

# Application for Admission to Teacher Education Albany State University – Educator Preparation Program

**Candidates please follow all steps below to complete your application.  
Incomplete applications will not be accepted.**

## STEP 1:

**Create My PSC and GACE.ETS Account (see attached instructions on how to set-up account)**

## STEP 2: Register for GACE Program Admissions

1. Log in to your [MyPSC account](#) and select **Assessments** at the top of the MyPSC home page. Follow the steps below to request or confirm eligibility to test:
2. Select the reason why you want to take the GACE assessment (see below).

a. GACE Program Admissions – **Select reason #1**

#1 I am testing to satisfy the Program Admission assessment requirement.	<b>You must add the program you are enrolled in or seeking admission into as a score recipient.</b>
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- b. GACE Content only: If you are enrolled in or have completed an approved program, you will see the list of programs and providers where you have claimed enrollment and your status for your eligibility to test for the program(s). If you do not see any programs and providers listed, it means you have not claimed your enrollment. See Claiming Your Enrollment Record below.
3. Select the assessment for which you are requesting eligibility to test from the drop-down menu.
4. Click the **ADD** button.
5. Confirm your choices by typing “yes” in the space provided and then click **FINISH**. (You can click **QUIT** to cancel your selection.)
6. Your profile and eligibilities will be transmitted to ETS.
7. At the bottom of the Assessments page is a list of your active and pending eligibility requests and their status. **Note:** Program providers are notified via email of pending requests for eligibility.

### **STEP 3: Register for GACE Ethics (360)**

All updates to your information must be completed through your [MyPSC account](#) on the GaPSC website **prior to registering** for the assessment.

#### **How to Register**

Registering for the Georgia Ethics assessments is a four-step process:

1. Create or update your MyPSC account on the GaPSC website and enter your reason for testing.
2. The GaPSC sends your profile and eligibility information to ETS.
- 3. ETS sends you an email with a link to the Georgia Ethics assessment system.**
4. Access the Georgia Ethics assessment system, select Test Takers under Registration, create your account, and register and pay for the assessment.

**Program Entry candidates:** You must add your program provider as a score recipient when you register or they will not receive notification that you have completed the assessment.

There are no specific testing dates or testing windows for the Georgia Ethics assessments, but you must create or update your [MyPSC account](#) and enter your [reason for testing](#) before you can register.

You are responsible for ensuring that the first and last name in your [MyPSC account](#) match the name you enter in the Georgia Ethics assessment system. The first and last name in this account will be on your certificate of completion for the assessment.

#### **STEP 4: Submit application for review**

- Meet with assigned advisor to review the application & make revisions as necessary
- **Advisor** will submit application to Office of Teacher Admission

**NOTE: Applications will be accepted only from academic advisors**

## The Admission to Teacher Education Application Package

### Assemble in the following order:

- Application (Check Front and Back)
- Practitioner Demographic Data (Front Only)
- Candidate Self Evaluation (Front Only)
- Code of Ethics (Front and Back)
- Essay Analysis and Critique Rubric (Name and Ram ID)
- Two Recommendation Forms from (Front Only)
- Transcripts (2.50 GPA)
- GACE Program Admissions Scores OR substitute scores, SAT, ACT, GRE, Praxis
- Criminal Background Check application
  - NOTE: You must pass the Criminal Background Check every semester you are enrolled in 3000-4000 level classes in order to maintain your status as a Candidate in the Teacher Education Program.
- GACE Ethics Exam Certificate (Beginning Fall 2014)
- Pre-Service Certificate Application completed (Beginning Fall 2014)
- Copy of Driver's License or ID
- Liability Insurance i.e. GAE or PAGE student membership (copy)
- Professional Disposition Statement signed by student.

# Candidate Requirement

## Step 1: Create MyPSC Account

Go to the link below and register for a My PSC Account

<https://mypsc.gapsc.org/Register.aspx>

- Select: "Enrolled in Georgia Educator Preparation Program"
- Select: "To take GACE assessment"
  - **Certification Identification # will be provided**; keep this number for your records. You will also need it to create GACE Testing account.

