

# Using the GaPSC Online Application

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*Guide for current and future Georgia educators*

June 2021

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**MAILED DOCUMENTATION RECEIVED AFTER JULY 1, 2021,  
WILL NOT BE PROCESSED, NOR RETURNED BY OUR OFFICE.**

## **BEFORE YOU BEGIN!**

### **Employed by a LUA**

If you are currently employed by a Georgia local unit of administration ([LUA](#)), your Human Resources department will submit your application and documentation electronically. Coordinate with your Human Resource personnel.

### **Personal Affirmation Questions (PAQs)**

If you hold a Georgia certificate and have not submitted your Personal Affirmation Questions (PAQs) during the current academic year (7/1-6/30), please do so BEFORE you start the application process by clicking *Personal Affirmations* under your MyPSC Dashboard. Otherwise you will not be able to submit your application.

### **Gather and Prepare Documentation**

Depending on your certification status and the requested transaction, there may be other required forms that you will need to print out, complete, scan and upload along with your online application.

Gather:

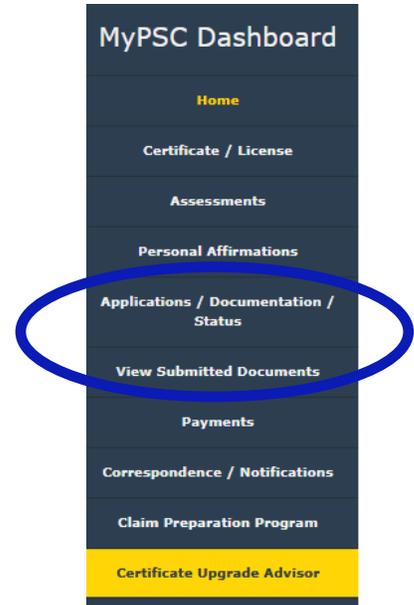
- determine what documents you will need to submit, see [What Materials Should I Submit?](#) on our website;
- review the [How to Submit Application Materials](#) web page; and
- download any forms needed from the [Download Forms](#) web page.

Prepare your documentation for upload (see [Scanning and Saving Documents](#) in this guide).



## THE APPLICATIONS/DOCUMENTATION/STATUS TAB

After logging into your MyPSC account, you access the Online Application by clicking on the **Applications/Documentation/Status** tab of your MyPSC Dashboard, on the left of the screen.



The Status of any current transactions and your Case History is also listed in the **Applications/Documentation/Status** tab:

### Applications and Documentation / Case History

#### Submit Applications and Documentation

START

Duplicate requests will slow your case processing time. Do not submit a paper application via mail if you submit an online request. Do not submit a request if your employing school system submits on your behalf.

#### Check Application status

Status

##### Submitted Requests

Details	Transaction Description	Created	Status
+	Submit documentation.....	05/24/2021	Document created
+	Submit documentation.....	05/24/2021	Document created
+	Submit documentation.....	03/23/2021	Document created

### Case History

Certification requests 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/Notifications tab of MyPSC. Closed cases are complete and may result in the generation of a new certificate or license available to you on the Certificate/License tab of MyPSC. Case closure may also result in correspondence available to you on the Correspondence/Notifications tab of MyPSC. Please [click here](#) for more information about monitoring your application status.

Case History

Date Created	Description	Date Closed	Status
11/12/20	Lawful Presence	11/16/20	Closed
02/04/20	Initial-Program	02/06/20	Closed
06/17/15	Name Change	08/13/15	Closed
03/25/15	Name Change	03/30/15	Closed



## CREATING A NEW ONLINE APPLICATION

In order to access any online application features, you must first login to your [MyPSC account](#). Then, follow these steps:

1. Click on the **Applications/Documentation/Status** tab.
2. Click the START button to begin the online application:



3. Answer the questions in the *Employment Information* box.

The initial questions apply only to those employed as certified educators (teachers, educational leaders, or service professionals such as School Counselors, Media Specialists, etc.) in Georgia.

If you are employed as a paraprofessional, a substitute teacher, a license holder (such as support personnel), or in a support position that does not require educator certification, please leave the 'no' default for questions 1-3.

The **last question** must be answered by everyone.

Click the *Proceed* button to continue.

