



# Pre-Service Certification Process

January 2015

# 1

## Student Applies for Admission to the EPP

Applicant submits documentation of application requirements to the EPP, including the following required by GaPSC:

- Admission GPA of 2.5 or higher
- Passing score on Program Admission Assessment or a qualifying exemption

# 2

## Candidate Meets Pre-Service Requirements

Candidate submits required Pre-Service application materials to the EPP:

- Signed GaPSC Application for Certification, including completed Personal Affirmation Questions and signature authorizing a criminal background check
- Completion of Georgia Educator Ethics assessment – Program Entry (350)
- Signed and notarized Verification of Lawful Presence (VLP) affidavit
- Copy of supporting documentation for VLP (such as valid driver's license)

*This step may be completed after admission, or as part of admission requirements.*

# 3

## EPP Submits Pre-Service Certificate Request

EPP completes the following once candidates have been admitted:

- Enters each candidate into the Traditional Program Management System (TPMS)
- Submits GaPSC applications and VLP documents through ExpressLane
- Sends letter to each candidate requiring the individual to claim program enrollment with the EPP in his/her MyPSC account and explaining the consequence of not obtaining the Pre-Service Certificate

# 4

## GaPSC Processes Pre-Service Certificate Applications

- VLP documents are verified; any missing documents cause the case to be placed on hold
- Georgia Crime Information Center (GCIC) criminal record check is conducted
- If candidate responded "No" to all Personal Affirmation questions on application and the criminal record check does not contradict those answers, the Pre-Service Certificate is issued through the candidate's MyPSC account
- If candidate responded "Yes" to any Personal Affirmation questions, or the answers are not consistent with the report generated by GaPSC, an ethics investigation is conducted. The Commission reviews the results and issues one of the following decisions:
  - ❖ Candidate is cleared and Pre-Service Certificate is issued
  - ❖ Candidate is given a warning and Pre-Service Certificate is issued
  - ❖ Candidate is given a reprimand and the Pre-Service Certificate is issued
  - ❖ Candidate is denied the Pre-Service Certificate