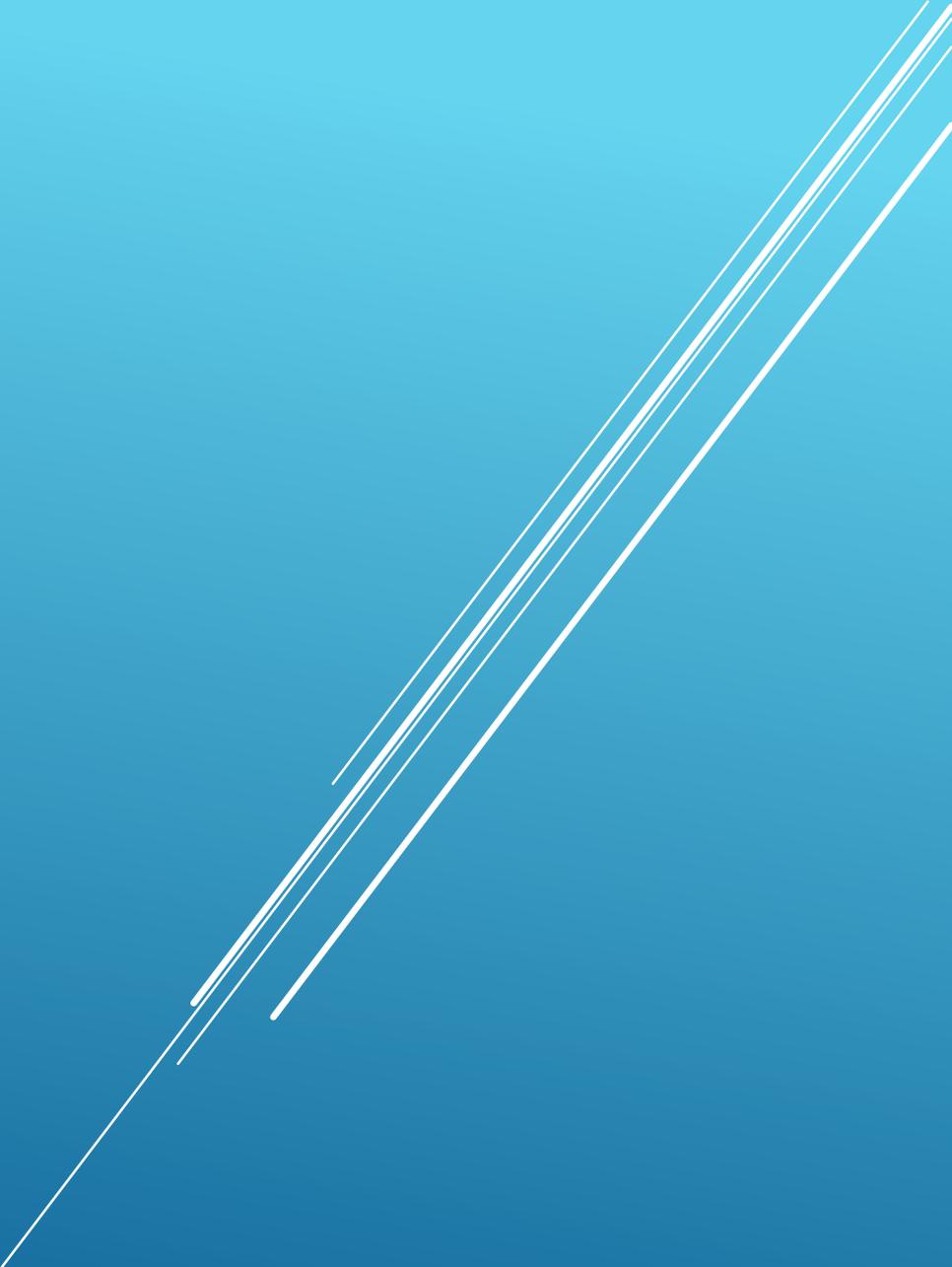


# PRE –SERVICE CERTIFICATION

Melina Ljuljanovic

A series of several parallel white lines of varying lengths and thicknesses, slanted diagonally from the bottom-left towards the top-right, set against a blue gradient background.



