

GaPSC Certification Division

**Common Documents Required for Each  
Certification Transaction Type\***

SUPPLEMENTAL GUIDANCE DOCUMENT

Related to GaPSC Rule [505-2-.27 CERTIFICATION APPLICATION PROCEDURES](#)

July 1, 2022

\*Not intended to be an exhaustive list.

Educators may be required to submit additional materials on a case-by-case basis.

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**EDUCATORS HOLDING CURRENT OR EXPIRED GEORGIA CERTIFICATION**

<b>Certificate Transaction</b>	<b>Requirements and Documentation</b>
<b>Add A Field</b>	<ul style="list-style-type: none"> <li>- MyPSC Online Application</li> <li>- Official transcript, if applicable</li> <li>- Verification of program completion, if applicable</li> <li>- GACE content assessment, if applicable</li> <li>- \$20 processing fee payable via MyPSC</li> </ul>
<b>Conversion</b>	<ul style="list-style-type: none"> <li>- MyPSC Online Application</li> <li>- GaPSC outlined requirements</li> <li>- \$20 processing fee payable via MyPSC</li> </ul>
<b>5-Year Induction</b>	<ul style="list-style-type: none"> <li>- MyPSC Online Application</li> <li>- Official transcripts</li> <li>- Verification of program completion or Professional out-of-state certificate</li> <li>- GACE Educator Ethics Assessment</li> <li>- \$20 processing fee payable via MyPSC</li> </ul>
<b>5-Year Induction Extension</b>	<ul style="list-style-type: none"> <li>- MyPSC Online Application</li> <li>- Verification of GaPSC outlined requirements (with the exception of experience)</li> <li>- \$20 processing fee payable via MyPSC</li> </ul>
<b>Professional Renewal</b> (Reinstate if expired)	<ul style="list-style-type: none"> <li>- MyPSC Online Application</li> <li>- Standard Renewal Requirements or Professional Learning Verification</li> <li>- \$20 processing fee payable via MyPSC</li> </ul>
<b>Retired Educator certificate</b>	<ul style="list-style-type: none"> <li>- MyPSC Online Application</li> <li>- TRS retirement verification letter</li> <li>- \$20 processing fee payable via MyPSC</li> </ul>
<b>Upgrade</b>	<ul style="list-style-type: none"> <li>- MyPSC Online Application</li> <li>- Official transcript</li> <li>- Verification of program completion, if applicable</li> <li>- Alternate level 6 Certification Option Form, if applicable</li> <li>- GACE content assessment, if applicable</li> <li>- \$20 processing fee payable via MyPSC</li> </ul>
<b>Voluntary Deletion</b>	<ul style="list-style-type: none"> <li>- MyPSC Online Application</li> <li>- Voluntary Certificate Field Deletion Form</li> <li>- \$20 processing fee payable via MyPSC</li> </ul>

**1) Educators Applying Without Employer Support (Cont'd)**

**OUT-OF-STATE AND SERVICE FIELD EDUCATORS APPLYING FOR  
INITIAL GEORGIA CERTIFICATION**

<b>Certificate Type</b>	<b>Requirements and Documentation</b>
<b>5-Year Induction Teaching</b> (teachers with less than three years of successful out-of-state experience)	<ul style="list-style-type: none"> <li>- MyPSC Online Application</li> <li>- Verification of Lawful Presence documentation</li> <li>- Official transcripts</li> <li>- Verification of program completion or Professional out-of-state certificate</li> <li>- Out-of-state content area assessment score report, if applicable</li> <li>- GACE Educator Ethics Assessment</li> <li>- \$20 processing fee payable via MyPSC</li> </ul>
<b>Standard Professional Teaching</b> (teachers with three or more years of successful out-of-state experience)	<ul style="list-style-type: none"> <li>- MyPSC Online Application</li> <li>- Verification of Lawful Presence documentation</li> <li>- Official transcripts</li> <li>- Out-of-state certificate</li> <li>- Out-of-state content area assessment score report, if applicable</li> <li>- Experience Verification Form</li> <li>- \$20 processing fee payable via MyPSC</li> </ul>
<b>Standard Professional Service</b> (School Counseling, Media Specialist, School Psychology, School Social Work, etc.)	<ul style="list-style-type: none"> <li>- MyPSC Online Application</li> <li>- Verification of Lawful Presence documentation</li> <li>- Official transcripts</li> <li>- Out-of-state certificate or field-specific license, as applicable</li> <li>- Out-of-state content area assessment score report, if applicable</li> <li>- Experience Verification Form (if exempting content testing with 5 years of successful experience)</li> <li>- \$20 processing fee payable via MyPSC</li> </ul>
<b>Standard Professional Educational Leadership</b>	<ul style="list-style-type: none"> <li>- MyPSC Online Application</li> <li>- Verification of Lawful Presence documentation</li> <li>- Official transcripts</li> <li>- Verification of program completion or Out-of-state Professional certificate</li> <li>- Out-of-state content area assessment score reports</li> <li>- GACE Ethics for Educational Leadership Assessment (may be exempted by five years of successful out-of-state leadership experience)</li> <li>- Experience Verification form</li> <li>- \$20 processing fee payable via MyPSC</li> </ul>

