

31<sup>st</sup> Annual Certification and



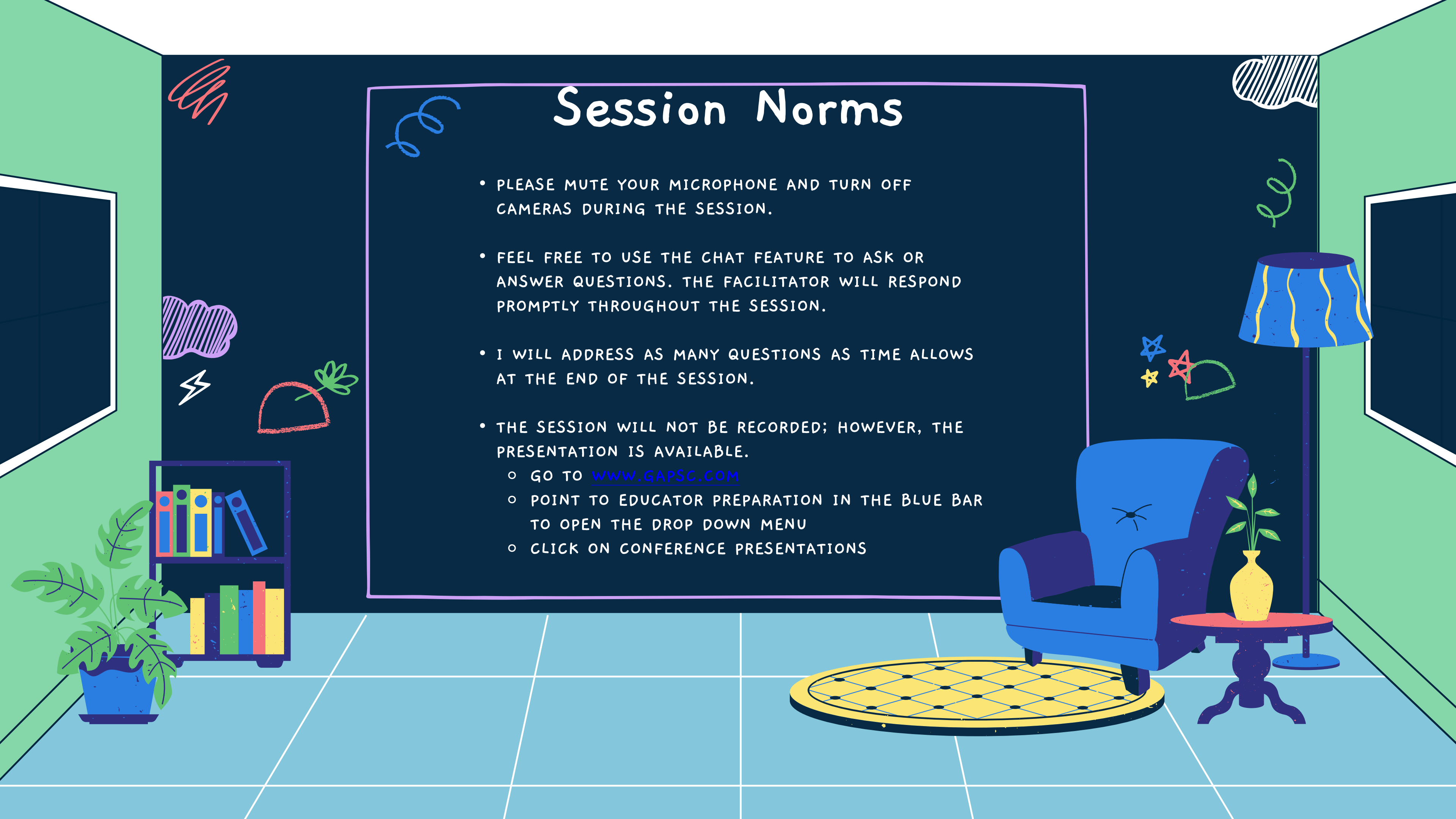
Program Officials Conference

# Certification Best Practices for EPPs

JASMINE JACKSON-GREEN  
LEAD CERTIFICATION EVALUATOR

# Session Norms

- PLEASE MUTE YOUR MICROPHONE AND TURN OFF CAMERAS DURING THE SESSION.
- FEEL FREE TO USE THE CHAT FEATURE TO ASK OR ANSWER QUESTIONS. THE FACILITATOR WILL RESPOND PROMPTLY THROUGHOUT THE SESSION.
- I WILL ADDRESS AS MANY QUESTIONS AS TIME ALLOWS AT THE END OF THE SESSION.
- THE SESSION WILL NOT BE RECORDED; HOWEVER, THE PRESENTATION IS AVAILABLE.
  - GO TO [WWW.GAPSC.COM](http://WWW.GAPSC.COM)
  - POINT TO EDUCATOR PREPARATION IN THE BLUE BAR TO OPEN THE DROP DOWN MENU
  - CLICK ON CONFERENCE PRESENTATIONS



# Session Outline

- WEBSITE RESOURCES
- CERTIFICATION UPDATES
- TPMS
- MYPSC
- PRE-SERVICE/OTHER CERTS
- STEPS/DOCUMENTS FOR PROGRAM COMPLETION





# Website Resources



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

Home Georgia Educators ▾ Certification ▾ Educator Assessment ▾ Educator Preparation ▾