[#GaPSCDrive-In19](#)

Session materials:

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

# STEPS FOR PRE-SERVICE ISSUANCE

EPP

Admits teacher candidate and enters each applicant into the Traditional Program Management System (TPMS)

EPP submits complete Application package to the GaPSC via ExpressLane

GaPSC

Admission

- Satisfy Program Admission Assessment
- 2.5 GPA or higher

Claim enrollment in MyPSC after notification from EPP

Pre-Service Requirements

- Signed Pre-Service application
- Signed GCIC Consent Form
- Completion of Ethics assessment – Program Entry (350) if admitted after 7/1/14
- Verification of Lawful Presence
- Program Admission Assessment

TEACHER CANDIDATE

# 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

# VALIDITY

- ▶ Valid for 5 years
  - ▶ Invalidated upon:
    - Program Completion
    - Withdrawal, transfer, or removal from program – Will be invalidated 10 days after the candidate is withdrawn in TPMS
- 
- A decorative graphic consisting of several parallel white lines of varying lengths, slanted diagonally from the bottom right towards the top right, set against the blue background.

# PRE-SERVICE

Not needed if candidate:

- Holds IN4 certification
- Holds a Permit
- Holds a Waiver
- Holds professional certification
- Is completing a service or leadership field program

# PRE-SERVICE

- Candidate must complete Ethics Entry 350
- Pass or exempt PAA (if in a GA program)
- Claim their program in MyPSC

**\*\*\*Note\*\*\***

Pre-Service will not appear as an ExpressLane option until the candidate has been entered in TPMS, claimed their program, and completed Ethics Entry

# PRE-SERVICE

- **Documents**
  - **Pre-service Application** (only accessible on [gapsc.org](https://gapsc.org))
  - **VLP documentation**
  - **PAA exemption** (if applicable)
- **Incomplete applications or background check issues may delay issuance**
- **Upon withdrawal Pre-Service is made obsolete and must be re-requested if re-enrolled**
- **If Pre-Service does not appear as an option in ExpressLane despite the candidate meeting criteria, contact [certhelp@gapsc.com](mailto:certhelp@gapsc.com)**

# 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
- <https://mypsc.gapsc.org/CertIDLookup.aspx>

# CLAIMING PROGRAM

The screenshot shows the MyPSC website interface. At the top left is the Georgia Professional Standards Commission logo. The main header includes the text 'MyPSC Georgia Professional Standards Commission'. On the right, there is a 'Welcome:' message with a redacted name, and navigation links for 'GaPSC Home', 'FAQs', 'Change password', 'Account', and 'Logout'. Below these are buttons for 'Certificate Upgrade Advisor' and 'Help Guide'. A dark red navigation bar contains the following menu items: 'Home', 'Credential', 'Assessments', 'Applications', 'Documents', 'Payment', 'Correspondence', 'Program', and 'edTPA'. The 'Program' item is highlighted with a red arrow. The main content area features a large image of a smiling child at a desk with the text 'Welcome to MyPSC!'. Below this, there are two bullet points: '>> Use your MyPSC account to track the progress of your application and print your certificate.' and '>> Our Call Center is open from 8:00 am to 4:30 pm Monday, Wednesday, and Friday except for state holidays.' The phone number '(800) 869-7775' is displayed. At the bottom of the main content area, it says 'Email [mail@gapsc.com](mailto:mail@gapsc.com) for further information'. A footer bar contains a 'Human Trafficking Hotline' link with the phone number '1-888-373-7888'. The bottom-most navigation bar includes 'Contact Us', 'Reporting a Bug', and 'GaPSC'. The copyright notice at the very bottom reads 'Copyright © 2019 Georgia Professional Standards Commission'.

MyPSC  
Georgia Professional Standards Commission

Welcome: [REDACTED]

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

[Certificate Upgrade Advisor](#) [Help Guide](#) ?

Home Credential Assessments Applications Documents Payment Correspondence **Program** edTPA

## Welcome to MyPSC!

- >> Use your MyPSC account to track the progress of your application and print your certificate.
- >> Our Call Center is open from 8:00 am to 4:30 pm Monday, Wednesday, and Friday except for state holidays.

(800) 869-7775

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

[Human Trafficking Hotline](#) Call now or click to learn more. 1-888-373-7888

[Contact Us](#) [Reporting a Bug](#) [GaPSC](#)

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# 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

Student ID

Submit

RESET

If the system does not recognize candidate, they may 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**  
Georgia Professional Standards Commission

Welcome: [Redacted]

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

[Certificate Upgrade Advisor](#) [Help Guide](#) ?

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

## Welcome to MyPSC!

>> Use your MyPSC account to track the progress of your application and print your certificate.

