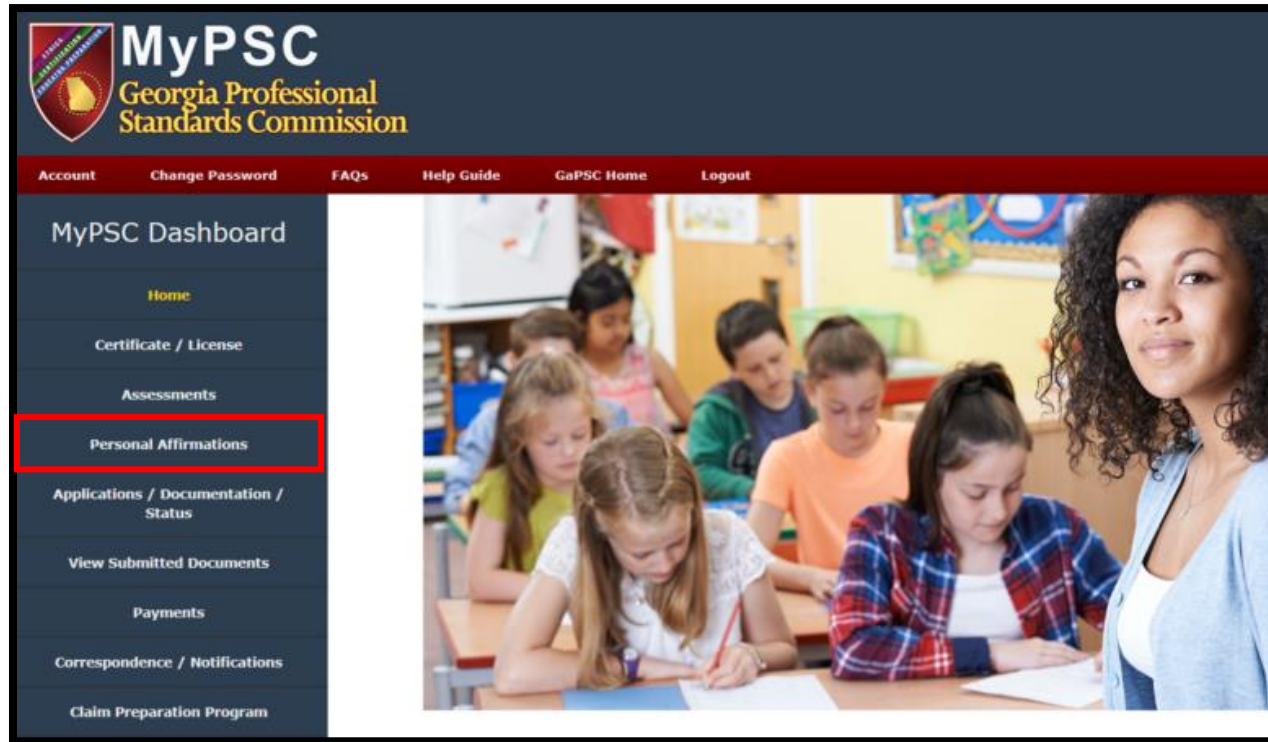




Candidate Guide to Applying for Pre-Service Certification

January 2021

To begin the Pre-Service application process, you must first answer the Personal Affirmation Questions (PAQs), which may be accessed by clicking on the tab highlighted below.





Provide a *yes* or *no* response to all questions, then type your name and MyPSC password in the appropriate boxes, which serves as an electronic signature. When complete, click *Submit*.

Personal Affirmations

Date Last Verified : 8/2/2020

Click "Edit" button to modify your selections. Edit

Personal Affirmations are used when you or your employer submit an application to the Professional Standards Commission during the current academic year. The applicant should enter a truthful "Yes" or "No" response to each of the questions below.