EDUCATOR PREPARATION DIVISION	Traditional Educator Preparation	PPEM - Preparation Program Effectiveness Measures
Non-Traditional Educator Preparation	Approved Programs	Teacher Leadership Tool Kit
GaTAPP	Program Approval	Teacher Leadership for Teachers
Approved Providers	Program Approval Standards 2023	Teacher Leadership for Principals
Candidate Admission Requirements	Program Approval Standards 2024	Central Office Leaders
Candidate Action Steps	Educator Preparation Rules	
FAQs	Policy Development	
Essentials of Effective Teaching Website	Outreach and Technical Assistance	
Field-Specific Requirements	Resources for Program Providers	
Alternative Preparation for Educational Leadership	Educator Preparation Program Providers	
Endorsements	Program Providers Seeking GaPSC Approval	



# Website Resources

## 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

# Teach in the Peach

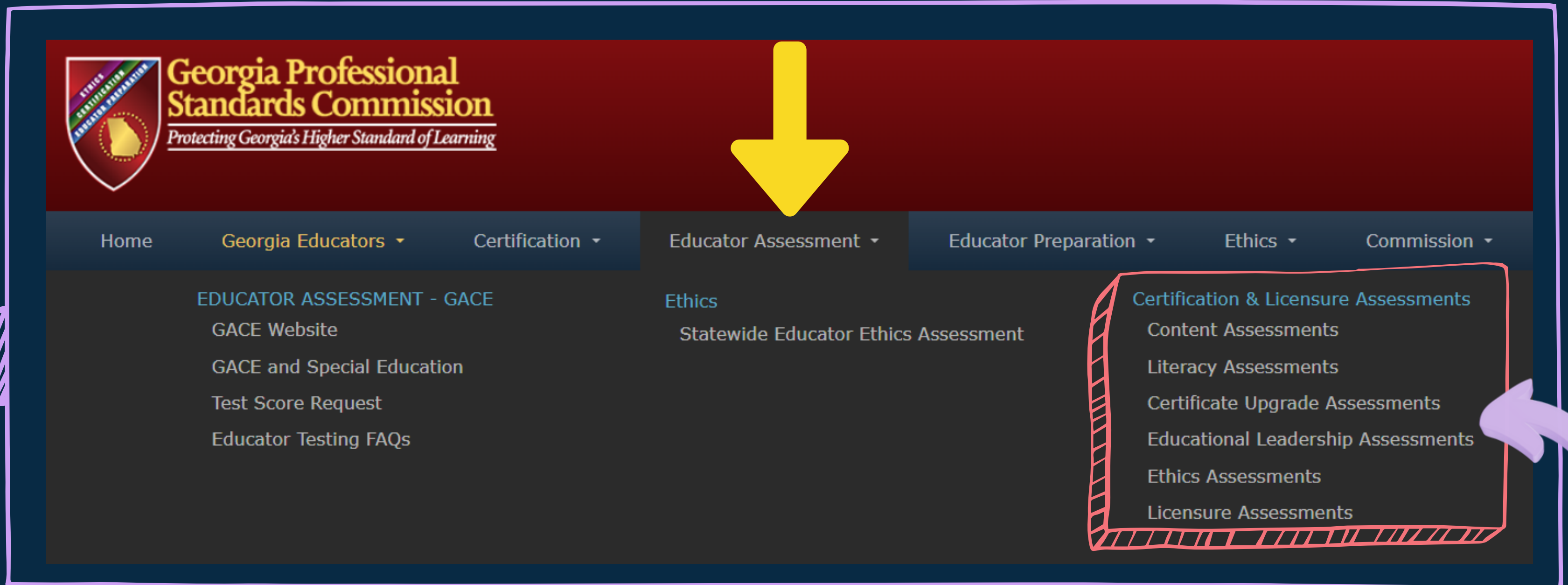
[teachinthepeach.org](https://teachinthepeach.org)

