

MyPSC HELP GUIDE

IMPORTANT NOTICE

July 1, 2020

This Help Guide is currently being updated to reflect new rules effective July 1, 2020. Of particular note, **edTPA** is no longer required and there have been major revisions to the **Ethics assessments**.

Please see [Ethics Assessment page](#) of our website for information on that assessment. You can also see the 7/01/2020 rule [505-2-.24 SPECIAL GEORGIA REQUIREMENTS](#).

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I. Creating your MyPSC Account

a. Go to MyPSC Home page at <https://mypsc.gapsc.org>



Welcome to MyPSC

b. Click on the **Register** button at the top of the page to create a new account

This image shows the registration process on the MyPSC website. The 'Register' button in the top navigation bar is highlighted with a red circle. Below the navigation bar, the word 'Register' is written in large, bold letters. A progress bar indicates that 10% of the registration process is complete. The main section is titled 'Tell us about you' and contains a list of radio button options for user roles: Georgia certified educator, Employed as non-certified educator in Georgia, Enrolled in Georgia Educator Preparation Program, Seeking admission to Georgia Educator Prep Program, Out-of-state educator with certification, Out-of-state educator without certification, and Not listed. A 'Continue' button is located at the bottom of the form.

c. After answering some questions, you will next provide your Name and Social Security Number for identification.

Register

☐ 20%

*SSN:
(nnnnnnnn)

*Birth date:
(MM/DD/YYYY)

*First Name:

*Last Name:

Middle Name:

* Required field

Enter your Social Security Number as it appears on your Social Security Card. If you do not have a Social Security Number, send email to mail@gapsc.com for further directions.

Enter your true full legal name as it appears on an acceptable secure and verifiable document such as a Georgia driver's license. A full list of acceptable secure and verifiable documents, published by the Office of the Attorney General, Georgia, under the authority of O.C.G.A. § 50-36-2, is available online at the following link: [Secure and Verifiable Documents Under O.C.G.A. § 50-36-2](#).

Please note that MyPSC accounts are for Georgia educators and for people who intend to become Georgia educators. If you have questions, please send an email to mail@gapsc.com or contact our Call Center on Mondays, Wednesdays, or Fridays (except for state holidays) between 8:00 am and 4:30 pm at (800) 869-7775.

d. It is critical that the information be accurate and matches the information on your government issued identification.

e. If you do not have a US Social Security Number, you will need to contact our support staff at mail@gapsc.com for further directions.

II. Managing your MyPSC account

a. Update your account information from the Personal Profile of your MyPSC account. Once you are logged into your MyPSC account, click on the **Account** button located in the upper left corner.

b. This is the page where individuals can CONFIRM or EDIT their personal profile page. All fields are initially set to READ-ONLY. If you would like to change any of the fields, click on the **Edit** button. Once the **Edit** button is clicked, all fields may be edited with the exception of SSN, PSC Certification ID, Date of Birth, Last Name, First

Name, Middle Name, and Suffix. You may update the fields that can be edited and click on the **Save** button to save the changes. If you do not wish to make any changes at this time, click on the **Cancel** button.

i. Name field cannot be edited. To change the name on the account, you will be required to submit a Name Change request through the **Application** tab of your MyPSC account.

ii. Date of birth cannot be edited. To change the date of birth, please email mail@gapsc.com and provide your PSC Certification ID and correct date of birth.

iii. Email address

1. Primary email is required. This email will also be your username for the MyPSC website. Please make sure that a valid email address is entered.

2. Secondary email is optional. Although optional, we do recommend entering a valid secondary email if you have one. This email address is not the MyPSC username and should not exceed 50 characters.

3. The email addresses provided can be updated at any time by logging into the MyPSC account and accessing the Personal Profile page.

4. Effective January 1, 2010, the GaPSC will no longer print and email certification correspondence to educators/applicants. All communications and correspondences will be electronic. Automatic notifications of correspondence or new certificates will be emailed to the email address that is on file. Because this is the primary means of communication between you and the PSC, please make sure that you provide an email address that will be checked often. Please make sure to keep email address on file updated. If the email address changes, please update it through your MyPSC account's Profile page. The valid email address is also required for logging into the account.

iv. Phone Number

1. Home phone number is a required field. Only numbers, hyphen, parenthesis and space are allowed for home phone numbers. Must be 10 numbers in total, including the area code.

v. Security Questions

1. You will be prompted to answer security questions when the password is forgetting and during completion of the registration process. Choose an answer that best suits the question and choose something that you can remember.

vi. Mailing address

1. Effective January 1, 2010, the GaPSC will no longer print and mail certificates and correspondences. Documents will be issued electronically through the MyPSC account in efforts of faster communication and processing. Certificates and correspondences can now be accessed anywhere and anytime. Obtaining copies of your certificates is now easier and free. Simply print an *official* copy of your certificate whenever you need through the **Credential** tab of your MyPSC account.

