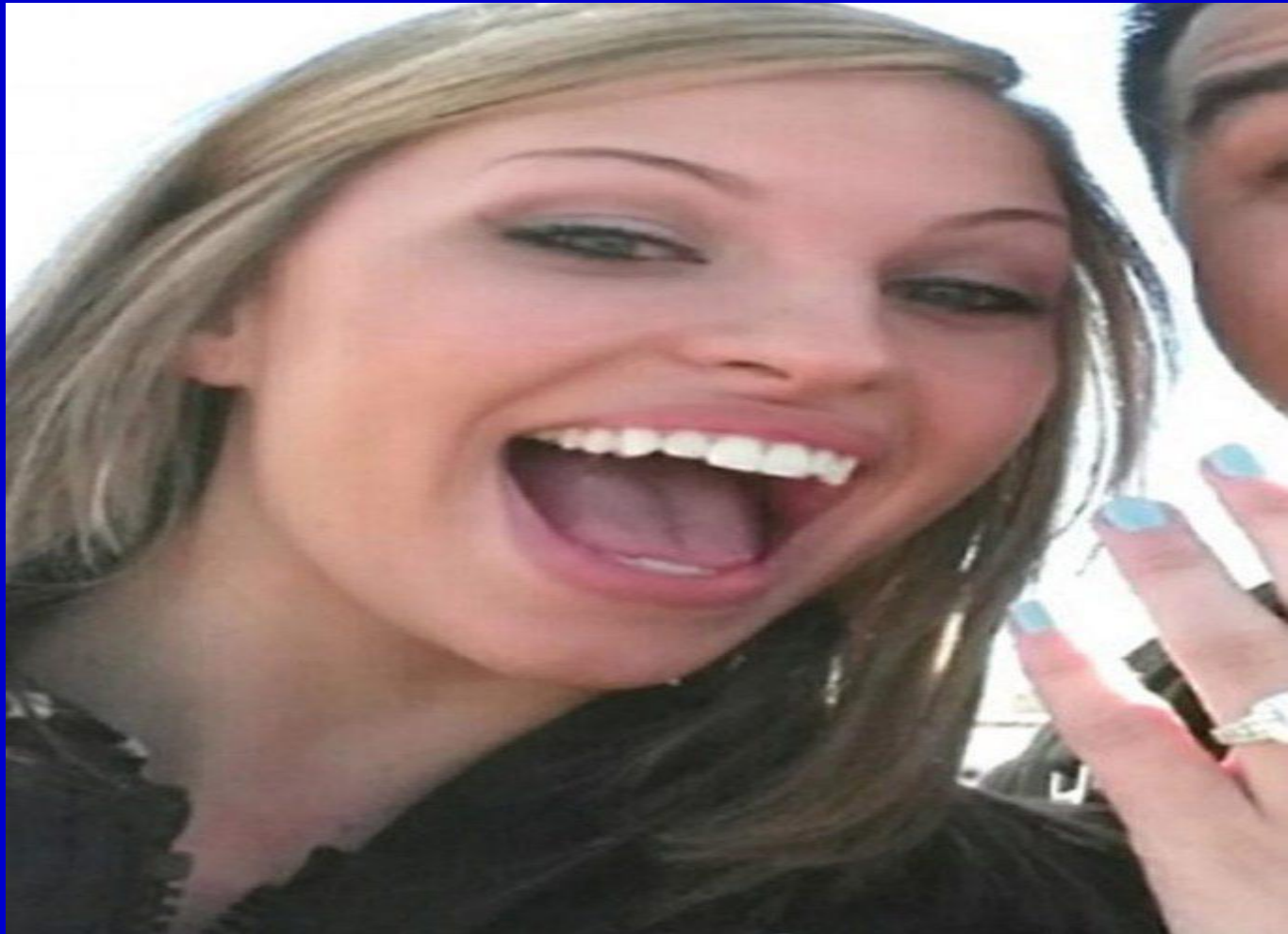
A student is anyone under the age of 18. OR, a student enrolled in grades Pre-K to 12 in a public or private school. For the purposes of the Code of Ethics, the enrollment period for a graduating student ends on August 31 of the year of graduation

# Sexual Abuse of Students

## Revocation

**From internet 7/22/19**

**Happy Teacher Brittany Zamora had married her childhood sweetheart three years ago**





Brittany Zamora, 27, was arrested yesterday on suspicion of sexual activity with a pupil

She was filmed being led to a court appearance in cuffs

...Goodyear police said the allegations were reported to them by the school's principal who had been shown the alleged sordid texts.

Police say the messages indicated "sexual activity" which allegedly happened both on and off the school grounds...



## Standard #2 Conduct with Students

The educator was charged with two counts of Furnishing Obscene Material to a Minor. The student had 53 photos of the educator on her phone , including a picture of an erect penis. Text messages recovered on the student's phone revealed discussions of the educator's desire to receive oral sex from the student. The educator was arrested by law enforcement.

