



Dear Teacher Candidate,

We are delighted that you are interested in pursuing your education at Thomas University (TU) in the Division of Education.

One of the greatest strengths of the Division of Education is the faculty who are experienced K-12 educators themselves and are deeply committed to your intellectual growth and development. You will be challenged and nurtured by them; they will help you achieve dreams you may have never thought were possible! As an MAT teacher candidate in one of our initial certification programs you will be provided developmentally sequenced experiences in your local K-12 schools. We employ a cohort model with Fall and Spring semester courses meeting for 16 weeks every other week on Saturdays, with independent online coursework in the off weeks. In the Summer semester, courses will meet each Saturday for 8 weeks.

In addition to completing the general admission application requirements for Thomas University, teacher candidates must also meet additional requirements to be admitted to the Division of Education. Please make sure you read the enclosed materials very carefully.

Do not hesitate to contact the admissions office [admissions@thomasu.edu](mailto:admissions@thomasu.edu) or call toll free at 229-227-6925 if you have any questions.

Sincerely,

Thomas University Admissions

## Thomas University Division of Education Admission Requirements Checklist Master of Arts in Teaching

Complete? ✓	For more information, see...	Submit All Documents to: Admissions Office at, <a href="mailto:admissions@thomasu.edu">admissions@thomasu.edu</a> , or via fax at <a href="tel:229-584-2427">229-584-2427</a>
	Admission Counselor	<b>GPA: Minimum 3.0</b>
	Page 3 & 16	<b>GACE Program Admissions Assessment</b>
	Page 3	<b>Georgia Ethics Entry Assessment</b>
	Page 4	<b>Evidence of Expertise in the Content of the Field of Certification Sought (MAT Pedagogy Concentration Only)</b>
	Page 4	<b>Professional Liability Insurance</b>
	Page 4	<b>Three Professional Letters of Recommendation</b>
	Page 5	<b>Personal Statement</b>
	Page 5	<b>Certified CastleBranch Background Check</b>
	Page 6-7	<b>Professional School Experience Form/Administrator Commitment Letter</b>
	Page 12	<b>Interview</b>

**Bring both of them with you to your interview or if a virtual interview is conducted, submit them electronically to the Division of Education upon request. Do not submit them prior to your interview.**

**The VLP Affidavit must be completed in front of a notary and notarized – do that no sooner than one week prior to your interview. A notary can usually be found at your local courthouse.**

	Page 12-13	<b>Georgia Professional Standards Commission Pre-Service Certification Application</b>
	Page 14-15	<b>Verification of Lawful Presence (VLP) Affidavit</b>

## GACE Program Admissions Assessment (PAA) and Georgia Ethics Entry Assessment

### Special Note:

**Before registering for the GACE PAA or the GA Ethics Entry Assessment, you must create a MYPSC account.**

Click here to view a video on how to set up a MYPSC account: <https://youtu.be/3wuHRuChNYg>

Click here to create a MYPSC account: <https://mypsc.gapsc.org/>

### GACE Program Admissions Assessment

Passing scores on all three tests within the **GACE Program Admission Assessment** [Reading (210), Mathematics (211), and Writing (212)] are required for admission into the Teacher Education Programs, **unless you are exempted** by one of the following:

- SAT® (1000 Verbal/Critical Reading, and Math prior to 7/1/19)  
(1080 on Evidence-based Reading/Writing and Math on or after 7/1/19)
- ACT® (43 English and Math)
- GRE® (1030 Verbal and Quantitative; after 8-1-11, 297 Verbal and Quantitative).
- Possess a current Georgia Professional Standards Commission (GaPSC) Provisional Teacher Certification (exclusion, Provisional Teacher Certification in Career and Technical Specialization fields).

#### **Signing up for the GACE Program Admission Test:**

Follow the directions in this video to learn about this two part process: [https://youtu.be/cgkyj0-u2\\_c](https://youtu.be/cgkyj0-u2_c).

