

GaPSC Certification Division

**Common Documents Required for Each
Certification Transaction Type***

SUPPLEMENTAL GUIDANCE DOCUMENT

Related to GaPSC Rule [505-2-.27 CERTIFICATION APPLICATION PROCEDURES](#)

July 1, 2021

*Not intended to be an exhaustive list.

Educators may be required to submit additional materials on a case-by-case basis.

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1) Educators Applying Without Employer Support

EDUCATORS HOLDING CURRENT OR EXPIRED GEORGIA CERTIFICATION

Certificate Transaction	Requirements and Documentation
Add A Field	<ul style="list-style-type: none"> - MyPSC Online Application - Official transcript, if applicable - Verification of program completion, if applicable - GACE content assessment, if applicable - \$20 processing fee payable via MyPSC
Conversion	<ul style="list-style-type: none"> - MyPSC Online Application - GaPSC outlined requirements - \$20 processing fee payable via MyPSC
5-Year Induction	<ul style="list-style-type: none"> - MyPSC Online Application - Official transcripts - Verification of program completion or Professional out-of-state certificate - GACE Educator Ethics Assessment - \$20 processing fee payable via MyPSC
5-Year Induction Extension	<ul style="list-style-type: none"> - MyPSC Online Application - Verification of GaPSC outlined requirements (with the exception of experience) - \$20 processing fee payable via MyPSC
Professional Renewal (Reinstate if expired)	<ul style="list-style-type: none"> - MyPSC Online Application - Standard Renewal Requirements or Professional Learning Verification - \$20 processing fee payable via MyPSC
Retired Educator certificate	<ul style="list-style-type: none"> - MyPSC Online Application - TRS retirement verification letter - \$20 processing fee payable via MyPSC
Upgrade	<ul style="list-style-type: none"> - MyPSC Online Application - Official transcript - Verification of program completion, if applicable - Alternate level 6 Certification Option Form, if applicable - GACE content assessment, if applicable - \$20 processing fee payable via MyPSC
Voluntary Deletion	<ul style="list-style-type: none"> - MyPSC Online Application - Voluntary Certificate Field Deletion Form - \$20 processing fee payable via MyPSC

1) Educators Applying Without Employer Support (Cont'd)

**OUT-OF-STATE AND SERVICE FIELD EDUCATORS APPLYING FOR
INITIAL GEORGIA CERTIFICATION**

Certificate Type	Requirements and Documentation
5-Year Induction Teaching (teachers with less than three years of successful out-of-state experience)	<ul style="list-style-type: none"> - MyPSC Online Application - Verification of Lawful Presence documentation - Official transcripts - Verification of program completion or Professional out-of-state certificate - Out-of-state content area assessment score report, if applicable - GACE Educator Ethics Assessment - \$20 processing fee payable via MyPSC
Standard Professional Teaching (teachers with three or more years of successful out-of-state experience)	<ul style="list-style-type: none"> - MyPSC Online Application - Verification of Lawful Presence documentation - Official transcripts - Out-of-state certificate - Out-of-state content area assessment score report, if applicable - Experience Verification Form - \$20 processing fee payable via MyPSC
Standard Professional Service (School Counseling, Media Specialist, School Psychology, School Social Work, etc.)	<ul style="list-style-type: none"> - MyPSC Online Application - Verification of Lawful Presence documentation - Official transcripts - Out-of-state certificate or field-specific license, as applicable - Out-of-state content area assessment score report, if applicable - Experience Verification Form (if exempting content testing with 5 years of successful experience) - \$20 processing fee payable via MyPSC
Standard Professional Educational Leadership	<ul style="list-style-type: none"> - MyPSC Online Application - Verification of Lawful Presence documentation - Official transcripts - Verification of program completion or Out-of-state Professional certificate - Out-of-state content area assessment score reports - GACE Ethics for Educational Leadership Assessment (may be exempted by five years of successful out-of-state leadership experience) - Experience Verification form - \$20 processing fee payable via MyPSC

EDUCATIONAL INTERPRETER LICENSE

Certificate Transaction	Requirements and Documentation
Initial License	<ul style="list-style-type: none"> - MyPSC Online Application - Official transcript - EIPA or RID - \$20 processing fee payable via MyPSC
License Renewal	<ul style="list-style-type: none"> - MyPSC Online Application - Official transcript, if not previously submitted - EIPA or RID - Standard renewal requirements - \$20 processing fee payable via MyPSC

