



Dear Teacher Candidate,

We are delighted that you are interested in pursuing your education at Thomas University (TU) in the Division of Education. All our programs feature small class sizes, frequent one-on-one interactions with faculty, and advisors who provide academic and personal support.

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 a teacher candidate in one of our initial certification programs you will be provided developmentally sequenced experiences in K-12 classrooms where you get to co-teach with some of the best teachers in Georgia!

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 Heather Cessna for **admissions information** or Courtney Sinclair for **academic advising and program information** (contact information below) if you have any questions.

Sincerely,

Heather Cessna

Heather Cessna
Intake and Certification Officer &
Senior Administrative Assistant
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Courtney Sinclair
Student Success Advisor
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Thomas University Division of Education Admission Requirements Checklist

Complete? ✓	For more information, see...	Submit all documents to: Heather Cessna at, hcessna@thomasu.edu
	Your advisor	GPA: Minimum 2.5 (<i>calculated by the division</i>)
	Your advisor	Completion of Core (General Education) Courses
	Page 3	Georgia Educator Ethics Assessment
	Page 3	Personal Statement / Writing Sample
	Page 4	Professional Liability Insurance
	Page 4	Three Letters of Recommendation
	Page 5-6	Professional School Experience Form

Upon admission, there are a few final tasks to be completed in your MyPSC account before you will be eligible to register for classes. They are:

	Page 8	1) claim your program enrollment
	Page 8	2) answer Personal Affirmation Questions (PAQs)
	Page 8	3) submit the Pre-Service Application
	Page 8	4) submit transcripts from ALL colleges previously attended to the GaPSC

Georgia Educator Ethics Assessment & Personal Statement

Special Note:

**Before registering for the GA Educator Ethics 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/>

Georgia Educator Ethics Assessment (Test 360)

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

<https://youtu.be/VQNhbIRdjac>

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

Personal Statement / Writing Sample

Submit a personal statement that answers one of the following prompts (500–750 words maximum):

- a. What experiences have influenced your decision to become a teacher in your chosen discipline?
- b. What specific personal traits do you believe will make you a great teacher?
- c. What is the purpose of K-12 schooling?

The personal statement serves as a short writing sample and is especially important to the Admissions Committee. The purpose of this writing sample is to give evidence of your qualifications to enter the Thomas University Division of Education program. The department looks for applicants' experience, interests, beliefs, and characteristics that match the division's goal of preparing highly qualified K-12 educators who are committed to the belief that all students can learn.

Your personal statement will also be reviewed based on the quality of your academic writing (i.e., introduction, body, conclusion, word choice, punctuation, content, flow of ideas, etc.). Writing support and/or an additional course may be required if your writing is not at the expected college level.

Professional Liability Insurance & Letters of Recommendation

Professional Liability Insurance

Teacher candidates must obtain liability insurance through membership in the the Georgia Association of Educators (GAE), the Professional Association of Georgia Educators (PAGE), 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;>

NEA (National Education Association) at <http://www.nea.org/home/1600.htm>.

Documentation: Provide a copy of your receipt, letter, and/or membership card, showing your name and the expiration date.

Letters of Recommendation

Submit three letters of recommendation which address your character, as well as your potential to become a PK- 12 teacher.

Thomas University Professional School Experience Form

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

Please complete this form if you are employed as a school professional (paraprofessional, provisional, waiver certificates) applying for admissions to the Thomas University Division of Education.

Candidate's Name: _____

List Areas of Service: _____

Are you currently serving as a school professional (choose one)? Yes or No Current Position: _____

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 th	Susan Hagood	Worked with I.E.P/504 students, Paraprofessional, Instructor of Record, etc

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



**Field Progression and Internship Information for PK-12 School Instructional Employees
(Paraprofessional, Provisional, Waiver Certificates) in the
Bachelor of Science – All Certification Programs**

GaPSC Grade Band Requirement

GaPSC-approved EPPs shall ensure candidates complete supervised field experiences consistent with the grade levels of certification sought.