## Standard #2 Conduct with Students

The educator sent multiple pictures of herself in bra and panties to a student. She also made offers to meet the student outside of class.

# Social Media Guidelines

- ▣ When using a social media site for personal use, even if you do not identify yourself as an educator, people will recognize you as an educator and hold you to a higher standard.
- ▣ The inappropriate use of social media places your professional career at risk.

# Social Media Guidelines

- ▣ Is there a message a educator can send to a student via electronic communication that a parent or administrator should not be able to access?
- ▣ Include parent/ guardian and administrator as a recipient of all electronic communication between educator and student(s).
- ▣ Transparency !

# Social Media Guidelines

- ▣ Posting of photographs or information considered to be obscene or libelous may result in a referral to the PSC.
- ▣ Communicating with student on any public social media site may be viewed as inappropriate.
- ▣ Educators should refrain from creating personal web pages, blogs, or social media sites permitting social interaction with students.

# Social Media Guidelines

- ▣ You do not have control of what others may post on social media sites, therefore be aware conduct in your private life may affect your professional life.
- ▣ Be vigilant about what others post about you or on your page. If necessary, take steps to remove comments that pose a risk to you or the school system.

# Student Relationship Guidelines

~~Email~~

~~Phone Calls~~

Be Friendly,  
Not a Friend.

~~Gossip~~

~~Parties~~

~~Photographs~~

~~Inappropriate Jokes~~



# Student Relationship Guidelines

~~Home~~



**Choose  
Appropriate  
Settings**

~~Dark Room~~

~~closet~~

# Sexual Harassment

- ▣ Under Title VII, once there is a complaint of sexual harassment, the employer has a duty to investigate. It must discharge this duty promptly: right away, immediately. The employer should still investigate, even if the complainant doesn't want it to.
- ▣ If a fact-finding investigation is necessary, it should be launched immediately. The case law shows that this advice is to be taken fairly literally: "immediately".
- ▣ Consideration should be given to having the investigation conducted by outside independent counsel. (Competency and Attorney - Client privilege.)

# Alcohol

Unethical conduct includes but is not limited to:

2. being on school premises or at a school-related activity involving students while under the influence of, possessing, or consuming alcoholic beverages.

## Standard 4

# Honesty

## Standard 4

An educator shall exemplify honesty and integrity in the course of professional practice.

# Honesty

Unethical conduct includes but is not limited to, falsifying, misrepresenting, or omitting:

- 2. information submitted to federal, state, local school districts and other governmental agencies;**

## Standard #4 Honesty

The Educator holds a pre-service certificate and completed the edTPA assessment. Pearson notified the PSC that the submission contained unoriginal work that matched the submission of another student. The educator admitted she had taken the information from the internet and changed only a few words.



## Standard #4 Honesty

The educator submitted an application for certification to the PSC. On the application, she checked no to the personal affirmation question that asked “for any felony or any crime of moral turpitude have you ever pled guilty...etc. In reality she had been charged with two counts of Deposit Account Fraud.

## Standard #4 Honesty

The educator and the teacher were classmates in the same Teacher Leadership Program. The educator completed the assessment and ETS reported substantial similarities between the educator and another teacher who had sent her work in at an earlier time. The educator's scores were cancelled and she received a sanction from the PSC.

## Standard #4 Honest

The educator failed to disclose her criminal history by answering “no” to a personal affirmation question on the PSC application. A review of the educator’s records revealed a theft by shoplifting in which the educator received a 12 month probation and paid a \$600 fine.

## Standard #5 Public Funds and Property

The educator was responsible for the management of funds for both the football and basketball cheerleading programs.

When loose cash was found in the educator's possession, the school administration began to investigate . Throughout the investigation, the educator was not able to produce appropriate documents. The audit revealed a deficit of \$4,247.80.

## Standard 7

# Confidential Information

# Confidential Information

- Annual performance evaluation records of school personnel
- Health services provided to an insured
  - Individual student performance data, information and reports
- Records of students with disabilities
  - A student's education record

## Standard # 7 Confidential Information

The Educator admitted to providing a high school student his data system access information and hiring her to assist with data entry of confidential special education student data.



## Standard # 7 Confidential Information

The principal allowed a student to make copies of teacher summative evaluations for him. The student read the evaluations and later commented to a teacher about what he read.

Standard 8

# Required Reports

An educator shall file reports of a breach of one or more of the standards in the Code of Ethics for Educators, child abuse, or any other required report.

# Requirement

The law states an educator shall make a report on suspected child abuse immediately and no later than 24 hours

Standard 9

# Professional Conduct

## Standard 9

An educator shall demonstrate conduct that follows generally recognized professional standards and preserves the dignity and integrity of the teaching profession.

## STANDARD #9 PROFESSIONAL CONDUCT

If it is fun and you are an  
educator

Don't do it !



Standard 10

Testing

## Standard 10

An educator shall administer state mandated assessments fairly and ethically.

