



Dear Teacher Candidate,

We are delighted that you are interested in pursuing your education at Thomas University (TU) in the Division of Education. All our programs feature small class sizes, frequent one-on-one interactions with faculty, and advisors who provide academic and personal support.

One of the greatest strengths of the Division of Education is the faculty who are experienced K-12 educators themselves and are deeply committed to your intellectual growth and development. You will be challenged and nurtured by them; they will help you achieve dreams you may have never thought were possible! As a teacher candidate in one of our initial certification programs you will be provided developmentally sequenced experiences in K-12 classrooms where you get to co-teach with some of the best teachers in Georgia!

In addition to completing the general admission application requirements for Thomas University, teacher candidates must also meet additional requirements to be admitted to the Division of Education. Please make sure you read the enclosed materials very carefully.

Do not hesitate to contact Rose lee Del Valle for **admissions information** or Susan Backofen for **academic advising and program information** (contact information below) if you have any questions.

Sincerely,

Rose lee Del Valle

Rose lee Del Valle
Intake-Certification Officer and Administrative Assistant
Thomas University Division of Education
1501 Millpond Rd.
Thomasville, GA 31792
rdelvalle@thomasu.edu

Susan Backofen
Vice President for
Enrollment
sbackofen@thomasu.edu
229-236-2360

Division of Education
1501 Millpond Road • Thomasville, Georgia 31792-7499

Thomas University Division of Education Admission Requirements Checklist

Complete? ✓	For more information, see...	Submit all documents to: Rose lee Del Valle at, rdelvalle@thomasu.edu
	Your advisor	GPA: Minimum 2.5 (<i>calculated by the division</i>)
	Your advisor	Completion of Core (General Education) Courses
	Page 3	Georgia Educator Ethics Assessment
	Page 3	Personal Statement / Writing Sample
	Page 4	Professional Liability Insurance
	Page 4	Three Letters of Recommendation
	Page 6-7	Division of Education Mentor Assurance Form

<p style="text-align: center;">Upon admission, there are a few final tasks to be completed in your MyPSC account before you will be eligible to register for classes. They are:</p>		
	Page 8	1) Claim your program enrollment
	Page 8	2) Submit transcripts to the GaPSC from ALL colleges previously attended
	Page 9	3) Answer Personal Affirmation Questions (PAQs)
	Page 10	4) Submit the Pre-Service Application

Georgia Educator Ethics Assessment & Personal Statement

Special Note:

Before registering for the GA Educator Ethics Assessment, you must create a MYPSC account.

Click here to view a video on how to set up a MYPSC account: <https://youtu.be/3wuHRuChNYg>

Click here to create a MYPSC account: <https://mypsc.gapsc.org/>

- *The GaPSC Ethics provider has changing from Educational Testing Service (ETS) to Evaluation Systems of Pearson (ES) as of July 1, 2025. If an applicant has already passed the GaPSC Educator Ethics with ETS, then provide documentation of a passing score with ETS.*
- *Otherwise you will need to register and pass the GACE Ethics Assessment with Evaluation Systems of Pearson (ES).*

Georgia Educator Ethics Assessment **Evaluation Systems of Pearson (ES) – Test 351**

Please submit either an ES Score Report or a screenshot of your GACE Ethics Assessment results page showing a passing score.

Follow the link to register for the Georgia Educator Ethics Assessment:

<https://www.gace.es.pearson.com/test/351>

For more information about the Ethics exam click:

<https://www.gace.es.pearson.com/test/351>

Personal Statement / Writing Sample

Submit a personal statement that answers one of the following prompts (500–750 words maximum):

- What experiences have influenced your decision to become a teacher in your chosen discipline?
- What specific personal traits do you believe will make you a great teacher?
- What is the purpose of K-12 schooling?

The personal statement serves as a short writing sample and is especially important to the Admissions Committee. The purpose of this writing sample is to give evidence of your qualifications to enter the Thomas University Division of Education program. The department looks for applicants' experience, interests, beliefs, and characteristics that match the division's goal of preparing highly qualified K-12 educators who are committed to the belief that all students can learn.