- Elementary Education programs (P-5) shall require field experiences in three grade levels: PK-K, 1-3, and 4-5.
- Middle grades education programs shall require field experiences in two grade levels: 4-5 and 6-8.
- Secondary education programs (6-12) shall require field experiences in two grade levels: 6-8 and 9-12.

Guidelines

1. Candidates will be required to document experiences at each of the grade bands listed above for the area of certification sought. While being able to access a classroom during school hours (lunch, planning period, etc.) to observe, assist, or teach students is the best experience we realize it is not always possible. Additional ways to achieve working with students in each of the required grade bands includes: after school programs, summer school, observing, assisting, or teaching during break in another district, teaching at a Boys and Girls Club, coaching, tutoring, etc.
2. Candidates will be required to meet with the Coordinator of Placements and Partnerships to map out a plan during the first semester of the program.
3. It will be the responsibility of the candidate to complete the plan and provide the required documentation for each experience.

Clinical Practice (EDU 429)

GaPSC requires that clinical practice for all fields must occur in regionally accredited schools, charter schools approved by the Georgia State Charter School Commission, charter schools approved by the Georgia Department of Education, or in international settings meeting accreditation criteria.

For teaching field candidates who are employed as the full-time teacher of record while completing residency or internship in a school requiring GaPSC certification, the B/P-12 supervisor must hold Professional Certification.

If the residency or internship is completed at a Georgia school that has the legal authority to waive certification, the B/P-12 supervisor must hold a Clearance Certificate.

Tasks Due Upon Admission

Upon admission, you will receive a letter from the Division of Education’s Intake Officer with your remaining tasks that must be completed before you will be eligible to register for classes. In order to be released for registration, you must follow the directions provided to, 1) claim your program enrollment (<https://youtu.be/6hGxqgfWj2Q>), 2) answer Personal Affirmation Questions (PAQs), 3) submit the Pre-Service Application (if applicable), and 4) have official transcripts from all colleges previously attended submitted from each institution directly to the GaPSC at mail@gapsc.com, via a secure electronic format such as Parchment or E-Script. These tasks are time sensitive and should be completed in the order indicated.

If you do not hold any form of GaPSC certification, or hold a clearance certificate, a Paraprofessional certificate, a Non-Instruction Aide License, or a Support Personnel License, you must complete all 4 steps above, including submitting the Pre-Service Application. If you hold a BT, IN4, or certain other types of certificates not indicated above, you may only need to complete steps 1 and 2. Once you are admitted, carefully review the admission letter that will be sent to you from the Division of Education’s Intake Officer for your specific requirements.

Answering Personal Affirmation Questions and submitting the Pre-Service Application

Full page instructions are available by request. Contact Heather Cessna at hcessna@thomasu.edu

Candidate Guide to Applying for Pre-Service Certification
January 2021

To begin the Pre-Service application process, you must first answer the Personal Affirmation Questions (PAQs), which may be accessed by clicking on the tab highlighted below.

1

Click the **START** tab to begin.

Answer the four questions, then click **Proceed**.

4

Provide a **yes** or **no** response to all questions, then type your name and MyPSC password in the appropriate boxes, which serve as an electronic signature. When complete, click **Submit**.

2

Select the Pre-Service certificate option, then click **Proceed**. (Please note: choosing any other option will **not** result in issuance of a Pre-Service certificate).

As this page does not apply, select **No**, then **Proceed**.

5

After PAQs are submitted, access the online application by clicking the *Applications / Documentation / Status* tab highlighted below.

3

If applicable, upload your **Verification of Lawful Presence (VLP)** documentation and/or **GAACE PAAX exemption scores** by locating the scanned documents from your files and selecting the **Upload** tab, followed by **Finish**. If you have no documents to upload, simply select **Finish**.

Congratulations! You have submitted your Pre-Service Application. You do not need to submit a payment, so you may select **Close** to view your submitted application.

You may follow the status of your application in the *Applications / Documentation / Status* tab of your MyPSC dashboard. Once the Pre-Service certificate is issued, you will receive an email and your certificate will be viewable in the *Certificates / Licenses* tab of your MyPSC Dashboard.

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