For GACE Program Admissions Assessment test dates and information, go to <http://gace.ets.org/>

**Documentation:** If your scores are not recorded on your official transcripts, you must submit a copy of official pass notification from testing agency. If you do not have official copies of your scores, you can receive them from the following websites:

[GACE Scores before September 2013](#)

[GACE Scores after September 2013](#)

[SAT Scores](#), [ACT Scores](#), [GRE Scores](#)

**GACE PAA Preparation & Study Resources:** See page 15 of this packet.

### Georgia Ethics Entry Assessment (Test 350)

Evidence of having completed each section of the Georgia Ethics Entry Assessment Program (**Test 350**). An individual holding a current Georgia Professional Standards Commission Provisional Teacher Certification will be exempt from taking the GAPSC Ethics Entry Exam for program admission.

Follow the directions in this video to learn how to register for the Georgia Ethics Entry Assessment:

<https://youtu.be/RmNcJ04iKkk>.

For more information about the Ethics exam click: (<http://gace.ets.org/ethics/about>)

## **Evidence of Content, Professional Liability Insurance, & Letters of Recommendation**

### **Evidence of Expertise in the Content of the Field of Certification Sought (MAT Pedagogy Only)**

Provide evidence of expertise in the content of the field of certification sought. This can be accomplished through one of three ways:

- A major in the field of certification earned in conjunction with a bachelor's or higher degree from a GaPSC-accepted, accredited institution of higher education
- A passing score on the Georgia state-approved content assessment in the field of certification sought
- Evidence of successful completion of a specified number of semester hours of content area coursework earned in conjunction with a bachelor's or higher degree from a GaPSC-accepted, accredited institution of higher education. The number of semester hours of content area coursework required is:
  - Secondary (6-12) and P-12 fields – 21 semester hours
  - Middle Grades (4-8) fields – 15 semester hours in one the content areas of Language Arts, Math, Reading, Science, or Social Studies.

### **Professional Liability Insurance**

Teacher candidates must obtain liability insurance through membership in the student chapter of the Georgia Association of Educators (SGAE), the Student Professional Association of Georgia Educators (SPAGE), or the National Education Association. Teacher candidates who hold a paid position within a school system such as a paraprofessional, substitute teacher, bus driver and/or staff (school nutrition, maintenance, school support or central office personnel) must have a support level liability insurance policy. All certified staff in schools and school system offices, including counselors, social workers, technology specialist, nurses and security officers must purchase the professional level of liability insurance. These policies are typically required for employment in a school system; however, when coverage is needed, it must be purchased through Georgia Association of Educators (GAE), the Professional Association of Georgia Educators (PAGE), or the National Education Association.

PAGE (Professional Association of Georgia Educators) at <http://www.pageinc.org/>  
 GAE (Georgia Association of Educators) State member of NEA at [http://gae2.org](http://gae2.org;);  
 NEA (National Education Association) at <http://www.nea.org/home/1600.htm>.

**Documentation:** Provide a copy of your receipt, letter, and/or card level membership.

### **Letters of Recommendation**

Submit three professional letters of recommendation that support the teacher candidate's desire to become a PK-12 teacher and his/her character.

## Personal Statement and Certified Background Check

### Personal Statement

A personal statement of career and educational objectives, including the rationale for pursuing a graduate degree (maximum two pages). Applicants must explain the circumstances surrounding any ethics reprimand on their certificate and/or their Georgia Professional Standards Commission Certification Application.

### Certified Background Check

Every student going into PK-12 classrooms for any field experience, including observations, must obtain a background check prior to being placed in a classroom. Clear background checks are retained by the Office of Field Experiences in order to assure partner schools that our TU students are cleared to work with Pk-12 learners.

The cost for the initial background check is @\$45.00. The background check must be completed prior to being admitted into an education program.