## Certification Status

We are currently processing complete application packages received on or before **November 26, 2025**. If any documentation was received by our office after that date, please be patient, and wait at least two weeks after completing your application before contacting our office with any concerns.

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

# Website Resources



The screenshot shows the Georgia Professional Standards Commission website. A large yellow arrow points to the 'Educator Assessment' dropdown menu in the navigation bar. A red box highlights the 'Certification & Licensure Assessments' sub-menu, which is further pointed to by a purple arrow. The website header includes the logo and the tagline 'Protecting Georgia's Higher Standard of Learning'.

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

Home Georgia Educators ▾ Certification ▾ Educator Assessment ▾ Educator Preparation ▾ Ethics ▾ Commission ▾

**EDUCATOR ASSESSMENT - GACE**  
GACE Website  
GACE and Special Education  
Test Score Request  
Educator Testing FAQs

**Ethics**  
Statewide Educator Ethics Assessment

**Certification & Licensure Assessments**  
Content Assessments  
Literacy Assessments  
Certificate Upgrade Assessments  
Educational Leadership Assessments  
Ethics Assessments  
Licensure Assessments

# Certification Updates

## ✿ GACE ASSESSMENTS

Test provider changed from ETS to ES Pearson as of 7/1/25

## ✿ ETHICS ASSESSMENTS

- Ethics for Teachers Assessment (Test Code 351)
  - previous Ethics 360 assessment is acceptable if on educator's file.
- Ethics for Leaders Assessment (Test Code 352)
  - previous Ethics 380 assessment is acceptable if on educator's file.

## ✿ LITERACY ASSESSMENTS


- 3 Literacy Assessments
- Aligned with each teaching field.
- Pass or Attempt required for program completion if educator enrolled on or after 6/1/25 in a state-approved educator preparation program in a teaching field.

## ✿ PROVISIONAL CERTIFICATES

- EPPs will be notified by Ed Prep Program Approval Education Specialist if Provisional field and Program field do not align



# TPMS



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

Quick Lookup

SSN

Certification ID

Go

**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](#).

TPMS Lookup

**TPMS**

EPP Survey Support

CERT

MYCERTS


Literacy Training

UNSAT

ExpressLane

**Traditional Program Management System (TPMS)**

Attention

 Between July 1, 2025, and November 15, 2025 (inclusive), test takers enrolled in a Traditional initial teaching preparation Literacy assessment or test takers requesting to take a GACE Literacy Assessment who are adding a content field to their Reason for Testing #5 in their MyPSC account to take the GACE Literacy Assessment.

Search for a Candidate

**Georgia Professional Standards Commission**

Select Cohort Year: 

All Years

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

Student ID:

Search List

Certification ID:

First Name:

Last Name:

Program Name: 

--Select program--

Site: 

--Select site--

Status: 

--Select Status--

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

Search

Clear

Add New Candidate

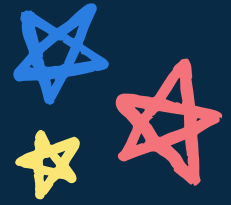
Quick Links

[Download TPMS Template](#)

[Download TPMS User Manual](#)



# TPMS



Student ID: 1234 ?

First Name: ?

Last Name: ?

DOB: (mm/dd/yyyy) ?

Email Address: ?

Ethnicity: --Select Ethnicity--

Race: --Select Race--

White \* --Select Race--

Asian \* --Select Race--

Black or African American \* --Select Race--

Certification ID (read only):

Middle Name:

Suffix:

SSN:

Gender: --Select Gender--

Native Hawaiian or Other Pacific \* --Select Race--

American Indian or Alaskan Native \* --Select Race--

**Program Information**

Program: --Select program-- \*

Degree: --Select degree-- \*

Certification Field A: --Select field--

Certification Field B: --Select field--

Endorsement 1: Endorsement 2: Endorsement 3:

**Enrollment**

Cohort Year: --Select year-- ?

