



2019 GAPSC CERTIFICATION AND PROGRAM OFFICIALS CONFERENCE

Certification Orientation and Q & A for NEW Certification Officials

<https://www.gapsc.com/Commission/Media/DocsPresentations.aspx>

THE BASICS

Classification. Categories, Titles and Types



CLASSIFICATION

- Georgia educator certificates are classified according to category, title, type, field and level
- Category: also referred to as condition; identifies the requirements needed for continued certification
- Title: identifies the subcategories of certificates
- Type: identifies school personnel functions of the certificate
- Field: identifies the specific teaching subject, service function or leadership function authorized by the certificate
- Level: identifies the degree(s) an educator holds

The screenshot displays the 'MyPSC Account Status' page. At the top, there are sections for 'Disciplinary Action', 'Ethics Hold', 'Employing System', and 'Tests'. Below these are 'MyPSC Account Status' controls including 'Registration Status' (set to 'Registered'), 'Last Logon Date' (10/10/2019), and 'Locked' status. A 'Tests' list shows items like 'XMPTBA Basic Skills exempt by ACT' and 'CRTP23 Educational Leadership (Pass)'. Navigation tabs include 'Summary', 'Cases and Tasks', 'Certificate Editor', and 'Correspondence Editor'. The 'Certificate Editor' section contains 'NBPTS Date', 'General Level' (7), 'Effective Date' (07/01/2019), and 'Leader Level'. Below this are filters for 'Condition', 'Type', and 'Field', along with 'Issue date', 'Begin Validity', and 'End Validity' fields. 'Renew All' and 'Clear' buttons are present. The 'Current Fields' section contains a table with the following data:

Condition:	Type:	Field:	First Issued:	Current Issue:	Begin Validity:	End Validity:	Obs.	Evaluator:
	C	FLD694 - CLEARANCE CERTIFICATE	10/11/19	10/11/19	07/01/19	06/30/24	N	tDopson
PR	L	FLD710 - EDUCATIONAL LEADERSHIP - TIER II	10/11/19	10/11/19	07/01/19	06/30/24	N	tDopson
SR	T	FLD761 - HEALTH & PHYSICAL EDUCATION (P-12)	10/11/19	10/11/19	07/01/19	06/30/24	N	tDopson

CLASSIFICATION

CATEGORIES

Renewable

- Renewable certificates are valid for a 5 year period during which time renewal requirements must be met

⁽¹⁾

Non-Renewable

- Non-Renewable certificates are issued at the request of an employing Georgia LUA and are valid from 1 to 5 years. During the validity period, the educator must satisfy specific requirements to convert to a Renewable certificate.

CLASSIFICATION

CODES

Renewable

- Standard Professional = "SR"
- Performance-Based = "PR"
- Retired Educator = "R"
- Advanced Professional = "AP"
- Lead Professional = "LP"
- Life = "D"

Non-Renewable

- Pre-Service = "PS"
- Induction = "IN"
- Non-Renewable Professional = "N"
- International Exchange = "X"
- Waiver = "W"

TPMS

TRADITIONAL PROGRAM MANAGEMENT SYSTEM

- The Traditional Program Management System (TPMS) allows you to provide data to the GaPSC about the participants in your programs, and allows the GaPSC and the assessment providers to provide data about those candidates to you

- **How to Access TPMS**

- Go to <http://www.gapsc.org>
- Enter your .org credentials
- Click on TPMS

Quick Lookup SSN Certification ID

You have two ways to contact the Certification Division.

1. You can contact us by email at certhelp@gapsc.com. We will respond within 24 hours.
2. You can contact us by telephone at our toll free Human Resources Hotline 800-390-6698. The Hotline is open Monday thru Friday (excluding State holidays) from 7:00 to 4:30.

Please do not share the email address or hotline number with the general public. Thank you and we look forward to assisting you!