**Enter/Edit Employment Information**

▲ If you are employed in a Georgia Public, Private or Charter School or with a state agency requiring certification, the following employment information **MUST** be entered. Failure to enter this information will result in a significant delay in certificate processing. Please answer **No** to the following questions if you are employed as a paraprofessional, a substitute teacher, a license holder (such as support personnel), or in a support position that does not require educator certification. These questions apply only to those employed as certified educators (teachers, educational leaders, or service professionals such as School Counselors, Media Specialists, etc.).

Are you currently employed as an educator in a Georgia public school system or charter school?  Yes  No

Are you currently employed as an educator in a private school in Georgia?  Yes  No

Are you currently employed as an educator with a Georgia educational agency (i.e. DJJ, DHS, RESA)?  Yes  No

Are you or your spouse an active duty U.S. military member?  Yes  No

[Back](#) [Proceed](#)



4. Choose the certificate transaction you would like to request in the *Apply for Certification or Provide Documentation* box. Note that your selections may vary from those shown below depending on your certification status and the answers to the previous employment questions.

PLEASE NOTE THAT THE FOLLOWING TRANSACTIONS DO **NOT** OPEN A CERTIFICATION CASE FOR REVIEW AND SHOULD **ONLY** BE CHOSEN IF YOU CURRENTLY HAVE AN OPEN CASE:

- Verification of Lawful Presence-ONLY
- Submit documentation – this WILL NOT open a case
- Submit missing documentation for an open case

**Apply for Certification or Provide Documentation**

You may open an online application for certification regarding the topics listed below. Requests for Non-Renewable certificates and Waivers must be submitted by your employer. Educators employed by a Georgia public school must apply for renewal through their employer's Human Resources department; renewal applications submitted through MyPSC by Georgia public employees will be denied.

- Submit documentation - this WILL NOT open a case
- Submit Verification of Lawful Presence Documentation ONLY!
- Submit Verification of Lawful Presence Documentation with any action(s) listed below.
- Name Change
- Pre-Service Certificate
- Initial - Based on completion of an approved educator preparation program
- Initial - Based on holding a professional license
- Initial - Based on holding an out-of-state certificate
- Educational Interpreter

**Back** **Proceed**

5. Enter the required information on the remaining screens. From this point forward, all screens are customized based on your answers to previous questions and the transaction(s) you have selected. Here is some general guidance:
  - a. Once you start the process, you must finish or the data entered will be lost and you will need to start over.
  - b. Where there is an ADD button, select it before you click BACK, QUIT\* or PROCEED to save your data for this session.
  - c. If a topic does not apply to you (such as Out of State Assessments) click PROCEED to continue to the next screen.
  - d. Information entered here does not replace the need for official documents being uploaded.

\*Note: You can cancel your application in progress at any time by clicking the QUIT button in any step. If you select QUIT, you will see this popup:

mypsc.gapsc.org says  
Are you sure you want to delete the certification transaction? If yes, click OK. If no, click Cancel.

**OK** **Cancel**

Click OK to completely QUIT or Cancel to continue the application. All data will be lost when you QUIT. There is not an option to save and continue.



6. Some examples:

**Education Information:**

Any previously entered education information will be listed at the bottom of this box. To add education information, complete the form and click the **ADD** button.

NOTE: This does **not** replace the need for transcripts. Please see our website for information on [Official Transcripts](#).

**Education Information**

⚠ The Certification Division must have official transcripts for all college coursework you have completed. If you have previously submitted official transcripts, you do not need to resubmit them. Official transcripts may not be uploaded through your MyPSC account. Please click [here](#) for more information about submitting transcripts.

Country:

State:

Degree:

Institution:

Date Degree Awarded:   
(MM/DD/YYYY)

Major:

Please click on "ADD" button to add the degree information.

**ADD**

State	Degree	Institution	Major	Date	
AL	Bachelor of Arts	Birmingham Southern College	Art	10/30/1999	<a href="#">delete</a>
XX	Bachelor of Science	GITAM University	Communication	05/01/1999	<a href="#">delete</a>

**Out-Of-State Assessment History:**

This does not have to be entered if you have not taken any out-of-state assessments or you have previously submitted those you have taken. Any information you may have previously entered is shown at the bottom of the box. *NOTE:* This does **not** replace the need for official score reports. Please see our website for information on submitting [Test Scores](#).

