CERTIFICATION APPLICATION
PROCESS and PROCEDURES

Best practices for submitting candidate documentation for certification.
ONLINE APPLICATIONS - PRESERVICE

- **MyPSC** Account setups [https://mypsc.gapsc.org/Register.aspx](https://mypsc.gapsc.org/Register.aspx)
- CLAIM programs immediately
  - This requires the person to be in TPMS *correctly*
ONLINE APPLICATIONS - PRESERVICE

• MyPSC Account setups
  https://mypsc.gapsc.org/Register.aspx

• Students must CLAIM program **immediately** [asap]
  – This requires the person to be in TPMS correctly

• Fill out GaPSC Pre-Service Certificate Application only. It includes Verification of Lawful Presence

• Submit complete application through ExpressLane

An automatic email is sent when an educator is enrolled in TPMS stating

**Steps to Verify Program Enrollment:**
1. Login to MyPSC, click on ‘Programs’ tab.
2. On ‘Programs’ tab, select your ‘Program Provider’ and enter your ‘Student ID’, click ‘Submit’ button.
3. A list of programs in which you are enrolled with the selected program provider is displayed along with a ‘Confirm’ button.
4. Verify the program(s) information by clicking on ‘View Details’ link and if the information displayed is correct, click on ‘Confirm’ link.
5. Once enrollment is confirmed you can click here to go to GACE website or visit www.gace.ets.org and register for the GACE assessment(s) aligned with your program.
ONLINE APPLICATIONS - PRESERVICE

- MyPSC Account setups [https://mypsc.gapsc.org/Register.aspx](https://mypsc.gapsc.org/Register.aspx)
- CLAIM programs immediately [asap]
  - This requires the person to be in TPMS correctly
- Student fills out GaPSC Pre-Service Certificate Application only. *It includes Verification of Lawful Presence*
- EPP submits complete application through [ExpressLane](https://mypsc.gapsc.org/Register.aspx)
Effective Monday, June 22, 2015, to contact the GaPSC call center inside the metro Atlanta calling area, please call 404-334-6462. For outside the metro Atlanta area, within the state of Georgia, please continue to use 800-390-6698. These numbers are available M-F, 8:00 am – 4:30 pm, excluding holidays.

NOTE:

On Mondays, Wednesdays and Fridays, voicemail will no longer be available on the HR line. Your call will go into the HR specialist phone queue and will be given priority over calls in non-HR queues. On Tuesdays and Thursdays, voicemail will be available if the HR Specialists are assisting other HR line callers, and your call will be returned in the order in which it was received. You may also continue to use the Certification Helpdesk email to contact us at 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 Naquita Smith at Naquita.smith@gapsc.com.
Due to budget and staff reductions...

- We no longer accept "walk-in" visitors.
- Our Call Center is closed on Tuesdays and Thursdays.

We can still help you!

- Use your MyPSC account to track the progress of your application and print your certificate.
- Our Call Center (800) 869-7775 is open from 8:00 am to 4:30 pm, Monday, Wednesday, and Friday except for state holidays.
- Email us at mail@gapsc.com
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.

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:

__________________________
VERIFICATION OF LAWFUL PRESENCE

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 certifies one of the following with respect to application for a public benefit:

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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:
# Pre-Service Deadlines

<table>
<thead>
<tr>
<th>FIELD EXPERIENCE</th>
<th>APPLY BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>FALL SEMESTER</td>
<td>3/15/XX</td>
</tr>
<tr>
<td>SPRING SEMESTER</td>
<td>9/15/XX</td>
</tr>
<tr>
<td>SUMMER SEMESTER</td>
<td>1/15/XX</td>
</tr>
</tbody>
</table>
ONLINE APPLICATIONS - PRESERVICE

• You will have the Pre-Service option if:
  – Candidate is in TPMS
  – Candidate has claimed their enrollment,
  – Has taken the Ethics entry assessment *(If enrolled in a program after 07/01/14)*
  – Is not currently certified, and never had full certification in the past.
PRE-SERVICE: Status

Use “Quick Lookup” to check status of submitted cases.