>> Our Call Center is open from 8:00 am to 4:30 pm Monday, Wednesday, and Friday except for state holidays.

**(800) 869-7775**

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

**Human Trafficking Hotline** Call now or click to learn more. **1-888-373-7888**

[Contact Us](#) [Reporting a Bug](#) [GaPSC](#)

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You have no assessment history

**⚠ Paraprofessional assessment does not require eligibility**

Select the reason why you need to take a GACE assessment:

**Undergraduate Program Admission**

- 1. I am testing to satisfy the Program Admission Assessment (formerly Basic Skills Assessment).

**College/University Programs**

- 2. I am enrolled in or have completed a Georgia-approved program and have obtained eligibility from my program provider to take a content assessment and/or the Georgia Educator Ethics – Program Exit assessment. **GaTAPP candidates should not ask for eligibility to take the Georgia Educator Ethics - Program Exit assessment. Your provider will grant eligibility at the appropriate time. Look for "Educator Ethics - Program Exit" at the bottom of this screen to verify that you have been granted eligibility.**

**Employment, GaTAPP, Cert-only, MAT**

- 3. I am taking a content assessment to gain eligibility for employment and plan to complete a state-approved program such as GaTAPP, a certification-only program, or a Master's degree with a certification program embedded.

**Out-of-state (non-Georgia) program participant**

- 4. I am enrolled, or plan to enroll, in an out-of-state (non-Georgia) certification program and am taking a content assessment and/or the Program Entry or Program Exit level of the Georgia Educator Ethics or the Program Entry level of the Georgia Ethics for Educational Leadership assessment to meet Georgia's certification assessment requirements.

**Adding a field**

- 5. I am taking a content assessment to add a field to my valid teaching certificate or Certificate of Eligibility.

**Other Reasons**

- 6. I am testing because the GaPSC informed me of a required educator assessment, or my reason for testing is not covered by the reasons above.

**Ethics**

- 7. I am taking the Program Entry level of the Georgia Educator Ethics or the Program Entry level of the Georgia Ethics for Educational Leadership assessment (candidates enrolled in out-of-state programs need to select Reason 4).

**Request eligibility to take a GACE assessment**

Select an assessment:

Candidates enrolled in out-of-state institutions



Candidates enrolled in a Georgia institution



# REQUESTING ELIGIBILITY

1. Request reason for testing
2. Select test
3. Click add
4. Confirm by typing *yes* and clicking *finish*

**Request eligibility to take a GACE assessment**

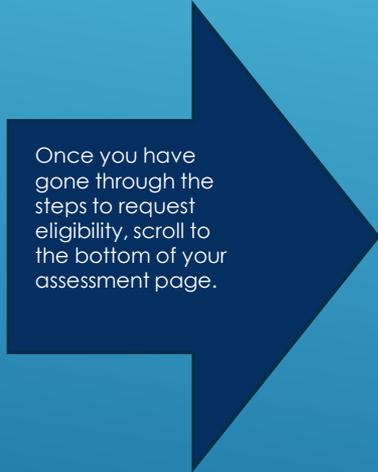
You selected this reason:

Select an assessment:

Are you sure you want to add **Physics**? Type "yes" in the space to the right and click on FINISH button to confirm your entries. Otherwise, click on QUIT button to cancel.

**FINISH** **QUIT**

The status will automatically change from "Transfer initiated" to "Eligibility transferred" once data is successfully sent to ETS.



Once you have gone through the steps to request eligibility, scroll to the bottom of your assessment page.

If this message shows, the candidate cannot register on GACE yet.

Test Reason	Assessment	Program Provider	Status
			Transfer initiated 01/27/2015 11:40 AM EST
			Transfer initiated 01/27/2015 11:40 AM EST

Once eligibility is transferred for the ethics assessment, candidate will received an email within 24 hours with link.

The status will automatically change from "Transfer initiated" to "Eligibility transferred" once data is successfully sent to ETS.

Active eligibility to test requests			
Test Reason	Assessment	Program Provider	Status
			Eligibility transferred 01/27/2015 11:40 AM EST
			Eligibility transferred 01/27/2015 11:40 AM EST

Voicemail is available during the HR line hours listed above. If the HR Specialists are assisting other HR line callers, your call will be returned in the order in which it was received. You can also contact the Certification Helpdesk by emailing us at [certhelp@gapsc.com](mailto: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 your GaPSC Program Approval Specialist.