III. Program Enrollment Verification

a. You will receive an automatic email from the GaPSC when your program provider has reported you as enrolled in one or more of their educator preparation programs, requesting that you verify enrollment.

b. Once you have logged into your MyPSC account, you will need to go to the Program Tab to verify enrollment.

MyPSC
Georgia Professional Standards Commission

Welcome: TESTAAA TESTMID TEST888 JR
Certification ID: 1367797

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MyPSC Dashboard

- Home
- Credential
- Assessments
- Applications
- Documents
- Payment
- Program**
- Certificate Upgrade Advisor

Program

Please verify your enrollment in any and all educator preparation programs for which you are enrolled by clicking on the "Confirm" link in the right-hand column.

If you do not see your program listed in the table below, click [Confirm programs for another provider](#) and enter your Student ID and Program Provider to verify.

Note: GaTAPP candidates do not need to verify enrollment as this has been done as part of your certification process.

For GACE information and registration visit the GACE website at www.gace.ets.org

Institution	Program	Program Start Date	Degree	Enrollment Status
Georgia Professional Standards Commission	Art	01/01/2009	Bachelor of Arts	Enrollment Verified (View Details)
Georgia Professional Standards Commission	Middle Grades	08/15/2012	Bachelor of Arts in Education	Enrollment Verified (View Details)
Georgia Professional Standards Commission	Special Education General Curriculum	09/01/2014	Bachelor of Arts	Enrollment Verified (View Details)

You confirmed these programs at a GaPSC approved program provider. If you believe this is a mistake, please contact mail@gaps.com for further assistance.

c. If you do not see your program listed, use the "Confirm programs for another provider" link, select your program provider from drop down menu and enter your student ID.

Program

Please verify your enrollment in any and all educator preparation programs for which you are enrolled by clicking on the "Confirm" link in the right-hand column.

If you do not see your program listed in the table below, click [Confirm programs for another provider](#) and enter your Student ID and Program Provider to verify.

Note: GaTAPP candidates do not need to verify enrollment as this has been done as part of your certification process.

Confirm Program Provider

Program Provider

Student ID

d. Once confirmed, you will be able to see all aligned assessments for the program and your current eligibility status for each. To view this, click on the "enrollment verified" link next to the program you wish to see the testing information.

For GACE information and registration visit the GACE website at www.gace.ets.org

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Georgia Professional Standards Commission	Art	01/01/2009	Bachelor of Arts	Enrollment Verified (View Details)
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Georgia Professional Standards Commission	Special Education General Curriculum	09/01/2014	Bachelor of Arts	Enrollment Verified (View Details)

You confirmed these programs at a GaPSC approved program provider. If you believe this is a mistake, please contact mail@gapsc.com for further assistance.

Program Preparation Information										
Institution	Student ID	Program	Program Start Date	Degree	Completion date	GACE Eligibility	Ethics Eligibility	EdTPA Eligibility	PASL Eligibility	Date enrollment verified
Georgia Professional Standards Commission	007	Art	01/01/2009	Bachelor of Arts		No	No	No	No	06/30/2017

The following eligibilities are currently in queue. Transfer will be initiated once program provider grants eligibility for the program:	
To view the pending eligibility to test history, click here .	
Assessment	Status
Art Education Test I	Waiting for approval 06/30/2017 8:18 AM EST
Art Education Test II	Waiting for approval 06/30/2017 8:18 AM EST
Educator Ethics – Program Exit (360)	Waiting for approval 06/30/2017 8:18 AM EST
edTPA eligibilities	
Pearson Test	
Visual Arts (National)	

e. NOTE: Additional assessment information can be found under the Assessment tab.

f. NOTE: (Georgia Program Candidates) The EdTPA code required to register for EdTPA can be located under the **EdTPA** tab once eligibility granted.

g. If you obtain an error message when trying to claim your program, please email mail@gapsc.com providing the following information:

- Certification ID number
- Program Provider
- Student ID number
- Date of birth

IV. Test Registration

a. Assessment Tab

i. From the **Assessment** tab of your MyPSC account, you can request eligibility for any GACE assessment.

1. Be sure to select the appropriate reason for testing when requesting eligibility. Please note that once the assessment is requested, the request cannot be removed.

2. NOTE: If you are enrolled in a program that leads to initial Georgia certification in a field, you may require eligibility from your program provider before being able to test. Be sure to confirm with your provider.

ii. You can also see any pending eligibilities and/or previously requested assessments.

iii. If you see "waiting for approval" next to an assessment under *Pending Eligibilities to Test Requests*, please contact your program provider. This means that they have not yet granted you eligibility to test.