Program start Date: (mm/dd/yyyy) ?

Delivery Mode: --Select delivery mode-- ?

Site: --Select site-- \*

Provisionally Admitted Indicator: --Select-- ?

Program Admissions Exemption Indicator: --Select-- ?

Entry GPA: ?

Exit GPA: ?

## TPMS AND MYPSC MUST LINK



The Educators First and Last name as well as their date of birth must be the same as listed on their MyPSC account for an educator to claim their program.



## ERROR WITH NAME OR DATE OF BIRTH

If there is an error with the educators name or date of birth once enrolled this will need to be corrected within TPMS by the EPP.



## 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.

**Testing**

Ethics Exit Eligibility: No ?

GACE Eligibility: Yes ?

EdTPA Eligibility: No

PASL Eligibility: No ?

Ethics Entry Status: **Ethics Not Attempted**

FLD808 - ELEMENTARY EDUCATION (P-5) **GACE Passed** 11/1/2024

**Ethics Exit: Ethics Passed** 2/12/2023

**EdTPA Not Attempted**

**No Aligned PASL Exam**

# MyPSC



## CLAIM PREPARATION PROGRAM

Once an educator is listed as enrolled in a certification program within TPMS, they must claim their program through the Claim Preparation Program tab on MyPSC account.



## GACE ELIGIBILITY

Educators needing to request eligibility for a GACE assessment (Ethics or Content assessment), will select the Assessments tab on their MyPSC account.



## SUBMITTING APPLICATION

Educators would first need to complete Personal Affirmation Questions (PAQs) on Personal Affirmations tab for current fiscal school year.

Once PAQs are on file, educators will select the Applications/Documentation/Status tab to start an online application.



## Error when claiming program?

So that we may further assist, please have educator contact us through our [contact form](#) with the following information:

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

The screenshot displays the MyPSC dashboard with a sidebar on the left and a main content area. The sidebar includes links for 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 (highlighted in yellow), and Certificate Upgrade Advisor. The main content area is titled 'Claim Preparation Program' and contains instructions: 'Please select Program Provider and enter Student ID. Then click Submit.' Below this is a 'Confirm Program Provider' section with a dropdown menu for 'Program Provider' and a text input for 'Student ID'. There are 'Submit' and 'Reset' buttons. At the bottom, it says 'For GACE information and registration visit the GACE website at [gace.es.pearson.com](http://gace.es.pearson.com)'.






# Pre-Service Certificate

## WHO NEEDS IT AND WHY?

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.

Assist Pre-Service educators in  
understanding code of ethics and holding  
them accountable under the code.

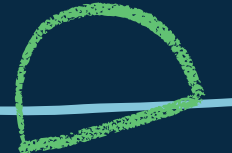



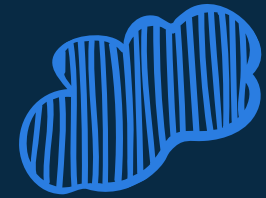
## WHO DOESN' T NEED IT?

Educators who hold the following  
certificate types:

- Provisional certificate
- Waiver certificate
- Permit
- Professional certificate

Those enrolled in a service field or  
leadership field program.





# Pre-Service Certificate

## Requirements for Issuance



### EDUCATOR RESPONSIBILITY

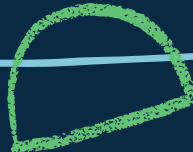
Request eligibility for Ethics for Teachers assessment (351) within MyPSC account.

Pass the Ethics for Teachers Assessment (351) and have test scores posted to file.

### EPP RESPONSIBILITY

Enter candidate within TPMS with the correct first name, last name, and date of birth.

Verify candidate passed Ethics for Teachers assessment (351) or old Ethics 360 assessment



### EDUCATOR RESPONSIBILITY

Claim program through MyPSC account.

Complete PAQs for current fiscal school year.

Submit application through MyPSC account with Verification of Lawful Presence Documentation.

# Issues with Pre-Service Issuance

## O.C.G.A. § 50-36-1(e)(2) Affidavit

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) \_\_\_\_\_ 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.