All questions must have a response in order for the application process to continue. "YES" responses automatically open an investigation and require an attached explanation along with any additional supporting documentation. **DO NOT include matters that the PSC has investigated or is currently investigating.** False statements made in this application will open an investigation and may result in a sanction, including revocation or denial of a certificate.

1. Have you ever had an adverse action (i.e. warning, reprimand, suspension, revocation, denial, voluntary surrender, disbarment) taken against a professional certificate, license or permit issued by an agency OTHER THAN the Georgia Professional Standards Commission? Y N
2. Are you currently the subject of an investigation involving a violation of a profession's laws, rules, standards or Code of Ethics by an agency OTHER THAN the Georgia Professional Standards Commission? Y N
3. Have you ever received a less than honorable discharge from any branch of the armed services? (If "yes", provide a copy of form DD214.) Y N
4. While under investigation, have you ever left an employment position (retired, resigned, been dismissed, terminated, non-renewed or otherwise)? Y N
5. Are you currently the subject of an investigation involving sexual misconduct or physical harm to a child? Y N
6. Are you the subject of a pending investigation involving a criminal act? Y N
7. For any felony or any crime involving moral turpitude, have you ever:
 - Pled guilty;
 - Entered a plea of nolo contendere;
 - Been found guilty;
 - Pled guilty to a lesser offense;
 - Been granted first offender treatment without adjudication of guilt;
 - Participated in a pre-trial diversion program;
 - Been found not guilty by reason of insanity; or
 - Been placed under a court order whereby an adjudication or sentence was withheld? Y N
8. Have you ever been convicted, or pled to a lesser offense for any sexual offense? Y N
9. Have you been convicted of a drug offense (felony or misdemeanor)? Y N

I affirm that all information is true and correct. By typing my name and re-entering my password below, I execute my electronic signature upon submitting this application, and I hereby give permission to the Georgia Professional Standards Commission (Commission) to obtain copies of any criminal or personnel reports relating to me which are held by any local, state or federal government agency or private entity. I authorize any such agency or entity to release those records to the Commission. This authorization is valid for 180 days from the date of submission of this application to the Commission.

Type your name in the text box here:

Type your MyPSC account password here and click the "Save" button below:



After PAQs are submitted, access the online application by clicking the *Applications / Documentation / Status* tab highlighted below.

The screenshot shows the MyPSC Georgia Professional Standards Commission dashboard. At the top left is the GaPSC logo. The main header reads "MyPSC Georgia Professional Standards Commission". Below the header is a navigation bar with links: Account, Change Password, FAQs, Help Guide, GaPSC Home, and Logout. The left sidebar contains the following menu items: Home, Certificate / License, Assessments, Personal Affirmations, Applications / Documentation / Status (highlighted with a red box), View Submitted Documents, Payments, Correspondence / Notifications, and Claim Preparation Program. The main content area features a photograph of a teacher standing at the front of a classroom, looking at a group of students who are seated at desks and working on papers.



Click the *START* tab to begin.

Applications and Documentation / Case History

Submit Applications and Documentation

START

Duplicate requests will slow your case processing time. Do not submit a paper application via mail if you submit an online request. Do not submit a request if your employing school system submits on your behalf.

Check Application Status

Submitted Requests

Answer the four questions, then click *Proceed*.

Applications and Documentation / Case History

Enter/Edit Employment Information

! If you are employed in a Georgia Public, Private or Charter School or with a state agency requiring certification, the following employment information MUST be entered. Failure to enter this information will result in a significant delay in certificate processing. Please answer No to the following questions if you are employed as a paraprofessional, a substitute teacher, a license holder (such as support personnel), or in a support position that does not require educator certification. These questions apply only to those employed as certified educators (teachers, educational leaders, or service professionals such as School Counselors, Media Specialists, etc.).

Are you currently employed as an educator in a Georgia public school system or charter school? Yes No

Are you currently employed as an educator in a private school in Georgia? Yes No

Are you currently employed as an educator with a Georgia educational agency (i.e. DJJ, DHS, RESA)? Yes No

Are you or your spouse an active duty U.S. military member? Yes No

Back **Proceed**



Select the Pre-Service certificate option, then click *Proceed*. (Please note: choosing any other option will **not** result in issuance of a Pre-Service certificate).