2) Certification Requiring Submission or Support from an Employer

INITIAL LICENSURE

License Type	Required Documents
Adjunct	<ul style="list-style-type: none">- Initial Certificate and License Application for Employed Educators- Verification of Lawful Presence documentation- Official transcripts- See rule for field specific requirements- Expresslane request from LUA
Non-Instructional Aide	<ul style="list-style-type: none">- Initial Certificate and License Application for Employed Educators- Verification of Lawful Presence documentation- High School diploma or equivalent- Expresslane request from LUA
Paraprofessional	<ul style="list-style-type: none">- Initial Certificate and License Application for Employed Educators- Verification of Lawful Presence documentation- Verification of meeting minimum education requirements- GACE Paraprofessional Assessment, if not exempt by education- Expresslane request from LUA
Support Personnel	<ul style="list-style-type: none">- Initial Certificate and License Application for Employed Educators- Verification of Lawful Presence documentation- Expresslane request from LUA

2) Certification Requiring Submission or Support from an Employer (Cont'd)

INITIAL CERTIFICATE (for educators without a previous application and/or certificate on file)

Certificate Transaction	Requirements and Documentation
Clearance (Certification waived by charter or strategic waiver)	<ul style="list-style-type: none"> - Initial Certificate and License Application for Employed Educators - Verification of Lawful Presence documentation - GACE Educator Ethics Assessment - Expresslane request from LUA
International Exchange	<ul style="list-style-type: none"> - Initial Certificate and License Application for Employed Educators - Verification of Lawful Presence documentation - International Exchange Verification Form - GACE Educator Ethics Assessment - GaPSC-accepted foreign credential report - J-1 Visitor Visa - Expresslane request from LUA
One-Year Induction (for inexperienced educators lacking content testing)	<ul style="list-style-type: none"> - Initial Certificate and License Application for Employed Educators - Verification of Lawful Presence documentation - Official transcripts - Verification of Program Completion or Professional out-of-state Certificate - GACE Educator Ethics Assessment - Expresslane request from LUA
One-Year Non-Renewable Professional (for experienced educators new to Georgia lacking content testing)	<ul style="list-style-type: none"> - Initial Certificate and License Application for Employed Educators - Verification of Lawful Presence documentation - Official transcripts - Professional out-of-state certificate - Experience Verification Form - Expresslane request from LUA
Permit	<ul style="list-style-type: none"> - Initial Certificate and License Application for Employed Educators - Verification of Lawful Presence documentation - Official transcripts - GACE Educator Ethics Assessment - Expresslane request from LUA - See rule for field-specific requirements
Provisional	<ul style="list-style-type: none"> - Initial Certificate and License Application for Employed Educators - Verification of Lawful Presence documentation - Official transcripts - Electronic scores transferred by ETS for required assessments - Expresslane request from LUA - See rule for field-specific requirements
Superintendent	<ul style="list-style-type: none"> - Initial Certificate and License Application for Employed Educators - Eligibility for a Professional Tier II Educational Leadership certificate - Expresslane request from LUA
Three-Year Induction	<ul style="list-style-type: none"> - Initial Certificate and License Application for Employed Educators - Eligibility for a 5-Year or 1-Year Induction certificate - Expresslane request from LUA
Three-Year Non-Renewable Professional	<ul style="list-style-type: none"> - Initial Certificate and License Application for Employed Educators - Eligibility for a 5-Year or 1-Year Professional certificate - Expresslane request from LUA
Waiver	<ul style="list-style-type: none"> - Initial Certificate and License Application for Employed Educators - Verification of Lawful Presence documentation, if applicable - Official transcripts - Waiver request letter from LUA - Expresslane request from LUA - Other documentation will be determined upon review

2) Certification Requiring Submission or Support from an Employer (Cont'd)

TRANSACTIONS REQUIRING CURRENT PAQs WITHOUT AN APPLICATION

(educators with a previous application and/or certificate on file applying in conjunction with their employer)

