

License and Clearance Certificate Application Georgia Professional Standards Commission

Revised February 2018

Please print in dark ink or type.

This application and all supporting documents must be submitted to the GaPSC through ExpressLane.

Certificate/License Requested:	Transaction Requested:
<input type="radio"/> Paraprofessional License	<input type="radio"/> Initial
<input type="radio"/> Non-Instructional Aide	<input type="radio"/> Renewal
<input type="radio"/> Adjunct License	For Paraprofessional, was adequate progress made toward meeting the PLP/PLGs?
<input type="radio"/> Support Personnel License	<input type="radio"/> Renewal of Expired License
<input type="radio"/> Clearance Certificate	<input type="radio"/> One-Year Non-Renewable (renewal credits not met)- \$20 fee applies

1. Please use ALL CAPS to print your LEGAL NAME.

Title Mr. Ms. Dr. Last Name

First Name Middle Name

Social Security Number or GaPSC Certification ID Date of Birth (MM/DD/YY)

Mailing Address

City State Zip Code

Primary Telephone Alternate Telephone

Email Address (required):

Employing System Name:

Education Level (select highest level completed)	College/Institution (Official transcripts required for initial Adjunct and Paraprofessional license.)
<input type="radio"/> Not Applicable (for Clearance certificate only)	
<input type="radio"/> High School Diploma or GED	
<input type="radio"/> One year of college	
<input type="radio"/> Two years of college (at least 60 semester hours)	
<input type="radio"/> Associate's degree	
<input type="radio"/> Three years of college	
<input type="radio"/> Four years of college	
<input type="radio"/> Bachelor's degree	
<input type="radio"/> Master's degree	
<input type="radio"/> Specialist degree	
<input type="radio"/> Doctorate degree	

Assessment Information	Date Passed
<input type="radio"/> Passed GA Paraprofessional Assessment	
<input type="radio"/> Passed ETS (Praxis) Paraprofessional Assessment	
<input type="radio"/> Passed GACE Paraprofessional Assessment	
<input type="radio"/> Passed GACE Content Test	
<input type="radio"/> Not Applicable	
<input type="radio"/> Other- please describe below	

ALL APPLICANTS continue to Page 2 (Affirmation Questions).

Applicant's Name: _____ **SSN or Cert ID:** _____
Please Print *Last,* *First* *Middle*

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.**

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?**
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?**
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.*)
4. While under investigation, have you ever left an employment position (*retired, resigned, been dismissed, terminated, non-renewed or otherwise*)?
5. Are you currently the subject of an investigation involving sexual misconduct or physical harm to a child?
6. Are you the subject of a pending investigation involving a criminal act?
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?
8. Have you ever been convicted, or pled to a lesser offense for any sexual offense?
9. Have you been convicted of a drug offense (felony or misdemeanor)?

I affirm that all information is true and correct. I hereby give permission to the Professional Standards Commission to obtain copies of any criminal and personnel records 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.

Signature: _____ **Date:** _____

NOTE: This application must be received by the GaPSC within 90 days of the date of signature.

Moral Turpitude

Crimes involving moral turpitude:

- Fraud or false pretenses in obtaining something of value
- Larceny or a misdemeanor theft by taking
- Larceny after trust
- Murder
- Soliciting for prostitutes
- Voluntary manslaughter
- Sale of narcotics or other illegal drugs
- Pattern of failure to file federal tax returns
- Criminal Issuance of a bad check
- Making a false report of a crime

Crimes NOT involving moral turpitude:

- Public drunkenness
- Driving under the influence
- Carrying a concealed weapon
- Unlawful sale of liquor
- Simple Battery and Simple Assault
- Misdemeanor criminal trespass
- Child abandonment
- Misdemeanor offense of escape
- Obstruction of a law enforcement officer (Misd.)
- Most traffic offenses