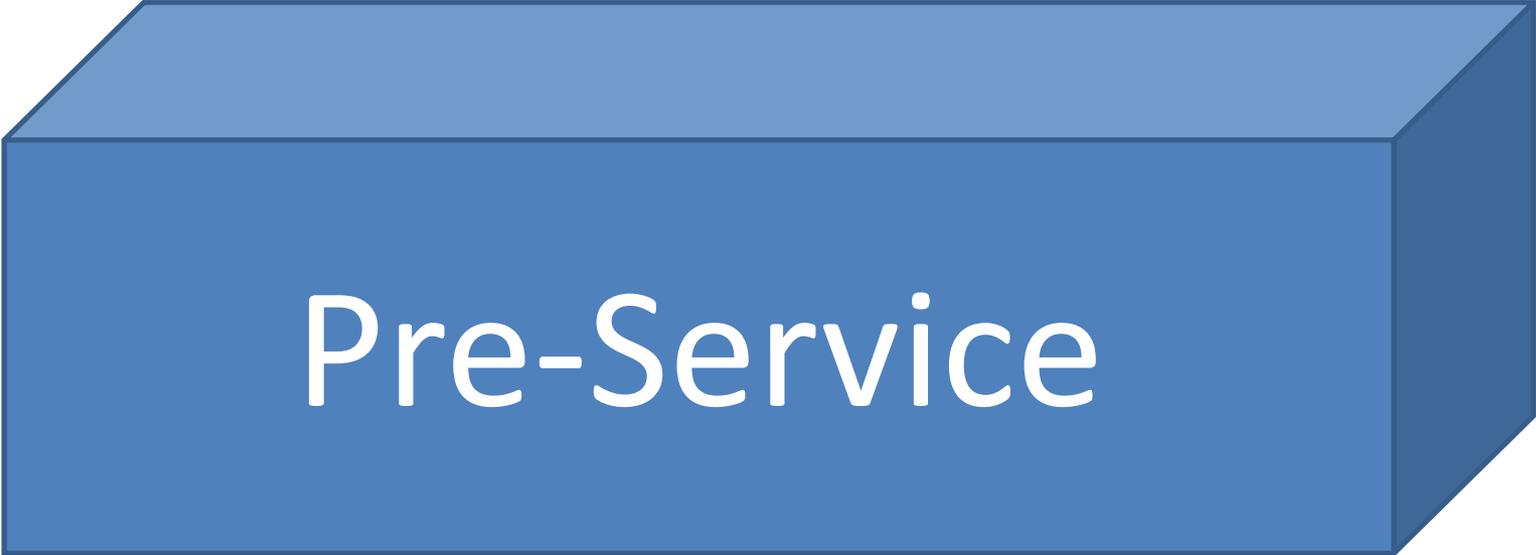


# Georgia Professional Standards Commission

*Protecting Georgia's Higher Standard of learning*

## PRE-SERVICE





# Pre-Service

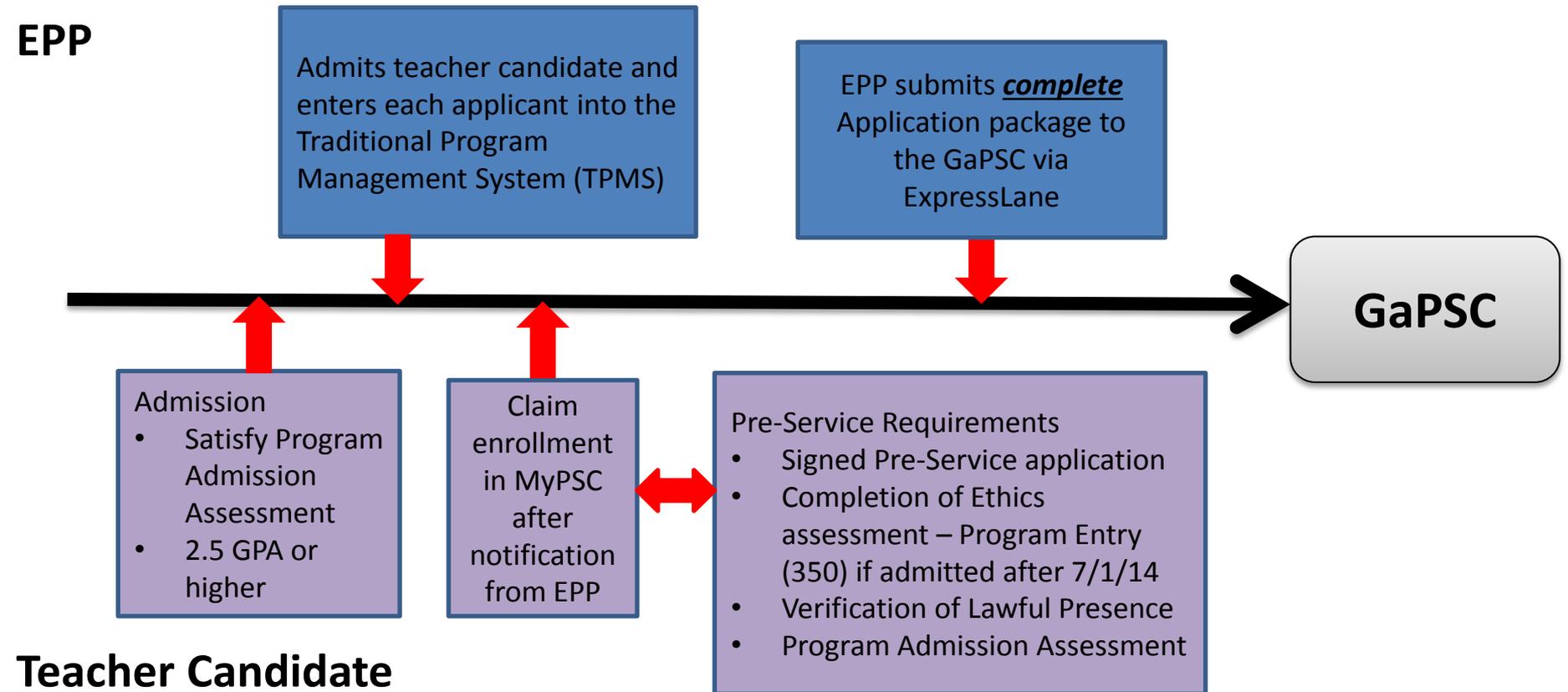
The Pre-Service certificate is **not** a professional educator certificate. It allows the holder to participate in supervised field experience, clinical practice, student teaching, or residency work in Georgia schools.



# 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**

# Steps for Pre-Service Issuance





- **EPP admits candidate if he/she meets PAA and GPA minimum of 2.5.**
- **EPP input candidate's information in TPMS**
- **Candidate claims program in MyPSC**
- **Candidate takes Ethics Entry test if enrollment if after 7/1/14 and completes app, VLP**
- **EPP submits Pre-Service package through ExpressLane**



# Validity

- **Valid for 5 years**
- **Invalidated upon:**
  - **Program Completion**
  - **Withdraw, transfer, or removed from program.**
    - » **Will be invalidated after 10 days from when candidate is withdrawn.**



# When is Pre-Service not needed?

- If the student holds a current Induction certificate, or a Waiver, the Pre-Service certificate is not required.
- A student's certification history can be viewed under Quick Lookup in .org or when submitting an ExpressLane transaction
- A student can be issued an IN4 or Waiver after Pre-Service is issued
  - Pre-Service certificate will be made obsolete



# Exception

- **Students with a Certificate of Eligibility will need the Pre-Service certificate, even though they may have already completed a certification program, as the COE is not a certificate**