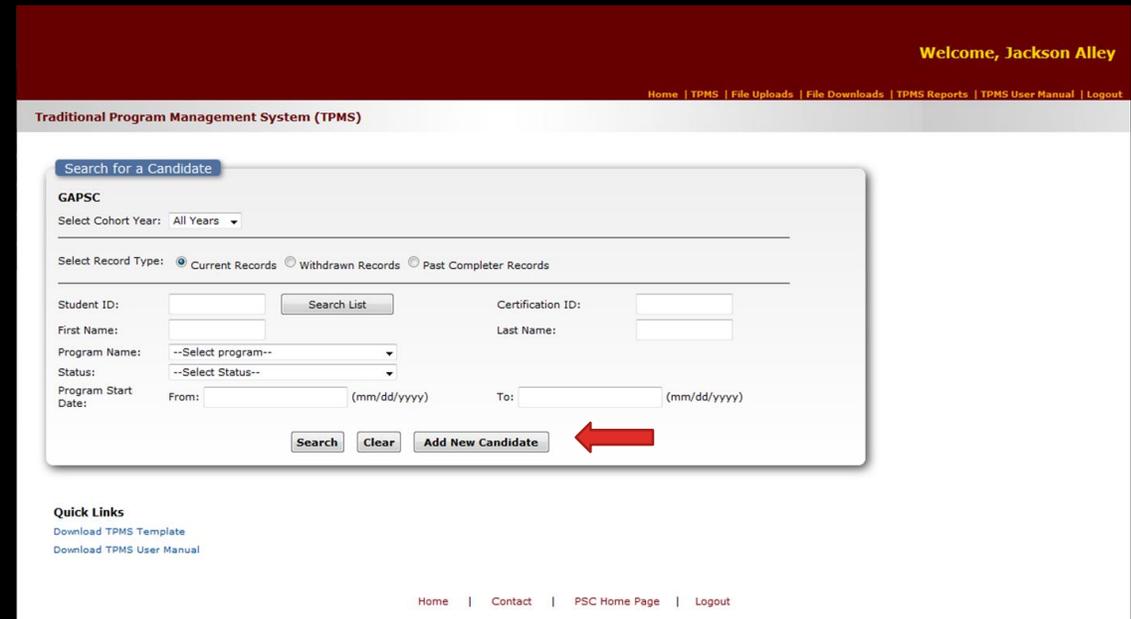
ACRES	CLAIMS	CMS	TPMS
PARAPRO	CERT	MYCERTS	UNSAT
ExpressLane	LOOKUP	CAPSLOOKUP	PAYONLINE
PPSNOTICE	PAAR	PRS	CRPInfo
BOEInfo	PRO	PROBE	EPSC
ERP	NTRS		

Click

TPMS

ADDING STUDENT RECORD

- To add a new student record
 - Click Add New Candidate
 - Enter the Student's ID number (Leading zeros are acceptable)



The screenshot shows the 'Search for a Candidate' form in the TPMS interface. The form includes the following fields and controls:

- Header:** 'Welcome, Jackson Alley' and navigation links: 'Home | TPMS | File Uploads | File Downloads | TPMS Reports | TPMS User Manual | Logout'.
- Section:** 'Traditional Program Management System (TPMS)'.
- Form Title:** 'Search for a Candidate'.
- Form Content:**
 - GAPSC:** Select Cohort Year: All Years (dropdown).
 - Select Record Type:** Radio buttons for Current Records (selected), Withdrawn Records, and Past Completer Records.
 - Student ID:** Text input field with a 'Search List' button.
 - Certification ID:** Text input field.
 - First Name:** Text input field.
 - Last Name:** Text input field.
 - Program Name:** Dropdown menu with '--Select program--'.
 - Status:** Dropdown menu with '--Select Status--'.
 - Program Start Date:** 'From:' and 'To:' text input fields with '(mm/dd/yyyy)' format hints.
 - Buttons:** 'Search', 'Clear', and 'Add New Candidate'. A red arrow points to the 'Add New Candidate' button.
- Quick Links:** 'Download TPMS Template' and 'Download TPMS User Manual'.
- Footer:** 'Home | Contact | PSC Home Page | Logout'.

