

GaPSC Ethics Division

Application Case Documentation Requirements

Related to GaPSC Rule 505-6-.01

January 1, 2023

Personal Affirmation Question (PAQ)	Required Documentation
PAQ #1	<ul style="list-style-type: none"> • Certified copy of related documents from the corresponding Agency • Summarized statement from the educator or applicant • Fingerprint reports no older than 90-days from the date the report was printed
PAQ #2	<ul style="list-style-type: none"> • Certified copy of related documents from the corresponding Agency • Summarized statement from the educator or applicant • Fingerprint reports no older than 90-days from the date the report was printed
PAQ #3	<ul style="list-style-type: none"> • DD214 • Summary of the Discharge process to include any discipline • Court Martial or Captain’s Mast proceedings • Certified criminal documentation • Summarized statement from the educator or applicant • Fingerprint reports no older than 90-days from the date the report was printed
PAQ #4	<ul style="list-style-type: none"> • Final separation notice, charge letter, or resignation and/or termination documents from the school district • Investigation report or outcome from the school district or Law Enforcement Agency, if applicable • Summarized statement from the educator or applicant
PAQ #5	<ul style="list-style-type: none"> • Certified copy of all Court or Police documents • Summarized statement from the educator or applicant including who is conducting the investigation and a list of the allegations • Fingerprint reports no older than 90-days from the date the report was printed
PAQ #6	<ul style="list-style-type: none"> • Certified copy of all Court or Police documents • Summarized statement from the educator or applicant • Fingerprint reports no older than 90-days from the date the report was printed
PAQ #7	<ul style="list-style-type: none"> • Certified copy of all Court or Police documents • Summarized statement from the educator or applicant • Fingerprint reports no older than 90-days from the date the report was printed

PAQ #8	<ul style="list-style-type: none"> • Certified copy of all Court or Police documents • Summarized statement from the educator or applicant • Fingerprint reports no older than 90-days from the date the report was printed
PAQ #9	<ul style="list-style-type: none"> • Certified copy of all Court or Police documents • Summarized statement from the educator or applicant • Fingerprint reports no older than 90-days from the date the report was printed

- *All documentation required for an Ethics case, other than the application itself, should not be submitted until a case number is assigned. The educator or applicant will receive notice of the investigation via MyPSC. The Notice of Investigation letter includes the case number. The case number must appear within the email to the assigned investigator.*
- *Any summarized statement provided to the assigned investigator must include the educator or applicant’s name, address, and other contact information.*
- *Court or Police documentation provided initially via electronic communication requires a certified copy sent via mail to the assigned investigator as soon as possible.*
- *Fingerprint reports may be provided by the school district, or by the educator or applicant if they have a copy and it meets the 90-day requirement. An educator may receive a new Fingerprint report through Gemalto. The educator or applicant must follow the instructions provided by the Georgia Professional Standards Commission. Complete reports should be submitted to the assigned investigator.*