



# Candidate Guide to Applying for a Pre-Service Certificate

January 2021

## STEP 1

**Pass the GACE Educator Ethics Assessment (360).**

To register:

- Request eligibility through your MyPSC account *Assessments* tab by selecting reason #7.
- You will receive an email from ETS ([gace\\_inquiries@ets.org](mailto:gace_inquiries@ets.org)) confirming the transfer of your eligibility with a link to the ETS ethics assessment registration system.

## STEP 2

**Pass the GACE Program Admission Assessment OR gather exemption documentation.**

To register:

- Request eligibility through your MyPSC account *Assessments* tab by selecting reason #1.
- Once eligibility is transferred, proceed to the GACE website (<https://www.gace.ets.org/>) to register and pay for the assessment.

PAA exemption options are outlined [here](#).

## STEP 3

**Have your program provider enter your information into the Traditional Program Management System (TPMS).**

Contact the designated Certification officer at your institution for this.

## STEP 4

**Complete the following in MyPSC: claim your program, answer Personal Affirmation Questions (PAQs), and submit the Pre-Service Application through the *Applications/Documentation/Status* tab.**

## STEP 5

**Submit appropriate documentation: Verification of Lawful Presence, GACE PAA exemption scores (if applicable), and official undergraduate transcript\*.**

\*Required for MAT or a cert-only program candidates in order to complete the certification file in preparation for streamlining the certification process at the time of program completion; however, issuance of the Pre-Service will not be delayed if awaiting an official transcript. Please do not submit a college/university transcript through MyPSC. An official transcript may be submitted electronically by your Georgia institution or school system (if employed) or emailed to [mail@gapsc.com](mailto:mail@gapsc.com) directly from the institution or using a secure electronic format such as Parchment or E-Script.