#### **Follow the steps below to obtain your background check:**

- Go to the CastleBranch website: <https://mycb.castlebranch.com/>
- Select: Students
- Enter Client Package code: TD27, submit
- Read the information; check that you have read the information. **You must sign the release box to continue and complete the process.**
- Click Continue order at Certified Profile
- Place order by completing form and following prompts.

**Important Notice:** Before exiting the program, you must select and check the Release and Authorization box in order for Certified Background to complete the background check and send the results to Thomas University for you.

For additional assistance, please contact the CastleBranch Service Desk at 888-723-4263 or visit <https://mycb.castlebranch.com/help> for further information.

## Thomas University Professional School Experience Form

**The following is only applicable if you are employed as a school professional.**

As a school professional applying for admissions to the Thomas University Division of Education you must discuss your professional plans with your principal and gain his/her support for working with you throughout the program to assist you in completing the required field-based learning experiences (multiple grade bands and diverse ethnic and linguistic groups). Use the Master of Arts Field Progression chart (Pedagogy Concentration or Elementary Concentration) in this packet when you meet with your administrator to help describe these experiences.

Candidate's Name: \_\_\_\_\_

List Areas of Service: \_\_\_\_\_

Are you currently serving as a school professional (circle one)? Yes or No      Current area of Service: \_\_\_\_\_

List all schools and years you have served:

Year(s) in Classroom	School District	School Name	*Grade Level	Lead Teacher Name (if applicable)	Additional Information/Description of Service
Example: 2017-2018	Thomas County	Thomas County Middle School	6 <sup>th</sup>	Susan Hagood	Worked with I.E.P/504 students Paraprofessional

\*Grade Level – If you serve(d) multiple grade levels, across multiple teachers or multiple positions, please list each experience separately.



## School Administrator Commitment

The following is only applicable if a candidate is employed as a school professional

**TO BE COMPLETED BY:** THE PRINCIPAL OF A SCHOOL PROFESSIONAL WHO IS APPLYING FOR ADMISSIONS TO THE THOMAS UNIVERSITY DIVISION OF EDUCATION

**Candidate Name:** \_\_\_\_\_

The Division of Education provides degree candidates with authentic, field-based learning experiences throughout the program to meet the requirements outlined in PSC Rule 505-3-.01. These field experiences include organized and sequenced engagement of candidates in diverse settings (multiple grade bands and diverse ethnic and linguistic groups) that provide them with opportunities to observe, practice, and demonstrate the knowledge, skills, and dispositions delineated in institutional, state, and national standards. The experiences are systematically designed and sequenced to increase the complexity and levels of engagement with which candidates apply, reflect upon, and expand their knowledge and skill. The completion of these experiences often requires the school professional to be assigned to a/another classroom or school for some period of a school day or days. As a result, this form is required as a part of the school professional's admissions package to ensure that the school-building administrator is aware of these requirements.

Does your school system have a board policy which prohibits an employee of the school system from student teaching while continuing employment with the school system? YES \_\_\_\_ or NO \_\_\_\_

**School Professional:** As a school professional applying for admissions to the Thomas University Division of Education you must discuss your professional plans with your principal and gain his/her support for working with you throughout the program to assist you in completing the required field-based learning experiences (multiple grade bands and diverse ethnic and linguistic groups). The Master of Arts Field Progression chart (Pedagogy Concentration or Elementary Concentration) describing these experiences has been provided for your use when you meet with your administrator.

**Principal Support:** \_\_\_\_\_ has met with me and we have discussed his/her plans to complete the certification program at Thomas University. I am aware that he/she will need to complete field experiences in multiple grade bands and with diverse ethnic and linguistic groups. I support his/her candidacy and will work to help him/her meet these requirements.

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

School Name: \_\_\_\_\_ School System: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_



**Master of Arts in Teaching – Pedagogy Concentration**  
**Field Progression for PK-12 School Instructional Employees**  
**(Paraprofessional, Provisional, Waiver Certificates)**

The following chart describes the Thomas University Division of Education proposed field progression for MAT candidates who are currently employed in an instructional role in a PK-12 classroom (i.e., paraprofessional or instructor-of-record on a provisional certificate).