Apply for Certification or Provide Documentation

You may open an online application for certification regarding the topics listed below. Requests for Non-Renewable certificates and Waivers must be submitted by your employer. Educators employed by a Georgia public school must apply for renewal through their employer's Human Resources department; renewal applications submitted through MyPSC by Georgia public employees will be denied.

- Submit documentation - this WILL NOT open a case
- Name Change
- Pre-Service Certificate
- Initial - Based on completion of an approved educator preparation program
- Initial - Based on holding a professional license
- Initial - Based on holding an out-of-state certificate
- Educational Interpreter

As this page does not apply, select *No*, then *Proceed*.

Out-Of-State Certification History

Please add any out-of-state-certification information that you have been issued but have not previously submitted to the GaPSC. If you do not have anything to add on this screen, you may click Proceed after answering the first question.

The data entered is for informational purposes only and will not guarantee certification eligibility

If your out-of-state certificate is not publicly verifiable on the state's website, please upload a copy of your official certificate with this application. You do not need to resubmit certificates that have previously been submitted to the GaPSC.

Have you ever worked full-time on a professional out-of-state educator certificate? 1 Yes No

Out-of-state Educator ID
(only alpha numeric characters, hyphen or underscore allowed)

Select State:

Enter Field

Enter Grade Level

Enter certificate beginning validity date
(MM/DD/YYYY)

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If applicable, upload your [Verification of Lawful Presence](#) (VLP) documentation and/or [GACE PAA exemption scores](#) by locating the scanned documents from your files and selecting the *Upload* tab, followed by *Finish*. If you have no documents to upload, simply select *Finish*.

Congratulations! You have submitted your Pre-Service Application. You do not need to submit a payment, so you may select *Close* to view your submitted application.

You may follow the status of your application in the *Applications/Documentation/Status* tab of your MyPSC dashboard. Once the Pre-Service certificate is issued, you will receive an email and your certificate will be viewable in the *Certificates/Licenses* tab of your MyPSC Dashboard.

Summary

In order for the GaPSC to process your online application, you may need to provide supporting documentation. Please [click here](#) to view a list of required documents. If you know which GaPSC forms you need, please [click here](#) to download them from our website.

submitting documents by mail will result in a significant delay in processing time. To avoid this delay, we encourage you to use the upload option.

Please note: Official transcripts may not be uploaded here. You may submit them by mail, or they may be emailed directly from the university or submitted electronically by your employing Georgia school, school system, or education agency.

Comments:

Upload your files - Scan all documents into PDF or TIF documents. You can only select 1 file at a time. The number of files selected must not exceed maximum file size of 50 MB at any given time. Click UPLOAD after selecting the files. If you don't get the "File/s Successfully Uploaded" message, you are not done.

Allowed file types: pdf.tif, tiff.
Allowed individual file size: 20MB
Allowed total file size: 50 MB

Step 1: Select the appropriate file description:
Select the appropriate file name
You must choose file description first before browsing to a file.

Step 2: Browse/Select the file :
After selecting the files, you must click the "Upload" button to initiate the file upload.

We will accept files no larger than 20 MB. We recommend that you scan the documents in Black and White or Grayscale. If the scanned PDF document is larger than 20 MB, please convert or re-save the document into a Tiff format and upload the document.
Only PDF and Tiff image formats are allowed.

You are requesting the following transaction(s):
Pre-Service Certificate

Submit Applications and Documentation

requests will slow your case processing time. Do not submit a paper application via mail if you submit an online request. Do not submit a request if your employing school system submits on your behalf.

Details	Transaction Description	Created	Status	Submitted Requests
	Pre-Service Certific...	12/30/2020	Case creation in progress	withmargov