You must press **Add** before **Proceed** in order to save information that you entered.

**Out-Of-State Assessment History**

Please add any out-of-state-assessments that you have taken but have not previously submitted to the GAPSC. If you do not have anything to add on this screen, you may click Proceed after answering the first question.

⚠ The data entered is for informational purposes only and will not guarantee certification eligibility. GACE assessment results are received electronically upon successful completion of all parts and a score report need not be submitted.

⚠ Please upload copies of official score reports for any out-of-state content assessments you have passed. If you do not have access to official score reports, you may submit a letter from the state's certification office verifying the names of the assessments you were required to pass for certification and the dates on which you passed them. You do not need to resubmit test scores that have previously been submitted to the GAPSC.

Have you ever passed any content/subject matter certification assessments in another state?  Yes  No

Select a state:

Select Content/Subject Matter Assessment/s:

Date Passed:   
(MM/DD/YYYY)

**ADD**

State	Content Assessment	Date Passed	
AL	Art	06/01/2008	<a href="#">delete</a>
AL	English - Communicative Arts	12/08/2007	<a href="#">delete</a>



## Out-Of-State Certification History:

This does not have to be entered if you have not been certified out-of-state or if you have previously submitted any out-of-state certifications. However, you must answer whether you worked full time on a professional out-of-state educator certificate or you will not be able to proceed to the next screen.

You must press **Add** before **Proceed** in order to save information that you entered.

**Out-Of-State Certification History**

Please add any out-of-state-certification information that you have been issued but have not previously submitted to the GAPSC. If you do not have anything to add on this screen, you may click Proceed after answering the first question.

The data entered is for informational purposes only and will not guarantee certification eligibility

If your out-of-state certificate is not publicly verifiable on the state's website, please upload a copy of your official certificate with this application. You do not need to resubmit certificates that have previously been submitted to the GAPSC.

Have you ever worked full-time on a professional out-of-state educator certificate?  Yes  No

Out-of-state Educator ID   
(only alpha numeric characters, hyphen or underscore allowed)

Select State:

Enter Field

Enter Grade Level

Enter certificate beginning validity date   
(MM/DD/YYYY)

**ADD**

**Back** **Quit** **Proceed**

## 7. Personal Affirmation Questions (PAQs)

- Answer “yes” or “no” to each of the Personal Affirmation Questions.
- Type your name and MyPSC password. This serves as your electronic signature.
- Click PROCEED

**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 PSC has investigated or is currently investigating.** False statements made in this application will open an investigation and may result in a sanction, including revocation or denial of a certificate.

These are the responses you submitted for personal affirmations. If there are no changes, type your name and password to confirm, and hit proceed. If the responses you submitted changed, go to personal affirmations or click [here](#) and update the responses. Once you are done updating personal affirmations, go to Applications and submit the online application transaction.

1. Have you ever had an adverse action (i.e. warning, reprimand, suspension, revocation, denial, voluntary surrender, disbarment) taken against a professional certification, license or permit issued by an agency **OTHER THAN the Georgia Professional Standards Commission?**  Y  N

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?**  Y  N

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)  Y  N

4. While under investigation, have you ever left an employment position (retired, resigned, been dismissed, terminated, non-renewed or otherwise)?  Y  N

5. Are you currently the subject of an investigation involving sexual misconduct or physical harm to a child?  Y  N

6. Are you the subject of a pending investigation involving a criminal act?  Y  N

7. For any **felony** or any **crime involving moral turpitude**, have you ever:  
• Pled guilty;  
• Entered a plea of nolo contendere;  
• Been found guilty;  
• Pled guilty to a lesser offense;  
• Been granted first offender treatment without adjudication of guilt;  
• Participated in a pre-trial diversion program;  
• Been found not guilty by reason of insanity; or  
• Been placed under a court order whereby an adjudication or sentence was withheld?  Y  N

8. Have you ever been convicted, or pled to a lesser offense for any sexual offense?  Y  N

9. Have you been convicted of a drug offense (felony or misdemeanor)?  Y  N

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. I authorize 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.