**The educator is eligible for certification at level 4**

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

**This Certificate of Eligibility is NOT an educator certificate and DOES NOT CERTIFY the holder for any teaching position in Georgia.**

Type	Eligibility Field	Begin Eligibility	End Eligible
PST	PRE-SERVICE CERTIFICATION [FLD696]	07/01/2015	06/30/2020

The Pre-Service certificate is not a professional certificate. The certificate is issued to candidates enrolled in an educator preparation program and who have successfully completed a background check conducted by the Georgia Professional Standards Commission. The bearer of this certificate is in-field to participate in supervised field experience, clinical practice, student teaching, or residency work consistent with requirements of their educator preparation program.

*I1T	EARLY CHILDHOOD EDUCATION (P-5) [FLD808]	05/08/2015	06/30/2020
*I1T	ESOL ENDORSEMENT [FLD825]	05/08/2015	06/30/2020

**\*\* COE is indicated with an asterisk in Quick Lookup**



# Georgia Professional Standards Commission

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**CANDIDATE**



# 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**



# CLAIMING PROGRAM



## MyPSC

Welcome:

C

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

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

### Standards Commission



## Welcome to MyPSC!

- » Use your MyPSC account to track the progress of your application and print your certificate.
- » Our Call Center (800) 869-7775 is open from 7:00 am to 4:30 pm, Monday, Wednesday, and Friday except for state holidays.

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

[Contact Us](#)

[Reporting a Bug](#)

[GaPSC](#)



# 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	<input type="text"/>
Student ID	<input type="text"/>
<input type="button" value="Submit"/> <input type="button" value="RESET"/>	

- **If the system does not recognize candidate.**  
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

Welcome:

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

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

Standards Commission



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[Contact Us](#)

[Reporting a Bug](#)

[GaPSC](#)



# Georgia Professional Standards Commission

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**PROVIDER**



# TPMS Home Page

Welcome, [Redacted]

Traditional Program Management

[Home](#) | [TPMS](#) | [File Uploads](#) | [File Downloads](#) | [TPMS User Manual](#) | [Logout](#)

Search for a Candidate

GAPSC

Select Cohort Year:

Select Record Type:  Current Records  Withdrawn Records  Past Completer Records

Student ID:

Certification ID:

First Name:

Last Name:

Program Name:

Status:

Program Start Date: From:  (mm/dd/yyyy)

To:  (mm/dd/yyyy)

## Quick Links

[Download TPMS Template](#)

[Download TPMS User Manual](#)

Please contact  
[tpms@gapsc.com](mailto:tpms@gapsc.com) if any  
issues arise

[Home](#) | [Contact](#) | [PSC Home Page](#) | [Logout](#)



# TPMS SCREENSHOT

**Student Information Screen**

Send Email Back

Program: Business Education : Initial

Initial Teaching Program? Yes

Program Start Date: 08/25/2014

GACE Eligible: No

Ethics Exit Eligible: No

ETPA Eligible: No

Pre-Service Certification? In process

Program Completion:

Degree Awarded:

Degree: Master of Arts in Teaching Business Rule - 2

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
I	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



**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)  Male  Female Ethnicity (check one)  Yes  No  
Are you Hispanic or Latino of any race?

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 an attached explanation along with any additional supporting documentation. **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 criminal history record information pertaining to me which may be in the files of any state or local criminal justice agency in Georgia, and to perform periodic criminal history background checks for the duration of my certification in the state of Georgia.

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

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

Only available in .org  
April 2015 version or later  
includes GCIC Consent

- Must be signed within 90 days



# Complete Pre-Service Application

- **Pre-Service Application**
- **Verification of Lawful Presence with appropriate documents**
- **PAA or exemption scores (if applicable)**
- **Electronic results of Ethics Entry test if enrolled after 7/1/2014**

# EXPRESSLANE

## *ExpressLane*

The following actions are possible for

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

Quit

Next





# **Pre-Service option is offered in Expresslane only if the person:**

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



# Responsibilities of the GaPSC

- Review completed signed application and VLP, verify PAA and Ethic Entry assessment
  - All Personal Affirmation questions answered “yes” or “no”
  - If candidate answers “yes” to one or more questions, must submit explanation



# Checking Status of Pre-Service

## Gapsc.org account

CHECK CASE  
DESCRIPTION!

