

Georgia PSC Certification Application – Page 1 of 3
Two Peachtree Street, Suite 6000, Atlanta, Georgia 30303-3141

Please Use Black Ink or Type

Revised December 31, 2008

ALL DOCUMENTS SUBMITTED TO THE PSC BECOME THE PROPERTY OF THE COMMISSION AND WILL NOT BE RETURNED TO THE APPLICANT NOR WILL THE PSC PROVIDE COPIES OF DOCUMENTS TO THE APPLICANT OR THIRD PARTIES.

Applications will not be processed until all supporting documentation has been received by the PSC. Please do not use highlighters on documents submitted with the applications. Applications must be signed and dated within 90 days of receipt at the PSC.

1. Please use ALL CAPS and print your name as you wish it to appear on your certificate

Title		Last name	
<input type="checkbox"/> Mr	<input type="checkbox"/> Ms <input type="checkbox"/> Dr		
First name		Middle or Maiden Name	
Social Security Number		Date of Birth (MM/DD/YY)	
Mailing Address			
City		State	Zip Code
Home Telephone		Work Telephone	

2. Employment Information: Both Lines Must Be Completed.

I am currently employed in the following Georgia **public** school system (write N/A if not employed): _____
I am currently employed in the following Georgia **private** school system (write N/A if not employed): _____

3. Transaction(s) Requested: Fill in all that apply. For Middle Grades and Special Education, list the areas of concentration. (i.e. MG-Math, MG-Science, Sp. Ed. Language Arts, etc.)

- ☐ **Add a New Clear Renewable Certificate Field(s):** This means ALL requirements for Clear Renewable certification have been satisfied. List Field Names Below. (\$20 fee will apply if not employed.)
- ☐ **Advanced Degree Alternative Certificate (ADAC):** Must be requested by an employing school system for participants in an approved ADAC program.
- ☐ **Change an IT to a NT Certificate:** Must be requested by an employing school system for those who have held an IT certificate less than 3 years.
- ☐ **Change a NT to an IT Certificate:** Must be requested by an employing school system if there are at least 2 years left on the non-professional NT certificate.
- ☐ **Clear Renewable Certificate:** An Initial GA certificate for educators who have never previously held any type of certificate in GA. List Field Names Below. (\$20 fee will apply if not employed, except for educators completing GA programs leading to initial certification in Georgia.)
- ☐ **Convert Non-Renewable Certificate to Clear Renewable Status:** This means ALL requirements for Clear Renewable certification have been satisfied. (\$20 fee will apply if not employed.)
- ☐ **Delete Certificate Field:** To remove a currently-held certification field/s. The Voluntary Certificate Field Deletion Form must accompany this application. It can be submitted only between October 1 and the last day of the following February. The deletion will become effective the following July. List field/s below.
- ☐ **Duplicate Certificate:** Current valid GA certificates only. (\$20 fee required.)
- ☐ **Intern (IT) Certificate:** An initial GA certificate for educators participating in a TAPP. Must be requested by an employing GA school system.
- ☐ **International Exchange (XT) Certificate:** Must be requested by an employing GA school system.
- ☐ **Name Change**
- ☐ **Non-Renewable (N) Certificate other than for the field of Educational Leadership:** Have not met requirements for Clear Renewable. **Must be requested by an employing GA school system.** (\$20 fee will apply.)
- ☐ **Non-Renewable Educational Leadership (NL) (Field 704):** Have not met requirements for Clear Renewable. **Must be requested by an employing GA school system.** (\$20 fee will apply.) For out-of-state individuals with professional administrative certificates and individuals with expired GA Clear Renewable Educational Leadership certificates.
- ☐ **Non-Renewable Educational Leadership Pre-Service (NL) (Field 705):** May be requested by an individual currently employed but not as an administrator or by an individual not currently employed in a GA school system. Employment in a GA school system is not required. Must hold minimum of Master's degree and have passed GACE Leadership Assessment (No fee.)
- ☐ **Non-Renewable Educational Leadership Performance-Based Building Level (NPL) (Field 706):** **Must be requested by an employing GA school system.** (\$20 fee will apply.) Must be employed as an administrator, have at least a Master's degree and have passed the GACE Leadership Assessment.
- ☐ **Non-Renewable Educational Leadership Performance-Based System Level (NPL) (Field 707):** **Must be requested by an employing GA school system.** (\$20 fee will apply.) Must be employed as an administrator, have at least a Master's degree and have passed the GACE Leadership Assessment.
- ☐ **Permit (P):** Must be requested by an employing GA school system.
- ☐ **Renewal:** Current or expired GA Clear Renewable certificates only. (\$20 fee will apply if not employed.)
- ☐ **Upgrade to a Higher Certificate Level:** Based upon completion of a higher degree. (\$20 fee will apply if not employed.)
- ☐ **Waiver Certificate (W):** Must be requested by an employing GA school system. (\$20 fee will apply if this is not the first GA certificate issued.)