PRE-SERVICE CERTIFICATE

- The Pre-Service certificate is not a professional educator certificate. It only allows the holder to participate in supervised field experience, clinical practice, student teaching, or residency work in Georgia schools.
- Assures the safety of school children
- Standardize criminal background check process across the state for Pre-Service teachers; eliminating those not eligible/suited for profession
- Assist Pre-Service educators in understanding the Georgia Educator Code of Ethics as well as hold them accountable under the code

WHO NEEDS PRE-SERVICE

Does need Pre-Service

- Anyone participating in student teaching in Georgia after 07/01/2015

Does NOT need Pre-Service

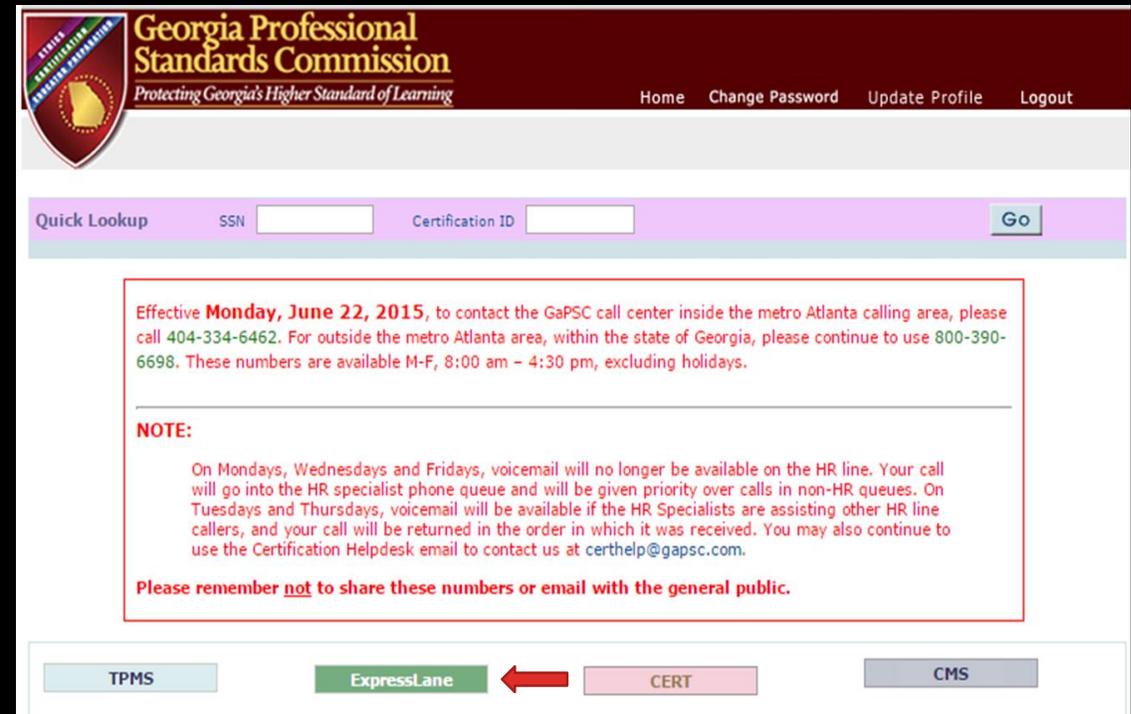
- Professionally certified teachers
- Permit holders
- Candidates enrolled in GaTAPP
- Candidates enrolled in Service or Leadership field programs
- Non-Renewable & Non-Professional certificate (NT), Induction certificate, or a Waiver

PRE-SERVICE VALIDITY

- Valid for 5 years
- Invalidated upon:
 - Program Completion
 - Transfer
 - Removal from program
 - Withdrawal
 - Will be invalidated after 10 days from when candidate is withdrawn.

PRE-SERVICE CERTIFICATE

- EPPs request Pre-Service Certificate through **ExpressLane**: application signed within 90 days of submission, signed and notarized VLP, and a copy of an acceptable identification
- Click the ExpressLane button on the home page of www.gapsc.org
- If you do not have an ExpressLane button, contact angie.gant@gapsc.com



The screenshot shows the Georgia Professional Standards Commission (GaPSC) website. At the top, the logo and name "Georgia Professional Standards Commission" are displayed, along with the tagline "Protecting Georgia's Higher Standard of Learning". Navigation links for "Home", "Change Password", "Update Profile", and "Logout" are visible. Below the navigation bar is a "Quick Lookup" section with input fields for "SSN" and "Certification ID", and a "Go" button. A prominent red-bordered box contains an announcement: "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." Below this is a "NOTE:" section with details about voicemail availability on the HR line. At the bottom of the page, a navigation bar contains buttons for "TPMS", "ExpressLane" (highlighted with a red arrow), "CERT", and "CMS".

