



# Georgia Professional Standards Commission

*Protecting Georgia's Higher Standard of Learning*

**Certification and Program Officials Conference  
December 5 and 6, 2024**

**Bobbi Ford and Melina Liulianovic**



# Mission Statement

The mission of the GaPSC is to build the best prepared, most qualified, and most ethical education workforce in the nation.

# GaPSC Divisions

- Educator Preparation
- Certification
- Ethics



# Whom do we serve?

- Professional Standards Commission
- Institutions of Higher Education (IHE)
- Regional Educational Service Agencies (RESA)
- Local Education Agencies (LEA)
- Out of state EPPs
- Others





# Agenda

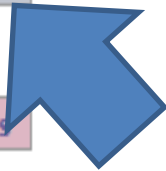
- Contact Management System
- TPMS
- Pre-service certificate
- Clinical practice
- Claiming program
- Eligibility to test
- Background check

# Contact Management System

## GAPSC.org



CMS	TPMS Lookup	TPMS	EPP Survey Support
Upgrade Reviews	ExpressLane	CAPSLOOKUP	HIQ
In-field.NET	Leadership Dispositions	Employer Surveys	PAAR
PPEM	PRS	PRS-II	PRS-III
FRL	FRL Review	ISA Form	Site Visitor Info





# What is CMS?

- Contact Management System (CMS) is a web-based system stored in our secure portal and used to maintain contact information for GaPSC-approved EPPs and other stakeholders
- CMS was designed to place the responsibility for maintaining current contact information with the EPPs and organizations with whom we communicate
- Staff will have the ability to retrieve contact information and e-mail directly



# Who Enters the Data?

- Each EPP, LEA, RESA, and Private Education Agency has identified two individuals who will be responsible for the initial entry and regular updates for key EPP personnel; these Contact Administrators are now able to enter contact data in CMS
- Contact Administrators are credentialed and permitted access to the system through [GaPSC.org](https://GaPSC.org)





# Update Indications!

- Administrative Assistant will send periodic e-mail reminders to prompt system reviews and updates
  - Monitors (CMS) and advises IT staff of system improvements and arising issues
  - Provides technical assistance as needed
- Contact [Eden.Mabry@gapsc.com](mailto:Eden.Mabry@gapsc.com) for support



# Georgia Professional Standards Commission

*Protecting Georgia's Higher Standard of Learning*

**PROVIDER**



# Clinical Practice

In order for a candidate to complete field experiences (including clinical practice/student teaching) in Georgia, the candidate must be entered into our data system, the Traditional Program Management System (TPMS). The process begins with the completion of the attached spreadsheet. You will need to tell us the program(s) you want us to include in our system for your university. By submitting the spreadsheet, you are asserting that the program is state approved in the home state of the university. ***For validation purposes, please include in your e-mail the link to the state approval agency's website that lists your EPP's approved programs.***



# Entering in TPMS

A	B	C	D
For programs leading to a Georgia certificate...			
1) Fill-in the program name, area, degree(s), and certificate columns. Note that we may abbreviate the program name.			
2) Expand cells as much as you need. Define as many programs as you need to.			
If this is a School Counseling program, please indicate if this program is CACREP accredited.			
Program name (as listed in your catalog)	Program area - (see "List of Areas" tab)	Degree(s) - (see "List of Degrees" tab)	Georgia Certificate field(s) - (see "List Certificate Fields" tab)
Example: Teaching American Sign Language M.A.: Licensure: World Languages (Grades K-12)	Foreign Language Education	Other Master's level degree or higher	FLD832 - American Sign Language (P-12)

The TPMS sheet would be sent to Melina at [Melina.Ljuljanovic@gapsc.com](mailto:Melina.Ljuljanovic@gapsc.com). Please include the state agency's approval for your EPP to offer this program



# Pre-Service Certificate

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

- 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 of ethics



# PROCESS

- EPP input candidate's information in TPMS
- Candidate claims program in MyPSC
- Candidate takes Ethics-Test Code 360
- Candidate applies for Pre-Service certificate via MyPSC account
- VLP submitted with application request



# Validity

- Valid for 5 years
- Invalidated upon:
  - Program Completion
  - Withdrawal, transfer, or removed from program.