NOTE: This progression is subject to change pending any modifications made to Georgia Professional Standards Commission education preparation provider rules.

Grade Band	Core II	Core III
<p><b><u>Middle Grades Education:</u></b></p> <p>Must have: Two (2) grade band experiences</p> <ul style="list-style-type: none"> <li>• 4 – 5</li> <li>• 6 – 8</li> </ul>	<p><b>EDU 606</b> <b>Clinical Practice I</b></p>	<p><b>EDU 608</b> <b>Clinical Practice II</b></p>
	<p>4<sup>th</sup> – 5<sup>th</sup>, 6<sup>th</sup> – 8<sup>th</sup></p>	<p>4<sup>th</sup> – 8<sup>th</sup>, 6<sup>th</sup> – 8<sup>th</sup></p>
	<ul style="list-style-type: none"> <li>• If employed in one of the grade bands above:                             <ul style="list-style-type: none"> <li>○ no additional fieldwork required in that grade band.</li> <li>○ minimum of 1 hour/week required in the non-employment grade band.</li> </ul> </li> <li>• If employed in grades PK-3 or 9-12, at least one day/week must be spent in the grade bands listed above (8 weeks 4th-5<sup>th</sup>; 8 weeks 6<sup>th</sup>-8<sup>th</sup>).</li> </ul>	<ul style="list-style-type: none"> <li>• If employed in one of the grade bands above, no additional grade band placement required.</li> <li>• If employed in grades PK-3 or 9-12, at least three days/week must be spent in one of the grade bands listed above.</li> </ul>
	<p style="text-align: center;">504/IEP Learner – 1 hour/week Co-teaching/One-on-one tutoring.</p> <p><i>NOTE:</i> Can be completed in the same classroom as EDU 606</p>	<p style="text-align: center;">ESOL Learner – 1 hour/week Co-teaching/One-on-one tutoring.</p> <p><i>NOTE:</i> Can be completed in the same classroom as EDU 608</p>



Grade Band	Core II	Core III
<p><b>Secondary Education:</b></p> <p>Must have: Two (2) grade band experiences</p> <ul style="list-style-type: none"> <li>• 6 - 8</li> <li>• 9 - 12</li> </ul>	<p><b>EDU 606</b> <b>Clinical Practice I</b> 6<sup>th</sup> – 8<sup>th</sup>, 9<sup>th</sup> – 12<sup>th</sup></p>	<p><b>EDU 608</b> <b>Clinical Practice II</b> 6<sup>th</sup> – 8<sup>th</sup>, 9<sup>th</sup> – 12<sup>th</sup></p>
	<ul style="list-style-type: none"> <li>• If employed in one of the grade bands above:                             <ul style="list-style-type: none"> <li>○ no additional fieldwork required in that grade band.</li> <li>○ minimum of 1 hour/week required in the non-employment grade band.</li> </ul> </li> <li>• If employed in grades PK-5 at least one day/week must be spent in the grade bands listed above (8 weeks 6<sup>th</sup>-8<sup>th</sup>; 8 weeks 9<sup>th</sup>-12<sup>th</sup>).</li> </ul>	<ul style="list-style-type: none"> <li>• If employed in one of the grade bands above, no additional grade band placement required.</li> <li>• If employed in grades PK-5, at least three days/week must be spent in one of the grades bands listed above.</li> </ul>
	<p>504/IEP Learner – 1 hour/week Co-teaching/One-on-one tutoring.</p>	<p>ESOL Learner – 1 hour/week Co-teaching/One-on-one tutoring.</p>
	<p><i>NOTE: Can be completed in the same classroom as EDU 606</i></p>	<p><i>NOTE: Can be completed in the same classroom as EDU 608</i></p>