• GCIC Review: “Open”
  – Standard processing

• Pre-Service Request: “Holding”
  – Check MyPSC Hold Letter [Also available in .org]

• GCIC Review: “Holding”
  – Contact Ethics
USE QUICK LOOKUP FOR:

- VLP Status
- Exceptional Child Status
- Educator’s certificate level and history
- Case History
- Documents Received and On-File
- Test Results
- Correspondence
PRE-SERVICE: Not Needed

• Professionally certified teachers [excluding COE holders]
• Permit holders
• If the candidate holds a current Non-Renewable Non-Professional certificate (NNT), Induction certificate, or a Waiver, the Pre-Service certificate is not required.
• Candidates enrolled in GaTAPP. These individuals are issued an IN4
• Candidates enrolled in Service or Leadership field programs
MyPSC ONLINE APPLICATIONS – INITIAL PROGRAM COMPLETION

- Online application
- VLP [if needed]
- TPMS Completion Form
- Tests
- Official transcripts
ONLINE APPLICATIONS – ADD FIELDS AND UPGRADES

- Online application
- VLP [if needed]
- TPMS Completion Form
- Tests
- Official transcripts
- Fee or Employer Assurance Form
Applications

Apply for Certification

Click here to complete the online application or upload documents.

⚠️ 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.).

Submitted applications

<table>
<thead>
<tr>
<th>Details</th>
<th>Transaction Description</th>
<th>Created</th>
<th>Status</th>
</tr>
</thead>
</table>

Case History

Certification applications (including those for name change, renewal, and any other action requiring an application form) generate cases that are processed by our Certification staff. When a case is first created, it will not have a status listed below. When Certification staff begin to process the case, the status will be Open.
Applications

Apply for Certification

You may open an online application for certification regarding the topics listed below. Requests for Non-Renewable certificates and Waivers must be submitted by your employer. Educators employed by a Georgia public school must apply for renewal through their employer's Human Resources department; renewal applications submitted through MyPSC by Georgia public employees will be denied.

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

Case History

Certification applications (including those for name change, renewal, and any other action requiring an application form) generate cases that are processed by our Certification staff. When a case is first created, it will not have a status listed below. When Certification staff begin to process the case, the status will be Open. Holding cases are awaiting more information as described in correspondence available to you on the Correspondence tab of MyPSC. Closed cases are complete and may result in the generation of a new certificate or license available to you on the Credential tab of MyPSC. Case closure may also result in correspondence available to you on the Correspondence tab of MyPSC. Please click here for more information about monitoring your application status.

<table>
<thead>
<tr>
<th>Date Created</th>
<th>Description</th>
<th>Date Closed</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/30/16</td>
<td>* Add Renewable</td>
<td>10/13/16</td>
<td>Closed</td>
</tr>
<tr>
<td>03/23/16</td>
<td>Renewal</td>
<td>10/05/16</td>
<td>Closed</td>
</tr>
</tbody>
</table>
TIPS

• Pop-Up blocker settings
• When/if submit document in error
• Fill in all information
• Complete one application at a time [no multiple windows]
TPMS
TPMS

Traditional Program Management System (TPMS)

Search for a Candidate

Georgia State University

Select Cohort Year:  All Years

Select Record Type:  
- Current Records
- Withdrawn Records
- Past Completer Records

Student ID:        
First Name:       
Program Name:     
Site:             
Status:           
Program Start Date:  From: (mm/dd/yyyy)  To: (mm/dd/yyyy)

Certification ID: 
Last Name:        

Search  Clear  Add New Candidate

Quick Links
Download TPMS Template
Download TPMS User Manual
## Student Information Screen