Your personal statement will also be reviewed based on the quality of your academic writing (i.e., introduction, body, conclusion, word choice, punctuation, content, flow of ideas, etc.). Writing support and/or an additional course may be required if your writing is not at the expected college level.

Professional Liability Insurance & Letters of Recommendation

Professional Liability Insurance

Teacher candidates must obtain liability insurance through membership in the Georgia Association of Educators (GAE), the Professional Association of Georgia Educators (PAGE), or the National Education Association (NEA). Teacher candidates who hold a paid position within a school system such as a paraprofessional, substitute teacher, bus driver and/or staff (school nutrition, maintenance, school support or central office personnel) must have a support level liability insurance policy. All certified staff in schools and school system offices, including counselors, social workers, technology specialist, nurses and security officers must purchase the professional level of liability insurance. These policies are typically required for employment in a school system; however, when coverage is needed, it must be purchased through Georgia Association of Educators (GAE), the Professional Association of Georgia Educators (PAGE), or the National Education Association (NEA).

PAGE (Professional Association of Georgia Educators) at <http://www.pageinc.org/>

GAE (Georgia Association of Educators) State member of NEA at <http://gae2.org;>

NEA (National Education Association) at <http://www.nea.org/home/1600.htm>.

Documentation: Provide a copy of your receipt, letter, and/or membership card, showing your name and the expiration date.

Letters of Recommendation

Submit three letters of recommendation which address your character, as well as your potential to become a PK-12 teacher. Examples of recommendations might include: teachers (current or past), professors or academic advisors, mentors or tutors, school administrators or counselors, supervisors from volunteer work with children in education-related settings, coaches, community leaders or employers who can speak to your interactions with children or young adults.

Note: All letters of recommendation should include the name, title and contact information of the person submitting the recommendation.



Field Progression and Internship Information for PK-12 School Employees (Paraprofessional, Provisional, Waiver Certificates) in the Bachelor of Science – All Certification Programs

Field Placements & Student Teaching (EDU 431)

The Coordinator of Internships and Partnerships is responsible for placing Teacher Candidates in accordance with the regulations set forth by Thomas University and the Georgia Professional Standards Commission (GaPSC). Teacher Candidates are required to submit a placement application through the Anthology Portfolio System as part of their field-based EDU course assignments. School employees may utilize their own classrooms for field-placement experiences and clinical practice, provided they obtain permission from their school district. The Coordinator will collaborate closely with academic deans, education faculty, and external personnel to facilitate field placements and clinical practice. Throughout each of the field placement experience students will be responsible for documenting all field hours in Anthology.

Georgia Professional Standards Commission (GaPSC) Grade Band Requirement

GaPSC-approved Educator Preparation Program (EPPs) shall ensure candidates are provided experiences (either in the field or video) that are consistent with the grade levels of certification sought.

- Elementary Education programs (P-5) shall require field experiences in three grade levels: PK-K, 1-3, and 4-5.
- Middle grades education programs shall require field experiences in two grade levels: 4-5 and 6-8.
- Secondary education programs (6-12) shall require field experiences in two grade levels: 6-8 and 9-12.

Student Teaching (EDU 431)

GaPSC requires that clinical practice for all fields must occur in regionally accredited schools, charter schools approved by the Georgia State Charter School Commission, charter schools approved by the Georgia Department of Education, or in international settings meeting accreditation criteria. The clinical practice must occur in a placement classroom that aligns to the area the Teacher Candidate was admitted to Thomas University and seeking certification.

For teaching field candidates who are employed as the full-time teacher of record while completing residency or internship in a school requiring GaPSC certification, the B/P-12 supervisor must hold Professional Certification.

For additional information on field placements, mentor teachers, Anthology and student teaching, please visit our Field Placement Site; <https://sites.google.com/view/tufieldplacements>



Division of Education Mentor Assurance Form For BS Program Major who is a School Employee 2025-2026

The applicant is to complete the top portion of this form and then provide it to his/her mentor and the school principal or district HR director for their signatures to be turned in as part of the admissions packet.