## Step 2: Create GACE Testing Account

Register for an ETS GACE Test account. This allows you to take the *GACE Program Admission, Ethics, and GACE Content test* (Must have My PSC account first before create GACE Testing account)

Click here to create account [www.GACE.ets.org](http://www.GACE.ets.org)

- Select "Sign-In" (top right of website)
- Go to "New User" area
- Select "Create Account"
- Save log-in credentials

## **Register and complete Program Admissions Test (Reading, Writing, Math) Assessment:**

- Dates and times test is available will be shown when you register
- **Print a copy of passing scores and submit with application**

## **Register and Complete GACE Ethics Assessment**

- Assessment is anytime and anywhere
- Assessment cost \$30
- **Print Certificate of Achievement and submit with application**

# APPLICATION FOR ADMISSION TO THE EDUCATOR PREPARATION PROGRAM

Applicant Information		<i>Must be admitted to ASU</i>
<b>RAM I D</b>		
<b>Name</b>		
<b>ADDRESS</b>		
<b>City:</b>	<b>State:</b>	<b>ZIPCODE:</b>
<b>PREFERRED PHONE</b>	<b>E-MAIL</b>	<b>HOME PHONE</b>
CERTIFICATION INFORMATION CHECK ALL THAT APPLYCcc		
<b>MYPSC.COM ID #</b>		
<b>AREA:</b>	<b>SEEKING</b>	
<input type="checkbox"/> <b>EARLY CHILDHOOD</b> <input type="checkbox"/> <b>MUSIC EDUCATION</b> <input type="checkbox"/> <b>HEALTH AND PHYSICAL EDUCATION</b> <input type="checkbox"/> <b>SCIENCE (BROAD BASED FIELD)</b> <input type="checkbox"/> <b>SPECIAL EDUCATION</b> <input type="checkbox"/> <b>OTHER:</b>	<input type="checkbox"/> <b>MIDDLE EDUCATION (Place a for your PRIMARY-P and S SECONDARY for CONCENTRATION)</b> <input type="checkbox"/> <b>LANGUAGE ARTS</b> <input type="checkbox"/> <b>MATH</b> <input type="checkbox"/> <b>SCIENCE</b> <input type="checkbox"/> <b>SOCIAL STUDIES</b>	<input type="checkbox"/> <b>DEGREE</b> <input type="checkbox"/> <b>MINOR IN EDUCATION NON-CERTIFIED</b> <input type="checkbox"/> <b>CERTIFICATION ONLY</b> <input type="checkbox"/> <b>T4-BACHELOR</b> <input type="checkbox"/> <b>T5-MASTERS</b>
<b>REQUIREMENTS (Attach documents of verification for all applicable items below.)</b>		

- |  |  |
|--|--|
| 1. _____ ENGL 1101<br>2. _____ ENGL 1102<br>3. _____ EDUC 2110<br>4. _____ EDUC 2120<br>5. _____ EDUC 2130<br>6. _____ ASU Hours Earned<br>7. _____ Institutional GPA<br>8. _____ Transfer GPA<br>9. _____ Transfer Hours<br>10. _____ Program of Study/Checksheet<br>11. _____ GACE Ethics Entry Exam | 12. _____ Pre-Service Certification Application<br>13. _____ Copy of Driver's License or ID<br>14. _____ Letters of Recommendation (2) From any current or former ASU Faculty<br>15. _____ Applicant Self Evaluation<br>16. _____ Applicant's Essay<br>17. _____ Criminal Background Check Application<br>18. _____ GACE (Reading, Writing, Math) Program Admissions Scores (250 passing) or IF GACE EXEMPTION: ACT 43 MATH/ENGLor SAT 1000 VERBAL/MAT |
|--|--|

**Advisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
 (I have reviewed and verified evidence for Performance Measures in Performance Measures in Part III)

**FOR ADMISSION TO TEACHER EDUCATION OFFICE USE ONLY**

Approved by \_\_\_\_\_ Date \_\_\_\_\_

# APPLICATION PROCESS

THE ADMISSION OFFICE OF THE EDUCATOR PREPARATION PROGRAM RESERVES THE RIGHT TO CHANGE PROVISIONS LISTED IN THE CATALOG AND OTHER STUDENT-INFORMATION DOCUMENTS IN ADHERENCE TO CHANGES MANDATED BY FEDERAL, STATE AND LOCAL AGENCIES THAT GOVERN TEACHER EDUCATION PROGRAMS

The application forms are available in The Admission Office of the Educator Preparation Program, Billy C. Black Building, Room 252. The applicant must initiate the application process by completing the information in Part I, Part II, and Part III (if applicable) of the application, attaching verification documents for each section, and presenting the complete packet to the assigned advisor.

Advisors facilitate the application process to ensure that the application is signed and complete the application. Advisors should submit the applicant's packet to the Coordinator of Admissions to Teacher Education.