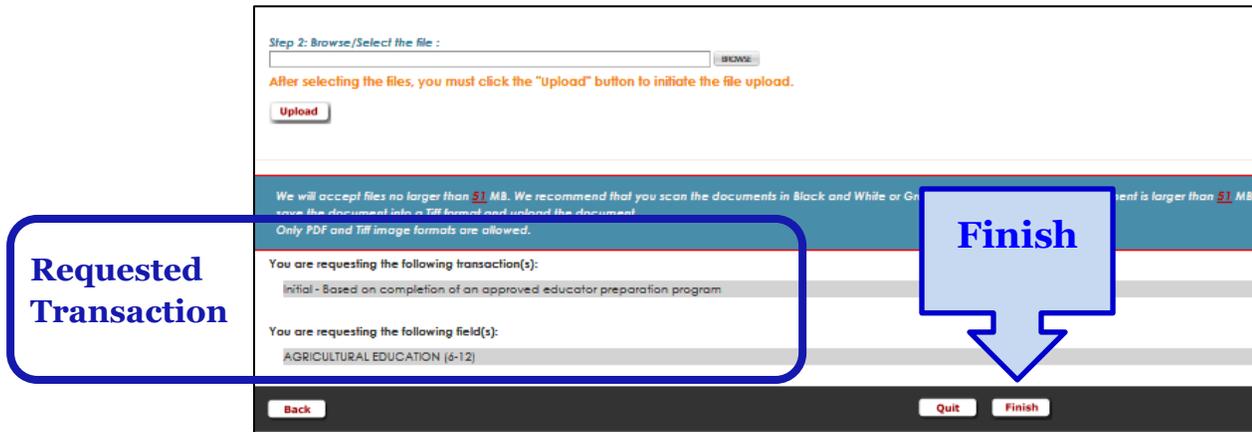
Type your name in the text box here:

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

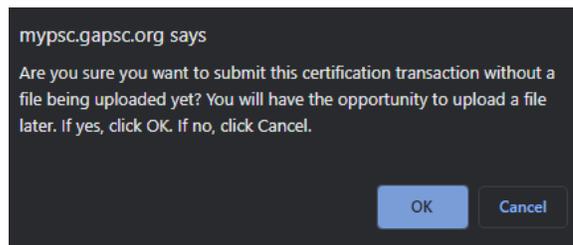
**Back** **Quit** **Proceed**



8. The Summary screen details your requested transaction(s) at the bottom of the screen. On this screen, you can now upload your documents (see [Scanning and Uploading Documents](#) in the next section). Whether you upload now or will return later to upload your documents, **you must click FINISH to complete the submission.**

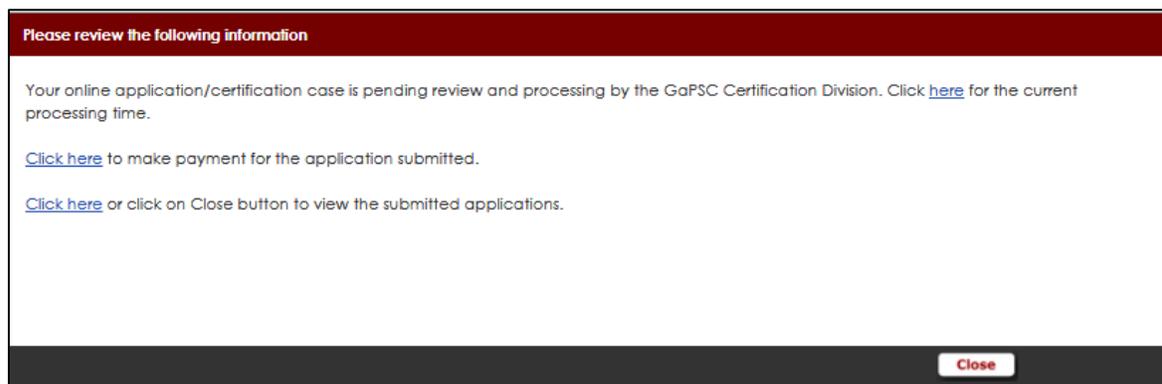


If you click FINISH without uploading any documents, you will receive this popup:



To continue with the submission, click OK. To return and upload, click CANCEL.

9. After successfully completing the submission, you will see the following screen:



You can click CLOSE or use the **Applications/Documentation/Status** tab to see your submitted transaction(s) and its status.

**Submit Applications and Documentation**

START

Duplicate requests will slow your case processing time. Do not submit a paper application via mail if you submit an online request. Do not submit a request if your employing school system submits on your behalf.