Applicant Name: _____ **PSC Certification ID#** _____
If you do NOT have put N/A

Certification Area seeking (i.e., elementary education, middle grades, secondary math, etc.):

All teacher applicants in a Thomas University Bachelor of Science (BS) teacher education program are required to teach lessons in a K-12 classroom throughout the program. The applicant must have someone identified as a mentor teacher who meets specific requirements listed below and who agrees to mentor the applicant throughout their teacher education program.

For applicants who are employed as paraprofessionals or teaching assistants, mentors should be the teachers with whom the paraprofessional or teaching assistant spends the most academic time.

Applicants who are a school employee and serve in non-classroom positions (e.g., bus driver, school secretary, registrar, etc.) should select a mentor in consultation with school leadership in order to secure someone who will provide continuous support and constructive feedback.

Mentor Teacher Qualifications

- Minimum of three years of successful teaching experience.
- Hold a Georgia Professional Level Certification in the area of certification the Teacher Candidate is seeking.
- Has the knowledge to support candidates' application of scientific methods of teaching reading.

Required Professional Learning for the Role

- Prior to the applicant beginning their year-long residency (**final year in the program**) the mentor teacher will be required to complete pre-training work and attend a half-day mentor-teacher training via Zoom (*date/time TBD*).
- During the applicant's **final semester** in the year-long residency the mentor teacher will be required to attend a half day training via Zoom (*date/time TBD*).

Responsibilities of Mentor Teacher:

- Be a resource to the applicant regarding school policies, procedures, meetings, and other school expectations and responsibilities.
- Complete assessment instrument(s) and surveys in Anthology on the applicant as requested by Thomas University faculty.
- Help the applicant video record lessons for the purpose of reflection and growth with classroom teaching skills. ***Note: The applicant will be required to video record lessons in a classroom aligned to their field of certification for the purpose of self-reflection and growth with classroom teaching skills.***
- Provide support and feedback that will lead to the applicant's growth as a teacher:
 - Give feedback on lesson plans and teachings. Assisting the applicant with resources, instructional strategies, and best educational practices for lessons.
 - Assist the applicant in accessing and using data to meet the needs of learners.
 - Meet individually with the applicant to help to develop their knowledge, teaching skills, and professional dispositions.
 - Create opportunities for the applicant to attend committee/grade level meetings, professional learning sessions, parent conferences, and other in-person meetings related to professional duties and responsibilities.
 - Contact the University in a timely fashion with any concerns regarding the applicant.

**If at any time during the program there is a change in mentor, it is the applicant's responsibility to complete a new form and submit it to the Coordinator of Internships and Partnerships, Dr. Jennifer (Tesar) Mowrey, jtmowrey@thomasu.edu*

To be completed by the Mentor Teacher who will work with the applicant throughout his/her academic program at Thomas University

By signing this form, I accept the responsibility of serving as a mentor to the above-named applicant and attest that I meet the GaPSC mentor requirements.

Name of Mentor Teacher (Printed)	Mentor Teacher Position (Title)
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Mentor Teacher GaPSC Cert ID	Grade Level	Subject Area
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School Email Address	Contact Phone Number	School District
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School Name	Full School Address (street, city, zip code)	School Phone Number
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Total # years of teaching experience	Title 1 School (YES/NO)	Nationally Board Certified (YES/NO)
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Mentor Teacher Signature	Date
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To be completed by building principal or district HR director

By signing this form, I accept the responsibility that the mentor teacher meets the requirements of being a Thomas University mentor teacher identified above.

Principal Name/HR Director (Printed)	Contact Phone Number	District Email Address
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Signature	Date
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For further information or questions, please contact Dr. Jennifer (Tesar) Mowrey, Coordinator of Internships and Partnerships @ jmowrey@thomasu.edu

