
Georgia Ethics Assessments Registration Quick-reference Guide



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Table of Contents

Overview.....	3
Registering for the Georgia Ethics Assessments	3
Your MyPSC Account	3
Eligibility and Reasons for Testing	6
Your Georgia Ethics Account	7
How to Register	7
Step 1.....	8
Step 2.....	8
Step 3.....	9
Step 4.....	9
Step 5.....	10
Step 6.....	10
Step 7.....	11
Step 8.....	11

Overview

The Georgia Ethics assessments are training and assessment programs composed of a series of modules that combine instruction and testing.

- The Georgia Educator Ethics assessment (program 360) is designed for beginning and currently practicing teachers.
- The Georgia Ethics for Educational Leadership (program 380) assessment is designed for educational leaders (principals/assistant principals and superintendents/assistant superintendents)

This document provides step-by-step instructions for registering for the Georgia Ethics assessments. See also further information on the Georgia Ethics assessment website at <http://gace.ets.org/ethics/about>.

Registering for the Georgia Ethics Assessments

You will need to create two accounts in order to register for the Georgia Ethics assessments:

- MyPSC account on the Georgia Professional Standards Commission (GaPSC) website
- Georgia Ethics account in the Georgia Ethics assessment system

Your MyPSC Account

Your MyPSC account is used to request to register for an assessment and to provide important information to ETS. You must create or update your MyPSC account before you can register to test.

- If you do not already have a MyPSC account, go to <http://mypsc.gapsc.org> and select “Register.”



- Under “Tell us about you,” select the option that best describes you. Next, to indicate you are taking a Georgia Ethics assessment, select “To Take a GACE assessment,” and then hit Continue.

The screenshot shows the MyPSC Georgia Professional Standards Commission registration page. At the top left is the MyPSC logo with the text 'MyPSC Georgia Professional Standards Commission'. Below the logo is a navigation bar with links for Home, Register, FAQ, and Privacy Policy. The main heading is 'Registration' with a progress bar showing 10% completion. There are two columns of radio button options:

- Tell us about you:**
 - Georgia certified educator
 - Employed as non-certified educator in Georgia
 - Enrolled in Georgia Educator Preparation Program
 - Out-of-state educator with certification
 - Out-of-state educator without certification
 - Not listed
- Tell us why do you want to register to MyPSC:**
 - To check correspondence online
 - To take GACE assessment
 - To fill online application for certification
 - To pay fee online
 - To verify enrollment in educator preparation program
 - To check my certification or application status

A 'Continue' button is located at the bottom left of the registration area.

- Enter your Social Security Number, birth date, first name, last name, and middle name (optional).

The screenshot shows the MyPSC Register page. At the top left is the MyPSC logo with the text 'MyPSC Georgia Professional Standards Commission'. Below the logo is a navigation bar with links for Home, Register, FAQs, and Privacy Policy. The main heading is 'Register' with a progress bar showing 20% completion. The registration form includes the following fields:

- *SSN: [Input field] (nnnnnnnn)
- *Birth date: [Input field] (MM/DD/YYYY)
- *First Name: [Input field]
- *Last Name: [Input field]
- Middle Name: [Input field]

A 'Continue' button is located below the form fields. Below the form, there is a note: "Enter your Social Security Number as it appears on your Social Security Card. If you do not have a Social Security Number, please [Contact Certification](#) for further directions." Another note says: "Enter your true full legal name as it appears on an acceptable secure and verifiable document such as a Georgia driver's license. A full list of acceptable secure and verifiable documents, published by the Office of the Attorney General, Georgia, under the authority of O.C.G.A. § 50-36-2, is available online at the following link: [Secure and Verifiable Documents Under O.C.G.A. § 50-36-2](#)." At the bottom, there is a disclaimer: "Please note that MyPSC accounts are for Georgia educators and for people who intend to become Georgia educators. If you have questions, please use the form at [Contact Certification](#) or contact our Call Center on Mondays, Wednesdays, or Fridays (except for state holidays) between 8:00 am and 4:30 pm at (800) 869-7775."

- After you submit that information, you will get a screen asking you to verify and confirm your information.