End of Pathway

# Major Testing Violations

- ❑ Breach of Test Security
- ❑ Fail to provide or attend training
- ❑ Fail to follow directions specified in the manual
- ❑ Coach, prompt, alter or provide answers to students during the test
- ❑ Interpret, explain, or paraphrase test items
- ❑ Copy or take notes on test items

# Teacher's Role

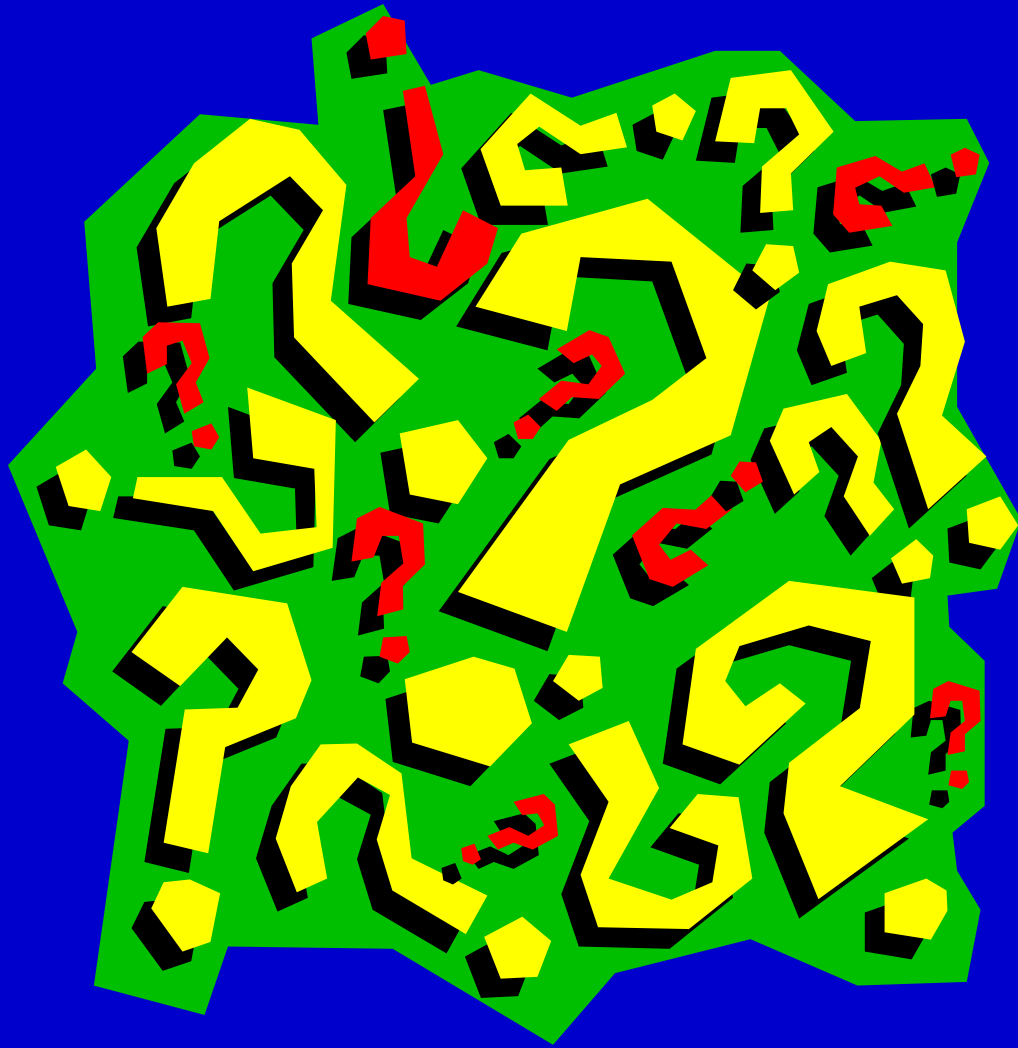
- ▣ Attend training
- ▣ Ensures security of test booklets before, during, and after testing
- ▣ Follow directions
- ▣ Arrange seats to promote individual work
- ▣ Circulate about the classroom to prevent cheating and other violations
- ▣ Be familiar with allowable student accommodations
- ▣ Account for all testing materials

# Lessons Learned

- ▣ Establish an environment conducive to student learning and test score improvement
- ▣ Require training for all participants with similar information and format at all training sessions
- ▣ Require available staff to monitor during testing
- ▣ Test security is paramount

# Lessons Learned

- ▣ Test security is paramount
- ▣ Having knowledge of testing violations and failing to report jeopardizes teaching certificate
- ▣ Superintendents, Principals, and Test Coordinators are ultimately responsible



# Contact Information

Georgia Professional Standards Commission  
Attention Ethics Division  
200 Piedmont Avenue, Suite 1702  
Atlanta, GA 30334

**Dr. Paul Shaw, Director**  
**(404) 232-2635**

**Or**

John Grant, Retired - Assistant Director, Chief Investigator  
(404) 232-2637