

## 505-2-.27 CERTIFICATION APPLICATION PROCEDURES

(1) **Summary:** This rule outlines the requirements and procedures to apply for Georgia certification and licensure.

(2) **General Procedures.**

- (a) Application for certification may be made as soon as all requirements for certification have been completed. Most licenses require verified employment by a Georgia local unit of administration (LUA), but individuals who meet qualifications for a certificate may request issuance independent of a LUA except as outlined in (c)1 below.
- (b) Application forms may be downloaded from the GaPSC web site at [www.gapsc.com](http://www.gapsc.com). In addition, application forms may be obtained from a Georgia LUA or a Georgia educator preparation provider (EPP). Individuals submitting documents directly to the GaPSC may do so online at <http://mypsc.gapsc.org> or by postal service. See section (3)(d)1 below for special instructions regarding official transcripts. Official contact information may be found on the GaPSC web site at [www.gapsc.com](http://www.gapsc.com).
- (c) Upon employment by a Georgia LUA, most certificate transactions will be forwarded to the GaPSC on behalf of the educator by the LUA. Secure, online application procedures are available to the LUAs via the GaPSC web site at [www.gapsc.org](http://www.gapsc.org). Employed educators are encouraged to check with their employing LUA before submitting documents directly to the GaPSC.
  - 1. The following types of transactions for individuals employed by a Georgia LUA must be processed electronically by the employing LUA:
    - (i) Paraprofessional license;
    - (ii) Non-Instructional Aide license;
    - (iii) Support Personnel license;
    - (iv) Adjunct license;
    - (v) Superintendent Certificate;
    - (vi) Clearance certificate;
    - (vii) Request for issuance of three (3)-year and one (1)-year Induction certificate, and request for issuance and extension of Provisional certificates;
    - (viii) Renewal of a professional certificate;
    - (ix) Issuance and extension of a Permit; and
    - (x) Request for issuance of a Non-Renewable or Waiver certificate.
  - 2. Individuals not employed in a Georgia LUA at the time of renewal may apply for renewal of professional certificate by meeting all renewal requirements, excluding employment, as outlined in GaPSC Rule [505-2-.36 RENEWAL REQUIREMENTS](#).
  - 3. The following documents must be submitted electronically by Georgia EPPs, Regional

Educational Service Agencies (RESAs) and Georgia public school systems. Other Georgia LUAs have the option to submit them electronically via the GaPSC web site at [www.gapsc.org](http://www.gapsc.org), but may also choose to submit them via email or U.S. mail:

- (i) Employer Assurance Form:
  - (I) Electronic submission by the employing LUA through [www.gapsc.org](http://www.gapsc.org) substitutes for this form;
  - (II) Submission of the Employer Assurance Form or electronic submission of an application through [www.gapsc.org](http://www.gapsc.org) constitutes the employing LUA's request for the certificate.
- (ii) Approved Program Completion Form; and
- (iii) Experience Verification Form.

**(3) Complete Application Packets.** Submission of complete application packets will significantly speed the application processing. It is the responsibility of the applicant to ensure that complete packets are submitted. The application is considered complete when all required, signed documentation and fees have been received. Incomplete packets will result in the transaction case being placed on hold for a period of up to ninety (90) days, awaiting receipt of the remaining documents. If the complete packet is not received by the GaPSC during that time period, the transaction case will be closed. To reopen a closed case, an applicant is required to submit a new Application for Certification completed with the current date, as well as any appropriate updated documents. Documents previously submitted to the GaPSC remain on file even if a case is closed.

