

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

Please Use Black Ink or Type – Revised February 2011

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.

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

Title  Mr  Ms  Dr Last name

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  -  -

Email Address (required): \_\_\_\_\_

**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.) (See Information Page at the end of the application form.)**

- Add a New Clear Renewable Certificate Field(s):** List Field Names Below. (\$20 fee will apply if not employed.)
- Advanced Degree Alternative (ADAC) Certificate:** **Must be requested by an employing school system.**
- Change non-traditional certification path from one type to another:** **Must be requested by an employing school system.** (\$20 fee required.)
- Clear Renewable Certificate:** List Field Names Below. (\$20 fee will apply if not employed, except for educators completing GA programs leading to initial Clear Renewable certification in Georgia who have never held any type of previous Georgia certificate.)
- Clinical Practice (CP) Certificate:** **Must be requested by an employing school system.** (\$20 fee required for Permit holders to change certificate types.)
- Convert Non-Renewable Certificate to Clear Renewable Status:** (\$20 fee will apply if not employed.)
- Core Academic (CA) Certificate:** **Must be requested by an employing GA school system.**
- Delete Certificate Field:** The Voluntary Certificate Field Deletion Form must accompany this application and 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 (I) Certificate:** **Must be requested by an employing GA school system.**
- International Exchange (XT) Certificate:** Must hold Exchange Visitor J-1 Visa. **Must be requested by an employing GA school system.**
- Name Change**
- Non-Renewable Professional (N) Certificate (other than for the field of Educational Leadership):** **Must be requested by an employing GA school system.** (\$20 fee will apply if not the first GA certificate.)
- Non-Renewable Non-Professional (NN) Certificate:** **Must be requested by an employing GA school system.**
- Non-Renewable Educational Leadership (NL) (Field 704):** **Must be requested by an employing GA school system.** (\$20 fee will apply.)
- Non-Renewable Educational Leadership Performance-Based Building Level (NPL) (Field 706) OR System Level (NPL) (Field 707):** **Must be requested by an employing GA school system.** (\$20 fee will apply unless it the first GA certificate.)
- One-Year Supervised Practicum (O) Certificate:** **Must be requested by an employing GA school system.**
- 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.



**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.**

- 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?**
- 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?**
- 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.*)
- 4. Have you ever left an employment position (*retired, resigned, been dismissed, terminated, non-renewed or otherwise*) while under investigation?
- 5. Are you currently the subject of an investigation involving sexual misconduct or physical harm to a child?
- 6. Are you the subject of a pending investigation involving a criminal act?
- 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?
- 8. Have you ever been convicted, or pled to a lesser offense for any sexual offense?
- 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, dated and received by the PSC within 90 days of the date of completion.**

**NOTE: THE OFFICIAL COPY OF THIS CERTIFICATE WILL BE RECEIVED AND AVAILABLE ELECTRONICALLY ONLY BEGINNING JANUARY 1, 2010. AN EMAIL ADDRESS WILL BE REQUIRED IN ORDER TO DELIVER THE CERTIFICATE.**

<b>Moral Turpitude</b>	
<p><b><u>Crimes involving moral turpitude:</u></b></p> <ul style="list-style-type: none"> <li>• Fraud or false pretenses in obtaining something of value</li> <li>• Larceny or a misdemeanor theft by taking</li> <li>• Larceny after trust</li> <li>• Murder</li> <li>• Soliciting for prostitutes</li> <li>• Voluntary manslaughter</li> <li>• Sale of narcotics or other illegal drugs</li> <li>• Pattern of failure to file federal tax returns</li> <li>• <u>Criminal Issuance</u> of a bad check</li> <li>• Making a false report of a crime</li> </ul>	<p><b><u>Crimes NOT involving moral turpitude:</u></b></p> <ul style="list-style-type: none"> <li>• Public drunkenness</li> <li>• Driving under the influence</li> <li>• Carrying a concealed weapon</li> <li>• Unlawful sale of liquor</li> <li>• Simple Battery and Simple Assault</li> <li>• Misdemeanor criminal trespass</li> <li>• Child abandonment</li> <li>• Misdemeanor offense of escape</li> <li>• Obstruction of a law enforcement officer (Misd.)</li> <li>• Possession of less than one ounce of marijuana</li> </ul>

## Georgia PSC Application – Transaction(s) Requested Information

For Information Only - This page does not have to be submitted with the application.

All of the following programs require employment in a GA school system. All of the following certificates are issued at the request of an employing school system and cannot be requested by individuals.