<a href="#">CMS</a>	<a href="#">TPMS Lookup</a>	<a href="#">TPMS</a>	<a href="#">EPP Survey Support</a>
<a href="#">CERT</a>	<a href="#">MYCERTS</a>	<a href="#">UNSAT</a>	<a href="#">ExpressLane</a>
<a href="#">LOOKUP</a>	<a href="#">CAPSLOOKUP</a>	<a href="#">PAYONLINE</a>	<a href="#">Ethics Lookup</a>
<a href="#">TeachGeorgia</a>	<a href="#">DataBank</a>	<a href="#">NTRS</a>	

 **Message Center**

Use Ethics Lookup for Ethics cases -- 7/1/2018

If you need assistance...

 **Resources**

- Certification Resources
- Certification Training Library
- PRS-II Screen Shots - 6/14/17
- Site Visitor Training
- EPP Quick Reference Guide - Certification
- Candidate Quick Reference Guide
- Program Approval FAQs

 **Downloads**

- Certification Applications and Forms
- Pre-Service Certificate Application**
- License and Clearance Certificate Application

 **Links**

- PSC Home Page
- Georgia School Superintendents Association
- Georgia Department of Education

Consent statement allows us to run GCIC background check on candidate

Signature must be physical. No electronic signatures.

**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 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)**      **Ethnicity (check one)**

Male    Female      Are you Hispanic or Latino of any race?    Yes    No

**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 additional supporting documentation. This additional documentation should be submitted to the GaPSC Ethics Division and should **NOT** be submitted via ExpressLane or MyPSC. **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 and all information pertaining to me which may be in the files of any state or local law enforcement agency to perform periodic criminal history background checks for me in the state of Georgia.

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

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

Most updated version April 2015

Must be signed and dated within 90 days of submission

**News and Announcements**

- Latest on GACE - 7-30-19
- Updated Guidance for Ed Leadership programs
- Dramatic Writing Micro-Endorsement
- 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 August 1, 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](#)
  - [Download Forms](#)
  - [Paleoprofessionals](#)
  - [Approved Programs](#)

- Policies And Guidelines**
- [Understanding the 2014 Educator Certification Changes](#)
  - [Certificate Upgrades](#)
  - [Requirements for Certificate Renewal](#)
  - [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](#)

**Commission Information**  
Rules, meetings, commission members, announcements ... more »

**Find a Job in Education!**  
TeachGeorgia! See jobs listed by public school systems ... more »

**Know the Numbers**

This Fiscal Year	(Since July 1, 2019)
Applications received	9,317
Educators newly certified	3,681
Certificate fields first issued	17,273
Educators renewed	996
Transactions completed	5,560

**Human Trafficking Hotline Information**  
Call now or click to learn more.

**1-888-373-7888**

[Rate this page](#)

- CERTIFICATION**
- » Tiered Certification
  - » Certification Fields & Endorsements
  - » GaPSC Licenses & Permits
  - » Test Eligibility
  - » Application Forms & Procedures
  - » Certification & Licensure Assessments
  - » Special GA Requirements
  - » National Board Certification
  - » Georgia Master Teacher Certification
  - » Public Certificate Lookup
  - » Certification Rules
  - » About the Certification Division
  - » Jobs and Job Fairs
  - » Certification FAQs
  - » Retired Educator Certificate FAQs
  - » Glossary of Terms

## Download Forms

To download and view any of the following certification forms and applications, click on the links below. All of these documents are in the Adobe Portable Document Format (.pdf) (requires Adobe Reader). You may type in the forms, save your changes, and print them at your convenience. Electronic signatures are not acceptable; you must print the form in order to sign it. You may then scan the printed document in order to submit an electronic copy.

For information on which forms you may be required to submit, please [click here](#).

NOTE: 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.).

### Most Commonly Used Forms:

- [Initial Certification Application](#) (may also be completed through your [MyPSC](#) account);
- [Certification Update Application](#) (may also be completed through your [MyPSC](#) account);
- [Verification of Lawful Presence](#);
- [Approved Program Completion Form](#);
- [Experience Verification Form](#);
- [Employer Assurance Form](#).

### Additional Forms:

- [PL Verification Form](#);
- [Alternate Level Six Certification Option](#);
- [Verification of Degree Validation](#);
- [International Exchange Verification Form](#);
- [Voluntary Certificate Field Deletion Form](#);
- [Upgrade Degree Approval Form](#).