**EDUCATIONAL INTERPRETER LICENSE**

<b>Certificate Transaction</b>	<b>Requirements and Documentation</b>
<b>Initial License</b>	<ul style="list-style-type: none"> <li>- MyPSC Online Application</li> <li>- Official transcript</li> <li>- EIPA or RID</li> <li>- \$20 processing fee payable via MyPSC</li> </ul>
<b>License Renewal</b>	<ul style="list-style-type: none"> <li>- MyPSC Online Application</li> <li>- Official transcript, if not previously submitted</li> <li>- EIPA or RID</li> <li>- Standard renewal requirements</li> <li>- \$20 processing fee payable via MyPSC</li> </ul>

## 2) Certification Requiring Submission or Support from an Employer

### INITIAL LICENSURE

License Type	Required Documents
<b>Adjunct</b>	<ul style="list-style-type: none"><li>- Initial Certificate and License Application for Employed Educators</li><li>- Verification of Lawful Presence documentation</li><li>- Official transcripts</li><li>- See rule for field specific requirements</li><li>- Expresslane request from LUA</li></ul>
<b>Non-Instructional Aide</b>	<ul style="list-style-type: none"><li>- Initial Certificate and License Application for Employed Educators</li><li>- Verification of Lawful Presence documentation</li><li>- High School diploma or equivalent</li><li>- Expresslane request from LUA</li></ul>
<b>Paraprofessional</b>	<ul style="list-style-type: none"><li>- Initial Certificate and License Application for Employed Educators</li><li>- Verification of Lawful Presence documentation</li><li>- Verification of meeting minimum education requirements</li><li>- GACE Paraprofessional Assessment, if not exempt by education</li><li>- Expresslane request from LUA</li></ul>
<b>Support Personnel</b>	<ul style="list-style-type: none"><li>- Initial Certificate and License Application for Employed Educators</li><li>- Verification of Lawful Presence documentation</li><li>- Expresslane request from LUA</li></ul>

## 2) Certification Requiring Submission or Support from an Employer (Cont'd)

### INITIAL CERTIFICATE (for educators without a previous application and/or certificate on file)

Certificate Transaction	Requirements and Documentation
<b>Clearance</b> (Certification waived by charter or strategic waiver)	<ul style="list-style-type: none"> <li>- Initial Certificate and License Application for Employed Educators</li> <li>- Verification of Lawful Presence documentation</li> <li>- GACE Educator Ethics Assessment</li> <li>- Expresslane request from LUA</li> </ul>
<b>International Exchange</b>	<ul style="list-style-type: none"> <li>- Initial Certificate and License Application for Employed Educators</li> <li>- Verification of Lawful Presence documentation</li> <li>- International Exchange Verification Form</li> <li>- GACE Educator Ethics Assessment</li> <li>- GaPSC-accepted foreign credential report</li> <li>- J-1 Visitor Visa</li> <li>- Expresslane request from LUA</li> </ul>
<b>One-Year Induction</b> (for inexperienced educators lacking content testing)	<ul style="list-style-type: none"> <li>- Initial Certificate and License Application for Employed Educators</li> <li>- Verification of Lawful Presence documentation</li> <li>- Official transcripts</li> <li>- Verification of Program Completion or Professional out-of-state Certificate</li> <li>- GACE Educator Ethics Assessment</li> <li>- Expresslane request from LUA</li> </ul>
<b>One-Year Non-Renewable Professional</b> (for experienced educators new to Georgia lacking content testing)	<ul style="list-style-type: none"> <li>- Initial Certificate and License Application for Employed Educators</li> <li>- Verification of Lawful Presence documentation</li> <li>- Official transcripts</li> <li>- Professional out-of-state certificate</li> <li>- Experience Verification Form</li> <li>- Expresslane request from LUA</li> </ul>
<b>Permit</b>	<ul style="list-style-type: none"> <li>- Initial Certificate and License Application for Employed Educators</li> <li>- Verification of Lawful Presence documentation</li> <li>- Official transcripts</li> <li>- GACE Educator Ethics Assessment</li> <li>- Expresslane request from LUA</li> <li>- See rule for field-specific requirements</li> </ul>
<b>Provisional</b>	<ul style="list-style-type: none"> <li>- Initial Certificate and License Application for Employed Educators</li> <li>- Verification of Lawful Presence documentation</li> <li>- Official transcripts</li> <li>- Electronic scores transferred by ETS for required assessments</li> <li>- Expresslane request from LUA</li> <li>- See rule for field-specific requirements</li> </ul>
<b>Superintendent</b>	<ul style="list-style-type: none"> <li>- Initial Certificate and License Application for Employed Educators</li> <li>- Eligibility for a Professional Tier II Educational Leadership certificate</li> <li>- Expresslane request from LUA</li> </ul>
<b>Three-Year Induction</b>	<ul style="list-style-type: none"> <li>- Initial Certificate and License Application for Employed Educators</li> <li>- Eligibility for a 5-Year or 1-Year Induction certificate</li> <li>- Expresslane request from LUA</li> </ul>
<b>Three-Year Non-Renewable Professional</b>	<ul style="list-style-type: none"> <li>- Initial Certificate and License Application for Employed Educators</li> <li>- Eligibility for a 5-Year or 1-Year Professional certificate</li> <li>- Expresslane request from LUA</li> </ul>
<b>Waiver</b>	<ul style="list-style-type: none"> <li>- Initial Certificate and License Application for Employed Educators</li> <li>- Verification of Lawful Presence documentation, if applicable</li> <li>- Official transcripts</li> <li>- Waiver request letter from LUA</li> <li>- Expresslane request from LUA</li> <li>- Other documentation will be determined upon review</li> </ul>