Certificate Transaction	Requirements and Documentation
Add A Field	<ul style="list-style-type: none"> - MyPSC PAQs - Official transcript, if applicable - Verification of Program Completion, if applicable - GACE content assessment, if applicable - Expresslane request from LUA
Clearance Extension	<ul style="list-style-type: none"> - MyPSC PAQs - Verification of satisfying PLP/PLG - Expresslane request from LUA
Convert A Field	<ul style="list-style-type: none"> - MyPSC PAQs - GaPSC outlined requirements - Expresslane request from LUA
One-Year Induction (for inexperienced educators lacking testing)	<ul style="list-style-type: none"> - MyPSC PAQs - GACE Educator Ethics Assessment (if not previously passed) - Expresslane request from LUA - \$20 processing fee payable via MyPSC (unless first issuance)
One-Year Non-Renewable Professional (for renewal of expired Georgia certification, or content testing for experienced educators new to Georgia)	<ul style="list-style-type: none"> - MyPSC PAQs - Expresslane request from LUA - \$20 processing fee payable via MyPSC (unless first issuance for out of state educators)
Paraprofessional Renewal	<ul style="list-style-type: none"> - MyPSC PAQs - Verification of satisfying PLP/PLG - Verification of meeting minimum education and/or testing requirements, if not previously submitted - Expresslane request from LUA
Permit Extension	<ul style="list-style-type: none"> - MyPSC PAQs - Verification of satisfying PLP/PLG - GaPSC outlined requirements - Expresslane request from LUA
Professional Renewal	<ul style="list-style-type: none"> - MyPSC PAQs - Verification of satisfying PLP/PLG - GaPSC outlined requirements, if applicable - Expresslane request from LUA
Provisional Extension (second year without program enrollment)	<ul style="list-style-type: none"> - MyPSC PAQs - Expresslane request from LUA
Three-Year Induction	<ul style="list-style-type: none"> - MyPSC PAQs - Hold a 5-Year or 1-Year Induction certificate - Expresslane request from LUA - \$20 processing fee payable via MyPSC
Three-Year Non-Renewable Professional	<ul style="list-style-type: none"> - MyPSC PAQs - Hold a 5-Year or 1-Year Professional certificate - Expresslane request from LUA - GACE Ethics for Educational Leadership Assessment (for leadership fields only) - \$20 processing fee payable via MyPSC

Upgrade	<ul style="list-style-type: none"> - MyPSC PAQs - Official transcript - Verification of program completion, if applicable - Alternate level 6 Certification Option Form, if applicable - GACE content assessment, if applicable - Expresslane request from LUA
Waiver	<ul style="list-style-type: none"> - MyPSC PAQs - Verification of Lawful Presence documentation, if applicable - Waiver request letter from LUA - Expresslane request from LUA - \$20 processing fee payable via MyPSC - Other documentation will be determined upon review

AUTOMATIC TRANSACTIONS (no evaluation required)

Certificate Type	Requirements and Documentation
Conversion of Five-Year Induction, or Induction Pathway 1, 2, and 3	<ul style="list-style-type: none"> - MyPSC PAQs - GACE Educator Ethics Assessment and an Exceptional Child course, if not previously submitted - Expresslane request from LUA
Renewal of Employed Educators with public school systems	<ul style="list-style-type: none"> - MyPSC PAQs - Expresslane request from LUA
Adding a Teaching field to a valid teaching certificate by passing an exam when Non-Renewable not held	<ul style="list-style-type: none"> - None, field added automatically approximately 1 month after testing
Extending a Provisional certificate once enrolled in a GaPSC-accepted program	<ul style="list-style-type: none"> - Entrance into TPMS/NTRS by program provider - Program claimed through MyPSC (non-GaTAPP candidates only)

3) Educators Applying with Educator Preparation Program Provider Support

TRANSACTIONS REQUIRING PROGRAM COMPLETION

Certificate Transaction	Requirements and Documentation
Add A Field	<ul style="list-style-type: none"> - MyPSC PAQs - Official transcript - Verification of Program Completion, if applicable - GACE content assessment, if applicable - Employer Assurance Form or \$20.00 processing fee payable via MyPSC
Conversion of Provisional or Induction Pathway 4	<ul style="list-style-type: none"> - MyPSC PAQs - Official transcripts - Verification of Program Completion - GACE Educator Ethics Assessment for teaching fields - GACE content assessment, if not previously passed - GACE Program Admission Assessment or exemption scores, if not previously passed/exempted - Employer Assurance Form or \$20.00 processing fee payable via MyPSC
5-Year Induction	<ul style="list-style-type: none"> - MyPSC PAQs - Official transcripts - GACE Educator Ethics Assessment - Verification of Program Completion - Employer Assurance Form or \$20.00 processing fee payable via MyPSC (fee waived for initial GA program completers)
Upgrade	<ul style="list-style-type: none"> - MyPSC PAQs - Official transcript - Verification of program completion, if applicable - GACE content assessment, if applicable - Alternate level 6 Certification Option Form, if applicable - Employer Assurance Form or \$20.00 processing fee payable via MyPSC

TRANSACTIONS SUBMITTED PRIOR TO PROGRAM COMPLETION

Certificate Type	Requirements and Documentation
Pre-Service	<ul style="list-style-type: none"> - MyPSC Application (Pre-Service transaction) - Verification of Lawful Presence documentation - Official undergraduate transcript, if applicable - GACE Educator Ethics Assessment - GACE Program Admission Assessment or exemption scores (GA program candidates only) - Entered in TPMS by provider

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