# When is Pre-Service not needed?

Not needed if candidate holds :

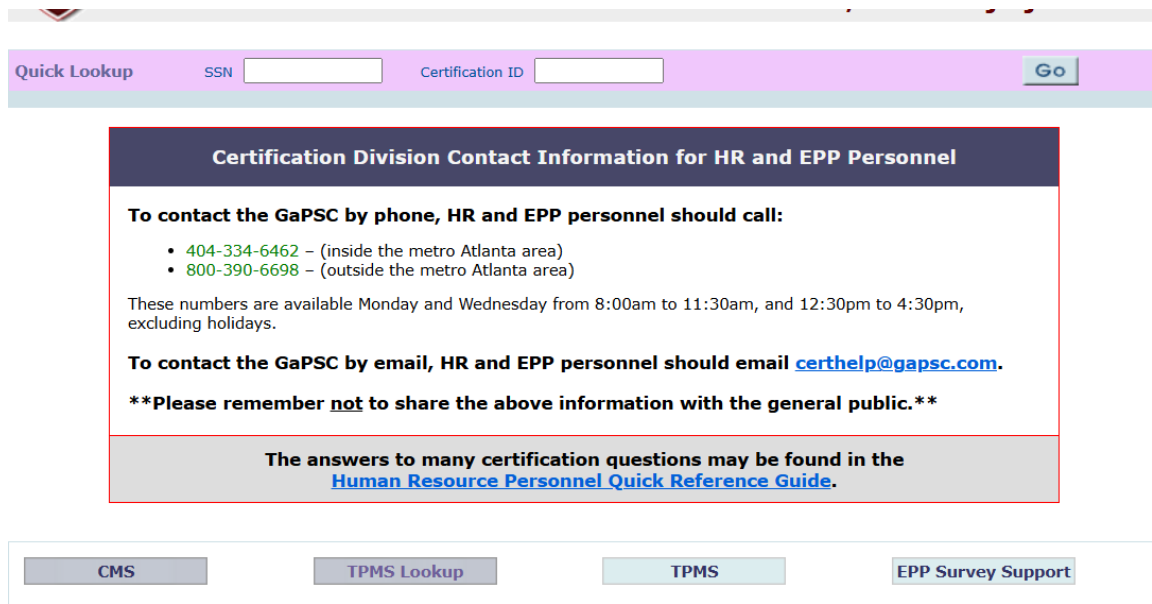
- Provisional
- Permit
- Waiver
- Professional Certificate

Not needed if:

- Completing Service or Leadership program

# Certification Check

- A student's certification history can be viewed under Quick Lookup in .org or when submitting an ExpressLane transaction



Quick Lookup SSN  Certification ID

**Certification Division Contact Information for HR and EPP Personnel**

**To contact the GaPSC by phone, HR and EPP personnel should call:**

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

These numbers are available Monday and Wednesday from 8:00am to 11:30am, and 12:30pm to 4:30pm, excluding holidays.

**To contact the GaPSC by email, HR and EPP personnel should email [certhelp@gapsc.com](mailto:certhelp@gapsc.com).**

**\*\*Please remember not to share the above information with the general public.\*\***

The answers to many certification questions may be found in the [Human Resource Personnel Quick Reference Guide](#).



# Other Options for Certificate

---

- A student can be issued Provisional or Waiver after Pre-Service is issued
  - Pre-Service certificate will be made obsolete





# 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:

Search List

Certification ID:

First Name:

Last Name:

Program Name:

Status:

Program Start Date:

From:  (mm/dd/yyyy)

To:  (mm/dd/yyyy)

Search

Clear

Add New Candidate

## 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

**Enrollment**

Cohort Year	2018	*	?	Program start Date: (mm/dd/yyyy)	06/11/2018	*	?	Program Start Year:	2018
Delivery Mode:	Face-to-Face	*	?	Site:	Gwinnett County Public Schools	*			
Provisionally Admitted Indicator:	No	?		Program Admissions Exemption Indicator:	No		?		
Entry GPA:	0.0	*	?	Exit GPA:			?		
Clinical Practice Begin Date: (mm/dd/yyyy)				Cooperating Teacher(s)				Clinical Practice Completion Date: (mm/dd/yyyy)	
Degree Awarded: (mm/dd/yyyy)			?	!!COVID-19 Waiver if needed.	No Waiver Required			Program Completion Date: (mm/dd/yyyy)	
MyPSC Confirmation Date: (mm/dd/yyyy)	10/17/2018		?	Initial Teaching Program?:	No - Not enrolled in teaching program			Pre-Service Certification?:	Not applicable
Withdrawn from Program: (mm/dd/yyyy)				Withdrawal Reason:	--Select withdrawal reason--				