Fields for Above Transactions:

Amount of Fee Submitted: \$_____. Note: Payment must be by cashier's check, money order, or on-line credit card payment (www.gapsc.com) payable to the State of Georgia only. **PERSONAL CHECKS ARE NOT ACCEPTED.**

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Applicant's Name: _____ **SSN:** _____

Academic Record: (Transcripts previously submitted and retained need not be resubmitted.) List and attach OFFICIAL transcripts from ALL colleges and Georgia Professional Learning programs attended. Attach an additional sheet if needed. Copies of college transcripts will NOT be accepted. If you attended institutions outside the United States, please DO NOT submit those official transcripts. Please submit a detailed course-by-course foreign credential evaluation report. Information regarding the foreign credential report can be found in Certification Rule 505-2-.21 at <http://www.gapsc.com/Rules/Current/Certification/505-2-.021.pdf>.

College, State	Dates Attended	Degree Earned	Check One		
			Transcript On File	Transcript Attached	Transcript Being Sent

Certification Record: List and submit copies of the front and back of ALL professional educator certificates/licenses issued in another state, the District of Columbia, a U.S. territory, the Department of Defense Dependents Schools (DODDS), or the National Board for Professional Teaching Standards (NBPTS). For each state or jurisdiction, list the specific field and/or grade level held.

State/Jurisdiction	Field(s)/Grade Level(s)	Validity Period	Copy Attached	Copy Being Sent

Do you currently hold a **Georgia certificate**? ☐ Yes ☐ No

Did you previously hold a **Georgia certificate**? ☐ Yes ☐ No If "yes" indicate the validity dates: _____

Do you currently hold **Georgia Master Teacher** certification: ☐ Yes ☐ No

Do you currently hold **NBPTS certification**? ☐ Yes ☐ No If yes, please include a copy with your application.

Assessment Record: List and submit copies of any content/subject matter assessment(s) you have passed as a requirement for certification in any state. If no assessments were taken, see PSC Rule 505-2-.20 for possible exemptions based upon having a minimum of three full years of successful teaching experience in the same field while having held a professional out-of-state certificate. The experience must have been earned within five years of the date of the application for the GA certificate.

State/Jurisdiction	Content/Subject Matter Assessment(s)	Date Passed	Copy Attached	Copy Being Sent	No Tests Taken

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Applicant's Name: _____ SSN: _____
Print Last, First Middle

Personal Affirmation: The applicant should enter a truthful "Yes" or "No" response to each of the following questions. All questions must have a response in order for the application process to continue. "YES" responses require an attached explanation and any additional supporting documentation. **DO NOT include matters that the PSC has investigated or is currently investigating.**

- ☐ (Y) ☐ (N) 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. Have you ever left an employment position (*retired, resigned, been dismissed, terminated, non-renewed or otherwise*) while under investigation?
- ☐ (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) **after July 1, 2008**, while holding any professional certificate, license or permit?

I affirm that all information is true and correct. I hereby give permission to the Professional Standards Commission to obtain copies of any criminal and personnel records 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.

Signature: _____ Date: _____

NOTE: This application must be completed, signed, and dated and must be received by the PSC within 90 days of the date of completion.

Moral Turpitude

Crimes involving moral turpitude:

- Fraud or false pretenses in obtaining something of value
- Larceny or a misdemeanor theft by taking
- Larceny after trust
- Murder
- Soliciting for prostitutes
- Voluntary manslaughter
- Sale of narcotics or other illegal drugs
- Pattern of failure to file federal tax returns
- Criminal Issuance of a bad check
- Making a false report of a crime

Crimes NOT involving moral turpitude:

- Public drunkenness
- Driving under the influence
- 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.)
- Possession of less than one ounce of marijuana