

## How-To Guide on Completing Personal Affirmation Questions

Step 1: Go to [www.gapsc.com](http://www.gapsc.com) and Login to your MyPSC.

The screenshot shows the GaPSC homepage with a dark red header. The header includes the GaPSC logo, the text "Georgia Professional Standards Commission" and "Protecting Georgia's Higher Standard of Learning", social media icons for Facebook, Twitter, and LinkedIn, and a "MyPSC: Login/Register" link. Below the header is a navigation bar with links: HOME • CERTIFICATION • EDUCATOR ASSESSMENT • EDUCATOR PREPARATION • ETHICS • COMMISSION • TEACH GEORGIA. The main content area features a large banner for "COVID-19 UPDATES" with the text "Get the latest! GaPSC guidance regarding the impact of COVID-19 on Certification and Educator Preparation". To the right of the banner are two boxes: "News & Announcements" listing "GaPSC Quarterly Highlights - 2nd quarter, 2020", "Final Notice of Effective Rules - Effective July 1, 2020", and "edTPA Rules Action Memo - 6/12/2020"; and "Certification Status" with a note that application status checks are no longer provided via phone or email, and links to check application status and verify a Georgia educator certificate. Below the banner are three columns of links: "Popular Links" (Educator Assessment - OACE, Rules, Commission Meeting, Download Forms, Paraprofessionals, Approved Programs), "Policies and Guidelines" (Guidance for Field and Clinical Experiences for Academic Year 2020-2021, Next Steps for Liberty University Educational Leadership Graduates, Guidance to Educator Preparation Providers for Addressing Disruptions Caused by COVID-19), and "Education Links" (American Association for Colleges for Teacher Education (AACTE), Bright from the start! Georgia Department of Early Care and Learning (DECAL), Educators First).

Step 2: Go to your MyPSC Dashboard.

The screenshot shows the MyPSC Dashboard. The header includes the GaPSC logo, the text "MyPSC Georgia Professional Standards Commission", and a welcome message: "Welcome: EVA ROSSI Certification ID: 1241773". Below the header is a navigation bar with links: Account, Change Password, FAQs, Help Guide, GaPSC Home, Logout. The main content area features a large image of a teacher standing in front of a classroom of students. To the left of the image is a sidebar with a "MyPSC Dashboard" link circled in red. Below the sidebar are links: Home, Certificate / License, Assessments, Personal Affirmations, Applications / Documentation / Status, View Submitted Documents, Payments, Correspondence / Notifications.

Step 3: Click on “Personal Affirmations” on the Left column of your Dashboard. Click the “Edit” button to modify your selections.

**MyPSC Dashboard**

Home

Certificate / License

Assessments

**Personal Affirmations**

Applications / Documentation / Status

View Submitted Documents

Payments

Correspondence / Notifications

Claim Preparation Program

edIPA

Certificate Upgrade Advisor

## Personal Affirmations

Date Last Verified: 1/6/2021

Click "Edit" button to modify your selections.

**Edit**

Personal Affirmations are used when you or your employer submit an application to the Professional Standards Commission during the current academic year. The applicant should enter a truthful "Yes" or "No" response to each of the questions below.

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.

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

Step 4: Type in your MyPSC account password in the requested box and click the “Save” button below.

**MyPSC Dashboard**

Home

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7. For any felony or any crime involving moral turpitude, have you ever: ☐ Y ☐ N
  - Pleaded guilty;
  - Entered a plea of notis contendere;
  - Been found guilty;
  - Pleaded 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?
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, 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 **Save** button below:

Click "EDIT" button at top of page to modify your selections.

You have now completed your personal affirmation questions. Please [Click Here](#) to notify Human Resources that you have completed this step. Human Resources will reach out and update you shortly. *There is nothing additional that needs to be completed on the PSC website.*