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(e)(1), with this affidavit.

The secure and verifiable document provided with this affidavit can best be classified as: \_\_\_\_\_.

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute.

Executed in \_\_\_\_\_ (city), \_\_\_\_\_ (state).

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Printed Name of Applicant

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE

\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC  
My Commission Expires:

## PRE-SERVICE APPLICATION OPTION

The following must be completed in order for an educator to have the Pre-Service option on their MyPSC online application:

- Ethics for Teachers assessment or Ethics 360 assessment must be on file.
- Educator must be listed as enrolled in a cert program within TPMS with correct info.
- Educator must have claimed their program through their MyPSC account.

## PRE-SERVICE APPLICATION ON HOLD

Educator must submit Verification of Lawful Presence documentation (if not already on file) for Pre-Service Application.

- Only ONE option should be selected for citizenship status.
- We must receive a legible copy of the valid supporting document verifying citizenship status.
- Affidavit must be signed by the applicant and the notary with a legible notary stamp with notary expiration date.





# Certificate Types for Student Teaching


## PROVISINOAL (BT)

- Must be requested by employer.
- Valid for up to three years.
- Can be issued in a different field from program.
- If BT field and Program field are misaligned EPP will be notified.

## WAIVER

- Must be requested by employer.
- Valid for one year.
- Can be issued in a different field from program.
- If Waiver field and Program field are misaligned EPP will be notified.

## PERMIT

- Must be requested by employer.
  - Initially valid for 3 years then extended for 5 years.
  - Can be issued in a different field from program.
  - If Permit field and Program field are misaligned EPP will be notified.
- 



# GaPSC-Approved Program Completion



## PROGRAM COMPLETION CASE AUTOMATION

- Educator must have completed PAQs within the current fiscal school year.
- TPMS Program Completion Form must be on file.



## FEE OR EAF

Only required for case if educator holds/held the following cert types:

- Provisional certificate
- Waiver certificate
- Permit certificate
- Professional certificate



## ASSESSMENTS

- Educator must have passed the Ethics for Teachers or Ethics 360 assessment.
- Educator must have passed or attempted the GACE content assessment to be marked as complete in TPMS.
- Enrolled on or after 6/1/25 must have passed or attempted the aligned GACE Literacy assessment to be marked as complete in TPMS.



## OFFICIAL TRANSCRIPTS

- Can only be submitted electronically to our email address [mail@gapsc.com](mailto:mail@gapsc.com) directly from the institution or through expresslane by the college/university.
- **Cannot** be submitted through expresslane by employer!



## VERIFICATION OF LAWFUL PRESENCE

- Required if not already on file or if educator is a permanent resident or holds non-immigrant status.



# Out of State-Approved Program Completion



## PROGRAM COMPLETION CASE

- Educator must have completed PAQs within the current fiscal school year.
- Educator must submit initial program completion case in MyPSC account to open case for review.



## FEE OR EAF

Required for every educator that completes an out-of-state state-approved program to process their program completion/conversion case.



## ASSESSMENTS

- Educator must have pass the Ethics for Teachers or Ethics 360 assessment.
- Educator must have passed or attempted the GACE content assessment to be marked as complete in TPMS.
- Enrolled on or after 6/1/25 must have passed or attempted the aligned GACE Literacy assessment to be marked as complete in TPMS.



## OFFICIAL TRANSCRIPTS

- Can only be submitted electronically to our email address [mail@gapsc.com](mailto:mail@gapsc.com) directly from the institution or through expresslane from the college/university.
- Cannot be submitted through expresslane by employer!