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSN</td>
<td><strong>[Redacted]</strong></td>
</tr>
<tr>
<td>Student ID</td>
<td><strong>[Redacted]</strong></td>
</tr>
<tr>
<td>Certification ID</td>
<td><strong>[Redacted]</strong></td>
</tr>
<tr>
<td>First Name</td>
<td><strong>[Redacted]</strong></td>
</tr>
<tr>
<td>Middle Name</td>
<td><strong>[Redacted]</strong></td>
</tr>
<tr>
<td>Last Name</td>
<td><strong>[Redacted]</strong></td>
</tr>
<tr>
<td>Email Address</td>
<td><strong>[Redacted]</strong></td>
</tr>
<tr>
<td>DOB</td>
<td><strong>[Redacted]</strong></td>
</tr>
<tr>
<td>Clinical Practice Begin Date</td>
<td><strong>[Redacted]</strong></td>
</tr>
<tr>
<td>Clinical Practice End Date</td>
<td><strong>[Redacted]</strong></td>
</tr>
<tr>
<td>Coop Teacher 1 Cert ID</td>
<td><strong>[Redacted]</strong></td>
</tr>
<tr>
<td>Coop Teacher 2 Cert ID</td>
<td><strong>[Redacted]</strong></td>
</tr>
<tr>
<td>Coop Teacher 3 Cert ID</td>
<td><strong>[Redacted]</strong></td>
</tr>
</tbody>
</table>

**Send Email** | **Back**

- **Provider**: [Redacted]
- **Program**: Teacher Leadership: Initial
- **Initial Teaching Program?**: No - Not enrolled in teaching program
- **Program Start Date**: 05/07/2012
- **GACE Eligible**: No
- **Ethics Exit Eligible**: No
- **EdTPA Eligible**: No
- **Pre-Service Certification?**: No
- **Program Completion**: No
- **Degree Awarded**: No
- **Ethics Admission Status**: No Aligned Ethics Exam
- **Degree**: Master of Education
- **Recommended for Certification**: No Aligned EdTPA Exam
- **Exit GPA**: No Aligned GACE Exam
- **Certification Field A**: TEACHER LEADERSHIP
- **Certification Field B**: No Aligned GACE Exam
- **Endorsement 1**: No Aligned GACE Exam
- **Endorsement 2**: No Aligned GACE Exam
- **Endorsement 3**: No Aligned GACE Exam
- **Withdrawn from Program**: No Aligned GACE Exam

- **MyPSC Confirmation Date**: 03/05/2014
TPMS

Student Information Screen

- SSN: [redacted]
- Student ID: [redacted]
- Certification ID: [redacted]
- First Name: [redacted]
- Middle Name: [redacted]
- Last Name: [redacted]
- Suffix: [redacted]
- Email Address: [redacted]
- DOB: [redacted]

Clinical Practice Begin Date: [redacted]
Clinical Practice End Date: [redacted]
Coop Teacher1 Cert ID: [redacted]
Coop Teacher2 Cert ID: [redacted]
Coop Teacher3 Cert ID: [redacted]

Degree Awarded: [redacted]
Degree: Master of Education
Recommended for certification: Business Rule - 1
Admission GPA: [redacted]
Exit GPA: [redacted]
EdTPA Eligibility Date: [redacted]
Certification Field A: TEACHER LEADERSHIP
Endorsement 1: [redacted]
Endorsement 2: [redacted]
Endorsement 3: [redacted]

MyPSC Confirmation Date: 03/05/2014
Withdrawn from Program: [redacted]
TPMS IN CERTIFICATION

- Verify Program Start/Completion Date
- Verify type of program
- Verify degree or cert-only
- Special GA Requirements
PROGRAM DETAILS

EPP: Kennesaw State University
Program Start Date: 2013-08-16
Program Completion Date: 2016-05-11

Certification/Endorsement Field(s):
EARLY CHILDHOOD EDUCATION (P-5) - FLD808
READING ENDORSEMENT - FLD833

DEGREE INFORMATION

The certification program the applicant completed led to the degree:
Bachelor of Science

The degree was granted on 2016-05-11

SPECIAL GEORGIA REQUIREMENTS

Student Teaching

Date completed: 2016-05-10

Name of Supervising Teacher
Cert ID of Supervising Teacher

GACE Basic Skills or Program Admissions Assessment
- Requirement met - see candidate’s testing record
WHO USES IT?

- Local Units of Administration [LUAs]
- Educator Preparation Providers [EPPs]
WHAT CAN BE SUBMITTED?

