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.
1) Educators Applying without Employer Support (Section 7)

   Educators Holding Current or Expired Georgia Certification
   Add A Field, Conversion, 5-Year Induction, 5-Year Induction Extension, Professional Renewal, Retired Educator certificate, Upgrade, Voluntary Deletion

   Out-of-State and Service Field Educators Applying for Initial Georgia Certification

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   Initial License, License Renewal

2) Certification Requiring Submission or Support from an Employer (Section 8)

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   Initial Certificate
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   Automatic Transactions (no evaluation required)
   Conversion of Induction, Renewals for Public School Educators, Adding a Field by GACE to Renewable Certification, Extending a Provisional by Program Enrollment

3) Educators Applying with Educator Preparation Program Provider Support (Section 9)

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   Transactions Submitted Prior to Program Completion
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1) Educators Applying Without Employer Support

**EDUCATORS HOLDING CURRENT OR EXPIRED GEORGIA CERTIFICATION**

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<td></td>
<td>- Official transcript, if applicable</td>
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<td></td>
<td>- Verification of program completion, if applicable</td>
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<td></td>
<td>- GACE content assessment, if applicable</td>
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<td></td>
<td>- $20 processing fee payable via MyPSC</td>
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<td>- GaPSC outlined requirements</td>
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<td>- $20 processing fee payable via MyPSC</td>
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<td><strong>5-Year Induction</strong></td>
<td>- MyPSC Online Application</td>
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<td></td>
<td>- Official transcripts</td>
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<tr>
<td></td>
<td>- Verification of program completion or Professional out-of-state certificate</td>
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<tr>
<td></td>
<td>- GACE Educator Ethics Assessment</td>
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<td></td>
<td>- $20 processing fee payable via MyPSC</td>
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<tr>
<td><strong>5-Year Induction Extension</strong></td>
<td>- MyPSC Online Application</td>
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<tr>
<td></td>
<td>- Verification of GaPSC outlined requirements (with the exception of experience)</td>
</tr>
<tr>
<td></td>
<td>- $20 processing fee payable via MyPSC</td>
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<tr>
<td><strong>Professional Renewal (Reinstate if expired)</strong></td>
<td>- MyPSC Online Application</td>
</tr>
<tr>
<td></td>
<td>- Standard Renewal Requirements or Professional Learning Verification</td>
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<td></td>
<td>- $20 processing fee payable via MyPSC</td>
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<td><strong>Retired Educator certificate</strong></td>
<td>- MyPSC Online Application</td>
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<tr>
<td></td>
<td>- TRS retirement verification letter</td>
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<td></td>
<td>- $20 processing fee payable via MyPSC</td>
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<td><strong>Upgrade</strong></td>
<td>- MyPSC Online Application</td>
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<tr>
<td></td>
<td>- Official transcript</td>
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<td></td>
<td>- Verification of program completion, if applicable</td>
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<tr>
<td></td>
<td>- Alternate level 6 Certification Option Form, if applicable</td>
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<tr>
<td></td>
<td>- GACE content assessment, if applicable</td>
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<tr>
<td></td>
<td>- $20 processing fee payable via MyPSC</td>
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<tr>
<td><strong>Voluntary Deletion</strong></td>
<td>- MyPSC Online Application</td>
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<tr>
<td></td>
<td>- Voluntary Certificate Field Deletion Form</td>
</tr>
<tr>
<td></td>
<td>- $20 processing fee payable via MyPSC</td>
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### 1) Educators Applying Without Employer Support (Cont’d)

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

<table>
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<th>Certificate Type</th>
<th>Requirements and Documentation</th>
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</table>
| **5-Year Induction Teaching**  
(teachers with less than three years of successful out-of-state experience) | - 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) | - 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.) | - 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** | - 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

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<th>Certificate Transaction</th>
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| **Initial License**     | - MyPSC Online Application  
- Official transcript  
- EIPA or RID  
- $20 processing fee payable via MyPSC |
| **License Renewal**     | - 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**