Grade Band	Core I	Core II	Core III	Core IV
<p><b>PK-12 Fields:</b></p> <p>Must have: Four (4) grade band experiences</p> <ul style="list-style-type: none"> <li>• PK-2</li> <li>• 3-5</li> <li>• 6-8</li> <li>• 9-12</li> </ul>		<p><b>EDU 606</b> <b>Clinical Practice I</b></p>	<p><b>EDU 608</b> <b>Clinical Practice II</b></p>	
	<p>Grade Band I (PK-2, 3-5, 6-8, 9-12)</p>	<p>Grade Band II (PK-2, 3-5, 6-8, 9-12)</p>	<p>Grade Band III (PK-2, 3-5, 6-8, 9-12)</p>	<p>Grade Band IV (PK-2, 3-5, 6-8, 9-12)</p>
	<p>20 hours Experiences with PK-12 learners in one or more grade bands listed above in the content area of certification to be determined by the candidate and field supervisor</p>	<ul style="list-style-type: none"> <li>• If employed in one of the grade bands above:                             <ul style="list-style-type: none"> <li>○ no additional fieldwork required in that grade band.</li> <li>○ minimum of 1 hour/week must be spent in one of the other non-employment grade bands.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Completed in classroom of employment.</li> </ul>	<p>20 hours Experiences with PK-12 learners in one or more grade bands listed above in the content area of certification to be determined by the candidate and field supervisor</p>
		<p>504/IEP Learner – 1 hour/week Co-teaching/One-on-one tutoring.</p> <p><i>NOTE: Can be completed in the same classroom as EDU 606</i></p>	<p>ESOL Learner – 1 hour/week Co-teaching/One-on-one tutoring.</p> <p><i>NOTE: Can be completed in the same classroom as EDU 608</i></p>	



**Master of Arts in Teaching – Elementary Concentration**  
**Field Progression for PK-12 School Instructional Employees**  
 (Paraprofessional, Provisional, Waiver Certificates)

The following chart describes the Thomas University Division of Education proposed field progression for MAT candidates who are currently employed in an instructional role in a PK-12 classroom (i.e., paraprofessional or instructor-of-record on a provisional certificate).

NOTE: This progression is subject to change pending any modifications made to Georgia Professional Standards Commission education preparation provider rules.

Grade Band	Core I	Core II	Core III
	<b>EDU 626</b>	<b>EDU 606</b>	<b>EDU 608</b>
	PK – K	<b>Clinical Practice I</b> 4 <sup>th</sup> – 5 <sup>th</sup>	<b>Clinical Practice II</b> K, 1 <sup>st</sup> – 3 <sup>rd</sup> , 4 <sup>th</sup> -5 <sup>th</sup>
<b>Elementary Education:</b>  Must have: Three (3) grade band experiences • PK – K • 1 – 3 • 4 - 5	<ul style="list-style-type: none"> <li>• If employed in PK, complete at least one hour a week in K for 8 weeks.</li> <li>• If employed in K, complete at least one hour a week in PK for 8 weeks.</li> <li>• Not employed in PK/K, but employed in 1<sup>st</sup> – 5<sup>th</sup> complete at least one hour a week in PK for 1<sup>st</sup> 8 weeks and then one hour a week for K in 2<sup>nd</sup> 8 weeks.</li> <li>• Not employed in an elementary grade band, at least one day per week must be completed in PreK (1st 8 weeks) and K (2<sup>nd</sup> 8 weeks).</li> </ul>	<ul style="list-style-type: none"> <li>• If employed in 4<sup>th</sup> or 5<sup>th</sup>, no additional grade band placement required (should substitute 1<sup>st</sup>-3<sup>rd</sup> if 4<sup>th</sup> -5<sup>th</sup> is preferred for Core III placement).</li> <li>• If employed in PK-3<sup>rd</sup>, at least one hour per week in 4<sup>th</sup> or 5<sup>th</sup> grade is required.</li> <li>• If employed in 6<sup>th</sup> – 8<sup>th</sup>, at least one hour a week in 4<sup>th</sup> or 5<sup>th</sup> is required.</li> <li>• If employed in 9<sup>th</sup>- 12<sup>th</sup>, at least one day per week must be completed in 4<sup>th</sup> or 5<sup>th</sup>.</li> </ul>	<ul style="list-style-type: none"> <li>• If employed in one of the grade bands above, no additional grade band placement required. <b>NOTE:</b> Our experience is that the completion of edTPA in K is harder than with students in grades 1<sup>st</sup>-5<sup>th</sup>.</li> <li>• If employed in PK, at least one hour daily in one of the other elementary grade bands with the same students is required.</li> <li>• If employed in 6<sup>th</sup>-12<sup>th</sup>, at least three days/week must be spent in one of the grade bands listed above.</li> </ul>
		504/IEP Learner – 1 hour/week Co-teaching/One-on-one tutoring.	ESOL Learner – 1 hour/week Co-teaching/One-on-one tutoring.
	<i>NOTE:</i> Can be completed in the same classroom as EDU 606	<i>NOTE:</i> Can be completed in the same classroom as EDU 608	