Quick Lookup

SSN

Certification ID

Go

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

## TPMS

Pre-Service Certification?

In process

# 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 cert. ([certhelp@gapsc.com](mailto:certhelp@gapsc.com))



# Georgia Professional Standards Commission

*Protecting Georgia's Higher Standard of learning*

**GCIC/ ETHICS PHASE**



# GCIC Background Check

- **Once Pre-Service documents are verified, a 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 candidates MyPSC account**
- **If candidates 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**



# **CRIMES NOT INVOLVING MORAL TURPITUDE**

- **Public Drunkenness**
- **Driving Under the Influence of Alcohol**
- **Carrying a Concealed Weapon**
- **Unlawful Sale of Liquor**
- **Simple Battery and Simple Assault**
- **Misdemeanor Criminal Trespass**
- **Child Abandonment**
- **Misdemeanor offense of escape**
- **Obstruction of a Law Enforcement Officer( Misd.)**



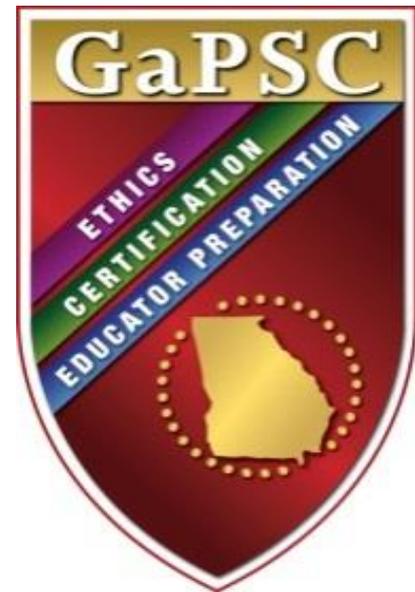
# **CRIMES INVOLVING MORAL TURPITUDE**

- **Fraud**
- **Larceny or Misd. Theft by Taking**
- **Larceny after trust**
- **Murder**
- **Soliciting for Prostitutes**
- **Voluntary Manslaughter**
- **Sale of Narcotics or other illegal drugs**
- **Pattern of failure to file fed. Tax returns**
- **Bad Check**
- **Making false report of a crime**

**If a Pre-Service Certificate holder violates the Code of Ethics, must the violation be reported to GaPSC?**

**YES. Pre-Service Certificate holders are certified individuals, and they are expected to uphold the Code of Ethics. Both program providers and school districts are equally responsible for reporting suspected violations of the Code of Ethics to GaPSC. All educators are mandated reporters and are required to report alleged misconduct. For the educator, failure to report could result in a sanction of the educator's certificate.**

*Code of Ethics*





# VIEWING THE CERTIFICATE

## Credential

A list of your valid Georgia certificates that you hold are ready for you to view and print. You can open a certificate by clicking the "View Certificate" link. Once the certificate is open, you can click the "Print" button located on the top right of the PDF.

**Note:** You need to have Adobe Acrobat Plugin installed on your machine in order to view the certificates. If you are having problems viewing the certificates, please contact your network administrator or [click here](#) to download and install Adobe Acrobat reader.

Clearance

[View Certificate](#)



Certificate History

Exceptional Child Course: No

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

### Clearance

Type Field	First Issued	Current Issued	Begin Validity	End Validity

The Clearance certificate is issued at the request of a the employing Georgia local unit of administration (LUA) to educators who satisfactorily complete fingerprint and background check requirements and do not have a certificate that is currently revoked or suspended in Georgia or any other state. All educators employed by a Georgia LUA must hold a Clearance certificate. There are no academic requirements necessary to qualify for this certificate. All holders of this certificate are subject to the Georgia Code of Ethics for Educators.