## 2) Certification Requiring Submission or Support from an Employer (Cont'd)

### TRANSACTIONS REQUIRING CURRENT PAQS WITHOUT AN APPLICATION

(educators with a previous application and/or certificate on file applying in conjunction with their employer)

Certificate Transaction	Requirements and Documentation
<b>Add A Field</b>	<ul style="list-style-type: none"> <li>- MyPSC PAQs</li> <li>- Official transcript, if applicable</li> <li>- Verification of Program Completion, if applicable</li> <li>- GACE content assessment, if applicable</li> <li>- Expresslane request from LUA</li> </ul>
<b>Clearance Extension</b>	<ul style="list-style-type: none"> <li>- MyPSC PAQs</li> <li>- Verification of satisfying PLP/PLG</li> <li>- Expresslane request from LUA</li> </ul>
<b>Convert A Field</b>	<ul style="list-style-type: none"> <li>- MyPSC PAQs</li> <li>- GaPSC outlined requirements</li> <li>- Expresslane request from LUA</li> </ul>
<b>One-Year Induction</b> (for inexperienced educators lacking testing)	<ul style="list-style-type: none"> <li>- MyPSC PAQs</li> <li>- GACE Educator Ethics Assessment (if not previously passed)</li> <li>- Expresslane request from LUA</li> <li>- \$20 processing fee payable via MyPSC (unless first issuance)</li> </ul>
<b>One-Year Non-Renewable Professional</b> (for renewal of expired Georgia certification, or content testing for experienced educators new to Georgia)	<ul style="list-style-type: none"> <li>- MyPSC PAQs</li> <li>- Expresslane request from LUA</li> <li>- \$20 processing fee payable via MyPSC (unless first issuance for out of state educators)</li> </ul>
<b>Paraprofessional Renewal</b>	<ul style="list-style-type: none"> <li>- MyPSC PAQs</li> <li>- Verification of satisfying PLP/PLG</li> <li>- Verification of meeting minimum education and/or testing requirements, if not previously submitted</li> <li>- Expresslane request from LUA</li> </ul>
<b>Permit Extension</b>	<ul style="list-style-type: none"> <li>- MyPSC PAQs</li> <li>- Verification of satisfying PLP/PLG</li> <li>- GaPSC outlined requirements</li> <li>- Expresslane request from LUA</li> </ul>
<b>Professional Renewal</b>	<ul style="list-style-type: none"> <li>- MyPSC PAQs</li> <li>- Verification of satisfying PLP/PLG</li> <li>- GaPSC outlined requirements, if applicable</li> <li>- Expresslane request from LUA</li> </ul>
<b>Provisional Extension</b> (second year without program enrollment)	<ul style="list-style-type: none"> <li>- MyPSC PAQs</li> <li>- Expresslane request from LUA</li> </ul>
<b>Three-Year Induction</b>	<ul style="list-style-type: none"> <li>- MyPSC PAQs</li> <li>- Hold a 5-Year or 1-Year Induction certificate</li> <li>- Expresslane request from LUA</li> <li>- \$20 processing fee payable via MyPSC</li> </ul>
<b>Three-Year Non-Renewable Professional</b>	<ul style="list-style-type: none"> <li>- MyPSC PAQs</li> <li>- Hold a 5-Year or 1-Year Professional certificate</li> <li>- Expresslane request from LUA</li> <li>- GACE Ethics for Educational Leadership Assessment (for leadership fields only)</li> <li>- \$20 processing fee payable via MyPSC</li> </ul>