**Check Application Status**

Submitted Requests

Details	Transaction Description	Created	Status
	Initial - Based on c.....	05/26/2021	Case creation in progress <a href="#">withdraw</a>
	Submit documentation.....	05/24/2021	Document created
	Submit documentation.....	03/23/2021	Document created

One of three possible links will be listed after your transaction: Withdraw, Upload or Upload Additional Documentation. The Withdraw link will only be available until the case is created, normally each evening.

If you click Withdraw, you are given the option to decide to Keep it or to confirm the Withdraw.

**Withdraw**

You have requested the withdrawal of an online application transaction created on 05/26/2021

The transaction includes the following actions  
Initial - Based on completion of an approved educator preparation program

If you want to withdraw this transaction, type "yes" in the space to the right and click the button labeled "Withdraw".

[Keep it](#) [Withdraw](#)

To upload documents after submission, click the Upload or Upload Additional Documentation link.

**Check Application Status**

Submitted Requests

Details	Transaction Description	Created	Status
	Initial - Based on c.....	05/27/2021	Case Created 05/27/2021 <a href="#">upload additional documentation</a>



## SCANNING AND SAVING DOCUMENTS

### Scanning

In addition to using a standard scanner or printer/scanner connected to a computer, you can also use the camera on your smartphone or tablet. Follow the instructions for your device. Regardless of which device you use, you must save the documents as legible PDF, Tif or Tiff format files.

**Photos of documents are accepted only in PDF, Tif or Tiff format.** If you use your smartphone or tablet and cannot save or convert to PDF, Tif or Tiff format, download and install a scanner app of your choice which allows you to save/convert to one of these allowable formats.

### Requirements:

- **File types:** pdf, tif, tiff
- **Total upload size:** 50 MB per session\*

### Saving Scanned Documents

When saving scanned files to your computer, there are a few best practices that will greatly ease your completion of the application and uploading your documents, as well as speed up the processing time of your application.

- If you are unable to directly save as PDF or Tif/Tiff, look for the option to 'print to PDF'.
- When saving scanned files always include your certification ID number and a description of what the file contains in the file name. For example, "000000 drivers license.pdf".
- Save each file separately.
- Save to a location that is accessible from the device you use to complete your application.

When you open the folder that has your saved files, you can see the size of each file. If any single file exceeds 50MB, you will need to convert the PDF to Tif or Tiff format. These are image formats which take less MB to save. Some programs will allow you to resave the document in Tif/Tiff. There are also apps that can be downloaded and online conversion tools.

### Important notes:

- Documents that are not legible will not be considered as part of your application package.
- We recommend that you scan the documents in Black and White.
- If a scanned PDF document is larger than 50 MB, please convert or re-save the document into a Tiff format.

\* Total size of upload cannot exceed 50 MB per session. If you need to upload more, logout and back into MyPSC and repeat. See [Selecting and Uploading Your Documents/Files](#) for details.



## UPLOADING YOUR DOCUMENTS

### Getting to the upload webpage:

The upload functions are found by first selecting the **Application/Documentation/Status** button from your MyPSC Dashboard:



If you have a case in process, there will be an Upload or Upload Additional Documentation link after its listing in Submitted Requests.

The screenshot shows a dark red header with the text 'Submit Applications and Documentation'. Below it is a yellow 'START' button. A blue banner contains a warning: 'Duplicate requests will slow your case processing time. Do not submit a paper application via mail if you submit an online request. Do not submit a request if your employing school system submits on your behalf.' Below this is another dark red header with 'Check Application Status'. The main content is a table titled 'Submitted Requests' with columns for 'Details', 'Transaction Description', 'Created', and 'Status'. The first row has a plus icon, 'Initial - Based on c.....', '05/27/2021', and 'Case Created 05/27/2021'. The second row has a plus icon, 'Submit documentation.....', '05/24/2021', and 'Document created'. The third row has a plus icon, 'Submit documentation.....', '05/24/2021', and 'Document created'. The fourth row has a plus icon, 'Submit documentation.....', '03/23/2021', and 'Document created'. A blue box highlights the text 'upload additional documentation' in the right margin of the first row.