## GEORGIA PRE-SERVICE CERTIFICATE

Georgia Professional Standards Commission  
200 Piedmont Avenue, Suite 1702  
Atlanta, Georgia 30334-9032

Certificate Number  
11111111

The Georgia Professional Standards Commission affirms that [REDACTED] has met all the requirements for a Georgia Pre-Service Certificate and issues this certificate under the authority of the Pre-Service Certificate rule in effect as of this date of printing.

Date of Printing: 10/20/2015  
Validity Period: 08/17/2015 TO 06/30/2020

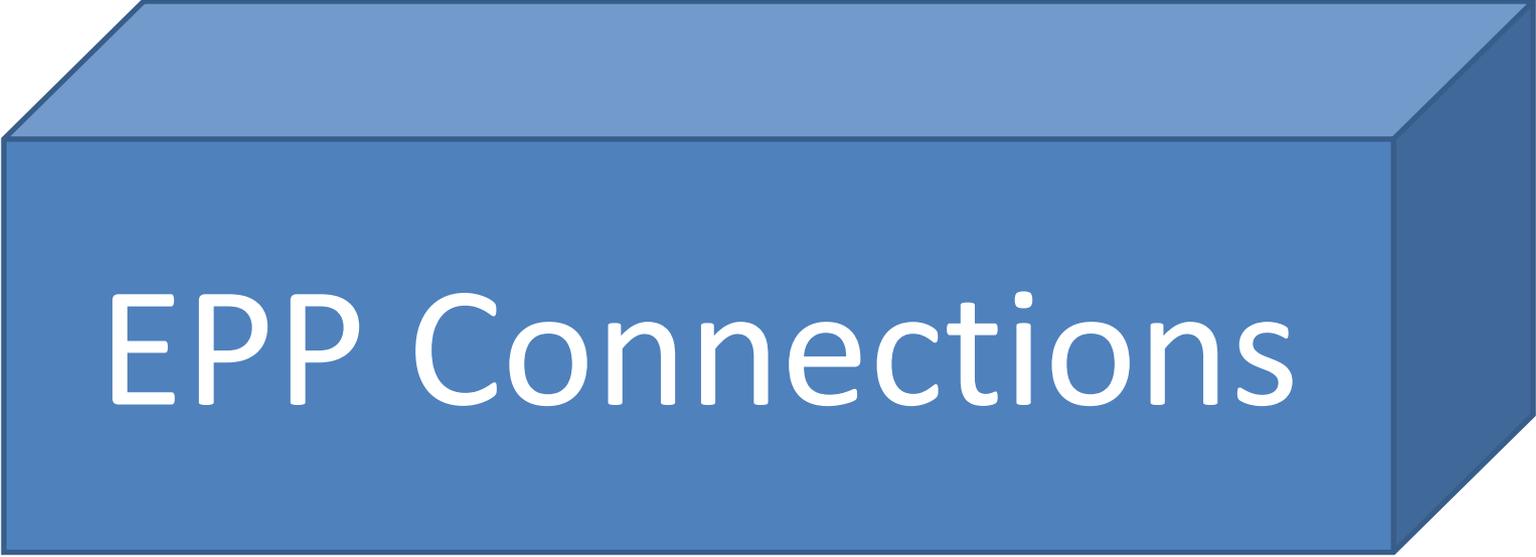
The Pre-Service certificate is not a professional certificate. The certificate is issued to candidates enrolled in an educator preparation program and who have successfully completed a background check conducted by the Georgia Professional Standards Commission. The bearer of this certificate is in-field to participate in supervised field experience, clinical practice, student teaching, or residency work consistent with requirements of their educator preparation program.

