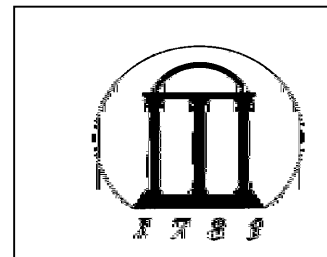


**TO: Applicants for Georgia Certification**  
**FROM: Kate Character, Certification Official**  
**SUBJECT: Procedures for Applying for Your Georgia Certificate**



*The following is a summary of procedures which will assist University of Georgia students who are applying for certification. The Professional Standards Commission (PSC) will NOT accept incomplete Application Packages, and failure to submit ALL appropriate documentation will delay the application process.*

**Instructions in a Nutshell:**

**READ ALL INSTRUCTIONS THOROUGHLY BEFORE COMPLETING THIS PACKAGE.**

1. Complete the Transcript Request Form.
2. Complete the Certification Testing Requirements Form.
3. Complete the PSC Application
4. Mail these completed forms to the Office of the Registrar-Transcript Department, Room 105 Academic Building, University of Georgia, Athens GA 30602

Complete the attached UGA Transcript Request Form, UGA Certification Testing Requirements Form and the PSC Application. Attach to the back of these forms any additional forms, fees (only if required), transcripts from other institutions, etc., and mail all of these forms to the Office of the Registrar. The Office of the Registrar will hold these forms until the time you have specified on the Transcript Request Form. They will then attach an official Georgia transcript and will automatically forward all of these forms to Room 122 Aderhold, Office of Student Services. Kate Character, the Certification Official will then complete the Application Package and mail all forms to the address you have specified on your Transcript Request Form. *(If you already have an official transcript with ALL requirements posted, you may skip this process and mail the forms directly to Kate Character in the College of Education, Room 122, Office of Student Services, Aderhold Hall, UGA, Athens, GA 30602.)*

**IF THIS IS YOUR FIRST GEORGIA CERTIFICATE, YOU ARE FEE EXEMPT!**

If you are employed in a Georgia school system and have the Employer's Assurance Form signed, you are **FEE EXEMPT**.

Remember that you must have passed ALL appropriate certification test(s) before your application can be submitted. Be sure to attach all required forms, remember to sign and date the application. Incomplete applications will be returned to the applicant.

**Instructions in Detail:**

5. **Complete the Transcript Request Form.** Transcripts can only be accepted when **ALL requirements have been met and have been posted.** Be sure to check the appropriate box on this form. If you are waiting for a degree or grades to be posted, check the appropriate box and the Registrar's Office will hold your application until the transcript reflects the required course work. (Degrees are officially posted approximately ten days after the official graduation date.)

**Enter mailing address for transcripts.** The address you list on this form is the address which will actually appear on your transcript. This is the address your completed application will be mailed to when it leaves the Certification Official. You will get your certificate much quicker if you have us mail your application directly to the Professional Standards Commission (PSC). You should only have us mail it elsewhere if a school system requires you to do so. If you wish to have your completed package forwarded directly to the PSC, then **check the first box.** Your application will be mailed for you to the state office at this address:

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

If you need the completed application package mailed to yourself or a school system before it is mailed to the PSC, then check the second box and enter the appropriate address. **APPLICANTS RECEIVING THEIR UNDERGRADUATE DEGREES FROM UGA NEED ONLY TO PROVIDE A UGA TRANSCRIPT.** (UGA undergraduate transcripts include credits from all previous institutions with course name, number, the grade received and hours earned.) ALL other applicants must attach official transcripts from ALL colleges or universities

1. **Complete the Certification Testing Requirements Form.** This form must be completed and submitted with the rest of the Application Package. Follow the instructions on the form, remember you must attach photocopies of official score reports.
2. **Complete the PSC Application.** Please read all of the information and review all of the forms included in this package. This Application Package is used for many purposes, and not all of the forms will be required (*please read below*). You need only to complete and submit documentation that would apply to your individual certification transaction. **If you have further questions, you may contact the PSC at 404/657-9000, or outside Metro Atlanta 800/869-7775.**

**You must read each question in the Personal Affirmation section and answer all questions truthfully. Any false statements made in this application may constitute grounds to invalidate or deny a certificate. If you answer “yes” to any question, an explanation and supporting documentation (including any final court disposition documents) must be attached to this application. Include only events not previously cleared by the PSC.**

**IF THIS IS YOUR FIRST GEORGIA CERTIFICATE, YOU ARE FEE EXEMPT!**

**PSC Approved Program Recommendation Form:** Complete only the top section of this form, your name, date of birth, and Social Security Number. The rest of this form will be completed by Kate Character, the Certification Official.

**PSC Employer Assurance Form:** Most applicants do not need to complete this form. Only those applicants who are currently employed in a Georgia school system need this form to verify employment, to exempt the certification fee, or to request a conditional certificate.

**PSC Experience Verification Form:** Most applicants do not need to complete this form. Only those applicants who are requesting certification in Educational Leadership or Teacher Support Specialist need this form completed (read the instructions for exceptions).