# COMPLETING THE NOTARIZED AFFIDAVIT

Different citizenship statuses require different forms of identification, as follows.  
**PLEASE NOTE:** you cannot qualify for multiple citizenship statuses at the *same time*.

1.If you are a **U.S. citizen**, you must **initial/select (1) only on the Affidavit AND submit a copy (front and back) of any ONE of the following:**

1. An unexpired driver's license issued by a U.S. state, D.C., or certain U.S. territories
2. An unexpired United States passport or passport card
3. An unexpired United States military identification card
4. Any document listed here:  
<http://www.gapsc.com/certification/downloads/SecureVerifiableDocuments.pdf>

2.If you are a **legal permanent resident** of the U.S., you must **initial/select (2) only on the Affidavit AND submit a copy of:**

1. An unexpired United States Permanent Resident Card (front and back)

3.If you are a **qualified alien or non-immigrant** under the Federal Immigration and Nationality Act, you must **initial/select (3) only on the Affidavit, enter your alien number AND submit a copy (front and back) of ONE of the following:**

1. An unexpired work authorization card
2. I-94 documentation reflecting the I-94 number and expiration date AND a valid foreign passport
3. A valid Certificate of Eligibility reflecting your SEVIS number AND a valid foreign passport

# ACCEPTABLE SECURE AND VERIFIABLE DOCUMENTS :

<https://www.gapsc.com/certification/downloads/SecureVerifiableDocuments.pdf>



A Copy of the Secure and Verifiable  
Document Must be Submitted With the  
Verification of Lawful Presence Affidavit

# SUGGESTED SUBMISSION 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

## Note

If a candidate has answered “yes” to a personal affirmation (ethics) question, submit as soon as possible

## Student Information Screen

Send Email Back

SSN: 257616220  
 Student ID: 917477019  
 Certification ID: 400838  
 First Name: Jana  
 Middle Name:  
 Last Name: Mullis  
 Suffix:  
 Email Address: jmullis2@my.westga.edu  
 DOB: 04/27/1975

Program: Business Education : Initial  
 Initial Teaching Program?: Yes  
 Program Start Date: 08/25/2014  
 GACE Eligible: No  
 Ethics Exit Eligible: No  
 EdTPA Eligible: No  
 Pre-Service Certification?: In process  
 Program Completion:  
 Degree Awarded:  
 Degree: Master of Arts in Teaching Business Rule - 2

Recommended for certification:  
 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
†	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

# EXPRESSLANE

**ExpressLane**

The following actions are possible for [REDACTED]

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



**Pre-Service option is offered in Expresslane ONLY  
if the candidate:**

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

# CHECKING STATUS OF PRE-SERVICE



Gapscc.org account

Quick Lookup SSN  Certification ID

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

TPMS

Pre-Service Certification?

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

# Future questions/concerns

## Certification

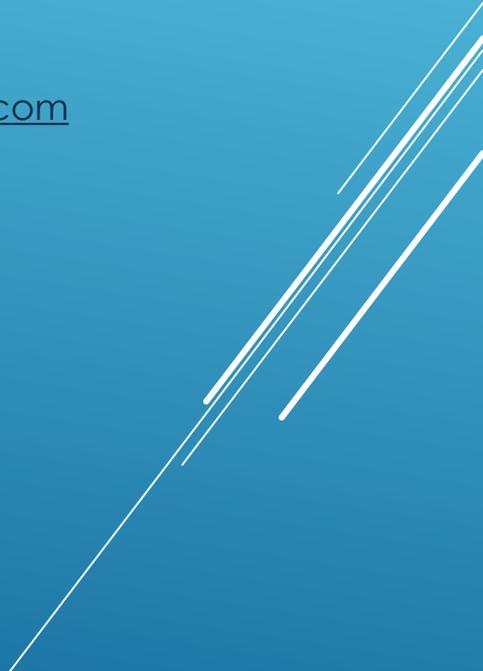
[Melina.ljuljanovic@gapsc.com](mailto:Melina.ljuljanovic@gapsc.com)

Certification Project Manager  
404-232-2627

## Ethics

[Paul.Phillips@gapsc.com](mailto:Paul.Phillips@gapsc.com)

Investigator  
404-232-2634

A decorative graphic consisting of several parallel white lines of varying lengths, slanted diagonally from the bottom right towards the top right, set against the blue background.