



30th
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**Certification and Program
Officials
Conference**

*Looking back,
Moving forward*



Certification Best Practices for EPPs

Mélina Ljulanovic
Program Director



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Website/Resources



Certification and Program Officials Conference

Website/Resources

Standards Commission
Protecting Georgia's Higher Standard of Learning

[Home](#) [Georgia Educators](#) [Certification](#) [Educator Assessment](#) [Educator Preparation](#) [Ethics](#) [Commission](#)

Quick Links

How to Become a Teacher

How to Apply

How to Renew Your Certificate

How to Transfer Out-of-State Certification

Educational Leadership

Upgrade Your Certificate Level

Georgia Approved Programs

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EDUCATOR PREPARATION DIVISION

Non-Traditional Educator Preparation

GaTAPP

Approved Providers

Candidate Admission Requirements

Candidate Action Steps

FAQs

Essentials of Effective Teaching Website

Field-Specific Requirements

Alternative Preparation for Educational Leadership

Endorsements

Certification Status

Traditional Educator Preparation

Approved Programs

Program Approval

Program Approval Standards 2023

Program Approval Standards 2024

Educator Preparation Rules

Policy Development

Outreach and Technical Assistance

Resources for Program Providers

Educator Preparation Program Providers

Program Providers Seeking GaPSC Approval

PPeM - Preparation Program Effectiveness Measures

Teacher Leadership Tool Kits

Teacher Leadership for Teachers

Teacher Leadership for Principals

Central Office Leaders

- Application status checks are not provided by phone or email.
- Documents **must** be submitted electronically as outlined [here](#).



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Website/Resources

The screenshot shows the homepage of the Georgia Professional Standards Commission (GaPSC). The header features the GaPSC logo on the left, the text "Georgia Professional Standards Commission" and "Protecting Georgia's Higher Standard of Learning" in the center, and social media icons (Facebook, Twitter, LinkedIn) and "MyPSC Login" and "Register" buttons on the right. A search bar labeled "Search This Site" is also present. Below the header is a navigation menu with links: Home, Georgia Educators, Certification, Educator Assessment, Educator Preparation, Ethics, and Commission. A "Quick Links" section is highlighted with a red box, containing ten icons and their corresponding links: "How to Become a Teacher", "How to Apply", "How to Renew Your Certificate", "How to Transfer Out-of-State Certification", "Educational Leadership", "Upgrade Your Certificate Level", "Georgia Approved Programs", "Paraprofessional Licensure", "GaTAPP", and "Title IV Compliance". At the bottom right, there is a "Certification Status" link.

Georgia Professional Standards Commission
Protecting Georgia's Higher Standard of Learning

f X in MyPSC Login Register

Search This Site

Home Georgia Educators Certification Educator Assessment Educator Preparation Ethics Commission

Quick Links

- How to Become a Teacher
- How to Apply
- How to Renew Your Certificate
- How to Transfer Out-of-State Certification
- Educational Leadership
- Upgrade Your Certificate Level
- Georgia Approved Programs
- Paraprofessional Licensure
- GaTAPP
- Title IV Compliance

Certification Status



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Website/Resources



How to Become a Teacher



How to Apply



How to Renew Your Certificate



How to Transfer Out-of-State Certification



Educational Leadership



Upgrade Your Certificate Level



Georgia Approved Programs



Paraprofessional Licensure



GaTAPP



Title IV Compliance



Certification Status

- Application status checks are not provided by phone or email.
- Documents *must* be submitted electronically as outlined [here](#).
- We are currently processing complete application packages received on or before **November 19, 2024**.
- To help us process applications efficiently, **please wait at least two weeks after completing your application** before contacting our office with any concerns.
- [Application Status](#)
- [Public Certification Lookup](#)



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TPMS



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TPMS



**Georgia Professional
Standards Commission**
Protecting Georgia's Higher Standard of Learning

[Home](#) [Change Password](#) [Update Profile](#) [Logout](#)

Welcome, Melina Ljuljanovic

Quick Lookup

SSN

Certification ID

Go

***Attention: Please note the new HR line hours below.**

To contact the GaPSC, please call:

- 404-334-6462 - (inside the metro Atlanta area)
- 800-390-6698 - (outside the metro Atlanta area)

These numbers are available every weekday from 12:30 pm - 4:30 pm, excluding Tuesday's and holidays. The HR line will be closed every Tuesday through fall CPI so staff can focus on case processing.

NOTE:

Voice mail 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.

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.