3. **Mail these completed forms** (the Transcript Request Form, Certification Testing Requirements Form, the PSC Application, additional transcripts if applicable, and fee if required) to:

**Office of the Registrar Transcript Department  
Room 105 Academic Building  
University of Georgia  
Athens, Georgia 30602**

**When ALL requirements have been posted, the Registrar’s Office will replace your Transcript Request Form with an official UGA transcript. They will send it along with all other forms to Kate Character, the Certification Official in Room 122 Aderhold Hall who will complete the PSC Approved Program Recommendation Form for you. The completed application will then be mailed to the address you specified on your Transcript Request Form.**

**For information on the status of your application after it is mailed to the PSC, you may call the Status Line at 404/657-1313 or connect to the Internet website at [www.gapsc.com](http://www.gapsc.com). Your application will be processed within four to five weeks from the time all materials are received by the PSC. If this is your first Georgia certificate, and you follow these instructions, you may contact the PSC at 404/657-9000. Outside the Metro Atlanta area you may call 800/869-7775. You may also e-mail the PSC at [mail@gapsc.com](mailto:mail@gapsc.com).**



# CERTIFICATION TESTING REQUIREMENTS

*This form must be completed and submitted with a UGA Application for Certification. Please initial by the appropriate box in each section. Please read, sign, and date the bottom section of the page.*

**\*\*\*YOU MUST ATTACH PHOTOCOPIES OF OFFICIAL SCORE REPORTS\*\*\***

*Applicants needing replacement score reports for the SAT, GRE, ACT, Praxis I, and Praxis II should contact ETS at 800-772-9476. Applicants needing replacement score reports for the TCT should contact the PSC at 800-869-7775.*

## **PRAXIS I/GACE Basic Skills Assessments**

Candidates applying for an **Initial** certificate must present passing scores of the Praxis I academic skills test in Reading, Mathematics, and Writing. Candidates may exempt this requirement if they have earned qualifying scores on the SAT, GRE, or ACT.

\_\_\_\_\_ I have satisfied Praxis I/GACE by presenting passing scores on the Praxis I academic skills test.

\_\_\_\_\_ I have exempted Praxis I/GACE by earning a SAT score of 1000 combined of verbal and math.

\_\_\_\_\_ I have exempted Praxis I/GACE by earning a SAT **recentered** score of 1000 combined of verbal and math (*If you tested prior to April 1, 1995, see the back of this page to recenter your score*)

\_\_\_\_\_ I have exempted Praxis I/GACE by earning a GRE score of 1030 combined verbal and quantitative

\_\_\_\_\_ I have exempted Praxis I/GACE by earning an ACT score of 43 combined english and math

\_\_\_\_\_ I have exempted Praxis I/GACE because I am already **Professionally** certified (*If you hold a Provisional certificate, this does not exempt you from Praxis I/GACE*)

## **Praxis II/GACE Content Subject Assessments/Specialty Area Tests**

All candidates applying for a **Professional** certificate are required to present passing scores on either the Praxis II: Subject Assessments/GACE content or the Georgia Teacher Certification Tests (not administered after June 1997)

\_\_\_\_\_ I have satisfied this requirement by passing the appropriate Praxis II/GACE content.

\_\_\_\_\_ I have satisfied this requirement by passing the Georgia TCT.

\_\_\_\_\_ There are currently not Subject Assessment/Specialty area tests for this licensure area.

***Knowing that false statements made in this application may constitute sufficient grounds to invalidate or deny a certificate, and may constitute grounds for legal action, I affirm that, to the best of my knowledge, all information is true and correct.***

Name (please print) \_\_\_\_\_ SS# \_\_\_\_\_

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

Phone Numbers:(c) \_\_\_\_\_ (h) \_\_\_\_\_ email: \_\_\_\_\_

*Applicants who tested prior to April 1, 1995, may recenter their SAT scores. You must have earned an SAT score of 1000 combined verbal and math in order to exempt Praxis I. You must have a combined score of verbal and math to exempt Praxis I. You may not exempt part of Praxis I. If you do not have the breakdown, you must take the Reading, Writing, and Math section of Praxis I.*

Use this table to convert individual SAT: Reasoning Test scores on the original scale to equivalent scores on the recentered scale. Find the verbal or math score that you wish to convert. The equivalent score on the other scale appears directly to its right.

**Please circle or highlight your original and recentered scores.**

Original to Recentered Scale							
Verbal		Verbal		Math		Math	
Original	Recentered	Original	Recentered	Original	Recentered	Original	Recentered
800	800	500	580	800	800	500	520
790	800	490	570	790	800	490	520
780	800	480	560	780	800	480	510
770	800	470	550	770	790	470	500
760	800	460	540	760	770	460	490
750	800	450	530	750	760	450	480
740	800	440	520	740	740	440	480
730	800	430	510	730	730	430	470
720	790	420	500	720	720	420	460
710	780	410	490	710	700	410	450
700	760	400	480	700	690	400	440
690	750	390	470	690	680	390	430
680	740	380	460	680	670	380	430
670	730	370	450	670	660	370	420
660	720	360	440	660	650	360	410
650	710	350	430	650	650	350	400
640	700	340	420	640	640	340	390
630	690	330	410	630	630	330	380
620	680	320	400	620	620	320	370
610	670	310	390	610	610	310	350
600	670	300	380	600	600	300	340
590	660	290	370	590	600	290	330
580	650	280	360	580	590	280	310
570	640	270	350	570	580	270	300
560	630	260	340	560	570	260	280
550	620	250	330	550	560	250	260
540	610	240	310	540	560	240	240
530	600	230	300	530	550	230	220
520	600	220	290	520	540	220	200
510	590	210	270	510	530	210	200
		200	230			200	200