Click that link, which will take you directly to the upload screen, and you can skip to the [Selecting and Uploading Your Documents/Files](#) section of this document.

If you do not have this link, follow the steps on the next page.



- Click the **START** button.
- Answer the questions on the next screen (*Employment Information*) and click **Proceed**.
- In the **Apply for Certification or Provide Documentation** box, check the selection box in front of the relevant selection and click **Proceed**.

**Apply for Certification or Provide Documentation**

You may open an online application for certification regarding the topics listed below. Requests for Non-Renewable certificates and Waivers must be submitted by your employer. Educators employed by a Georgia public school must apply for renewal through their employer's Human Resources department; renewal applications submitted through MyPSC by Georgia public employees will be denied.

- Submit documentation - this WILL NOT open a case
- Submit Verification of Lawful Presence Documentation ONLY!
- Submit Verification of Lawful Presence Documentation with any action(s) listed below.
- Name Change
- Pre-Service Certificate
- Initial - Based on completion of an approved educator preparation program
- Initial - Based on holding a professional license
- Initial - Based on holding an out-of-state certificate
- Educational Interpreter

**Back**
**Proceed**

- Continue to follow each page's instructions until you reach the upload page, which has the subheading **Summary**. Follow the steps below to upload your documents.

**Summary**

In order for the GaPSC to process your online application, you may need to provide supporting documentation. Please [click here](#) to view a list of required documents. If you know which GaPSC forms you need, please [click here](#) to download them from our website.

Submitting documents by mail will result in a significant delay in processing time. To avoid this delay, we encourage you to use the upload option.

Please note: Official transcripts may not be uploaded here. You may submit them by mail, or they may be emailed directly from the university or submitted electronically by your employing Georgia school, school system, or education agency.

Upload your files - Scan all documents into PDF or TIF documents. You can only select 1 file at a time. The number of files selected must not exceed maximum file size of 50 MB at any given time. Click **UPLOAD** after selecting the files. If you don't get the "File/s Successfully Uploaded" message, you are not done.

Allowed file types: pdf, tif, tiff.  
Allowed individual file size: 51MB  
Allowed total file size: 50 MB

**Step 1: Select the appropriate file description:**  
  
You must choose file description first before browsing to a file.

**Step 2: Browse/Select the file:**  
  
After selecting the files, you must click the "Upload" button to initiate the file upload.

**Upload**

We will accept files no larger than 51 MB. We recommend that you scan the documents in Black and White or Grayscale. If the scanned PDF document is larger than 51 MB, please convert or re-save the document into a Tiff format and upload the document. Only PDF and Tiff image formats are allowed.

**You are requesting the following transaction(s):**

**You are requesting the following field(s):**

**Back**
**Finish**



## Selecting and Uploading Your Documents/Files

1. Enter any comments (optional)
2. You will upload 1 file at a time
  - a. Select the appropriate file description from the dropdown menu



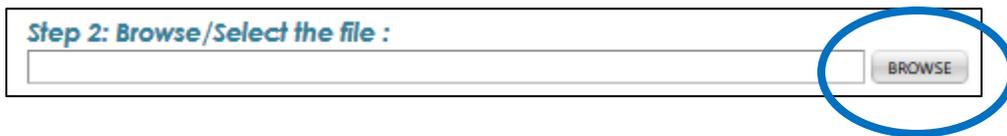
Step 1: Select the appropriate file description:

Select the appropriate file name

You must choose file description first before browsing to a file.

**NOTE:** Do not upload all of your documents as one file into one section. The files uploaded must pertain to the corresponding section of the application that is requiring them.

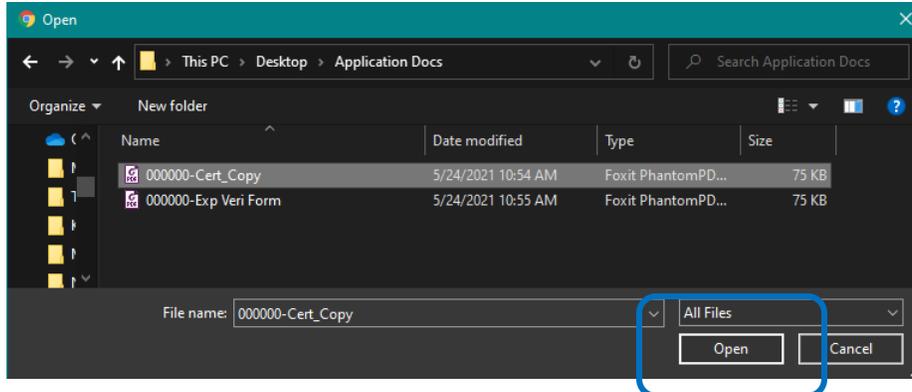
- b. At the *Browse/Select the file* box, click the *BROWSE* button