Pending Eligibility to Test Requests			
Test Reason	Assessment	Program Provider	Status
2. College/University Programs	Middle Grades Reading	Georgia Professional Standards Commission	Waiting for approval 10/19/2015 9:42 PM EST
2. College/University Programs	Middle Grades Language Arts	Georgia Professional Standards Commission	Waiting for approval 10/19/2015 9:42 PM EST
2. College/University Programs	Art Education Test I	Georgia Professional Standards Commission	Waiting for approval 06/30/2017 8:18 AM EST
2. College/University Programs	Art Education Test II	Georgia Professional Standards Commission	Waiting for approval 06/30/2017 8:18 AM EST
2. College/University Programs	Educator Ethics – Program Exit (360)	Georgia Professional Standards Commission	Waiting for approval 06/30/2017 8:18 AM EST

b. Program Admission Assessment

i. To register for the Program Admission Assessment, select reason #1, Program Admission Assessment (PAA).

ii. Scroll down to "Request eligibility to take a GACE assessment" section.

iii. Click on the Add button.

iv. The assessment will be added to the "Active eligibility to test requests" listed below. Please Note: the assessment is listed 3 times because there are 3 parts to the Program Admission Assessment. Assessments containing two parts will be listed two times.

The status will automatically change from "Transfer initiated" to "Eligibility transferred" once data is successfully sent to ETS.

Active Eligibility to Test Requests			
Test Reason	Assessment	Program Provider	Status
6. Other Reasons	Biology Test II		Eligibility transferred 11/01/2019 9:24 PM EST Click to Register
6. Other Reasons	Biology Test I		Eligibility transferred 11/01/2019 9:24 PM EST Click to Register
6. Other Reasons	Special Education Reading, English Language Arts, and Social Studies		Eligibility transferred 11/01/2019 9:24 PM EST Click to Register
6. Other Reasons	Test II		11/01/2019 9:24 PM EST Click to Register
6. Other Reasons	Birth Through Kindergarten Test I		Eligibility transferred 11/01/2019 9:24 PM EST Click to Register
1. Program Admission	Program Admission (Basic Skills) Test I – Reading		Eligibility transferred 11/01/2019 9:24 PM EST Click to Register
1. Program Admission	Program Admission (Basic Skills) Test II – Writing		Eligibility transferred 11/01/2019 9:24 PM EST Click to Register
1. Program Admission	Program Admission (Basic Skills) Test III – Math		Eligibility transferred 11/01/2019 9:24 PM EST Click to Register
6. Other Reasons	American Sign Language Proficiency Interview		Eligibility transferred 11/01/2019 9:24 PM EST Click to Register
6. Other Reasons	English Test II		Eligibility transferred 11/01/2019 9:24 PM EST Click to Register

c. Ethics Entry Exam

i. There are two Ethics Entry Exams for educators in Georgia; one is for teachers and the other is for leaders. These exams are sometimes referred to by their codes: 350 (Ethics Entry for Teachers) and 370 (Ethics Entry for Leaders).

ii. To register for either Ethics Entry Exam, select reason #7, Ethics.

1. Scroll down to the "Request eligibility to take a GACE assessment" section.
2. Select the Educator Ethics or Ed. Leadership Ethics test from the assessment drop down menu and click on the **add** button.
3. The assessment will be added to the "Active eligibility to test requests".

iii. Please note: the Georgia Educator Ethics assessment does not use the same registration system as other GACE assessments, nor is it the same username/password as your MYPSC account. To create an account, please click on *test takers* under the registration section of the page (<https://gat.ethics.ets.org>).

d. GACE Content Exam

- i. GACE content Exams are Georgia's state-approved educator certification assessments. The purpose of the GACE is to help Georgia Professional Standards Commission (GaPSC) ensure that the candidates have the knowledge and skills need to perform the job of an educator in Georgia's schools.
- ii. Depending on the educator's current certification and/or enrollment status, a different reason for testing will be selected for eligibility. Please ensure that the correct reason for testing is selected before registering.
- iii. Once eligibility has been granted, either by the EPP or by request, candidates will be able to register for the GACE exam at www.gace.ets.org (with the exception of the Educator Ethics Exam).
- iv. NOTE: Candidates enrolling in a GA TAPP program will select reason #3.

e. EdTPA Exam

- i. EdTPA is a performance-based assessment process designed by educators to answer the essential question of whether new teachers are ready for the job.
- ii. Registration and portfolio submission is all done on the Pearson website: www.edtpa.com.
- iii. Candidates enrolled in a Georgia Teacher preparation program will require eligibility from their provider and use a unique EdTPA registration code during the submission process.

1. EdTPA codes/tokens are found on the EdTPA page of your MyPSC account once eligibility has been granted by your provider.

MyPSC
Georgia Professional Standards Commission

Welcome: TESTAAA TESTMID TESTB88 JR
Certification ID: 1367797

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- Certificate Upgrade Advisor

edTPA

Candidates enrolled in a Georgia educator preparation program must receive eligibility to test from their program provider in order to complete the edTPA. In order to receive eligibility, candidates must first verify their enrollment from the [Program](#) tab. Once eligibility has been granted candidates are notified by email. Eligible candidates will be able to request the edTPA registration code below. Candidates enrolled in a non-Georgia educator preparation program should follow guidance from their program provider on registering for the edTPA.