CMS

CERT

LOOKUP

TeachGeorgia

TPMS Lookup

MYCERTS

CAPSLOOKUP

DataBank

TPMS

UNSAT


PAYONLINE

NTRS

EPP Survey Support


ExpressLane

Ethics Lookup

 **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](#)



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TPMS

Traditional Program Management System (TPMS)

Search for a Candidate

Clark Atlanta University

Select Cohort Year:

Select Record Type: ☒ Current Records ☐ Withdrawn Records ☐ Past Completer Records

Student ID: Certification ID:

First Name: Last Name:

Program Name:

Site:


Status:

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

Quick Links

[Download TPMS Template](#)

[Download TPMS User Manual](#)





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Student ID: Certification ID:

First Name: Last Name:

Program Name:

Site:

Status:

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

Quick Links

[Download TPMS Template](#)

[Download TPMS User Manual](#)



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TPMS

Testing

Ethics Exit Eligibility:	<div>Yes ?</div>	Ethics Entry: 8/7/2018	Ethics Exit: Ethics Passed 5/6/2019
GACE Eligibility:	<div>Yes ?</div>	FLD788 - AGRICULTURAL EDUCATION (6-12) GACE Passed 11/1/2018	
EdTPA Eligibility:	<div>Yes</div>	FLD788 - AGRICULTURAL EDUCATION (6-12) EdTPA Code - GEC5P2HFPC2	EdTPA Passed 4/4/2019
PASL Eligibility:	<div>No ?</div>	No Aligned PASL Exam	
Ethics Entry Status:	Ethics Passed		

Program Completer: A person who has met all the requirements of a GaPSC-approved or state-approved out-of-state educator preparation program to **include all GaPSC requirements** such as **attempting all assessments required for state certification**.



Certification and Program Officials Conference

Pre-Service

- **Required for anyone participating in Student Teaching in Georgia**
- **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**



Pre-Service

Not needed if candidate:

- **Holds Provisional**
- **Holds a Permit**
- **Holds a Waiver**
- **Holds professional certification**
- **Completing a service or leadership field program**



Pre-Service

EPP:

- ❖ Enter Candidate in TPMS

Candidate :

- ❖ Pass Educator Ethics – Test Code 360
- ❖ Claim Preparation Program through MyPSC account
- ❖ Apply for Pre-Service certificate through MyPSC account



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Pre-Service

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Claim Preparation Program

Certificate Upgrade Advisor

For GACE information and registration visit the GACE website at www.gace.ets.org

Assessment History

You have no assessment history.

Paraprofessional assessment does not require eligibility.

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

Program Admission Assessment (PAA)

⊙ 1. I am testing to satisfy the Program Admission assessment requirement.

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 Program Exit level of the Georgia Educator Ethics (360) or the Georgia Ethics for Educational Leadership (380) assessment.

Note: GoTAPP candidates should not ask for eligibility to take the Program Exit level of the Georgia Educator Ethics (Test 360) or the Georgia Ethics for Educational Leadership (Test 380) assessment. Your provider will grant eligibility at the appropriate time and you will receive an email with the information needed to register.

Employment, GoTAPP, 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 GoTAPP, 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, excluding Educational Leadership, and am taking a content assessment and/or the Program Entry (350) or Program Exit level (360) of the Georgia Educator Ethics assessment or the Program Entry (370) or Program Exit level (380) 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 (Test 350) of the Georgia Educator Ethics or the Program Entry level (Test 370) of the Georgia Ethics for Educational Leadership assessment (candidates enrolled in out-of-state programs, excluding Educational Leadership, need to select Reason 4).

Request Eligibility to Take a GACE Assessment

Select an assessment:

ADD



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Pre-Service

Error when claiming
program?

So that we may further assist
regarding this matter, please
have use the [certification
contact form](#) with the
following information:

- Certification ID number
- Program Provider
- Student ID number
- Date of Birth

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- Claim Preparation Program**
- Certificate Upgrade Advisor

Claim Preparation Program

Please select Program Provider and enter Student ID. Then click Submit.

Confirm Program Provider

Program Provider

Student ID

For GACE Information and registration visit the GACE website at www.gace.ets.org



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Note

Pre-Service will not appear as an option until the candidate has been entered in TPMS, claimed their program, and completed Ethics 360

Pre-Service

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Claim Preparation Program

Certificate Upgrade Advisor

Hold professional certification expiring this summer and worried about it lapsing? [Click here](#) to learn more about renewing and certificate dates.



Welcome to MyPSC



Forms/Documentation



Transcripts

[505-2-.27 CERTIFICATION APPLICATION, MyPSC AND TEST ELIGIBILITY PROCEDURES](#)

Official transcripts are unaltered transcripts embossed with the stamp or signature of the college registrar, imprinted with a college or university seal, or imprinted with a special seal used by the institution for certification purposes. Transcripts must include course numbers, titles, grades and credit earned. When a degree is awarded, transcripts must also bear a degree statement and date that specifies the month, day and year the degree was awarded. The GaPSC will accept electronic transcripts from institutions of higher learning **only if the transcripts are emailed directly to the GaPSC**, a Georgia LUA, or an EPP from the institution or by one of the GaPSC-approved secure electronic transcript delivery services. GaPSC will reject any transcript faxed, emailed, mailed, or uploaded by an educator to their MyPSC account. Transcripts emailed directly to the candidate are not acceptable for certification purposes.