• Application
• Verification of Lawful Presence
• Official Transcripts
• Any other supporting documents to complete the educators certification packet
AFTER TPMS COMPLETION

• Documents needed after TPMS has been submitted:
  • Application (Online or Paper)
  • Verification of Lawful Presence (if not already submitted)
  • Official Transcripts
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Please remember **not** to share these numbers or email with the general public.
Welcome to the ExpressLane

NOTE: A complete certification application signed by the applicant is required for ExpressLane cases

Click <here> for a PowerPoint tutorial of ExpressLane operations. For assistance, email certhelp@gapsc.com

I. Find or enter an applicant

Please enter the applicant's Social Security Number OR Certification ID

SSN [ ] OR Certification ID [ ] Search

II. Your current and/or recently completed transactions

Records as of 11/10/2016 12:49:24 PM
Enter or Update Applicant's Personal Information

Please check and update the following information. If there is an error here, a certificate might show the wrong name OR be sent to the wrong person.

Title

(Enter Mr, Mrs, Ms, etc.)

First Name (required)

Xander

Middle Name


Last Name (required)

Harris

Suffix

(Jr, Sr, III, etc.)

First Address Line (required)

200 Piedmont Ave

Second Address Line

Suite 1702

City (required)

Atlanta

State (required)

GA

Zip Code (required)

30334

Because this educator is registered on MyPSC, you will not be able to edit the educator's email address. Please advise educators to update their personal profile information on the MyPSC website at http://mypsccgapsc.org.

Email Address (required)

trey.dunn@gapsc.com

Home phone

0000000000

Date of Birth (required)

08/01/1980 (mm/dd/yyyy)

[Submit]  [Save Changes]  [Continue]
ExpressLane

The following actions are possible for Xander Harris, CertID 1146875

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

Quit  Next

The following information comes directly from our database and is current as of 11/10/2016 12:58:37 PM. If you have any questions or feel there are inaccuracies, please contact us as soon as possible by email at CertHelp@GAPSC.com. For questions concerning educator disciplinary matters, email ethics@gapsc.com

Exceptional Children Course: YES

Fields in strikeout font with a RED background have expired. If all fields have expired, the certificate has expired.

<table>
<thead>
<tr>
<th>Type</th>
<th>Field</th>
<th>First Issued</th>
<th>Current Issued</th>
<th>Begin Validity</th>
<th>End Validity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>EARLY-CHILDHOOD-EDUCATION (P-5) [FLD808]</td>
<td>2016-04-27</td>
<td>2016-04-27</td>
<td>2016-07-01</td>
<td>2021-06-30</td>
</tr>
</tbody>
</table>
### Case History

<table>
<thead>
<tr>
<th>Date Opened</th>
<th>Description</th>
<th>Evaluator/Clerk</th>
<th>Date Closed</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016-11-18</td>
<td>Initial-Program</td>
<td>Trey Dunn</td>
<td>Open</td>
</tr>
</tbody>
</table>

### Documents Received and On-File

<table>
<thead>
<tr>
<th>Date Received</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016-11-18</td>
<td>MyPSC Online Application</td>
</tr>
<tr>
<td>2016-11-10</td>
<td>ExpressLane Application</td>
</tr>
<tr>
<td>2016-10-05</td>
<td>MyPSC Online Application</td>
</tr>
<tr>
<td>2016-02-02</td>
<td>Upgrade Advisor - In Field</td>
</tr>
<tr>
<td>2016-01-06</td>
<td>MyPSC Online Application</td>
</tr>
<tr>
<td>2015-06-09</td>
<td>MyPSC Online Application</td>
</tr>
<tr>
<td>2015-03-25</td>
<td>MyPSC Online Application</td>
</tr>
</tbody>
</table>

### Test Results are On-File for the Following Areas...

<table>
<thead>
<tr>
<th>Description</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Childhood (Passed)</td>
<td>2013-07-01</td>
</tr>
<tr>
<td>Early Childhood (Passed-Professional)</td>
<td>2011-07-01</td>
</tr>
</tbody>
</table>