REQUEST A PRE-SERVICE CERTIFICATE

Pre-requisites – these things **must be done** before you can request a Pre-Service Transaction through ExpressLane

- Your programs have been set up in the TPMS system
- You have entered your candidate(s) in TPMS
- Your candidate(s) have claimed enrollment through mypsc.gapsc.org
- Your candidate(s) have completed the Educator Ethics-Program Entry assessment (test code 350), and you have allowed 4-5 days for GaPSC to receive the data
- You have completed application package in-hand (and preferably scanned into a black and white PDF or multipage TIFF file)

REQUEST A PRE-SERVICE CERTIFICATE

- Enter a candidate's SSN or CertID and click the Search button on the Expresslane Home screen
- Update the candidate's information if necessary
- Enter or Update Verification of Lawful Presence Information then select choose transactions

Standards Commission
Protecting Georgia's Higher Standard of Learning

Home Change Password Update Profile

Welcome, Chuck McCampbell

[Return to Home Page](#)

Enter or Update Verification of Lawful Presence Information for Charles McCampbell

All applicants for a credential issued by the Georgia Professional Standards Commission must comply with O.C.G.A 50-36-1(e)(2) by submitting a signed and notarized affidavit verifying lawful presence within the United States and a copy of a secure and verifiable document.

VLP documents have been reviewed for this person. You may not edit the information displayed below.

Asserted Status (required)	<input type="text" value="I am a United States citizen."/>
Alien number	<input type="text"/>
Date notarized (required)	<input type="text" value="01/01/2015"/> (mm/dd/yyyy)
Document provided (required)	<input type="text" value="An unexpired driver's license issued by one of the United States, the"/>

Last Modified 5/21/2015

This page is best viewed using Internet Explorer v5.0 or higher at 800 x 600 screen resolution or above.

REQUEST A PRE-SERVICE CERTIFICATE

If the ExpressLane screen does not offer you the “Pre-Service Certificate” transaction...

STOP

One of the pre-requisites is missing. Click the “Quit” button.

REQUEST A PRE-SERVICE CERTIFICATE

Candidates must claim enrollment through mypsc.gapsc.org.

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

The screenshot shows the MyPSC Georgia Professional Standards Commission website. The top navigation bar includes links for Account, Change Password, FAQs, Help Guide, GaPSC Home, and Logout. The user is logged in as TONY C DOPSON, JR. with a Certification ID of 1151630. The main dashboard area features a navigation menu on the left with the following items: Home, Credential, Assessments, Applications, Documents, Payment, Correspondence, Program, and eTPA. A red arrow points to the 'Program' link. The main content area displays a large banner with the text 'Welcome to MyPSC!' and a background image of a young child sitting at a desk with a computer monitor.

THE INDUCTION PATHWAY 4

Non-Traditional Route to certification.



INDUCTION PATHWAY 4 (IN4)

- The Induction Pathway 4 is issued to qualifying employed educators who need to complete an educator preparation program
- The Induction Pathway 4 certificate is ONLY issued at the request of a Local Unit of Administration (LUA)
- The Induction Pathway 4 certificate is not issued to candidates who have completed state-approved educator preparation programs leading to Pathway One (1) or Pathway (2) certification and have not satisfied Special Georgia Requirements
- A student can be issued an IN4 at the request of a LUA after Pre-Service is issued
 - Pre-Service certificate will be made obsolete

INDUCTION PATHWAY 4 (IN4)

INITIAL REQUIREMENTS

Teaching Fields

A minimum Bachelor's degree with a 2.5 GPA⁽¹⁾

Passing score on the GACE Program Admission Assessment, or exemption⁽²⁾

Induction level or higher passing score on the appropriate GACE content assessment⁽²⁾