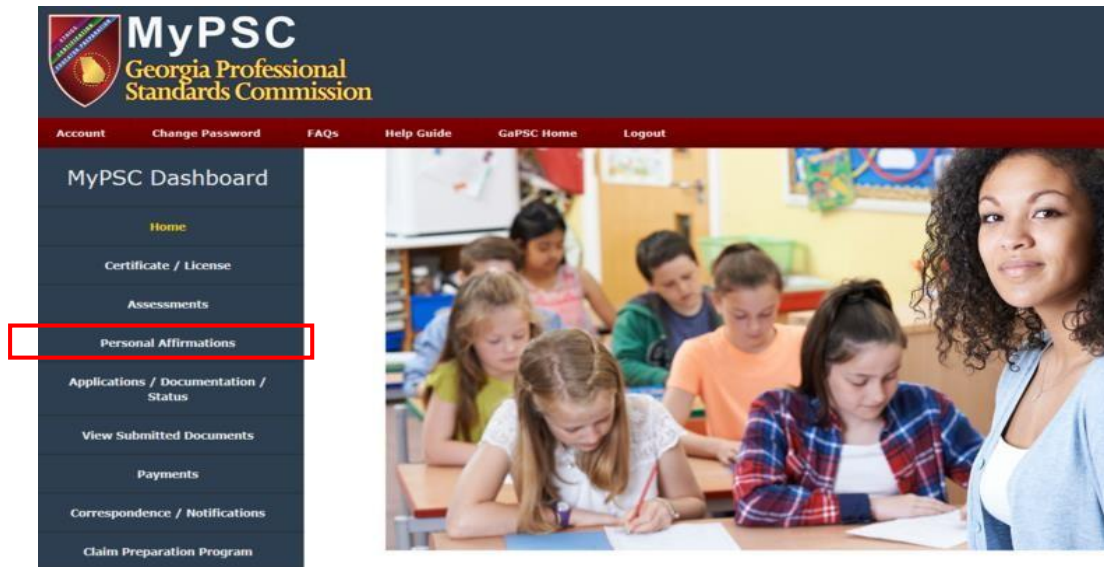


Candidate Guide to Applying Service for Pre- Certification

Tasks Due Upon Admission

Upon admission, you will receive a letter from the Division of Education's Intake Officer with your remaining tasks that must be completed before you will be eligible to register for classes. In order to be released for registration, you must follow the directions provided to, 1) Claim your program enrollment (<https://youtu.be/6hGxqgfWj2Q>), 2) Answer Personal Affirmation Questions (PAQs), 3) Submit the Pre-Service Application (if applicable), and 4) Have official transcripts from all colleges previously attended submitted from each institution directly to the GaPSC at mail@gapsc.com, via a secure electronic format such as Parchment or E-Script. These tasks are time sensitive and should be completed in the order indicated.

If you do not hold any form of GaPSC certification, or hold a clearance certificate, a Paraprofessional certificate, a Non-Instruction Aide License, or a Support Personnel License, you must complete all 4 steps above, including submitting the Pre-Service Application. If you hold a BT, IN4, or certain other types of certificates not indicated above, you may only need to complete steps 1 and 2. Once you are admitted, carefully review the admission letter that will be sent to you from the Division of Education's Intake Officer for your specific requirements.



Answering Personal Affirmation Questions and submitting the Pre-Service Application

To begin the Pre-Service application process, you must first answer the Personal Affirmation Questions (PAQs), which may be accessed by clicking on the tab highlighted below. Provide a *yes* or *no* response to all questions, then type your name and MyPSC password in the appropriate boxes, which serves as an electronic signature. When complete, click *Submit*.

Personal Affirmations

Date Last Verified : 8/2/2020

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.