The screenshot shows the MyPSC registration page. At the top left is the MyPSC logo with the text 'Georgia Professional Standards Commission'. Below the logo is a navigation bar with links for 'Home', 'Register', 'FAQs', and 'Privacy Policy'. The main heading is 'Register'. A progress bar shows 20% completion. A red banner contains the text: 'Please verify and confirm the personal identification info you provided.' The form includes the following fields:

- *SSN: [11111111] (with a placeholder '(nnnnnnnn)')
- *Birth date: [01/01/1900] (with a placeholder '(MM/DD/YYYY)')
- *First Name: [John]
- *Last Name: [Smith]
- Middle Name: []

 A legend indicates '* Required field'. A yellow 'Continue' button is located at the bottom right of the form area.

- You will receive your Georgia certification ID number (your GaPSC ID number) through your MyPSC account. A GA CERT ID is used for identification throughout the certification and test registration process.
- If you already have a MyPSC account, log in to review and confirm your information. Be sure the name in your MyPSC account is your legal name and that it matches your ID.
- **All future updates and corrections to this information must be completed through MyPSC.** Always make sure your MyPSC information is current before you register to take a Georgia Ethics assessment. Print your MyPSC account information so it will be handy when you register to test through the **Georgia Ethics Assessment system**.

Eligibility and Reasons for Testing

Once you have created and logged in to your MyPSC account, select “Assessments” to gain eligibility and provide a reason for testing (see relevant options below):

You must do this before you attempt to register in the Georgia Ethics assessment system.

Georgia Educator Ethics (360)

To gain automatic eligibility, select the appropriate reason for testing.

Your Status	Reason for Testing
State-approved traditional educator preparation program candidates (colleges/universities)	7
State-approved non-traditional educator preparation program initial teaching candidates (GaTAPP)	7
Applicants seeking an initial International Exchange, Permit, or Provisional Certificate	7
Educators not required to hold certification due to employment in a charter or strategic waiver school district and seeking a Clearance Certificate	7
Out-of-state initial teaching candidates doing field experiences/clinical practice in Georgia	4
Out-of-state educators seeking certification in Georgia via reciprocity with less than three (3) years of experience	4

Georgia Ethics for Educational Leadership (380)

Your Status	Reason for Testing
State-approved traditional educational leadership preparation program candidates (colleges/universities)	7
State-approved non-traditional educational leadership preparation program candidates (GaTAPP)	7

Your Georgia Ethics Account

After you have created or updated your MyPSC account and selected your assessment and reason for testing, the Georgia Professional Standards Commission (GaPSC) sends your profile and eligibility information to ETS.

- After you request to test in your MyPSC account, within one to two business days you will receive an email from **gace_inquiries@ets.org** with a link to the Georgia Ethics Assessment system. **This is where you register to test.**
- Be sure to add **gace_inquiries@ets.org** to your contacts.

Once you receive the email from ETS, go to the Georgia Ethics Assessment system at <https://gat.ethics.ets.org/login.html>.

How to Register

If you have an existing Georgia Educator Ethics assessment account (which is different from your MyPSC or GACE Program Admission Assessment [PAA] accounts), log in, register and pay for the assessment.

The screenshot shows the Georgia Professional Standards Commission (GaPSC) Georgia Ethics Assessments login and registration interface. The header includes the GaPSC logo and the text "Georgia Professional Standards Commission" and "Protecting Georgia's Higher Standard of Learning". The main content area is titled "Georgia Ethics Assessments" and features a "Sign In" section with fields for "Username" (placeholder: "Enter username...") and "Password" (placeholder: "Enter password..."), a "Sign In" button, and a link for "Forgot your Username or Password?". Below this is a "Registration" section with a link for "Test Takers". The footer contains the copyright notice "Copyright © 2018 by Educational Testing Service. All rights reserved. All trademarks are the property of their respective owners." and the ETS logo with the tagline "Listening. Learning. Leading.®".

If you do not already have a Georgia Educator Ethics assessment account, follow these steps.

Step 1

Select the *Test Takers* link under **Registration** and follow the steps below.

The screenshot shows the Georgia Professional Standards Commission (GaPSC) Georgia Ethics Assessments website. At the top left is the GaPSC logo with the text "Georgia Professional Standards Commission" and "Protecting Georgia's Higher Standard of Learning". To the right of the logo is the text "Georgia Ethics Assessments". The main content area is titled "Sign In" and contains two input fields: "Username" (with placeholder text "Enter username...") and "Password" (with placeholder text "Enter password..."). Below these fields is a blue "Sign In" button. Underneath the button is a link that says "Forgot your Username or Password?". Below the sign-in section is a "Registration" section with a link for "Test Takers" circled in red. At the bottom of the page, there is a copyright notice: "Copyright © 2018 by Educational Testing Service. All rights reserved. All trademarks are the property of their respective owners." and the ETS logo with the tagline "Listening. Learning. Leading.®".