Complete Georgia Educator Ethics Assessment - Program Entry (Test Code 350)

CTAE Specializations

Completion of the minimum level of education required for the Specialization

Complete Georgia Educator Ethics Assessment - Program Entry (Test Code 350)

Completion of the minimum occupational experience required for the specialization

Service fields

Completion of the minimum level of education required for the specific service field⁽⁴⁾

Passing score on the GACE Program Admission Assessment, or exemption

Induction level or higher passing score on the appropriate GACE content assessment

Acceptance into a state-approved certification preparation program

THE INDUCTION CERTIFICATE

Induction Pathway 1 (IN1)

Educators prepared (GaPSC)-approved in-state educator preparation provider and fulfilling field and clinical experiences in Georgia

Induction Pathway 2 (IN2)

Educators prepared by a state-approved out-of-state provider yet fulfilling field and clinical experiences in Georgia

Induction Pathway 3 (IN3)

Educators s prepared by a state-approved out-of-state educator preparation program and fulfilling field and clinical experiences out-of-state

OR

Professionally certified out-of-state educators prepared out-of-state and applying for initial Georgia certification having earned less than three (3) years of acceptable educator experience

INDUCTION PATHWAY 1 REQUIREMENTS

- Completion of a GaPSC-approved educator preparation program
- Induction level or higher passing score on the appropriate GACE content assessment
- Completion of a course in identifying and educating exceptional children
- Passing score on the GACE Program Admission Assessment, or exemption
- Passing score on the Georgia Educator Ethics Assessments - Program Entry & Exit
- Passing score on the edTPA, the GaPSC-approved content pedagogy assessment

INDUCTION PATHWAY 2 REQUIREMENTS

- Completion of a state-approved educator preparation program
- Induction level or higher passing score on the appropriate GACE content assessment
- Completion of a course in identifying and educating exceptional children
- Passing score on the Georgia Educator Ethics Assessments - Program Exit
- Passing score on edTPA, the GaPSC-approved content pedagogy assessment

THE PERFECT INDUCTION CERTIFICATE APPLICATION PACKET

Induction Pathway 1 & 2

- Application for certification signed and dated within 90 days of submission
- Approved Program Completion Form (1)
- Official transcripts from all colleges/universities attended
- For IN1, verification of satisfying the GACE Program Admission Assessment (2)
- Verification of satisfying the GACE Content Assessment
- Verification of satisfying the Ethics Entry & Exit Exams
- The GaPSC Verification of Lawful Presence form & secure and verifiable document to substantiate lawful presence (if not previously submitted or for non-U.S. citizens)

CONVERSION OF INDUCTION CERTIFICATE

- Induction certificates may be converted to Standard Professional or Performance Based certificates upon 3 years of successful educator experience while holding Induction certification and completion of any outstanding Special Georgia Requirements
- For example, an educator holding an IN4 certificate who completes their educator preparation program and third year of successful experience simultaneously can convert from IN4 to SRT

UPGRADE

News and Announcements

- Latest on GACE – 9-26-19 [Now!](#)
- Updated Guidance for Ed Leadership programs [Now!](#)
- Dramatic Writing Micro-Endorsement [Now!](#)
- GaPSC Certification Assessment Updates

[more »](#)



Certification Status

**** Application status checks no longer provided via phone or email ****

» We are currently processing complete application packages received on or before October 9, 2019.

» [Click here](#) to learn how to check the status of your application or certification request.

» [Click here](#) to look up or verify a Georgia educator certificate.