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

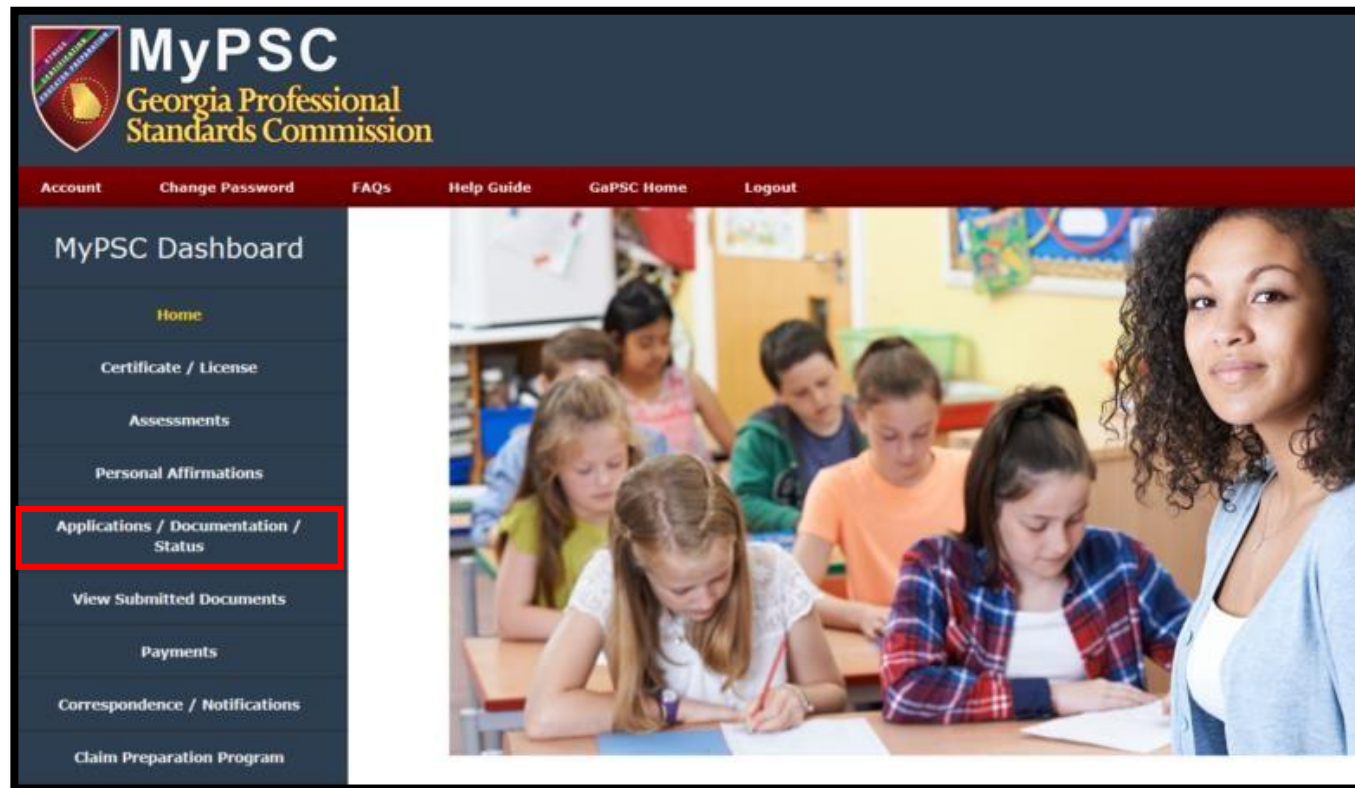
I affirm that all information is true and correct. By typing my name and re-entering my password below, I execute my electronic signature upon submitting this application, and I hereby give permission to the Georgia Professional Standards Commission ("Commission") to obtain copies of any criminal or 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:



After PAQs are submitted, access the online application by clicking the *Applications / Documentation / Status* tab highlighted below.





Click the *START* tab to begin.

Applications and Documentation / Case History

help ?

Submit Applications and Documentation

START

Duplicate requests will slow your case processing time. Do not submit a paper application via mail if you submit an online request. Do not submit a request if your employing school system submits on your behalf.

Check Application Status

Submitted Requests

Answer the four questions, then click *Proceed*.

Applications and Documentation / Case History

help ?

Enter/Edit Employment Information

⚠ If you are employed in a Georgia Public, Private or Charter School or with a state agency requiring certification, the following employment information **MUST** be entered. Failure to enter this information will result in a significant delay in certificate processing. Please answer **No** to the following questions if you are employed as a paraprofessional, a substitute teacher, a license holder (such as support personnel), or in a support position that does not require educator certification. These questions apply only to those employed as certified educators (teachers, educational leaders, or service professionals such as School Counselors, Media Specialists, etc.).

Are you currently employed as an educator in a Georgia public school system or charter school? ☐ Yes ☒ No

Are you currently employed as an educator in a private school in Georgia? ☐ Yes ☒ No

Are you currently employed as an educator with a Georgia educational agency (i.e. DJJ, DHS, RESA)? ☐ Yes ☒ No

Are you or your spouse an active duty U.S. military member? ☐ Yes ☒ No

Back

Proceed



Select the Pre-Service certificate option, then click *Proceed*. (Please note: choosing any other option will **not** result in issuance of a Pre-Service certificate).