Step 2

Enter your GaPSC Cert ID - GA Cert ID, first name, last name, date of birth and last four digits of your Social Security number, exactly as they appear in your MyPSC account, then select **Continue**.

The screenshot shows the "Verify Enrollment" page on the Georgia Ethics Assessments website. It features several input fields: "GA Cert ID" (with placeholder "999999"), "First Name" (with placeholder "John"), "Last Name" (with placeholder "Smith"), "Date of Birth (mm/dd/yyyy)" (with placeholder "01/01/1900" and a calendar icon), and "Last 4 digits of SSN" (with placeholder "1111"). A blue "Continue" button is located at the bottom of the form. The page footer includes the same copyright notice and ETS logo as the previous screenshot.

If the information you enter matches your information provided from MyPSC, you will be routed to a *Registration: Profile* screen. If there is an error, it may be because the information doesn't match your MyPSC profile (check the spelling of your name or which email address you used). If the error continues, please complete the GaPSC Certification Contact Form to receive assistance.

Step 3

From the drop-down menu, select the program provider(s) that should receive your scores (if applicable). Ethics scores are automatically sent to the GaPSC. Under “Program select to Receive Score Report,” you can select up to three (3) additional score recipients as part of your test fee. All score recipients must be selected before you complete the assessment. Once you complete and exit the assessment, you cannot add or change score recipients. Your scores are automatically sent to the program provider who granted eligibility; you do not need to add them as a score recipient.

Answer the Background Questions.

The screenshot shows the 'Registration: Profile' page. At the top, there is a header with the Georgia Professional Standards Commission logo and the text 'Georgia Educator Ethics Assessment'. A 'Sign In' link is in the top right corner. The main content area displays the user's profile information: Name: John Smith, Email: email@address.com. Below this is a section titled 'Institutions to Receive Score Report' with a dropdown menu currently set to 'Nothing selected' and a link to 'Add another institution...'. The 'Background Questions' section contains three questions with radio button options: 1. 'Have you read your state's Code of Ethics / Code of Conduct for Educators?' with 'Yes' selected. 2. 'Are you aware of the sanctions (consequences) for violating your state's Code of Ethics/Code of Conduct for Educators?' with 'No' selected. 3. 'Do you have experience working with young people between the ages of 5 and 19?' with 'No' selected. A fourth question is partially visible: 'What is your cumulative undergraduate grade point average to date (based on a system where 4.0 = A)?' with '3.0 - 3.49' selected.

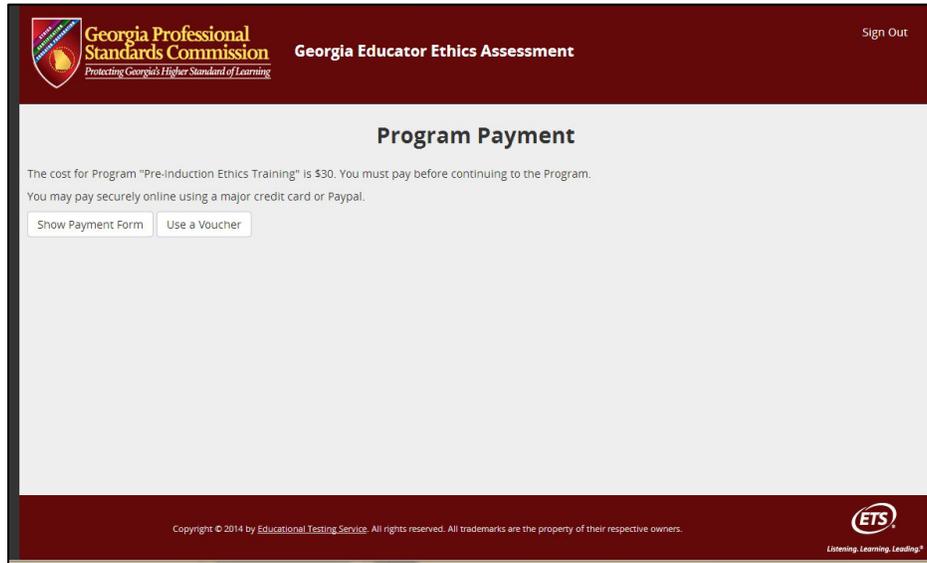
Step 4

Create a Username and Password; you will then be prompted to accept the Terms and Conditions and the Cancellation Policy. Once completed, click **Create Account**. If you have previously taken a GACE Ethics Assessment, you will not have to complete this step as you will already have created a Username and Password.