## **CERTIFICATION OFFICER FOR TEACHER EDUCATION**

The Certification Officer for the Educator Preparation Program approves or denies applications. If denied, the Certification Officer will return the application packet, with explanation, to the Advisor within five working days of receipt of the application packet. Upon approval the Certification Officer provides the applicant a letter of admittance by ram e-mail.

The applicant must initiate the application process one semester prior to the semester in which they expect to enroll in 3000 or 4000 level Teacher Education courses.

## **GPA**

A GPA of 2.50 or above must be maintained for good standing in the Teacher Education program and is required for certification and Graduation You must have a 2.50 GPA to participate in Student Teaching or Internships. A GPA of 2.75 or better is required for Second Chance applicants. .

## **BEGINNING SCHOOL EXPERIENCE**

All students are required to spend two weeks in a public school to observe/participate at the beginning of the school year. Students must apply for the beginning school experience during the spring semester prior to the academic year they are scheduled to student teach, whether student teaching in the fall or the spring. They must complete this non-paid volunteer experience as a staff member in a public school setting. Approval and arrangements for the beginning school experience are made with the public school by the Director of Clinical Experiences. Service for one year as a paraprofessional may substitute for the beginning school experience.

## **EDUC 3403: PREPARATION FOR TEACHING**

Approval from the ASU coordinator of student teaching is required for enrollment in this class. Students should take this course in **THE SEMESTER** before **STUDENT TEACHING** or **INTERNSHIP**. You must pass your Criminal Background Check and maintain the 2.50 GPA in order to Student Teach or Intern.

**All Candidates must pass all areas of the GACE in their program of study prior to Graduation.**

## **EDUC. 2199 Orientation to Teacher Education**

Candidates will be enrolled in this course upon acceptance and must complete the course in order to remain in the Teacher Education Program.

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I read and understand the above policy statements about the procedural process for admittance to the Teacher Education Program at Albany State University.

Applicant's signature: \_\_\_\_\_

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

# Practitioner Demographic Data

Directions: **Please select the appropriate choice from the following items.**

Certification Level:

- P-5
- 4-8
- 7-12
- BS Ed. T-4
- MS Ed T-5

Area(s) of Certification

- English Education
- Early Childhood Education
- Math Education
- Middle Grades Education
- Broad Field Science Education
- Social Science Education
- Special Education
  - Interrelated/ M Ed
  - Intellectually Disabled BS Ed
  - Other: \_\_\_\_\_
- Science Education
- Health and Physical Education
- Music Education
- Other School Personnel
  - Principal
  - Assistant Principal
  - School Counselor

Age:  Under 21  21-30  31-40  41-50  51-59  59+

DOB: \_\_\_\_\_

Gender:  Male  Female

Ethnicity:

- White/Non-Hispanic
- Hispanic
- Black/Non-Hispanic
- American Indian or Alaskan Native
- Asian/Pacific Islander/East Indian
- Multi-ethnic

# Candidate Self-Evaluation

**Rating scale: 1 – Unacceptable 2 – Acceptable 3 – Targeted**

**Score**

**Commitment to students and their learning.**

- |  |   |   |   |
|--|---|---|---|
| 1. I exhibit personal and professional integrity.                                | 1 | 2 | 3 |
| 2. I respect the learners he/she teaches.  | 1 | 2 | 3 |
| 3. I provide multicultural learning environments.                                | 1 | 2 | 3 |
| 4. I hold high expectations for all learners.                                    | 1 | 2 | 3 |
| 5. I respond appropriately to the needs of each individual learner.              | 1 | 2 | 3 |
| 6. I create learning environments that support the development of every learner. | 1 | 2 | 3 |

Knowledge & Skills

- |   |   |   |   |
|---|---|---|---|
| 7. I demonstrate knowledge of the content required for his/her teaching area. | 1 | 2 | 3 |
| 8. I use appropriate oral and written language skills to communicate content. | 1 | 2 | 3 |
| 9. I implement effective instructional practices.                             | 1 | 2 | 3 |
| 10. I use technology to support learning experiences for students.            | 1 | 2 | 3 |

Managing and monitoring student learning.