### The Following Correspondence has been sent to the Educator.

<table>
<thead>
<tr>
<th>Action</th>
<th>Title</th>
<th>Date Posted</th>
</tr>
</thead>
<tbody>
<tr>
<td>View</td>
<td>NEW - Hold Letter</td>
<td>2016-11-10</td>
</tr>
<tr>
<td>View</td>
<td>NEW - Non-Renewable Non-Professional Correspondence</td>
<td>2013-10-01</td>
</tr>
<tr>
<td>View</td>
<td>NEW - PERMIT CERTIFICATE LETTER</td>
<td>2013-09-24</td>
</tr>
<tr>
<td>View</td>
<td>NEW - Hold Letter</td>
<td>2013-09-03</td>
</tr>
<tr>
<td>View</td>
<td>Hold - Additional Information Needed</td>
<td>2012-04-30</td>
</tr>
</tbody>
</table>

**NOTE:** 'NEW' appended to the correspondence title indicates that the candidate did not view the correspondence yet.

National Board Certified Teacher from 2015-06-10 to 2025-06-10
You have created an ExpressLane transaction for Xander Harris

In order to complete the process you must submit the following documents (or they must already be on file with the GaPSC):

- Complete certification application signed by the applicant
- GACE, Praxis II or other content test results, or exemption documentation
- Submitted by Institution or Employer - Official transcript from college, GA Professional Learning, or Continuing Education
- Submitted by Institution or Employer - Official transcript showing completion of a GaPSC-approved program

DO NOT FAX OR UPLOAD COPIES OF CRIMINAL BACKGROUND CHECKS OR CRIMINAL HISTORIES

You can send the documents to GaPSC using one of the following delivery methods:

- FAX
- UPLOAD

1) If you want to fax the assembled documents, you must use a cover sheet specific to this ExpressLane application for Xander Harris. You can create the fax cover sheet now by clicking the link below, or you can create the cover sheet later from the main ExpressLane page.

[Create Fax Cover Sheet]

2) If you want to upload the assembled documents as a TIF or PDF file, you do not need a cover sheet. You can upload the TIF or PDF file now by clicking the Upload button below, or you can upload the file later from the main ExpressLane page.

[UPLOAD]

Return to the ExpressLane home page

Last Modified 10/12/2016

This page is best viewed using Internet Explorer v5.0 or higher at 800 x 600 screen resolution or above.
In order to create an online transaction, you may need to provide some or all of the following documentation to the PSC specific to Xander Harris’s application (when included in the list, a complete certification application signed by the applicant is required):

You are requesting the following transaction(s):

Initial - Program Completion

You are requesting the following field(s):

AGRICULTURAL EDUCATION (6-12)

Use the document list below as a suggested check list. Missing documents and unofficial college transcripts will delay completion of the transaction.

- Complete certification application signed by the applicant
- GACE, Praxis II or other content test results, or exemption documentation
- SUBMITTED BY INSTITUTION OR EMPLOYER - Official transcript from college, GA Professional Learning, or Continuing Education
- SUBMITTED BY INSTITUTION OR EMPLOYER - Official transcript showing completion of a GaPSC-approved program
- SUBMITTED BY INSTITUTION OR EMPLOYER - Official transcript showing Associate level degree (or equivalent) from a GaPSC-accepted accredited institution

Please add any comments/notes to the upload transaction. These notes will be printed on the shipping label for the documents.

Number of pages

We will accept files no larger than 24 MB. We recommend that you scan the documents in Black and White grayscale. If the scanned PDF document is larger than 24 MB, please convert or re-save the document into a Tiff format and upload the document.

Only PDF and Tiff image formats are allowed. You will only be able to upload documents for this transaction one time. Please make sure you have all the documentation in multi-page PDF or tiff format before you begin upload process.
EXPRESSLANE

• Only select Submit Documentation if a case is already open for the educator.
• If you have educators submit the Online Application through their MyPSC account, then the Submit Documentation option can be selected.
REMINDES

• DO NOT send an educator’s personal information under a CERT ID/SSN that is not their own

• If you are experiencing issues, please email us at certhelp@gapsc.com
CONVERTING COE

• If an LUA submits an Employer Assurance within 90 days of the Certificate of Eligibility being issued, then the educators case will be reopened and the COE will be converted.
QUESTIONS?
Collaborate with us

Start the conversation

Post your questions on our conference Padlet! There will be a Q & A session at the end of the day.


#DriveIn2016