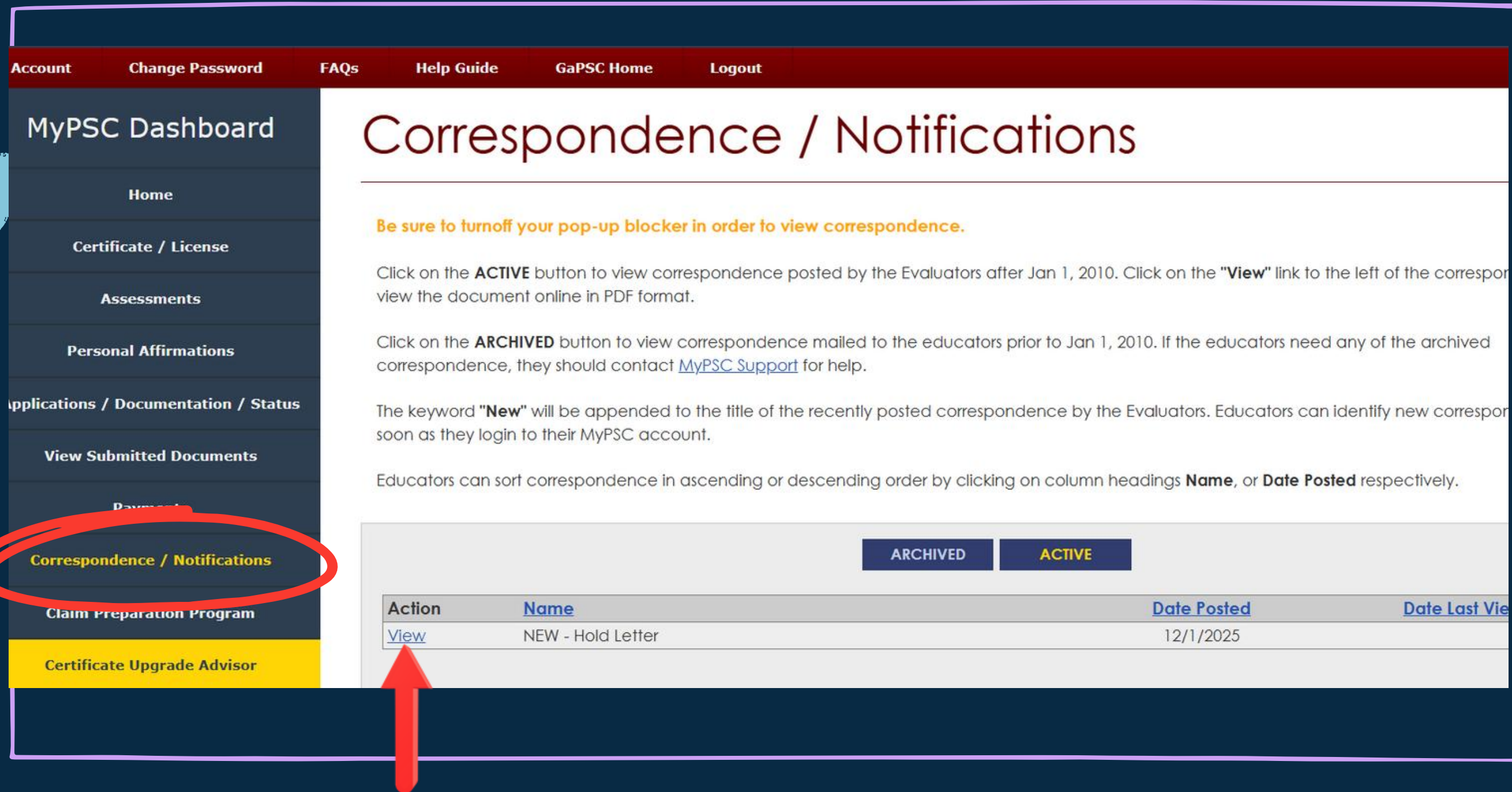


## VERIFICATION OF LAWFUL PRESENCE

- Required if not already on file or if educator is a permanent resident or holds non-immigrant status.



# Program Completion Case On Hold



The screenshot shows the MyPSC Dashboard with a sidebar on the left and a main content area. The sidebar contains links to Account, Change Password, FAQs, Help Guide, GaPSC Home, Logout, MyPSC Dashboard, Home, Certificate / License, Assessments, Personal Affirmations, Applications / Documentation / Status, View Submitted Documents, Payment, Correspondence / Notifications (highlighted with a red circle), Claim Preparation Program, and Certificate Upgrade Advisor. The main content area is titled "Correspondence / Notifications" and contains instructions on how to view correspondence. Below the instructions is a table with columns for Action, Name, Date Posted, and Date Last Viewed. The table has one row with the text "NEW - Hold Letter" and a date of "12/1/2025". A red arrow points to the "View" link in the Action column.