- |   |   |   |   |
|---|---|---|---|
| 11. I design instruction that is guided by principles of human growth and development that is appropriate for all learners.     | 1 | 2 | 3 |
| 12. I design instruction that is guided by the Georgia Quality Core Curriculum and/or other appropriate standards.              | 1 | 2 | 3 |
| 13. I design instruction that incorporates parental involvement of all learners.  | 1 | 2 | 3 |
| 14. I use multiple methods of assessing student learning.   | 1 | 2 | 3 |
| 15. I recognize the characteristics of children with exceptional needs and follows appropriate processes for student referrals. | 1 | 2 | 3 |
| 16. I attain student achievement goals on specified learning outcomes.  | 1 | 2 | 3 |

Personal Reflection

- |  |   |   |   |
|--|---|---|---|
| 17. I use feedback to improve on learning and practice.                  | 1 | 2 | 3 |
| 18. I participate in opportunities for further professional development. | 1 | 2 | 3 |

Community Service

- |   |   |   |   |
|---|---|---|---|
| 19. I volunteer to assist with the unique needs of local families and the learning community. | 1 | 2 | 3 |
| 20. I volunteer to work with programs that seek to improve children's academic skills.        | 1 | 2 | 3 |

**Comments:**

**Total** \_\_\_\_\_

**F.D. Toth, Executive Secretary**  
**Georgia Professional Standards**  
**Commission**  
**Two Peachtree Street, Suite 6000**  
**Atlanta, GA 30303-3141**

**Educator Ethics Division**  
**404-232-2700**  
**800-537-5996**  
**Fax: 404-232-2720**  
**ethics@gapsc.com**

## THE CODE OF ETHICS FOR EDUCATORS

Effective June 15, 2015

### Introduction.

The Code of Ethics for Educators defines the professional behavior of educators in Georgia and serves as a guide to ethical conduct. The

Professional Standards Commission has adopted standards that represent the conduct generally accepted by the education profession. The code protects the health, safety and general welfare of students and educators, ensures the citizens of Georgia a degree of accountability within the education profession, and defines unethical conduct justifying disciplinary sanction.

### Definitions

"Certificate" refers to any teaching, service, or leadership certificate, license, or permit issued by authority of the Professional Standards Commission.

"Educator" is a teacher, school or school system administrator, or other education personnel who holds a certificate issued by the Professional

Standards Commission and persons who have applied for but have not yet received a certificate. For the purposes of the Code of Ethics for

Educators, "educator" also refers to paraprofessionals, aides, and substitute teachers.

"Student" is any individual enrolled in the state's public or private schools from preschool through grade 12 or any individual between and including the ages of 3 and 17.

"Complaint" is any written and signed statement from a local board, the state board, or one or more individual residents of this state filed with the

Professional Standards Commission alleging that an educator has breached one or more of the standards in the Code of Ethics for Educators. A "complaint" will be deemed a request to investigate.

"Revocation" is the invalidation of any certificate held by the educator.

"Denial" is the refusal to grant initial certification to an applicant for a certificate.

"Suspension" is the temporary invalidation of any certificate for a period of time specified by the Professional Standards Commission.

"Reprimand" admonishes the certificate holder for his or her conduct. The reprimand cautions that further unethical conduct will lead to a more severe action.

"Warning" warns the certificate holder that his or her conduct is unethical. The warning cautions that further unethical conduct will lead to a more severe action.

"Monitoring" is the quarterly appraisal of the educator's conduct by the Professional Standards Commission through contact with the educator and his or her employer. As a condition of monitoring, an educator may be required to submit a criminal background check (GCIC). The

Commission specifies the length of the monitoring period.

### STANDARDS

**Standard 1: Legal Compliance** - An educator shall abide by federal, state, and local laws and statutes. Unethical conduct includes but is not limited to the Commission or conviction of a felony or of any crime involving moral turpitude; of any other criminal offense involving the manufacture, distribution, trafficking, sale, or possession of a controlled substance or marijuana as provided for in Chapter 13 of Title 16; or of any other sexual offense as provided for in Code Section 16-6-1 through 16-6-17, 16-6-20, 16-6-22.2, or 16-12-100; or any other laws applicable to the profession. As used herein, conviction includes a finding or verdict of guilty, or a plea of nolo contendere, regardless of whether an appeal of the conviction has been sought; a situation where first offender treatment without adjudication of guilt pursuant to the charge was granted; and a situation where an adjudication of guilt or

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sentence was otherwise withheld or not entered on the charge or the charge was otherwise disposed of in a similar manner in any jurisdiction.