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Student No: 937-58-8151

Issued To: PHILIP JOHNSON
PJOHNS1@EDU

Record of: Philip Darcholmew Johnson

Record of: Heather Wilson
Issued To: HEATHER WILSON
HWILSON2@EDU

Course Level: Graduate

Issued To: LAUREN MORRIS
LMORRIS@EDU

Record of: Lauren Morris



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VERIFICATION OF LAWFUL PRESENCE

200 Piedmont Avenue SE, Suite 1712, Atlanta, GA 30334-9029

Please Use Black Ink or Type

Please use ALL CAPS to print your legal name in the spaces indicated.

Last Name

[illegible][illegible][illegible]

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		/			/		
--	--	---	--	--	---	--	--

I am submitting¹ the following required Verification of Lawful Presence documentation:



 This completed form; **AND**



The completed and notarized Affidavit (see important instructions at link below); **AND**



A copy of the ID² used in completing the Affidavit and presented to the notary for validation.

¹ Upload these documents through the Applications section of <http://mypscc.gapsc.org>. When uploading documents, please ensure that images are legible.



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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) EH I am a United States citizen.
- 2) EH 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(c)(1), with this affidavit.



By executing this affidavit under oath, as an applicant 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.



CERTIFICATION



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Certification

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Hold professional certification expiring this summer and worried about it lapsing? [Click here](#) to learn more about renewing and certificate dates.



Welcome to MyPSC



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edTPA

Certificate Upgrade Advisor

Certificate / License

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
C	CLEARANCE CERTIFICATE [FLD694]	01/21/2015	01/21/2015	07/01/2015	06/30/2020

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.



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Payments

Welcome to the Georgia Professional Standards Commission Online Payment System

You are about to make an online payment for **MELINA LJULJANOVIC**. This payment will support an existing or future certification transaction with the Georgia Professional Standards Commission. Not all certification transactions require a fee. Even if you are requesting multiple transactions, the maximum fee required for one application is \$20 unless you are requesting a notarized certificate copy. If you are requesting a notarized certificate copy in addition to another transaction requiring a fee, you must pay a total of \$40.

Applicants who are not employed by a Georgia LUA must pay a \$20 fee for all transactions EXCEPT FOR:

- Issuance of a Pre-Service certificate
- Issuance of an Initial certificate based on completion of a Georgia educator preparation program
- Name change

Applicants who are employed by a Georgia LUA must pay a \$20 fee for the following transactions ONLY:

- Addition of a Non-Renewable or Supplemental Induction certificate field
- Issuance of a Waiver certificate
- Notarized certificate copy

Please **do not** pay assessment fees here (this would include the Educator Ethics assessment). For more information about paying for GACE assessments, please visit <http://gace.ets.org>.

Click the **PAY** button below if you wish to proceed. Visa and Master Card are accepted. A fifty-cent non-refundable processing fee will be applied to the \$20 transaction fee.

Click the **QUIT** button if you do not wish to make a payment at this time.

Pay

Quit



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Certification

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Certificate Upgrade Advisor

View Submitted Documents

The issuance of Georgia credentials require documentation that the applicant has met all requirements for applicants.

Action	Date Received	Description
View	1/22/2015	MyPSC Online Application
View	10/1/15	Unofficial Transcript - GEORGIA STATE
View	8/17/2015	MyPSC Online Application
View	7/17/2015	MyPSC Document Delivery
View	3/31/2015	MyPSC Document Delivery
View	3/31/2015	MyPSC Online Application
View	3/31/2015	MyPSC Document Delivery
View	3/31/2015	MyPSC Document Delivery
View	1/27/2015	MyPSC Online Application
View	8/13/2014	MyPSC Online Application

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

Applicant's name: Melissa L. Johnson Certification ID: 168897

Upload Cover ID #: **392-391-156-3**

Number of pages (excluding the cover sheet and application): 4

Applicant has answered yes to any question in the Personal Affirmation section of the application: no

You have provided the following degree information:
Bachelor of Science, University of Phoenix Online Campus, 05/15/2015

Have you ever worked full-time on a professional out-of-state educator certificate? No

You are reporting the following transactions:
Initial - Program Completion

You are reporting the following fields:
381/382 (P-12)



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Thank You



Melina Ljuljanovic
Program Director
Melina.ljuljanovic@gapsc.com