The screenshot shows the 'Registration: Credentials and Agreements' page. The header is identical to the previous page. The main content area displays the user's profile information: Name: Sanjiv Sharma, Email: sxsharma@ets.org. Below this are three input fields for 'Username', 'Password', and 'Confirm Password'. At the bottom, there are two checkboxes: 'Accept Terms & Conditions.' and 'Accept Cancellation Policy.', both of which are unchecked. A blue 'Create Account' button is positioned below the checkboxes. The footer contains the copyright notice 'Copyright © 2014 by Educational Testing Service. All rights reserved. All trademarks are the property of their respective owners.' and the ETS logo with the tagline 'Listening. Learning. Leading.®'.

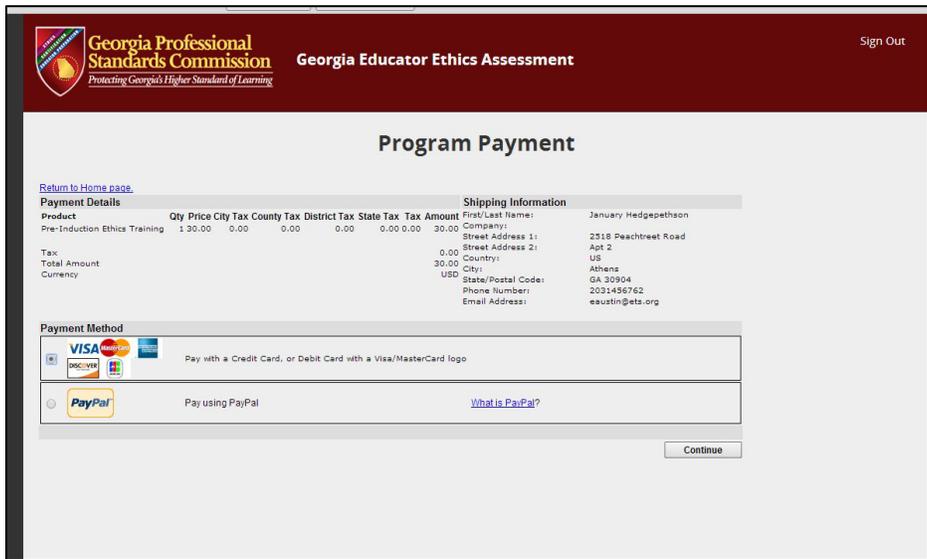
Step 5

Choose a payment form.



Step 6

To pay by credit card or Paypal, select "Show Payment Form." Then complete the credit card payment form.



Step 7

Once payment has been approved, you will return to login page. Enter your Username and Password.

The screenshot shows the login page for the Georgia Professional Standards Commission's Georgia Ethics Assessments. The header includes the commission's logo and name, and the page title "Georgia Ethics Assessments". The main content area features a "Sign In" section with input fields for "Username" and "Password", a "Sign In" button, and a link for "Forgot your Username or Password?". Below this is a "Registration" section with a link for "Test Takers". The footer contains copyright information for Educational Testing Service (ETS) and the ETS logo with the tagline "Listening. Learning. Leading."

Step 8

You will then be routed to the home screen for your Ethics Assessment.

The screenshot displays the home screen for the Georgia Educator Ethics Assessment. The header includes the commission's logo, name, and the page title "Georgia Ethics Assessments". Navigation links for "Home", "Help", "My History", "My Profile", and "Sign Out" are visible. The main content area is titled "Georgia Educator Ethics Assessment" and includes a "Show Program Introduction" link. Six assessment modules are listed in a grid, each with a thumbnail, title, completion status, and score. All modules are marked as "Completed".

Module Number	Module Title	Completion Status	Score
1	The Professional Educator: The Trailer	Completed	
2	The Professional Educator: An Introduction	Completed	
3	The Professional Educator and the Student	Completed	Your Score: 91.67%
4	The Professional Educator and the School	Completed	Your Score: 100%
5	The Professional Educator and the Commu...	Completed	Your Score: 100%
6	Ethical Decision Making for the Professiona...	Completed	Your Score: 100%