Eligible candidates can register at the edTPA website after claiming their registration code: www.edTPA.com

Candidates' edTPA Score Profiles will be available online as a PDF document for 12 months after the score report date. They may view, print, and save their score profile from their edTPA account during that period.

Candidates may also request for an additional copy be sent to themselves and/or an additional state or educator preparation program by submitting the completed [edTPA Score Profile Request Form](#). The fee for this service is \$50 per recipient.

There are no active edTPA eligibilities.

EdTPA Eligibility Request History
There are no prior edTPA eligibility requests.

iv. Candidates not enrolled in a Georgia teacher preparation program will follow guidance from their program provider.

1. NOTE: Candidates seeking certification in Georgia will need to select **Georgia** as a score recipient during the submission process.

f. Ethics Exit exam

i. There are two Ethics Exit Exams for educators in Georgia, just like the Ethics Entry Exams; one is for teachers and the other is for leaders. These exams are sometimes referred to by their codes: 360 (Ethics Exit for Teachers) and 380 (Ethics Exit for Leaders).

ii. Candidates enrolled in a Georgia preparation program that leads to initial certification will request eligibility from their program provider.

iii. Once eligibility has been sent, candidates will log in to the ETS Ethics Test site to register:
gace.ets.org/ethics/register.

1. NOTE: The Georgia Educator Ethics assessment does not use the same registration system as other GACE assessments, nor is it the same username/password as your MYPSC account. You will need to enter the same user name and password that you used to complete the Ethics Entry assessment. If this is your first time taking an Ethics assessment, you will need to create an account. To create an account, click on *test takers* under the registration section of the page (<https://gat.ethics.ets.org>).

V. Credentials

a. Your official certificate information can be accessed directly through your MyPSC account from the Credential page.

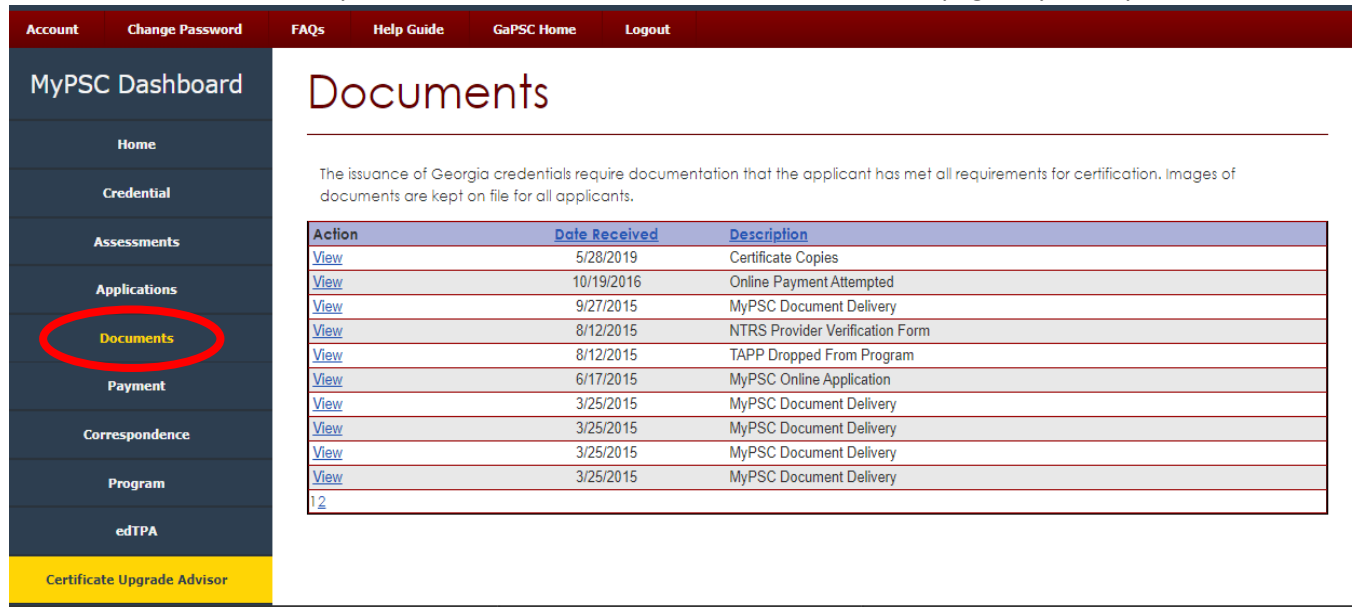
The screenshot displays the MyPSC Dashboard. The top navigation bar includes links for Account, Change Password, FAQs, Help Guide, GaPSC Home, and Logout. The left sidebar lists various dashboard options: Home, Credential (highlighted with a red circle), Assessments, Applications, Documents, Payment, Correspondence, Program, edTPA, and Certificate Upgrade Advisor. The main content area is titled 'Credential' and contains a note about Adobe Acrobat Plugin installation. Below this, a section titled 'Certificate History' features a table with one entry: 'Exceptional Child Course: No'. A red banner at the bottom of the table area contains the text: 'Fields in ~~strikeout font~~ with a red background have expired. If all fields have expired, the certificate has expired.'

b. You can print a copy for employers or for yourself directly from the Credential page.