**Testing**



# Appropriate Field Experience and Clinical Practice in Georgia

Clinical practice for all fields must occur in

- regionally accredited public schools,
- charter schools approved by the Georgia State Charter School Commission,
- charter schools approved by the Georgia Department of Education,
- out-of-state charter schools approved by the state's charter schools commission or department of education,
- private schools accredited by a GaPSC-accepted accreditor, Department of Defense schools, or
- in international settings meeting accreditation criteria specified in GaPSC Rule 505-2-.31 [GAPSC ACCEPTED ACCREDITATION; VALIDATION OF NON-ACCREDITED DEGREES](#)



# Appropriate Placement

This site will provide guidance concerning field experiences and clinical practice:

[https://www.gapsc.com/EducatorPreparation/Resources/Downloads/GaPSC Traditional Clinical and Field Experience Guide%20Book August%202024.pdf](https://www.gapsc.com/EducatorPreparation/Resources/Downloads/GaPSC%20Traditional%20Clinical%20and%20Field%20Experience%20Guide%20Book%20August%202024.pdf)

Reminders: Mentor Teachers

- should have three years of experience
- must be certified in the field the candidate is seeking
- 500 hours is the minimum number of clinical hours. (A semester is 600 hours, but we are anticipating holidays, weather days, etc.)
- If a candidate completes clinical practice in Georgia, they are no longer eligible for seeking certification through reciprocity.





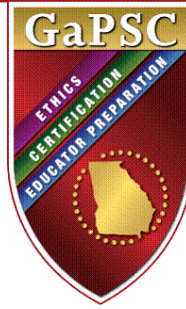
# Out of State Accepted Providers

## **Accreditation:**

To be accepted for certification purposes in Georgia, the college/university must have held accreditation by a GaPSC-accepted accrediting agency at the time the degree was awarded. The GaPSC accepts colleges/universities recognized by The Council for Higher Education Accreditation (CHEA) ([www.chea.org](http://www.chea.org)) or the U.S. Department of Education (USDOE) ([www.ed.gov](http://www.ed.gov)).

## **State-Approved:**

The educator preparation program must have been approved by the state approval authority that approves teacher preparation programs in the state in which the college/university is administratively based and it must lead to professional certification in that state.



# Georgia Professional Standards Commission

*Protecting Georgia's Higher Standard of learning*

**CANDIDATE**



# Registering for MyPSC

- **Data No Match error message**
  - **Use PSC contact form:**  
<https://www.gapsc.com/Certification/EmailPSC.aspx>  
include :
    - 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

Account

Change Password

FAQs

Help Guide

GaPSC Home

Logout

MyPSC Dashboard

Home

Certificate / License

Assessments

Personal Affirmations

Applications / Documentation / Status

View Submitted Documents

Payments

Correspondence / Notifications

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



# 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.

Use PSC contact form:

<https://www.gapsc.com/Certification/EmailPSC.aspx>

First, last name

Date of birth

Student ID number

Certification ID number

- Program provider name

# ELIGIBILITY TO TEST

Account

Change Password

FAQs

Help Guide

GaPSC Home

Logout

MyPSC Dashboard

Home

Certificate / License

Assessments

Personal Affirmations

Applications / Documentation / Status

View Submitted Documents

Payments

Correspondence / Notifications

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



# Checking Status of Pre-Service

CHECK CASE  
DESCRIPTION!

## Gapsc.org account

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.

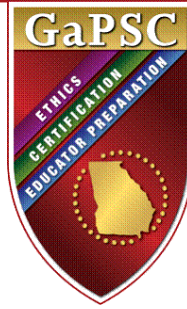
Case history			
Date Opened	Description	Evaluator/Clerk	Date Closed
04/17/2015	Pre-Service	* GCIC REVIEW	Holding



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,**

*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

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



# 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
    - [Certification Contact Form](#)

**Melina\*:**

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

**Bobbi\*:**

[Bobbi.ford@gapsc.com](mailto:Bobbi.ford@gapsc.com)

\*Best reached via Email



# Georgia Professional Standards Commission

*Protecting Georgia's Higher Standard of Learning*



THANK YOU !



**30<sup>th</sup>  
ANNUAL**

**Certification  
and Program  
Officials  
Conference**

**Please give us your feedback!**

To complete a brief  
survey, scan the QR code  
or click [here](#).