**Standard 2: Conduct with Students** - An educator shall always maintain a professional relationship with all students, both in and outside the classroom. Unethical conduct includes but is not limited to: 1. committing any act of child abuse, including physical and verbal abuse; 2. committing any act of cruelty to children or any act of child endangerment; 3. committing any sexual act with a student or soliciting such from a student; 4. engaging in or permitting harassment of or misconduct toward a student that would violate a state or federal law; 5. soliciting, encouraging, or consummating an inappropriate written, verbal, electronic, or physical relationship with a student; 6. furnishing tobacco, alcohol, or illegal/unauthorized drugs to any student; or 7. failing to prevent the use of alcohol or illegal or unauthorized drugs by students who are under the educator's supervision (including but not limited to at the educator's residence or any other private setting). **(c)**

**Standard 3: Alcohol or Drugs** - An educator shall refrain from the use of alcohol or illegal or unauthorized drugs during the course of professional practice. Unethical conduct includes but is not limited to: 1. being on school or Local Unit of Administration (LUA)/school district premises or at a school or a LUA/school district-related activity while under the influence of, possessing, using, or consuming illegal or unauthorized drugs; and 2. being on school or LUA/school district premises or at a school-related activity involving students while under the influence of, possessing, or consuming alcohol. A school-related activity includes, but is not limited to, any activity sponsored by the school or school system (booster clubs, parent-teacher organizations, or any activity designed to enhance the school curriculum i.e. Foreign Language trips, etc). 505-6-.01 Page 3 (d)

**Standard 4: Honesty** - An educator shall exemplify honesty and integrity in the course of professional practice. Unethical conduct includes but is not limited to, falsifying, misrepresenting or omitting: 1. professional qualifications, criminal history, college or staff development credit and/or degrees, academic award, and employment history; 2. information submitted to federal, state, local school districts and other governmental agencies; 3. information regarding the evaluation of students and/or personnel; 4. reasons for absences or leaves; 5. information submitted in the course of an official inquiry/investigation; and 6. information submitted in the course of professional practice.

**Standard 5: Public Funds and Property** - An educator entrusted with public funds and property shall honor that trust with a high level of honesty, accuracy, and responsibility. Unethical conduct includes but is not limited to: 1. misusing public or school-related funds; 2. failing to account for funds collected from students or parents; 3. submitting fraudulent requests or documentation for reimbursement of expenses or for pay (including fraudulent or purchased degrees, documents, or coursework); 4. co-mingling public or school-related funds with personal funds or checking accounts; and 5. using school or school district property without the approval of the local board of education/governing board or authorized designee.

**Standard 6: Remunerative Conduct** - An educator shall maintain integrity with students, colleagues, parents, patrons, or businesses when accepting gifts, gratuities, favors, and additional compensation. Unethical conduct includes but is not limited to: 1. soliciting students or parents of students, or school and/or LUA/school district personnel, to purchase equipment, supplies, or services from the educator or to participate in activities that financially benefit the educator unless approved by the local board of education/governing board or authorized designee; 2. accepting gifts from vendors or potential vendors for personal use or gain where there may be the appearance of a conflict of interest; 3. tutoring students assigned to the educator for remuneration unless approved by the local board of education/governing board or authorized designee; and 4. coaching, instructing, promoting athletic camps, summer leagues, etc. that involves students in an educator's school system and from whom the educator receives remuneration unless approved by the local board of education/governing board or authorized designee. These types of activities must be in compliance with all rules and regulations of the Georgia High School Association. 505-6-.01 Page 4 (g)

**Standard 7: Confidential Information** - An educator shall comply with state and federal laws and state school board policies relating to the confidentiality of student and personnel records, standardized test material and other information. Unethical conduct includes but is not limited to: 1. sharing of confidential information concerning student academic and disciplinary records, health and medical information, family status and/or income, and assessment/testing results unless disclosure is required or permitted by law; 2. sharing of confidential information restricted by state or federal law; 3. violation of confidentiality agreements related to standardized testing including copying or teaching identified test items, publishing or distributing test items or answers, discussing test items,

violating local school system or state directions for the use of tests or test items, etc.; and 4. violation of other confidentiality agreements required by state or local policy. (h)

**Standard 8: Abandonment of Contract** - An educator shall fulfill all of the terms and obligations detailed in the contract with the local board of education or education agency for the duration of the contract. Unethical conduct includes but is not limited to: 1. abandoning the contract for professional services without prior release from the contract by the employer, and 2. willfully refusing to perform the services required by a contract. (i)