<table>
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<tr>
<th>License Type</th>
<th>Required Documents</th>
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<tr>
<td>Adjunct</td>
<td>- Initial Certificate and License Application for Employed Educators</td>
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<tr>
<td></td>
<td>- Verification of Lawful Presence documentation</td>
</tr>
<tr>
<td></td>
<td>- Official transcripts</td>
</tr>
<tr>
<td></td>
<td>- See rule for field specific requirements</td>
</tr>
<tr>
<td></td>
<td>- Expresslane request from LUA</td>
</tr>
<tr>
<td>Non-Instructional Aide</td>
<td>- Initial Certificate and License Application for Employed Educators</td>
</tr>
<tr>
<td></td>
<td>- Verification of Lawful Presence documentation</td>
</tr>
<tr>
<td></td>
<td>- High School diploma or equivalent</td>
</tr>
<tr>
<td></td>
<td>- Expresslane request from LUA</td>
</tr>
<tr>
<td>Paraprofessional</td>
<td>- Initial Certificate and License Application for Employed Educators</td>
</tr>
<tr>
<td></td>
<td>- Verification of Lawful Presence documentation</td>
</tr>
<tr>
<td></td>
<td>- Verification of meeting minimum education requirements</td>
</tr>
<tr>
<td></td>
<td>- GACE Paraprofessional Assessment, if not exempt by education</td>
</tr>
<tr>
<td></td>
<td>- Expresslane request from LUA</td>
</tr>
<tr>
<td>Support Personnel</td>
<td>- Initial Certificate and License Application for Employed Educators</td>
</tr>
<tr>
<td></td>
<td>- Verification of Lawful Presence documentation</td>
</tr>
<tr>
<td></td>
<td>- Expresslane request from LUA</td>
</tr>
<tr>
<td>Certificate Transaction</td>
<td>Requirements and Documentation</td>
</tr>
<tr>
<td>-----------------------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Clearance (Certification waived by charter or  | - Initial Certificate and License Application for Employed Educators  
| strategic waiver)                              | - Verification of Lawful Presence documentation  
|                                               | - GACE Educator Ethics Assessment  
|                                               | - Expresslane request from LUA  
| International Exchange                        | - 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 | - Initial Certificate and License Application for Employed Educators  
| lacking content testing)                      | - 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      | - Initial Certificate and License Application for Employed Educators  
| experienced educators new to Georgia lacking  | - Verification of Lawful Presence documentation  
| content testing)                              | - Official transcripts  
|                                               | - Professional out-of-state certificate  
|                                               | - Experience Verification Form  
|                                               | - Expresslane request from LUA  
| Permit                                        | - 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                                   | - 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                                | - Initial Certificate and License Application for Employed Educators  
|                                               | - Eligibility for a Professional Tier II Educational Leadership certificate  
|                                               | - Expresslane request from LUA  
| Three-Year Induction                          | - 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         | - Initial Certificate and License Application for Employed Educators  
|                                               | - Eligibility for a 5-Year or 1-Year Professional certificate  
|                                               | - Expresslane request from LUA  
| Waiver                                        | - 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)

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

<table>
<thead>
<tr>
<th>Certificate Transaction</th>
<th>Requirements and Documentation</th>
</tr>
</thead>
</table>
| Add A Field             | - MyPSC PAQs  
                           - Official transcript, if applicable  
                           - Verification of Program Completion, if applicable  
                           - GACE content assessment, if applicable  
                           - Expresslane request from LUA |
| Clearance Extension     | - MyPSC PAQs  
                           - Verification of satisfying PLP/PLG  
                           - Expresslane request from LUA |
| Convert A Field         | - MyPSC PAQs  
                           - GaPSC outlined requirements  
                           - Expresslane request from LUA |
| One-Year Induction      | - 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 | - MyPSC PAQs  
                           - Expresslane request from LUA  
                           - $20 processing fee payable via MyPSC (unless first issuance for out of state educators) |
| Paraprofessional Renewal| - 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        | - MyPSC PAQs  
                           - Verification of satisfying PLP/PLG  
                           - GaPSC outlined requirements  
                           - Expresslane request from LUA |
| Professional Renewal    | - MyPSC PAQs  
                           - Verification of satisfying PLP/PLG  
                           - GaPSC outlined requirements, if applicable  
                           - Expresslane request from LUA |
| Provisional Extension   | - MyPSC PAQs  
                           - Expresslane request from LUA |
| Three-Year Induction    | - 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 | - 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
- 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
- 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)**