Account Change Password FAQs Help Guide GaPSC Home Logout

## MyPSC Dashboard

Home

Certificate / License

Assessments

Personal Affirmations

Applications / Documentation / Status

View Submitted Documents

Payment

**Correspondence / Notifications**

Claim Preparation Program

Certificate Upgrade Advisor

### Correspondence / Notifications

Be sure to turnoff your pop-up blocker in order to view correspondence.

Click on the **ACTIVE** button to view correspondence posted by the Evaluators after Jan 1, 2010. Click on the "View" link to the left of the correspondence to view the document online in PDF format.

Click on the **ARCHIVED** button to view correspondence mailed to the educators prior to Jan 1, 2010. If the educators need any of the archived correspondence, they should contact [MyPSC Support](#) for help.

The keyword "New" will be appended to the title of the recently posted correspondence by the Evaluators. Educators can identify new correspondence soon as they login to their MyPSC account.

Educators can sort correspondence in ascending or descending order by clicking on column headings **Name**, or **Date Posted** respectively.

ARCHIVED ACTIVE

Action	Name	Date Posted	Date Last Viewed
<a href="#">View</a>	NEW - Hold Letter	12/1/2025	

## Correspondence / Notifications Tab

If an educator's case is on hold, they have been issued a hold letter through their MyPSC account indicating the documents missing from their case.

# Program Completion Case On Hold

[Account](#) [Change Password](#) [FAQs](#) [Help Guide](#) [GaPSC Home](#) [Logout](#)

MyPSC Dashboard

Home

Certificate / License

Assessments

Personal Affirmations

Applications / Registration / Status

**View Submitted Documents**

Payments

Correspondence / Notifications

Claim Preparation Program

Certificate Upgrade Advisor

## View Submitted Documents

The issuance of Georgia credentials require documentation that the applicant has met all requirements for certification. Images of documents on file for all applicants.

Action	Date Received	Description
<a href="#">View</a>	3/19/2025	Personal Affirmation
<a href="#">View</a>	2/19/2025	Employer Assurance/Electronic
<a href="#">View</a>	11/25/2024	Miscellaneous
<a href="#">View</a>	9/27/2024	MyPSC Online Application
<a href="#">View</a>	9/27/2024	Personal Affirmation
<a href="#">View</a>	8/19/2024	Personal Affirmation
<a href="#">View</a>	3/6/2024	Personal Affirmation
<a href="#">View</a>	7/21/2023	Personal Affirmation
<a href="#">View</a>	4/28/2023	Personal Affirmation
<a href="#">View</a>	3/8/2023	Personal Affirmation