**Standard 9: Required Reports** - An educator shall file reports of a breach of one or more of the standards in the Code of Ethics for Educators, child abuse (O.C.G.A. §19-7-5), or any other required report. Unethical conduct includes but is not limited to: 1. failure to report all requested information on documents required by the Commission when applying for or renewing any certificate with the Commission; 2. failure to make a required report of a violation of one or more standards of the Code of Ethics for educators of which they have personal knowledge as soon as possible but no later than ninety (90) days from the date the educator became aware of an alleged breach unless the law or local procedures require reporting sooner; and 3. failure to make a required report of any violation of state or federal law soon as possible but no later than ninety (90) days from the date the educator became aware of an alleged breach unless the law or local procedures require reporting sooner. These reports include but are not limited to: murder, voluntary manslaughter, aggravated assault, aggravated battery, kidnapping, any sexual offense, any sexual exploitation of a minor, any offense involving a controlled substance and any abuse of a child if an educator has reasonable cause to believe that a child has been abused.

**Standard 10: Professional Conduct** - An educator shall demonstrate conduct that follows generally recognized professional standards and preserves the dignity and integrity of the education profession. Unethical conduct includes but is not limited to any conduct that impairs and/or diminishes the certificate holder's ability to function professionally in his or her employment position, or behavior or conduct that is detrimental to the health, welfare, discipline, or morals of students.

**Standard 11: Testing** – An educator shall administer state-mandated assessments fairly and ethically. Unethical conduct includes but is not limited to: 505-6-.01 Page 5 1. committing any act that breaches Test Security; and 2. compromising the integrity of the assessment. (4) Reporting (a) Educators are required to report a breach of one or more of the Standards in the Code of Ethics for Educators as soon as possible but no later than ninety (90) days from the date the educator became aware of an alleged breach unless the law or local procedures require reporting sooner. Educators should be aware of legal requirements and local policies and procedures for reporting unethical conduct. Complaints filed with the Georgia Professional Standards Commission must be in writing and must be signed by the complainant (parent, educator, or other LUA/school district employee, etc.). (b) The Commission notifies local and state officials of all disciplinary actions. In addition, suspensions and revocations are reported to national officials, including the NASDTEC Clearinghouse. (5) Disciplinary Action (a) The Georgia Professional Standards Commission is authorized to suspend, revoke, or deny certificates, to issue a reprimand or warning, or to monitor the educator's conduct and performance after an investigation is held and notice and opportunity for a hearing are provided to the certificate holder. Any of the following grounds shall be considered cause for disciplinary action against the holder of a certificate: 1. unethical conduct as outlined in The Code of Ethics for Educators, Standards 1-11 (GaPSC Rule 505-6-.01); 2. disciplinary action against a certificate in another state on grounds consistent with those specified in the Code of Ethics for Educators, Standards 1-11 (GaPSC Rule 505-6-.01); 3. order from a court of competent jurisdiction or a request from the Department of Human Resources that the certificate should be suspended or the application for certification should be denied for non-payment of child support (O.C.G.A. §19-6-28.1 and §19-11-9.3); 4. notification from the Georgia Higher Education Assistance Corporation that the educator is in default and not in satisfactory repayment status on a student loan guaranteed by the Georgia Higher Education Assistance Corporation (O.C.G.A. §20-3-295); 5. suspension or revocation of any professional license or certificate; 6. violation of any other laws and rules applicable to the profession; and 7. any other good and sufficient cause that renders an educator unfit for employment as an educator. (b) An individual whose certificate has been revoked, denied, or suspended may not serve as a volunteer or be employed as an educator, paraprofessional, aide, substitute teacher or in any other position during the period of his or her revocation, suspension or denial for a violation of The Code of Ethics. The superintendent and the educator designated by the superintendent/Local Board of Education shall be responsible for assuring that an individual whose certificate has been revoked, denied, or 505-6-.01 Page 6 suspended is not employed or serving in any capacity in their district. Both the superintendent and the superintendent's designee must hold GaPSC certification. Should the superintendent's certificate be revoked, suspended, or denied, the Board of Education shall be responsible for assuring that the superintendent whose certificate has been revoked, suspended, or denied is not employed or serving in any capacity in their district. Authority O.C.G.A. § 20-2-200; 20-2-981 through 20-2-984.5A

I have read and understand the Code of Ethics for Educators.	
Signature: _____	Date: _____