<table>
<thead>
<tr>
<th>Certificate Type</th>
<th>Requirements and Documentation</th>
</tr>
</thead>
</table>
| Conversion of Five-Year Induction, or Induction Pathway 1, 2, and 3 | - 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 | - MyPSC PAQs  
- Expresslane request from LUA |
| Adding a Teaching field to a valid teaching certificate by passing an exam when Non-Renewable not held | - None, field added automatically approximately 1 month after testing |
| Extending a Provisional certificate once enrolled in a GaPSC-accepted program | - 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**

<table>
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<td>- Official transcript</td>
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<td></td>
<td>- Verification of Program Completion, if applicable</td>
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<td></td>
<td>- GACE content assessment, if applicable</td>
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<td></td>
<td>- Employer Assurance Form or $20.00 processing fee payable via MyPSC</td>
</tr>
<tr>
<td>Conversion of Provisional or Induction Pathway 4</td>
<td>- MyPSC PAQs</td>
</tr>
<tr>
<td></td>
<td>- Official transcripts</td>
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<tr>
<td></td>
<td>- Verification of Program Completion</td>
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<td></td>
<td>- GACE Educator Ethics Assessment for teaching fields</td>
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<td></td>
<td>- GACE content assessment, if not previously passed</td>
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<tr>
<td></td>
<td>- GACE Program Admission Assessment or exemption scores, if not previously passed/exempted</td>
</tr>
<tr>
<td></td>
<td>- Employer Assurance Form or $20.00 processing fee payable via MyPSC</td>
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<tr>
<td>5-Year Induction</td>
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<td></td>
<td>- Official transcripts</td>
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<td>- GACE Educator Ethics Assessment</td>
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<td></td>
<td>- Verification of Program Completion</td>
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<tr>
<td></td>
<td>- Employer Assurance Form or $20.00 processing fee payable via MyPSC (fee waived for initial GA program completers)</td>
</tr>
<tr>
<td>Upgrade</td>
<td>- MyPSC PAQs</td>
</tr>
<tr>
<td></td>
<td>- Official transcript</td>
</tr>
<tr>
<td></td>
<td>- Verification of program completion, if applicable</td>
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<tr>
<td></td>
<td>- GACE content assessment, if applicable</td>
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<td></td>
<td>- Alternate level 6 Certification Option Form, if applicable</td>
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<td></td>
<td>- Employer Assurance Form or $20.00 processing fee payable via MyPSC</td>
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</tbody>
</table>

**TRANSACTIONS SUBMITTED PRIOR TO PROGRAM COMPLETION**

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<th>Certificate Type</th>
<th>Requirements and Documentation</th>
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<tbody>
<tr>
<td>Pre-Service</td>
<td>- MyPSC Application (Pre-Service transaction)</td>
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<td>- Verification of Lawful Presence documentation</td>
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<tr>
<td></td>
<td>- Official undergraduate transcript, if applicable</td>
</tr>
<tr>
<td></td>
<td>- GACE Educator Ethics Assessment</td>
</tr>
<tr>
<td></td>
<td>- GACE Program Admission Assessment or exemption scores (GA program candidates only)</td>
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<td></td>
<td>- Entered in TPMS by provider</td>
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