- i. NOTE: for the certificate to be in color, you would just use a color printer.
- ii. If you would like for the GaPSC to mail you a notarized copy of your certificate, you must submit an application requesting a certificate copy and pay a \$20 processing fee.
- iii. the PSC does not provide copies of expired certificates. However, we can provide a letter verifying your certification history. If you would like a verification letter, please email mail@gapsc.com with your certification ID and the valid email address where the verification letter may be sent.

VI. Documents

a. All documents related to your certification can be found on the **Documents** page of your MyPSC account.

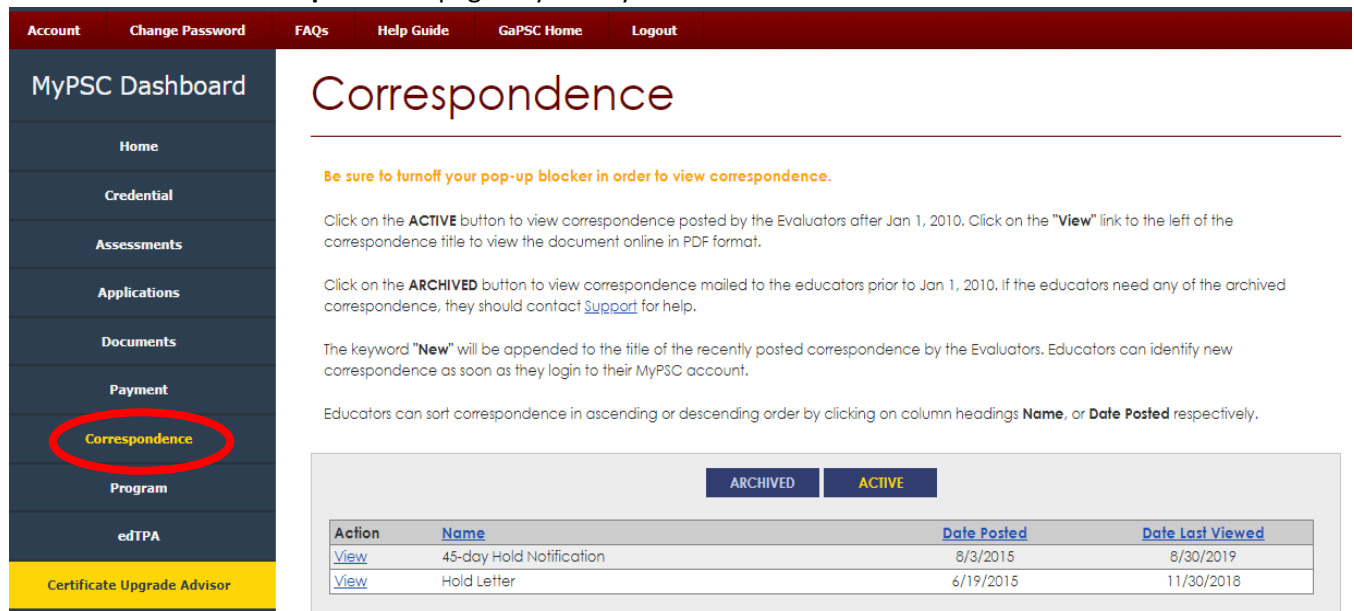


The screenshot shows the MyPSC Dashboard with a sidebar on the left containing links: Home, Credential, Assessments, Applications, **Documents** (circled in red), Payment, Correspondence, Program, edTPA, and Certificate Upgrade Advisor. The main content area is titled 'Documents' and includes a paragraph about Georgia credentials documentation. Below this is a table with columns: Action, Date Received, and Description.

Action	Date Received	Description
View	5/28/2019	Certificate Copies
View	10/19/2016	Online Payment Attempted
View	9/27/2015	MyPSC Document Delivery
View	8/12/2015	NTRS Provider Verification Form
View	8/12/2015	TAPP Dropped From Program
View	6/17/2015	MyPSC Online Application
View	3/25/2015	MyPSC Document Delivery
View	3/25/2015	MyPSC Document Delivery
View	3/25/2015	MyPSC Document Delivery
View	3/25/2015	MyPSC Document Delivery

VII. Correspondence

a. All correspondence, letters, or official communications issued by the Certification Division of GaPSC are available from the **Correspondence** page of your MyPSC account.