# Letter of Recommendation Form Educator Preparation Program

Applicant: \_\_\_\_\_

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

SUMMARY EVALUATION					
	Unacceptable Below Average	Acceptable Average	Targeted Above Average	Top 10%	Inadequate Opportunity To Observe
Research aptitude					
Intellectual ability					
Ability to work with others					
Creativity and imagination					
Maturity					
Self-confidence					
Communication skills-oral					
Communication skills-written					
Analytic ability					
Motivation					
Potential in career field					

**Comment Box:**

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

# Letter of Recommendation Form

## Educator Preparation Program

Applicant: \_\_\_\_\_

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

SUMMARY EVALUATION					
	Unacceptable Below Average	Acceptable Average	Targeted Above Average	Top 10%	Inadequate Opportunity To Observe
Research aptitude					
Intellectual ability					
Ability to work with others					
Creativity and imagination					
Maturity					
Self-confidence					
Communication skills-oral					
Communication skills-written					
Analytic ability					
Motivation					
Potential in career field					

**Comment Box:**

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

# Essay Analysis and Critique Rubric

## Educator Preparation Program

Name: \_\_\_\_\_ RAM ID: \_\_\_\_\_

**Essay Topic:** How will I use my content knowledge, technological skills, and cultural awareness to influence and transform the students that I work with while maintaining Ethical Standards when I become a Educator?

**Applicant's Checklist**

- |                            |                                |
|----------------------------|--------------------------------|
| _____ Two-page minimum     | _____ Introductory paragraph   |
| _____ Typed, double spaced | _____ Minimum 3-paragraph body |
| _____ Times New Roman font | _____ Concluding paragraph     |
| _____ 12 point size        |                                |

Scoring Key		Appraisal	Remarks
<b>I.</b>	<b>Content</b>		
	<b>3</b> = Well organized and developed content, good use and interpretation of professional <b>code of ethics</b> , good focus of how writer wants to impact students as an educator, understands <b>philosophy of education</b> concepts. Demonstrates awareness of Cultural impacts on Learning and Teaching.		
	<b>2</b> = Some organization to content, little interpretation of professional code of ethics, questionable focus on why writer wants to become educator, questionable understanding of philosophy of education concept. Little understanding of the Impact of Cultural systems on Learning and Teaching.		
	<b>1</b> = Little organization, little interpretation of professional code of ethics, little focus on why writer wants to become educator, no understanding of philosophy of education concepts. No Understanding of Cultural impacts on Learning and Teaching.		
<b>II.</b>	<b>Style</b>		
	<b>3</b> = Fluid, easy to read, excellent use of word, descriptive, concise follows assigned task.		
	<b>2</b> = Easy to read but lacking in descriptive quality, some rambling, some misuse of words, drifts from assigned task.		
	<b>1</b> = difficult to follow, extensive rambling, little description, directions not followed.		
<b>III.</b>	<b>Mechanics</b>		
	<b>3 = Targeted:</b> Excellent command of grammar & mechanics; few, if any Errors.		
	<b>2 = Acceptable :</b> Good command of grammar & mechanics; some errors but does not impede comprehension of content		
	<b>1 = Unacceptable:</b> Poor command of grammar & mechanics; numerous errors		
<b>ADD</b> Sections I thru III			
<b>MULTIPLY</b> score x 11			
<b>(Minimal Passing Score = 77)</b>			
<b>Total Evaluation Score</b>			

## Professional Dispositions Statement

Candidates in the Educator Preparation Program at Albany State University are expected to demonstrate professional dispositions at the acceptable level. These dispositions will be evaluated by university professors during classes and university supervisors/cooperating stakeholders during field and clinical experiences. Failure to do so may result in dismissal from the course, field/clinical experience. Continued failure to demonstrate professional dispositions may result in dismissal from the Education Program.

- The candidate demonstrates an understanding of the curriculum, subject content, and pedagogical knowledge for the discipline.
- The candidate plans appropriately for class, field/clinical experiences and professional development opportunities.
- The candidate models research based clinical/instructional strategies relevant to the content area and self-engages in active learning that promotes development of key skills.
- The candidate engages in activities and conversations that show an appreciation for individual learning differences.
- The candidate uses reflection, constructive criticism and self-assessment to transform current skills and dispositions for self and others.
- The candidate systematically gathers, analyzes, and uses relevant data to measure self-progress, to inform clinical/instructional participation, and to engage in relevant conversations with educational leaders about academic success.
- The candidate displays dispositions that contribute to a safe, orderly environment that is conducive to learning and encourages respect for all.
- The candidate contributes to the academic environment in a manner that facilitates teaching and learning at high levels.
- The candidate demonstrates a commitment to professional ethics and dispositions, including dress, attendance, honesty, confidentiality and criminal offenses.
- The candidate communicates effectively with University faculty/staff, other candidates, P-12 students, parents or guardians, district and school personnel, and other stakeholders in ways that enhance learning.

