

Hello Teacher Education Student,

You must have a Georgia Professional Standards Commission PreService Certificate on file before you can participate in your upcoming field experience. Please see the attached document and information below regarding the PreService Certificate Application process. The GaPSC office has changed the process for obtaining a PreService Certificate (effective 7/1/2021). The PreService Certificate Application must be completed through your MyPSC account at [www.gapsc.com](http://www.gapsc.com).

The attached Verification of Lawful Presence form will request information about your address, gender, race, and background. The affidavit form requires you and a notary to sign a consent form for the GaPSC office to complete a criminal background check on you. After the GaPSC office process your Verification of Lawful Presence form, your PreService Certificate will be valid for four years. If you need more information about the PreService Certificate Application, click on <http://www.gapsc.com/Certification/TieredCertification/preService.aspx>.

You will need to print and complete the attached Verification of Lawful Presence Form (use a black pen). The affidavit form has to be notarized by a notary person.

If you need your Verification of Lawful Presence-Affidavit form notarized, see the options below:

- Local Bank – Please ask for a notary person to notarize your affidavit form.
- Atlanta Campus - Tift College of Education (You will need to contact Dr. Lucy Bush at [Bush\\_lj@mercer.edu](mailto:Bush_lj@mercer.edu) and set up an appointment).
- Henry Campus – Tift College of Education (You will need to contact Mrs. Donna Bolton at [Bolton\\_dl@mercer.edu](mailto:Bolton_dl@mercer.edu) and set up an appointment)
- Macon Campus – Tift College of Education (You will need to contact Mrs. Carlene Sherman at [Sherman\\_cs@mercer.edu](mailto:Sherman_cs@mercer.edu) and set up an appointment)
- Zoom Sessions – Please contact Mrs. Donna Bolton or Mrs. Carlene Sherman to set up an appointment. The zoom session available times are from 10:30 a.m. to 5:00 p.m. (Monday – Friday). It will take about 15 to 20 minutes to complete this process.

**You will need to bring the following documents with you to the zoom session:**

- **Black Pen**
- **Driver's License**
- **Laptop Computer**
- **Verification of Lawful Presence Form (print the attached documents)**

**GaPSC PreService Certificate Instructions**

- Go to [www.gapsc.com](http://www.gapsc.com) and log in to your MyPSC account.
- On the MyPSC Dashboard, click on the Personal Affirmation tab, answer the required nine questions, enter in your email address & password and then click on Proceed.
- Click on the Applications/Documentation/Status tab.
- Then click on the Start tab, then answer the four questions and click on Proceed.
- Select the PreService Certificate option and follow the rest of the instructions on the screen. *You have to claim preparation program from [www.gapsc.com](http://www.gapsc.com) first before you do this step. If you do not see the PreService Certificate option, contact Mrs. Carlene Sherman at 478-301-2575 or [sherman\\_cs@mercer.edu](mailto:sherman_cs@mercer.edu).*
- Then answer the four Out of State Educator questions and click on Proceed.

**Upload Instructions**

Please save your Verification of Lawful Presence form, notarized affidavit and a copy of your driver’s license on your computer separately. *\*Your files must be saved in PDF or TIFF\**

Make sure you upload your Verification of Lawful Presence form, notarized affidavit and a copy of your driver’s license on you MyPSC account at [www.gapsc.com](http://www.gapsc.com) in the Summary Section using the file requirements below:

<b>Step 1</b>	<b>Step 2</b>
Click on the drop down arrow and choose <u>Notarized signed Verification of Lawful Presence Document</u> .	Click on browse and then click on your GaPSC <u>Verification of Lawful Presence form</u> .
Click on the drop down arrow and choose <u>Notarized signed Verification of Lawful Presence Document</u> .	Click on browse and then click on your GaPSC <u>Notarized Affidavit form</u> .
Click on the drop down arrow and choose <u>Documentation showing current legal name</u> .	Click on browse and then click on your <u>driver’s license</u> .
<p>After you have selected all 3 files, then click on <b>UPLOAD</b> to submit all three documents.</p> <p>If you get an error message, you will have to upload all three documents again using the information above.</p> <p>If you get a message that your files have been successfully loaded. <b>CLICK ON FINISH.</b></p>	



TIFT COLLEGE OF EDUCATION

**You can check the status of your Preservice Certificate Application in 7 to 14 days. See important information below:**

- Go to [www.gapsc.com](http://www.gapsc.com) and click on your [MyPSC](#) account to track the progress of your certification application.
- The GAPSC Call Center contact number is (800) 869-7775.
- The GAPSC Call Center hours are: New Contact Center phone line hours effective 8/28/2023: Monday and Wednesday from 8:00am to 11:30am, and 12:30pm to 4:30pm, excluding holidays.
- The GAPSC Call Center email address is: [mail@gapsc.com](mailto:mail@gapsc.com).

If you have any questions or need some assistance, please contact me Mrs. Carlene Sherman at 478-301-2575 or [sherman\\_cs@mercer.edu](mailto:sherman_cs@mercer.edu).