- (a) Specific required forms and supporting documents will vary according to the type of transaction and certificate being requested. Applicants are responsible for submitting appropriate materials and following the instructions made available with the forms. For online submissions, the applicant must follow the instructions for operating the online program.
  - 1. Georgia law, O.C.G.A. 50-36-1, stipulates that "every agency or political subdivision shall verify the lawful presence in the United States of any applicant for public benefits." Professional licensure is listed within the law as a public benefit. The GaPSC is therefore required to verify the lawful presence in the United States of all applicants for educator certification. No certificate or license may be issued to an applicant who is unable to verify lawful presence in the United States.
    - (i) O.C.G.A. 50-36-1 dictates the manner in which lawful presence shall be verified. In accordance with the law, all applicants will be required to submit the following documents:
      - (I) A notarized affidavit stating that the applicant is eighteen (18) years or older and is one of the following: a U.S. citizen; a legal permanent resident; or a qualified alien or nonimmigrant under the federal Immigration and Nationality Act, Title 8 U.S.C. Should the applicant indicate that he or she is not a U.S. citizen, the applicant's alien number, I-94 number or other identification number issued by the Department of Homeland Security will be required. Validity of any certificate issued by the GaPSC to a non-citizen will be conditioned upon verification of the applicant's eligibility for public benefits through the Systematic Alien Verification of Entitlement (SAVE) program operated by the United States Department of Homeland Security or a designated successor program. This affidavit may be found on the GaPSC

web site at [www.gapsc.com](http://www.gapsc.com);

- (II) A copy of the secure and verifiable document presented at the execution of the affidavit. A list acceptable documents can be found at [etax.dor.ga.gov](http://etax.dor.ga.gov); and
  - (III) A complete GaPSC Verification of Lawful Presence form, found with the affidavit on the GaPSC website at [www.gapsc.com](http://www.gapsc.com).
- (ii) This documentation may be submitted to the GaPSC by the applicant, an employing Georgia LUA or a Georgia EPP. It may be submitted by mail, email, fax, or electronic upload.
  - (iii) Once a U.S. citizen has provided acceptable verification of lawful presence, it will not have to be provided to the GaPSC again.
  - (iv) Any applicant who is not a U.S. citizen will be required to submit verification of lawful presence with each application requesting issuance of a certificate, unless it has been submitted and verified fewer than 180 days prior to the date of new certificate issuance.
  - (v) Certificate applications received without appropriate verification of lawful presence, unless the applicant is a U.S. citizen and has previously submitted the required documents, will be placed on hold as described above in paragraph (3).
- (b) A new application is required for each new certificate transaction request. Supporting documentation received without an application will be scanned into the applicant's file, but will not initiate a certificate transaction.
  - (c) All correspondence submitted to the GaPSC Certification Division must include: full name, current mailing address, certification ID number, and the nature of the request.
  - (d) All supporting documents must be complete and official.
    1. An official transcript is an unaltered transcript embossed with the stamp or signature of the college registrar, or 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 directly delivered to the GaPSC by a Georgia LUA or one of the GaPSC-approved secure electronic transcript delivery companies, which can be found on the GaPSC web site at [www.gapsc.com](http://www.gapsc.com). Electronic transcripts not submitted by a Georgia LUA must be emailed to [mail@gapsc.com](mailto:mail@gapsc.com). The GaPSC will reject any transcript faxed or emailed by the applicant.
    2. When an Approved Program Completion Form is required as supporting documentation for a certificate request, it must be completed only by the GaPSC-accepted certification official at a college with a state-approved educator preparation program in the field requested.
    3. When assessment score reports are required as supporting documentation for a certificate request, the GaPSC will accept photocopies of official score reports. However, an unofficial printout from a personal online account is not acceptable. GACE scores are

submitted electronically to the GaPSC. GACE score reports need not be submitted to the GaPSC unless specifically requested.

4. When educator certificates are required as supporting documentation for a certificate request, the GaPSC will accept photocopies of certificates. However, an unofficial printout from a personal online account is not acceptable unless the information is publically verifiable. The GaPSC keeps a record of all valid and expired Georgia educator certificates, so Georgia educator certificates need not be submitted to the GaPSC unless specifically requested.
  5. The GaPSC will accept application packets and official documents submitted by applicants, LUAs, college registrars' offices, RESAs or other official sources.
- (e) All documents submitted become the property of the GaPSC, and the GaPSC will not retrieve or return original documents or copies to the sender or to any other destination on behalf of the sender.

**(4) Application Status.** Application forms and supporting documents received by the GaPSC will be electronically scanned and indexed. Once that is completed, applicants may monitor the receipt of materials and the status of the certification transaction through their MyPSC account at [mypsc.gapsc.org](http://mypsc.gapsc.org).

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