Popular Links

- [Educator Assessment - GACE](#)
- [Rules](#)
- [Commission Meeting](#)
- [Download Forms](#)
- [Paraprofessionals](#)
- [Approved Programs](#)

Policies and Guidelines

- [Certificate Upgrades](#)
- [Requirements for Certificate Renewal \[Now!\]\(#\)](#)
- [Georgia Educational Leadership](#)

Education Links

- [American Association for Colleges for Teacher Education \(AACTE\)](#)
- [Bright from the start: Georgia Department of Early Care and Learning \(DECAL\)](#)
- [Educators First](#)

- Requirements
- Accreditation
- Approval

UPGRADE REQUIREMENTS

- Valid level four (4) or higher Georgia teaching, service or leadership certificates with the following titles may be upgraded: Standard Professional, Performance-Based Professional, Advanced Professional, Lead Professional, Life or Induction (pathway 1, 2, and 3)
 - Induction Pathway 4 certificates cannot be upgraded
- Must complete a degree that is either in-field with their current certification, or a degree that leads to a new field of certification
- Institution must hold the proper accreditation at the time of enrollment

UPGRADE

ACCREDITATION FOR GEORGIA INSTITUTIONS

- Georgia institutions must be approved by the GaPSC at the time the individual is admitted to the program; or hold a Carnegie Classification of Research University-Very High Research Activity (RU/VH) or Research University-High Research Activity (RU/H) at the time the individual is admitted to the program



UPGRADE

ACCREDITATION FOR OUT OF STATE INSTITUTIONS

- The educator preparation program of an out-of-state institution must hold accreditation by NCATE, TEAC or CAEP at the time the educator is admitted to the program ⁽¹⁾

Or

- The institution holds a Carnegie Classification of Research University-Very High Research Activity (RU/VH) or Research University-High Research Activity (RU/H) at the time the individual is admitted to the program ⁽²⁾

- NCATE = National Council for Accreditation of Teacher Education
- CAEP = Council for the Accreditation of Educator Preparation
- TEAC = Teacher Education Accreditation Council

UPGRADE ADVISOR

Utilize the **Certificate Upgrade Advisor** tool on our website

The screenshot shows the Georgia Professional Standards Commission (GaPSC) website's Certificate Upgrade Advisor tool. The header includes the GaPSC logo and navigation links for Home, Certification, Educator Assessment, Educator Preparation, Ethics, Commission, and Teach Georgia. A navigation bar below the header lists categories: Current Georgia Educators, Prospective Educators, Educators Moving to Georgia, Professional Learning, and Military Members & Spouses. The main heading is "Certificate Upgrade Advisor". A prominent blue box contains an attention warning: "ATTENTION: DO NOT ENROLL IN A DEGREE PROGRAM FOR AN UPGRADE UNTIL YOU READ THE INFORMATION BELOW!". Below this, a section asks "Do you currently hold a certificate that can be upgraded?" and lists eligible certificate types: Renewable, professional certificates (including Standard Professional, Performance-Based Professional, Advanced Professional, and Lead Professional) and Induction Pathway 1, 2, or 3 certificates. It notes that Induction Pathway 4 certificates are not eligible. A red box states: "If you hold any other type of certificate or license, you do not qualify for a certificate upgrade and the Advisor will not be able to assist you." Further text explains that some degrees may not lead to an upgrade and provides instructions on how to upgrade. A "Steps in the Certificate Upgrade Process" section lists five steps: 1. Log into the tool. 2. Select a degree program, with sub-steps for exploring degrees and adding new fields. 3. Save the selected program. 4. Enroll in the program within one year. 5. Complete the degree. A note states that saving a list of degrees creates a permanent record. At the bottom, there are two boxes: "Login now!" which explains that users must be logged in to use the tool, and "Just browsing?" which explains that users can browse without logging in but cannot save search results. At the very bottom, there are "Login" and "Quick View" buttons, each with a red arrow pointing left.

- Educators may use MyPSC login credentials to find acceptable in-field and new field degrees
- Educators may save degrees of interest to their certification file
- GaPSC will honor all upgrade advisor approvals if the educator enrolls in the approved program up to one year from date the program is saved to their certification file

CONTACT

- Program providers who need assistance with any aspect of TPMS should email tpms@gapsc.com. For errors with the TPMS website on www.gapsc.org, send a screen shot along with your description of the error.
- For general certification questions please email certification.helpdesk@gapsc.com.
- DO NOT give either of these email addresses to your students! Candidates should contact mail@gapsc.com or certification.upgrade@gapsc.com for assistance.



#GAPSCDRIVE-IN19