- **Advanced Degree Alternative (ADAC) Certificate :** An initial GA certificate for individuals accepted into an approved ADAC program. Must hold a master's degree or higher with a major in a content area for which a Clear Renewable teaching certificate is issued or hold a Juris Doctor degree (only eligible to teach Political Science 6-12). Certificate issued in three one-year validity periods. Cannot be renewed or extended after the maximum of three years. Can be transferred to another system in the same certification field. Can switch to another certification path. Must complete content and pedagogy assessments and Special GA Requirements to convert to Clear Renewable. Requires one year minimum in program.
- **Clinical Practice (CP) Certificate:** An initial GA certificate for individuals who have completed an education program and were eligible for student teaching but elected to receive the degree only OR for individuals who have held a Permit (except JROTC) for a minimum of five years. Must hold a bachelor's degree or higher. Must have passed or exempted the Basic Skills. Must have passed the content assessment. Certificate issued for three years. Cannot be renewed or extended. Can be transferred to another system in the same certification field. Can switch to another certification path. Requires one year minimum in program.
- **Core Academic (CA) Certificate:** An initial GA certificate for individuals accepted into the Core Academic Path for middle grades (4-8) or secondary grades (6-12) only. Must hold a bachelor's degree or higher with a 2.5 GPA. Must have passed or exempted the Basic Skills. Must have passed the content assessment. Certificate issued for three years. Cannot be renewed or extended. Can be transferred to another system in the same certification field. Can switch to another certification path. Must complete pedagogy assessment and Special GA Requirements to convert to Clear Renewable. Requires one year minimum in program.
- **Intern (I) Certificate:** An initial GA certificate for individuals accepted into a Georgia Teacher Academy for Preparation and Pedagogy (GaTAPP). Must hold a bachelor's degree or higher. Must have passed or exempted the Basic Skills. Must have evidence of content knowledge through either: an academic degree major or academic content course work assessment of transcripts (21 semester hours minimum for 6-12 certificates) or the appropriate content assessment(s). For Special Education fields, academic content concentrations must be verified through an academic degree major or academic content course work assessment of transcripts (21 semester hours minimum for 6-12 cognitive level and 15 content semester hours for P-5 and 4-8 cognitive levels) or the appropriate content assessment(s). For Middle Grades, must have verified content knowledge in the area(s) of concentration through an academic degree major or academic content course work assessment of transcripts (15 semester hours) or the appropriate assessment(s). Up to two Middle Grades areas of concentration may be issued. Certificate issued for three years. Cannot be renewed or extended. Can be transferred to another system in the same certification field. Can switch to another certification path. Must complete the appropriate content assessment(s) and Special GA Requirements to convert to Clear Renewable. Requires one year minimum in program.
- **Non-Renewable Professional (N) Certificate:** This certificate is issued to former GA educators or out-of-state certificate holders who do not meet all Special GA Requirements or to GA educators who hold a valid Clear Renewable certificate in at least one field but who are assigned to a different field in which they do not meet certificate requirements or to service certificate holders who must obtain a higher degree level. Issued for five years with the following exceptions: Issued for one year to renew Clear Renewable or Performance-Based certificates that expire June 30, 2006 or later OR for educators who have not met the computer skill competency requirement. Issued for two years to educators being assigned to work in endorsement fields who need to complete an endorsement program.
- **Non-Renewable Non-Professional (NN) Certificate:** An initial GA certificate for individuals who have satisfied minimum content standards and must still complete pedagogy and/or Special GA Requirements and/or who must obtain a higher degree level. Must hold a bachelor's degree or higher with a 2.5 GPA. Must have passed or exempted the Basic Skills. Must have passed the content assessment, except for the fields of Special Education. For Special Education certificates, academic content concentration(s) must be verified through an academic degree major or the appropriate content assessment(s). Issued for five years. Cannot be renewed or extended. Must complete an approved traditional program, applicable content assessment(s), and Special GA Requirements to convert to Clear Renewable.
- **One-Year Supervised Practicum (O) Certificate:** An initial GA certificate for individuals accepted into the One-Year Supervised Practicum Path. Must hold a bachelor's degree or higher with a degree major in or closely-related to the certification field. Must have passed or exempted the Basic Skills. Must have passed the content and pedagogy assessments. Certificate issued for three years. Cannot be renewed or extended. Can be transferred to another system in the same certification field. Can switch to another certification path. Must complete a supervised practicum and Special GA requirements to convert to Clear Renewable. Requires one year minimum in program.