## **Frequently Asked Questions about Required Field Experiences**

### **Q: Will I have to quit my job as a school professional so that I can student teach?**

A: You will need to know the policies of your district. Before beginning your teacher candidacy program, you will need to speak with your principal (or other supervising administrator) and inform him/her of the Thomas University expectations for field experience expectations.

### **Q: Am I able to complete some of my assignments in the classroom where I am employed?**

A: You will be able to complete some of your assignments in the classroom where you are employed, as long as you are meeting the required guidelines set forth by the Georgia Professional Standards Commission (GaPSC), Thomas University, and your District. Additional questions should be directed to your advisor.

### **Q: Are these courses the only ones where I will need to spend time in the field?**

A: No: there are additional courses that will require you to complete an assignment in a PK – 12 classroom. Typically, but not exclusively, these can be completed in your assigned field classroom. Questions regarding your specific situation should be discussed with your advisor.

### **Q: If I am currently employed at a Pre-school, and my program of concentration requires it, can I use that setting to meet the requirements of Field Experiences?**

A: If the Pre-school is a licensed day care facility and employs GaPSC certified teacher, then you are able to use that setting to satisfy those required field.

## **Schedule an Interview, GaPSC Pre-Service Application, & VLP**

### **Schedule an Interview**

When you have turned in all admissions materials to the Division of Education, and it has been verified to be complete, an interview will be scheduled. The interview consists of both an oral and a written component, and focuses on questions related to working with children in school settings. Professional dress is required. Distance students may attend the interview via Zoom.

### **GaPSC Pre-Service Application & VLP**

The GAPSC pre-service certification application and verification of lawful presence documents are **time sensitive**. Sign them, but **do not enter dates on either of them. Bring both of them with you to your interview or if a virtual interview is conducted, submit them electronically to the Division of Education upon request. Do not submit them prior to your interview.**

**The VLP Affidavit must be completed in front of a notary and notarized – do that no sooner than one week prior to your interview.** A notary can usually be found at your local courthouse. The VLP will require you to submit a picture ID. This picture ID needs to be in color and of quality grade.

An individual holding a current Georgia Professional Standards Commission Provisional Teacher Certification will be exempted from this requirement.

**GaPSC Pre-Service Certificate Application**  
**Please Use Black Ink or Type – Revised April 2015**



*This form must be submitted by an educator preparation provider. Candidates should not submit this form directly to the GaPSC.*

**1. Please use ALL CAPS to print your LEGAL NAME.**

Last Name

First Name

Middle Name

Social Security Number

 -  - 

Date of Birth (MM/DD/YY)

 /  / 

Telephone Number

 -  - 

Mailing Address

City

State

Zip Code

 - 

**Gender** (*check one*)

Male  Female

**Ethnicity** (*check one*)

Are you Hispanic or Latino of any race?  Yes  No

**Race** (*check all that apply*)

Asian  American Indian or Alaska Native  Black or African American  Native Hawaiian or Pacific Islander  White

**2. 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 automatically open an investigation and require an attached explanation along with any additional supporting documentation. **DO NOT include matters that the GaPSC has investigated or is currently investigating.** Bubble in your answers completely.