Apply for Certification or Provide Documentation

You may open an online application for certification regarding the topics listed below. Requests for Non-Renewable certificates and Waivers must be submitted by your employer. Educators employed by a Georgia public school must apply for renewal through their employer's Human Resources department; renewal applications submitted through MyPSC by Georgia public employees will be denied.

- ☐ Submit documentation - this WILL NOT open a case
- ☐ Name Change
- ☒ Pre-Service Certificate
- ☐ Initial - Based on completion of an approved educator preparation program
- ☐ Initial - Based on holding a professional license
- ☐ Initial - Based on holding an out-of-state certificate
- ☐ Educational Interpreter

[Back](#) [Proceed](#)

As this page does not apply, select *No*, then *Proceed*.

Out-Of-State Certification History

Please add any out-of-state-certification information that you have been issued but have not previously submitted to the GaPSC. If you do not have anything to add on this screen, you may click Proceed after answering the first question.

The data entered is for informational purposes only and will not guarantee certification eligibility

If your out-of-state certificate is not publicly verifiable on the state's website, please upload a copy of your official certificate with this application. You do not need to resubmit certificates that have previously been submitted to the GaPSC.

Have you ever worked full-time on a professional out-of-state educator certificate? 1 ☐ Yes ☒ No

Out-of-state Educator ID: (only alpha numeric characters, hyphen or underscore allowed)

Select State:

Enter Field:

Enter Grade Level:

Enter certificate beginning validity date: (MM/DD/YYYY)

[ADD](#)

[Back](#) [Quit](#) 2 [Proceed](#)



If applicable, upload your [Verification of Lawful Presence](#) (VLP) documentation and ID by locating the scanned documents from your files and selecting the *Upload* tab, followed by *Finish*. If you have no documents to upload, simply select *Finish*.

Congratulations! You have submitted your Pre-Service Application. You do not need to submit a payment, so you may select *Close* to view your submitted application.

You may follow the status of your application in the *Applications/Documentation/Status* tab of your MyPSC dashboard. Once the Pre-Service certificate is issued, you will receive an email and your certificate will be viewable in the *Certificates/Licenses* tab of your MyPSC Dashboard.

Summary

In order for the GaPSC to process your online application, you may need to provide supporting documentation. Please [click here](#) to view a list of required documents. If you know which GaPSC forms you need, please [click here](#) to download them from our website.

⚠ Submitting documents by mail will result in a significant delay in processing time. To avoid this delay, we encourage you to use the upload option.

⚠ Please note: Official transcripts may not be uploaded here. You may submit them by mail, or they may be emailed directly from the university or submitted electronically by your employing Georgia school, school system, or education agency.

Comments:

Upload your files - Scan all documents into PDF or TIF documents. You can only select 1 file at a time. The number of files selected must not exceed maximum file size of 50 MB at any given time. Click **UPLOAD** after selecting the files. If you don't get the "File/s Successfully Uploaded" message, you are not done.

Allowed file types: pdf, tif, tiff.
Allowed individual file size: 20MB
Allowed total file size: 50 MB

Step 1: Select the appropriate file description:
Select the appropriate file name
You must choose file description first before browsing to a file.

Step 2: Browse/Select the file:

After selecting the files, you must click the "Upload" button to initiate the file upload.

We will accept files no larger than 20 MB. We recommend that you scan the documents in Black and White or Grayscale. If the scanned PDF document is larger than 20 MB, please convert or re-save the document into a TIF format and upload the document.
Only PDF and Tif image formats are allowed.

You are requesting the following transaction(s):
Pre-Service Certificate

Submit Applications and Documentation

⚠ Paper requests will slow your case processing time. Do not submit a paper application via mail if you submit an online request. Do not submit a request if your employing school system submits on your behalf.

[Check Application Status](#)

Details	Transaction Description	Created	Status	Submitted Requests
	Pre-Service Certificate	12/30/2020	Case creation in progress	withdraw