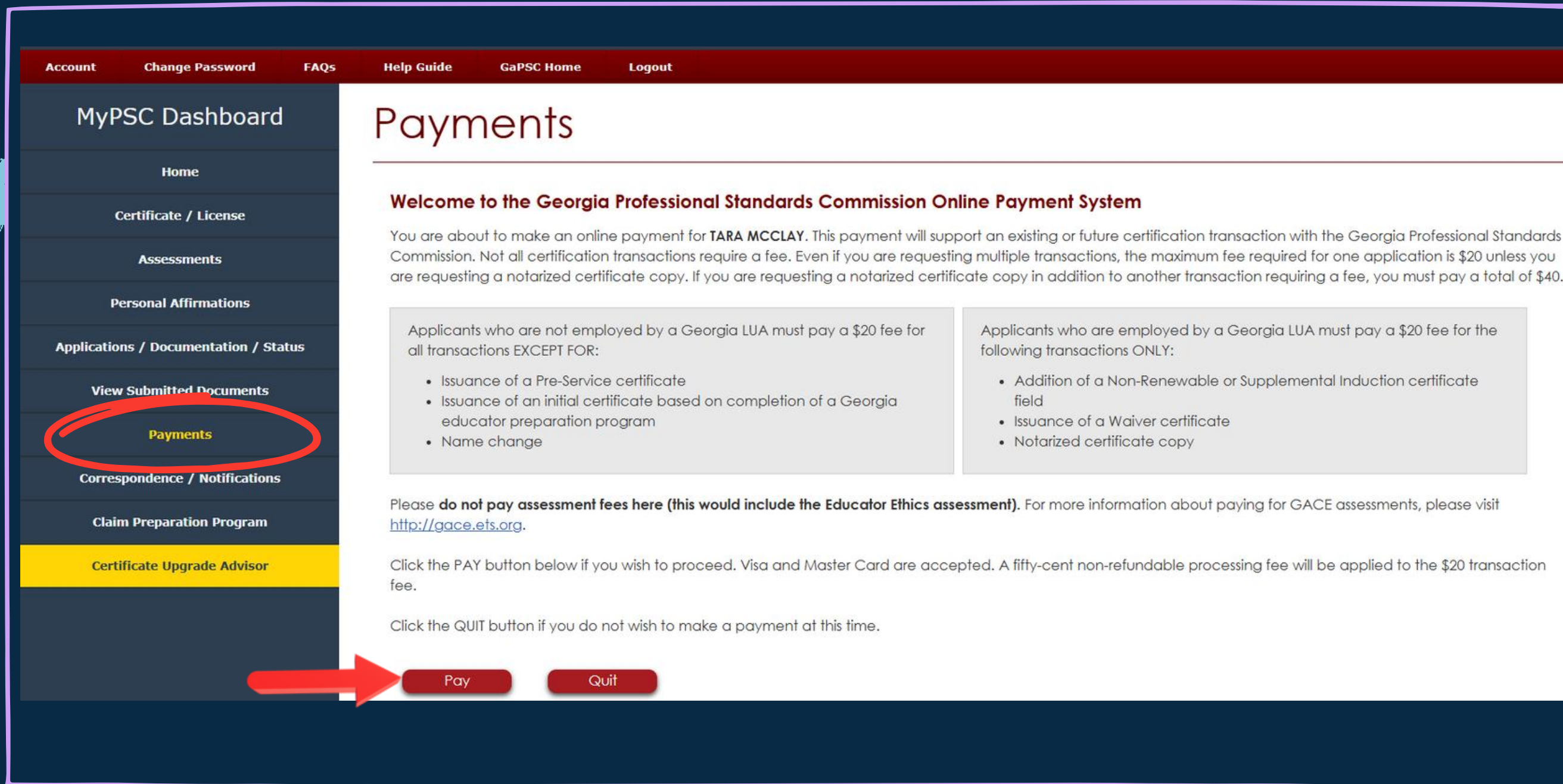
123

## View Submitted Documents tab

If an educators wants to verify what documents have been submitted and are on their file, they may go to this tab and select to view any of the documents listed to review.



# Program Completion Case On Hold



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

## Payments

**Welcome to the Georgia Professional Standards Commission Online Payment System**

You are about to make an online payment for **TARA MCCLAY**. 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.

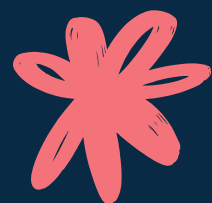
**Pay** **Quit**

## Payments tab

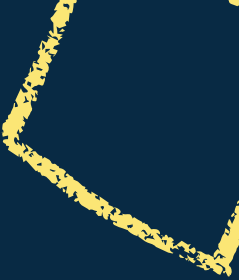
If an educator needs to submit a \$20 processing fee, they would go to the this tab to pay the fee.

- If they are employed their employer may submit an Employer Assurance Form (EAF) to waive the processing fee.





# Program Completion Processed



MyPSC Dashboard

Home

Certificate / License

Assessments

Personal Affirmations

Applications / Documentation / Status

View Submitted Documents

Payments

Correspondence / Notifications

Claim Preparation Program

Certificate Upgrade Advisor

Account

Change Password

FAQs

Help Guide

GaPSC Home

Logout

## 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 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.

Professional Teaching Certificate   [View Certificate](#)

### Certificate History

Exceptional Child Course: Yes   Literacy Training: Yes

If all fields have expired, the certificate has expired.

Clearance					
Type	Field	First Issued	Current Issued	Begin Validity	End Validity
C	CLEARANCE CERTIFICATE [FLD694]	02/19/2025	02/19/2025	07/01/2024	06/30/2029

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 LU 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 Ethics for Educators.

## Certificate/ License tab

Once the program completion case is processed and the certificate/license is issued the educator may view their certificate through this tab on their MyPSC account.





Any Questions?

31<sup>st</sup> Annual Certification and



Program Officials Conference

Thank you!

Please complete conference  
survey through QR code!



JASMINE JACKSON-GREEN  
LEAD CERTIFICATION EVALUATOR  
JASMINE.GREEN@GAPSC.COM