The screenshot shows the MyPSC Dashboard with a sidebar on the left containing links: Home, Credential, Assessments, Applications, Documents, **Correspondence** (circled in red), Payment, Program, edTPA, and Certificate Upgrade Advisor. The main content area is titled 'Correspondence' and includes instructions on how to view correspondence. Below this is a table with columns: Action, Name, Date Posted, and Date Last Viewed.

Be sure to turnoff your pop-up blocker in order to view correspondence.

Click on the **ACTIVE** button to view correspondence posted by the Evaluators after Jan 1, 2010. Click on the "View" link to the left of the correspondence title to view the document online in PDF format.

Click on the **ARCHIVED** button to view correspondence mailed to the educators prior to Jan 1, 2010. If the educators need any of the archived correspondence, they should contact [Support](#) for help.

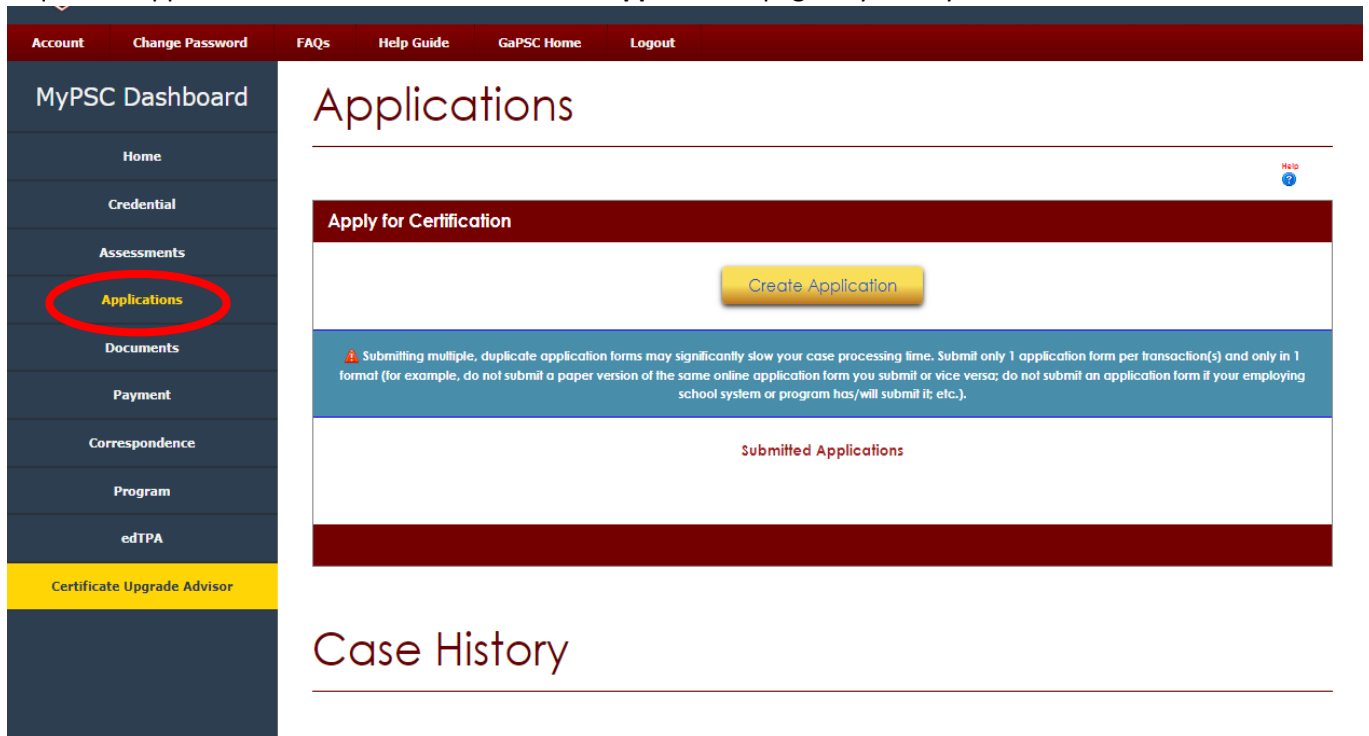
The keyword "New" will be appended to the title of the recently posted correspondence by the Evaluators. Educators can identify new correspondence as soon as they login to their MyPSC account.

Educators can sort correspondence in ascending or descending order by clicking on column headings **Name**, or **Date Posted** respectively.

