

**Georgia Professional Standards Commission  
Two Peachtree Street, Suite 6000, Atlanta, Georgia 30303-3141**

**Application for:  
Non-Instructional Aide and Paraprofessional Certificate and Support Personnel License**

Revised October 2008

(For School System use ONLY. Do NOT submit to PSC unless there is a "Yes" response to any Affirmation Question.)

Please print your responses in dark ink. All supporting documents should remain on file with the employing school system.

**Transaction:**

<input type="radio"/> Non-Instructional Aide Certificate	<input type="radio"/> Initial
<input type="radio"/> Paraprofessional Certificate	<input type="radio"/> One-Year Non-Renewable (renewal credits not met) - \$20 Fee Applies
<input type="radio"/> Support Personnel License	<input type="radio"/> Renewal

Please print your name as you wish it to appear on your certificate.

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

Employing System Name:			
Hire Date:		Beginning Validity Date of Certificate/License:	

**For Paraprofessional Certificate Only:**

<b>Education Level</b>	
<input type="radio"/> High School Diploma or GED (Must have passed one of the paraprofessional assessments.)	
<input type="radio"/> One year of college (Must have passed one of the paraprofessional assessments.)	
<input type="radio"/> Two years of college (at least 60 semester hours)	
<input type="radio"/> Associate's degree	
<input type="radio"/> Three years of college	
<input type="radio"/> Four years of college	
<input type="radio"/> Bachelor's degree	
<input type="radio"/> Master's degree	
<input type="radio"/> Specialist degree	
<input type="radio"/> Doctorate degree	
<b>Assessment Information</b>	
<input type="radio"/> Passed GA Paraprofessional Test	Date passed:
<input type="radio"/> Passed ETS (Praxis) Paraprofessional Test	Date passed:
<input type="radio"/> Passed GACE Paraprofessional Test	Date passed:
<input type="radio"/> Not Applicable – Meets Education Requirements	

**ALL APPLICANTS continue to Page 2 (Affirmation Questions). If the answer to any of the Affirmation Questions is "yes", DO NOT issue the certificate. Send the Application and supporting documentation to the PSC at the above address or you may submit it through ExpressLane.**

Applicant's Name: \_\_\_\_\_ SSN: \_\_\_\_\_

**Personal Affirmation:** The PSC requires all applicants to complete the following personal affirmation questions. Fill in the appropriate circle for each question. **THE PSC INVESTIGATES ALL "YES" ANSWERS.** All **"YES"** answers require a written explanation (your statement of what occurred) and supporting documentation. False statements made in this application will open an investigation and may result in a sanction, including revocation or denial of a certificate. **Failure to complete this section will result in your application not being processed.** Mark the appropriate answer for each question. **DO NOT include matters that the PSC has investigated or is currently investigating.**

1. Have you ever had any adverse action taken against any professional certificate, license or permit, or are you the subject of any pending investigation(s) by any agency **other than the Georgia Professional Standards Commission**? (Adverse action includes but is not limited to: warning, reprimand, suspension, revocation, denial, voluntary surrender, disbarment.)
2. Have you ever retired, resigned, been dismissed, terminated, or otherwise separated from any employment position for inappropriate conduct with children, or are you the subject of any pending investigation(s)?
3. Have you ever retired, resigned, been non-renewed or otherwise separated from any employment position for a violation of any profession's laws, rules, standards or Code of Ethics, or are you the subject of any pending investigation(s)?
4. Have you ever received a less than honorable or dishonorable discharge from any branch of the armed services? (If "yes", provide a copy of form DD214.)
5. Have you ever been found guilty for any crime involving a child, minor or a person in custody (i.e. student)?
6. For any **felony** or any **misdemeanor 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 or program;
  - ◆ Been placed under a court order whereby an adjudication or sentence was withheld?
  - ◆ Been found not guilty by reason of insanity?
7. Have you ever retired, resigned, been dismissed, terminated, or otherwise separated from any employment position while under investigation for the commission of any **felony** or any **misdemeanor involving moral turpitude**?
8. Have you ever been charged, convicted, or pled to a lesser offense for any sexual offense?

You must provide a FBI criminal background check if you answered "YES" to any of the Personal Affirmation questions. Applicants living in Georgia may obtain a FBI criminal background check by following the [instructions](#) provided.

I affirm that all information is true and correct. I hereby give permission to the Georgia Professional Standards Commission to obtain copies of any criminal and personnel records relating to me that are held by any local, state, or federal government agency or private entity, and authorize any such agency or entity to release those records to the Commission. I understand that this information may be shared with other states and other agencies in the event that any disciplinary action affecting my certification occurs.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE:** The application must be completed, signed, dated, and received within 90 days (3 months) of the date of the signature.