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. While under investigation, have you ever left an employment position (*retired, resigned, been dismissed, terminated, non-renewed or otherwise*)?
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:
- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>◆ Pled guilty;</li> <li>◆ Entered a plea of <i>nolo contendere</i>;</li> <li>◆ Been found guilty;</li> <li>◆ Pled guilty to a lesser offense;</li> <li>◆ Participated in a pre-trial diversion program;</li> </ul> | <ul style="list-style-type: none"> <li>◆ Been granted first offender treatment without adjudication of guilt;</li> <li>◆ Been found not guilty by reason of insanity; or</li> <li>◆ Been placed under a court order whereby an adjudication or sentence was withheld?</li> </ul> |
|---|--|
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)?

**Consent:**

*I hereby authorize the Georgia Professional Standards Commission to receive any criminal history record information pertaining to me which may be in the files of any state or local criminal justice agency in Georgia, and to perform periodic criminal history background checks for the duration of my certification in the state of Georgia.*

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**NOTE:** This application must be received by the GaPSC **within 90 days of the date of signature.**

## Appendix II

### INSTRUCTIONS FOR COMPLETING VERIFICATION OF LAWFUL PRESENCE AFFIDAVIT

In order to obtain a certificate/license from the Georgia Professional Standards Commission (GaPSC), Georgia law requires every applicant to complete an affidavit (sworn written statement) before a Notary Public that establishes that the applicant is lawfully present in the United States of America. This affidavit is a material part of your GaPSC certification/licensure application and must be completed truthfully. Your application may be denied or your certificate may be revoked by the GaPSC if it is determined that you have made a material misstatement of fact in connection with your application. Please follow the instructions listed below.

#### **You must submit the following with your Pre-Service Application and GCIC Consent Form:**

1. Notarized Affidavit (**page 4 of this document**)
2. A copy of an acceptable ID (see below)

1. **Select the ONE option on the affidavit that applies to you:**

- **Option 1** is to be initialed/selected by you if you are a United States citizen; or
- **Option 2** is to be initialed/selected by you if you are a legal permanent resident of the United States: you are not a U.S. citizen but you have a green card; or
- **Option 3** is to be initialed/selected by you if you are a qualified alien or non-immigrant (but not a U.S. citizen or a legal permanent resident).

If you selected **Option 2 or 3**, please provide the number (whether or not it is called an “alien number”) issued by the Department of Homeland Security or other federal immigration agency in the blank space following this statement: “My alien number issued by the Department of Homeland Security or other federal immigration agency is:”

2. **Select an acceptable ID based on your selection in Step 1.**

- Acceptable IDs for **Option 1 (U.S. citizen)** are:
  - An unexpired driver’s license issued by a U.S. state, D.C., or certain U.S. territories
  - An unexpired United States passport or passport card
  - An unexpired United States military identification card
  - Any document listed here:  
<http://www.gapsc.com/certification/downloads/SecureVerifiableDocuments.pdf>
- The only acceptable ID for **Option 2 (legal permanent resident)** is a copy of the front and back of your unexpired United States Permanent Resident Card.
- Acceptable IDs for **Option 3 (qualified alien or non-immigrant)** are:
  - An unexpired work authorization card
  - I-94 documentation reflecting the I-94 number and expiration date AND a valid foreign passport
  - A valid Certificate of Eligibility reflecting your SEVIS number AND a valid foreign passport

Fill in the type of ID (e.g. Georgia driver’s license, U.S. passport, etc.) that you are using on the affidavit on the line after “The secure and verifiable document provided with this affidavit can best be classified as:”

