Pre-Service Certification Application Instructions

You should already have met the following requirements

- Passed (GACE Program Admission, GACE Basic Skills or Praxis I) or exempted (SAT, ACT, GRE, CLAST or CBEST) the Georgia Program Admission requirement
- Completed the GACE Educator Ethics Program Entry assessment, if admitted Fall 2014 or later. Candidates admitted, and enrolled, prior to Fall 2014 are not required to complete the Ethics Entry assessment
- Admitted to, or applying for admission to, the Bagwell College of Education for an initial certification program

Complete the PSC Application for Certification as follows using BLACK INK and CAPITAL LETTERS ONLY:

Page 1 (application page & section corresponds to item numbers below)

1. All personal information on top of first page. Please use your name and address as you want it to appear on your certificate.
2. Read and honestly answer the Personal Affirmation section by filling in the appropriate “yes” or “no” circle for ALL nine (9) questions. If you answer “yes” to any of the nine (9) questions, you MUST provide an explanation and supporting documentation.
3. Sign and date at the bottom of the page.

Page 2 – Instruction purposes only. Nothing needs completing on this page.

Page 3 – O.C.G.A. Affidavit (Verification of Lawful Presence)

- Check and initial only one (1) of the top 3 lines. Fill in the line below “The secure and verifiable document…” with the description of the official ID photocopied for submission with this form. For example: U.S. passport or Georgia Driver's License.
- Do NOT sign the form until you are in front of a notary.

Create Your MyPSC Account (if not already done)

The PSC requires that everyone register with them through the "Login/Register to MyPSC" in the upper right corner on the PSC homepage (www.gapsc.com). Follow the instructions as your progress through the registration process. Once you have registered your account, you will see what the PSC has on file at this time, and the eventual progression of your certification. It is very important that you update your address, contact number and email addresses as the PSC will only communicate via email concerning certification.

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