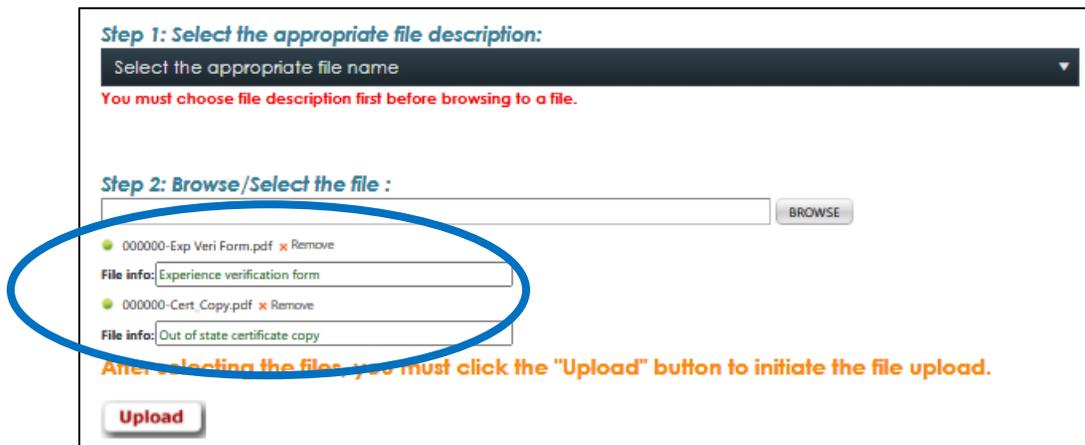
Step 2: Browse/Select the file :

BROWSE

- c. Navigate to the folder that has your documents
- d. Click the document you want to upload and click the *Open* button



- e. You should see the name of the file(s) and the file description(s) below the browse box



Step 1: Select the appropriate file description:

Select the appropriate file name

You must choose file description first before browsing to a file.

Step 2: Browse/Select the file :

BROWSE

000000-Exp Veri Form.pdf x Remove  
File info: Experience verification form

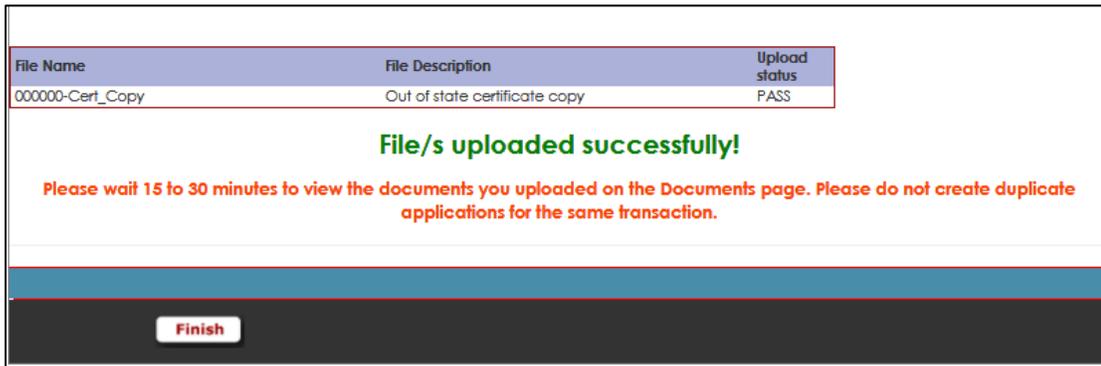
000000-Cert\_Copy.pdf x Remove  
File info: Out of state certificate copy

After selecting the files, you must click the "Upload" button to initiate the file upload.