3. **Print out the affidavit** (page 4 of this document).
4. **Find a local Notary Public.** Check the yellow pages, the internet, or with a local business such as a bank.
5. **Bring your affidavit and the ID** you selected (from the list in Step 2) to appear before the Notary Public.
6. **Show the Notary Public your ID and state under oath in the presence of the Notary Public that you are who you say you are and that you are in the United States lawfully. Then sign your name.**
7. **Make certain that the Notary Public signs and dates the affidavit and lists when their notary commission expires.**
8. **Make a copy of the affidavit and the ID** that you presented to the Notary Public for your own records.
9. **Submit the following with your Pre-Service Application and GCIC Consent Form:**
  - A copy of the signed and notarized affidavit; and
  - A copy of the ID you presented to the Notary Public.

**O.C.G.A. § 50-36-1(e)(2) Affidavit**

By executing this affidavit under oath, as an applicant for a **Georgia Educator Certificate/License**, as referenced in O.C.G.A. § 50-36-1, from the **Georgia Professional Standards Commission**, the undersigned applicant verifies one of the following with respect to application for a public benefit:

- 1) \_\_\_\_\_ I am a United States citizen.
- 2) \_\_\_\_\_ I am a legal permanent resident of the United States.
- 3) \_\_\_\_\_ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.

My alien number issued by the Department of Homeland Security or other federal immigration agency is: \_\_\_\_\_.

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. § 50-36-1(e)(1), with this affidavit.

The secure and verifiable document provided with this affidavit can best be classified as:  
\_\_\_\_\_.

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute.

Executed in \_\_\_\_\_ (city), \_\_\_\_\_ (state).

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Printed Name of Applicant

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE

\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC  
My Commission Expires:



# Test Preparation Resources

**Thomas University GACE PAA Connections:** Thomas University has developed a test preparation resource canvas site especially for teacher candidates who are required to take the GACE Program Admissions Assessment for admission into the Division of Education. This site includes general information about the test, registration directions, and various resources to help candidates prepare and study to take the assessment.

**First:** To gain access to the TU GACE PAA Connections site click on this url link - <https://thomasu.instructure.com/>.

**Next:** Log in using these credentials: **Username:** edu-gacepaa  
**Password:** edu31792

Sampling of items Included on the TU GACE PAA Connections Site:

- 1) General Overview Information about the GACE Program Admissions Assessment
  - a. Understand Test Structures, Requirements, and Logistics
  - b. Understand Test Frameworks and Content
  - c. GACE Interactive Practice Tests
- 2) How to register for the GACE Program Admissions Assessment (**TWO PART PROCESS**) - [https://youtu.be/cgkyj0-u2\\_c](https://youtu.be/cgkyj0-u2_c).
- 3) How to register for a MyPSC Account - <https://youtu.be/3wuHRuChNYg> & <https://mypsc.gapsc.org/>
- 4) Register for a GACE Account - <https://gace.ets.org/>
- 5) Information about accommodations for test takers with disabilities or health related needs
- 6) GACE Program Admissions Assessment Test Preparation - <https://gace.ets.org/prepare>
  - a. Study Plan Development
  - b. GACE Program Admissions Study Companions - Free
  - c. GACE Program Admissions Interactive Assessment Test (\$18 per test) - [https://store.ets.org/store/ets/en\\_US/pd/productID.5335704500/CategoryID.11794000](https://store.ets.org/store/ets/en_US/pd/productID.5335704500/CategoryID.11794000)
  - d. Khan Academy® Official Praxis® Core Prep – Free online prep resource includes diagnostic tests, instructional videos, interactive practice tests and study plans to help you prepare for the GACE Program Admission Assessment. Create your free account [www.khanacademy.org/prep/praxis-core](http://www.khanacademy.org/prep/praxis-core)
  - e. Tips on how to use the Four-function Online Calculator for GACE PAA
  - f. Mometrix - GACE Program Admissions Assessment Study Resources
  - g. Longsdale Publishing - GACE Program Admissions Assessment Study Resources
  - h. And Much, Much, More