<b>Upgrade</b>	<ul style="list-style-type: none"> <li>- MyPSC PAQs</li> <li>- Official transcript</li> <li>- Verification of program completion, if applicable</li> <li>- Alternate level 6 Certification Option Form, if applicable</li> <li>- GACE content assessment, if applicable</li> <li>- Expresslane request from LUA</li> </ul>
<b>Waiver</b>	<ul style="list-style-type: none"> <li>- MyPSC PAQs</li> <li>- Verification of Lawful Presence documentation, if applicable</li> <li>- Waiver request letter from LUA</li> <li>- Expresslane request from LUA</li> <li>- \$20 processing fee payable via MyPSC</li> <li>- Other documentation will be determined upon review</li> </ul>

**AUTOMATIC TRANSACTIONS (no evaluation required)**

<b>Certificate Type</b>	<b>Requirements and Documentation</b>
Conversion of Five-Year Induction, or Induction Pathway 1, 2, and 3	<ul style="list-style-type: none"> <li>- MyPSC PAQs</li> <li>- GACE Educator Ethics Assessment and an Exceptional Child course, if not previously submitted</li> <li>- Expresslane request from LUA</li> </ul>
Renewal of Employed Educators with public school systems	<ul style="list-style-type: none"> <li>- MyPSC PAQs</li> <li>- Expresslane request from LUA</li> </ul>
Adding a Teaching field to a valid teaching certificate by passing an exam when Non-Renewable not held	<ul style="list-style-type: none"> <li>- None, field added automatically approximately 1 month after testing</li> </ul>
Extending a Provisional certificate once enrolled in a GaPSC-accepted program	<ul style="list-style-type: none"> <li>- Entrance into TPMS/NTRS by program provider</li> <li>- Program claimed through MyPSC (non-GaTAPP candidates only)</li> </ul>



### 3) Educators Applying with Educator Preparation Program Provider Support

#### TRANSACTIONS REQUIRING PROGRAM COMPLETION

Certificate Transaction	Requirements and Documentation
<b>Add A Field</b>	<ul style="list-style-type: none"> <li>- MyPSC PAQs</li> <li>- Official transcript</li> <li>- Verification of Program Completion, if applicable</li> <li>- GACE content assessment, if applicable</li> <li>- Employer Assurance Form or \$20.00 processing fee payable via MyPSC</li> </ul>
<b>Conversion of Provisional or Induction Pathway 4</b>	<ul style="list-style-type: none"> <li>- MyPSC PAQs</li> <li>- Official transcripts</li> <li>- Verification of Program Completion</li> <li>- GACE Educator Ethics Assessment for teaching fields</li> <li>- GACE content assessment, if not previously passed</li> <li>- Employer Assurance Form or \$20.00 processing fee payable via MyPSC</li> </ul>
<b>5-Year Induction</b>	<ul style="list-style-type: none"> <li>- MyPSC PAQs</li> <li>- Official transcripts</li> <li>- GACE Educator Ethics Assessment</li> <li>- Verification of Program Completion</li> <li>- Employer Assurance Form or \$20.00 processing fee payable via MyPSC (fee waived for initial GA program completers)</li> </ul>
<b>Upgrade</b>	<ul style="list-style-type: none"> <li>- MyPSC PAQs</li> <li>- Official transcript</li> <li>- Verification of program completion, if applicable</li> <li>- GACE content assessment, if applicable</li> <li>- Alternate level 6 Certification Option Form, if applicable</li> <li>- Employer Assurance Form or \$20.00 processing fee payable via MyPSC</li> </ul>

#### TRANSACTIONS SUBMITTED PRIOR TO PROGRAM COMPLETION

Certificate Type	Requirements and Documentation
<b>Pre-Service</b>	<ul style="list-style-type: none"> <li>- MyPSC Application (Pre-Service transaction)</li> <li>- Verification of Lawful Presence documentation</li> <li>- Official undergraduate transcript, if applicable</li> <li>- GACE Educator Ethics Assessment</li> <li>- Entered in TPMS by provider</li> </ul>

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