Upload



3. If you have other documents to upload, repeat steps 2a-e
  - a. Total size of upload cannot exceed 50 MB per session
  - b. If you need to upload more, logout and back into MyPSC and repeat
4. Click the **Upload** button
  - a. When the upload is successful, you will see this message



5. Click the **Finish** button

### Verifying your upload(s)

Please wait 15-30 minutes for uploads to post to your MyPSC account. Then click *View Submitted Documents* in your MyPSC Dashboard.

## View Submitted Documents

The issuance of Georgia credentials require documentation that the applicant has met all requirements for certification. All documents are kept on file for all applicants.

Action	Date Received	Description
<a href="#">View</a>	5/27/2021	MyPSC Online Application
<a href="#">View</a>	5/26/2021	Personal Affirmation
<a href="#">View</a>	5/24/2021	Certificate Copies
<a href="#">View</a>	5/24/2021	Other Test Reports and Verifications
<a href="#">View</a>	5/24/2021	Certificate Copies
<a href="#">View</a>	3/23/2021	Experience Verification
<a href="#">View</a>	3/15/2021	Personal Affirmation
<a href="#">View</a>	11/12/2020	Experience Verification
<a href="#">View</a>	11/12/2020	MyPSC Online Application
<a href="#">View</a>	10/23/2020	Other Test Reports and Verifications



## ONLINE APPLICATION STATUS

The status of any online application or additional documentation submitted will be displayed on the main **Applications/Documentation/Status** page. You may also want to check the **Case History** section located at the bottom of the page to see the status of any cases that have been created for you.

Check Application Status				
Submitted Requests				
Details	Transaction Description	Created	Status	
	Initial - Based on c.....	05/27/2021	Case Created 05/27/2021	<a href="#">upload additional documentation</a>
	Submit documentation.....	05/24/2021	Document created	
	Submit documentation.....	05/24/2021	Document created	

Possible online application statuses are as follows:

**Case Creation in Progress** – this means that your application is submitted and is being transmitted to the Certification Division. This status should change to “Case Created” after about 30 minutes. Any documents you uploaded with your application will not show in the Documents tab of your MyPSC account until the status changes to “Case Created.”

**Case Created (date)** – this means that your application was submitted and a certification case has been created. Cases are processed in the order in which they were created. You may view any documents you uploaded with this application in the Documents tab of your MyPSC account.

**Waiting for File/Mail** – this status will appear if you indicate that you are submitting documentation (but not opening a new case), but you do not upload a file. Applications with this status will have both an “upload” and “withdraw” option next to them on the list. Until you upload a file, nothing has been submitted to the Certification Division with this transaction.

**File Received** – this status will appear after you upload documentation using the “submit documentation” application transaction. It means that your files were successfully uploaded, but they have not yet been transmitted to the Certification Division, and they will not yet appear in the Documents tab of your MyPSC account. This status should change to “Document Created” after about 30 minutes.

**Document Created** – this means that the file(s) you uploaded using the “submit documentation” application transaction have been received by the Certification Division. You may view these documents in the Documents tab of your MyPSC account.

**Case Closed (date)** – this means that your case is no longer open (active). Please see the [Case Closed](#) section of this document for an explanation of this status.



## Case History

The **Case History** section at the bottom of the **Applications/Documentation/Status** page in your MyPSC account will indicate the status of any certification case that has been created for you, whether or not it was created with an online application. Please note that even if you submit multiple applications, these documents will be combined into a single case; you will not have more than one open case at a time.

## Case History

Certification requests 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/Notifications tab of MyPSC. Closed cases are complete and may result in the generation of a new certificate or license available to you on the Certificate/License tab of MyPSC. Case closure may also result in correspondence available to you on the Correspondence/Notifications tab of MyPSC. Please [click here](#) for more information about monitoring your application status.

Date Created	Description	Date Closed	Status
05/27/21	Initial-Program [T]		
11/12/20	Lawful Presence	11/16/20	Closed
02/04/20	Initial-Program	02/06/20	Closed
06/17/15	Name Change	08/13/15	Closed
03/25/15	Name Change	03/30/15	Closed

Please see the [Application Status](#) web page for current processing date and explanation of the statuses.

## FOR FURTHER ASSISTANCE

The GaPSC online application has been carefully constructed to shorten and simplify the certification application process. We are standing by to assist applicants with any problems or questions that may arise during the use of the online application.

Educators and applicants may contact us anytime through [MyPSC Assistance](#).