My signature below indicates that I have read and understand the disposition policy and I agree to abide by the standards stated while enrolled in the Educator Preparation Program at Albany State University.

\_\_\_\_\_  
Candidate Signature

\_\_\_\_\_  
Date

**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.**

- Y**  **N** 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?**
- 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;
  - ◆ Participated in a pre-trial diversion program;
  - ◆ Been granted first offender treatment without adjudication of guilt;
  - ◆ 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)?

**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.**

## 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 3 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:



Georgia Bureau of Investigation  
Georgia Crime Information Center  
Consent Form

I hereby authorize the Georgia Professional Standards Commission to receive any Georgia criminal history record information pertaining to me which may be in the files of any state or local criminal justice agency in Georgia.

\_\_\_\_\_  
Full Name (print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Sex

\_\_\_\_\_  
Race

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date of Birth

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

-----  
Special employment provisions (check if applicable):

Employment with mentally disabled (Purpose code 'M')

Employment with elder care (Purpose code 'N')

Employment with children (Purpose code 'W')

One of the following must be checked:

This authorization is valid for 90/180 (circle one) days from date of signature.

I, \_\_\_\_\_ give consent to the above named to perform periodic criminal history background checks for the duration of my employment with this company.

04/2006



Albany State University Police Department/School of Education

Consent Form

Semester/Year: \_\_\_\_\_

Home Campus: ASU Cairo Waycross (Circle One)

Purpose of Criminal Background Check:

Program: \_\_\_\_\_ Ex. Early Childhood \_\_\_\_\_ Admission to Teacher Education

Concentration(s): \_\_\_\_\_ (Middle Grades & SPED only) \_\_\_\_\_ Field Experiences

\_\_\_\_\_ Practicum I, II, or III

Education Classes: \_\_\_\_\_ \_\_\_\_\_ Clinical Experiences/Student Teaching

Leadership Classes: \_\_\_\_\_ \_\_\_\_\_ Leadership Residency

Counseling Classes: \_\_\_\_\_ \_\_\_\_\_ Counseling Practicum

I, \_\_\_\_\_ hereby authorize Albany State University to receive any Georgia criminal record pertaining to me which may be in the files of any state or local criminal justice agency in Georgia.

Please type or print the following information: (ALL FIELDS MUST BE COMPLETED).

Last Name Middle Name First Name Maiden Name

Address City State Zip Code

Phone # Sex/Race Date of Birth Social Security

For Security Department Use Only

Arrest record on file? (If record, see attached) \_\_\_\_\_

Record of any convictions? (If record, see attached) \_\_\_\_\_

Signature, ASU Police Representative \_\_\_\_\_ Date \_\_\_\_\_



Albany State University Police Department/School of Education

**AUTHORIZATION FOR RELEASE OF INFORMATION**

*Please print clearly all requested information.*

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Last Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ SSN \_\_\_\_\_ Ram ID \_\_\_\_\_

Address \_\_\_\_\_

Major \_\_\_\_\_ Classification \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Telephone Number \_\_\_\_\_ Cell Number \_\_\_\_\_

I hereby authorize your company, Albany State University, or any agent of said company, to contact any of my previous employers or contact schools, companies, credit bureaus, corporations, law enforcement agencies, persons, and educational institutions to supply any information concerning my background.

I hereby also give my permission for the release of all appropriate background information permissible by governing laws to the College of Education and Local Education Agencies (LEAs) to which I may be assigned to conduct field and/or clinical experiences.

This authorization is valid 90/180 days from the date of signature. I fully understand the terms of this release and attest that the information I have provided is accurate, true and correct.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
(Date) (Month) (Year)

\_\_\_\_\_  
(City) (State)

**Candidate (Student) Signature** \_\_\_\_\_

**Notary Public Signature** \_\_\_\_\_

**My Commission Expires:** \_\_\_\_\_

Albany State University agrees that neither NCIC, GCIC its employees nor any other agency or employees of the state of Georgia shall be responsible for the accuracy of information or have any liability for defamation, invasion of privacy, negligence or any other claim in connection with any dissemination of information pursuant to this record check.