Kamila Benson Luigs  
Chair

**COPY**

Kelly C. Henson  
Executive Secretary

Any alteration of this certificate will render it void



# EPP Connections

When candidate does not pass edTPA, he/she is enrolled in EPP Connections to extend duration of the Pre-Service certificate

# EPP CONNECTIONS

Provider Name	Student ID	GaCert ID	Name	DOB	Program Name	Program Start Date	GACE Eligible	Ethics Exit Eligible	EdTPA Eligible	Status	Business Rule
Albany State University	906	[REDACTED]	Johnson, Jennifer	[REDACTED]	edTPA Connections : edTPA Connections	2016-03-04	No	No	No	Active	7
Albany State University	906	[REDACTED]	Johnson, Jennifer	[REDACTED]	Early Childhood Education (ECE) : Initial	2013-08-22	Yes	Yes	Yes	Completed	1

1 1 Next

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]

Classroom Hours: [REDACTED]

Coop Teacher2 Cert ID: [REDACTED]

Classroom Hours: [REDACTED]

Coop Teacher3 Cert ID: [REDACTED]

Classroom Hours: [REDACTED]

MyPSC Confirmation Date: [REDACTED]

Provider: Albany State University

Program: edTPA Connections : edTPA Connections

Initial Teaching Program?: No -

Program Start Date: 03/04/2016

GACE Eligible: No

Ethics Exit Eligible: No No Aligned Ethics Exam

EdTPA Eligible: No No Aligned EdTPA Exam

Pre-Service Certification? [REDACTED]

Program Completion: [REDACTED]

Degree Awarded: [REDACTED]

Ethics Admission Status: No Aligned Ethics Exam

Degree: Certification Only Business Rule - 7

Recommended for certification: [REDACTED]

Admission GPA: 3.0

Exit GPA: 2.8

EdTPA Eligibility Date: [REDACTED]

Certification Field A: EARLY CHILDHOOD EDUCATION (P-5) GACE Passed EdTPA Code = GECJXK2K6D6

Certification Field B: [REDACTED]

Endorsement 1: [REDACTED]

Endorsement 2: [REDACTED]

Endorsement 3: [REDACTED]

Withdrawn from Program: [REDACTED]



# SUGGESTED 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



# CHRI – Criminal History Record Information



- Information collected by criminal justice agencies on individuals consisting of identifiable descriptions and notations of arrests, detentions, indictments, or other formal criminal charges, and any dispositions arising therefrom, including acquittal, sentencing, correctional supervision, or release.



# CHRI

- Can be in **any** format
- **Includes** confirming existence/nonexistence of CHRI

**PLEASE DO NOT SUBMIT ANY DOCUMENTS  
CONTAINING CHRI THROUGH EXPRESSLANE**



# CONTACT INFO

- **TPMS :**

- [tpms@gapsc.com](mailto:tpms@gapsc.com)

- **ETHICS :**

- [ethics@gapsc.com](mailto:ethics@gapsc.com)
- 404-232-2700

- **CERTIFICATION**

- **PROVIDER**

- [certhelp@gapsc.com](mailto:certhelp@gapsc.com)
    - 404-334-6462
    - 800-390-6698 (outside of metro. Atlanta)

- **CANDIDATE:**

- 404-232-2500
    - [mail@gapsc.com](mailto:mail@gapsc.com)

**Melina\*:**

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

**Angie\*:**

[angie.gant@gapsc.com](mailto:angie.gant@gapsc.com)

\*Best reached via Email



# Georgia Professional Standards Commission

*Protecting Georgia's Higher Standard of learning*



What questions do you have for our panel  
at the end of the day?

To add a question –  
Go to [www.menti.com](http://www.menti.com)  
and use the code 17 91 48

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**Share your conference experience!**

**#GaPSCDriveIn17**

**@Ga\_PSC**



**#GaPSCDriveIn17**  
**@Ga\_PSC**