Action	Name	Date Posted	Date Last Viewed
View	45-day Hold Notification	8/3/2015	8/30/2019
View	Hold Letter	6/19/2015	11/30/2018

VIII. Applications

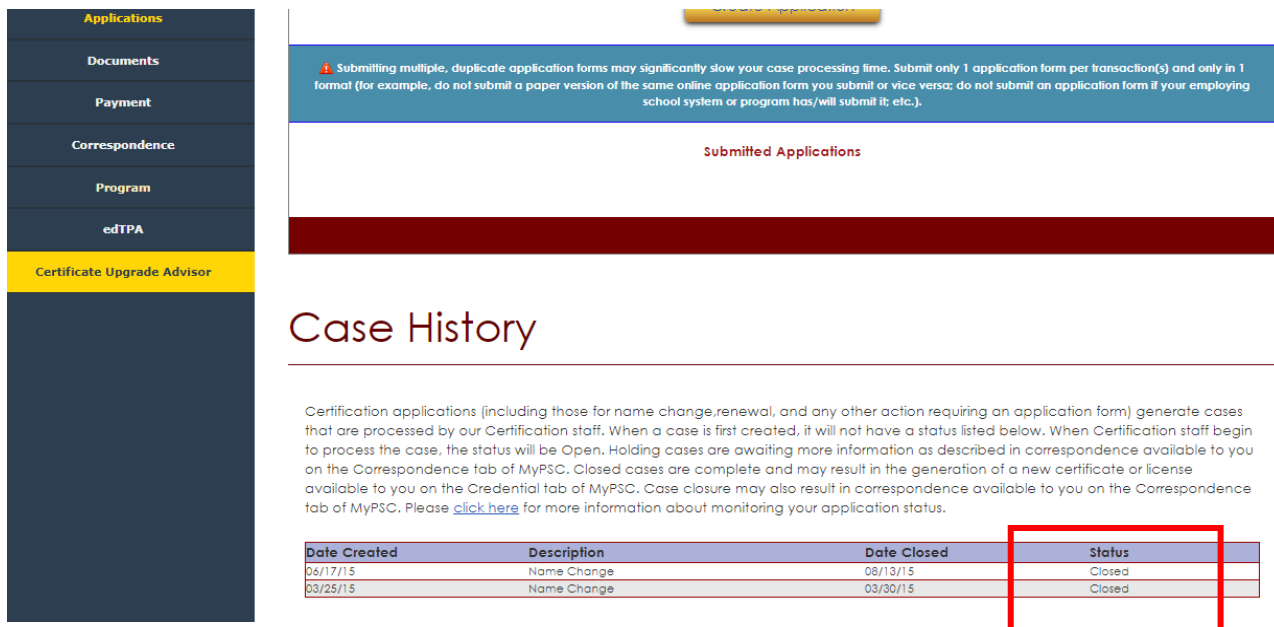
a. Submitting applications for certification, supporting documentation, name changes, and other actions that require an application form can be done from the **Applications** page of your MyPSC account.



The screenshot shows the MyPSC Dashboard with a sidebar on the left containing links to Home, Credential, Assessments, Applications (highlighted with a red circle), Documents, Payment, Correspondence, Program, edTPA, and Certificate Upgrade Advisor. The main content area is titled 'Applications' and features a 'Create Application' button. Below the button is a warning message: 'Submitting multiple, duplicate application forms may significantly slow your case processing time. Submit only 1 application form per transaction(s) and only in 1 format (for example, do not submit a paper version of the same online application form you submit or vice versa; do not submit an application form if your employing school system or program has/will submit it, etc.).' A section titled 'Submitted Applications' is also visible.

b. A full case history and the status of each application can be tracked from the Applications page as well.

c. The *Case history* section at the bottom of the **Applications** tab in your MYPSC account will indicate the status of any certification case that has been created, whether through the online application or through a different method. Please note that even if you submit multiple applications, they will be combined into a single case.



The screenshot shows the 'Submitted Applications' section of the Applications page. Below this section is the 'Case History' section, which includes a detailed explanation of the case status and a table of cases.

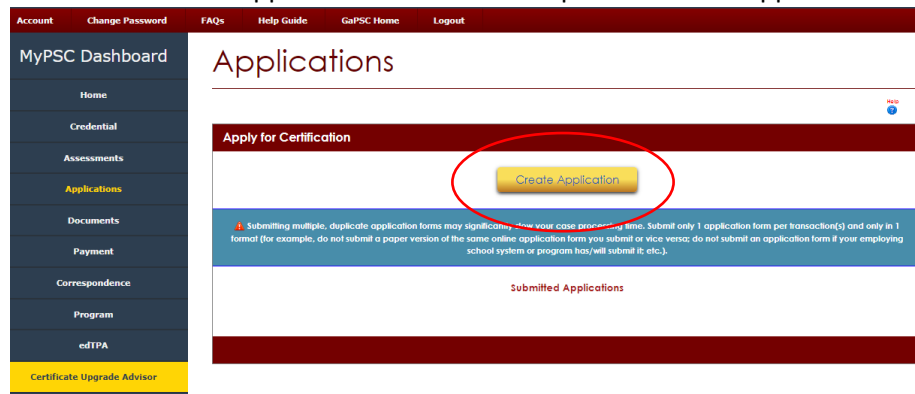
Certification applications (including those for name change, renewal, and any other action requiring an application form) generate cases that are processed by our Certification staff. When a case is first created, it will not have a status listed below. When Certification staff begin to process the case, the status will be Open. Holding cases are awaiting more information as described in correspondence available to you on the Correspondence tab of MyPSC. Closed cases are complete and may result in the generation of a new certificate or license available to you on the Credential tab of MyPSC. Case closure may also result in correspondence available to you on the Correspondence tab of MyPSC. Please [click here](#) for more information about monitoring your application status.

Date Created	Description	Date Closed	Status
06/17/15	Name Change	08/13/15	Closed
03/25/15	Name Change	03/30/15	Closed

d. When a case is first created, there will be no status listed. This means your application was received and a case was created, but the Certification Division staff members have not yet started working on your case. Once staff members begin working on your application, the possible case statuses are as follows:

1. Open- GaPSC staff members have begun working on your application. Please continue to be patient and monitor your account for a status update or correspondence.
2. Holding- This status means that further documentation is needed to process your application. The case will remain open for 90 days, but is on hold pending receipt of requested documents. Please check the Correspondence tab of your MyPSC account for a "Hold Letter" detailing the missing documents.
3. Case closed (date closed)- Cases may be closed for several reasons:
 - a. your case was processed and your certificate is available in the **Credential** tab of your MyPSC account.
 - b. Your request was denied. If this is the case, correspondence explaining the denial can be found under the **Correspondence** tab of your MyPSC account.
 - c. The case was placed on hold for missing information, but the necessary documents were not submitted within 90 days of the Hold letter.
 - d. The case was closed because it was simply a duplicate of a case that was already open.
- e. Creating a new online application- You may apply for most certification transactions using the online **Applications** tab. Please note that if you complete an online application, you do not need to complete, print, or upload the physical application form found in the [Download Forms](#) section of www.gapsc.com.

i. Click the "Create Application" button to complete an online application.



- ii. Indicate whether you are employed as an educator in a Georgia school or agency. If you are employed as a substitute, please answer "no" to the employment questions.
- iii. Choose the certificate transaction you would like to request. Please note: the following transactions should ONLY be chosen if you currently have an open case:
 1. Submit documentation - this WILL NOT open a case
 2. Submit missing documentation for an open case
- iv. Enter required information; this may vary depending on the transaction requested.
- v. Answer "yes" or "no" to each of the personal affirmation questions.

vi. Type your name and MyPSC password; this will serve as an electronic signature.

I affirm that all information is true and correct. By typing my name and re-entering my password below, I execute my electronic signature upon submitting this application, and I hereby give permission to the Georgia Professional Standards Commission (Commission) to obtain copies of any criminal or personnel reports relating to me which are held by any local, state or federal government agency or private entity. I authorize any such agency or entity to release those records to the Commission. This authorization is valid for 180 days from the date of submission of this application to the Commission.

Type your name in the text box here:

Type your MyPSC account password here and click the "proceed" button:

vii. If you have supporting documents to upload, you may do so at the end of your application request. You may also upload documents at a later time by returning to the **Applications** tab.

viii. You must click *Finish* to complete the submission.

IX. Payments

a. Certification application fees and other payments required for GaPSC requests can be submitted by credit or debit card from the **Payment** page of your MyPSC account.

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Payment

Welcome to the Georgia Professional Standards Commission Online Payment System

You are about to make an online payment for **TESTAAA TESTBBB**. This payment will support an existing or future certification transaction with the Georgia Professional Standards Commission. Not all certification transactions require a fee. Even if you are requesting multiple transactions, the maximum fee required for one application is \$20 unless you are requesting a notarized certificate copy. If you are requesting a notarized certificate copy in addition to another transaction requiring a fee, you must pay a total of \$40.

Applicants who are not employed by a Georgia LUA must pay a \$20 fee for all transactions EXCEPT FOR:

- Issuance of a Pre-Service certificate
- Issuance of an initial certificate based on completion of a Georgia educator preparation program
- Name change

Applicants who are employed by a Georgia LUA must pay a \$20 fee for the following transactions ONLY:

- Addition of a Non-Renewable or Supplemental Induction certificate field
- Issuance of a Waiver certificate
- Notarized certificate copy

Please **do not pay assessment fees here (this would include the Educator Ethics assessment)**. For more information about paying for GACE assessments, please visit <http://gace.ets.org>.

Click the PAY button below if you wish to proceed. Visa and Master Card are accepted. A fifty-cent non-refundable processing fee will be applied to the \$20 transaction fee.

Click the QUIT button if you do not wish to make a payment at this time.

Pay **Quit**

b. NOTE: Test registration fees are submitted directly to the testing provider.