Georgia Ethics Assessments
Registration Quick-reference Guide

Last Updated September 2020

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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.

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

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

- 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.

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.

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**.

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.

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.

Step 5
Choose a payment form.
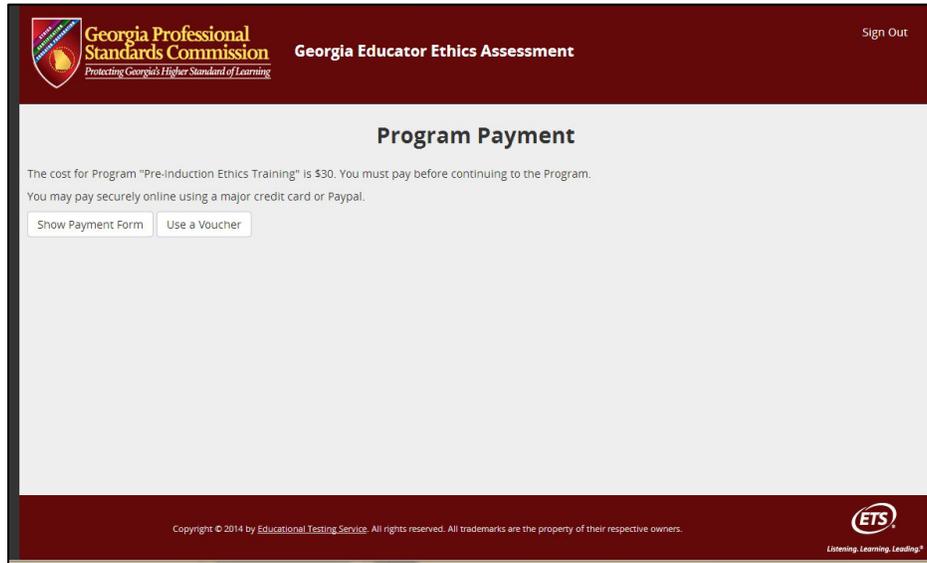
Step 6
To pay by credit card or Paypal, select "Show Payment Form." Then complete the credit card payment form.
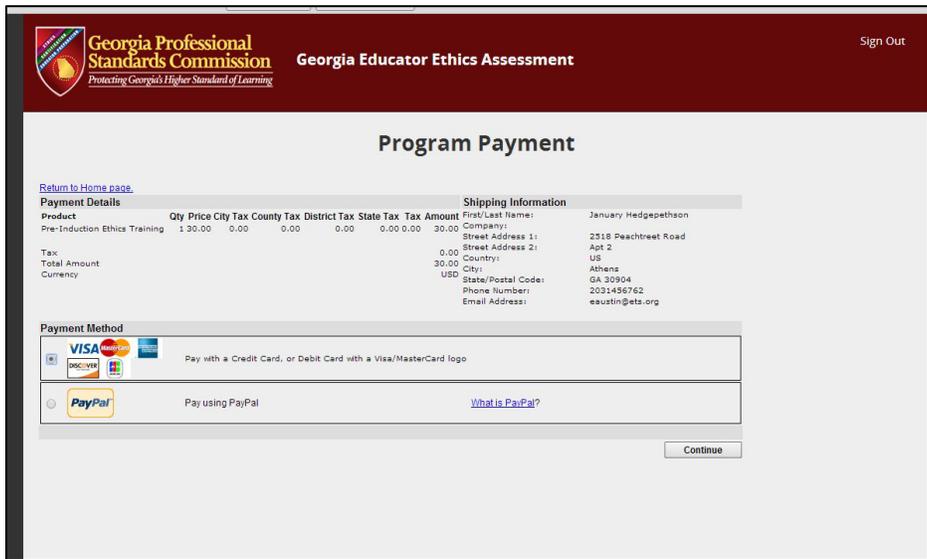
Step 7
Once payment has been approved, you will return to login page. Enter your Username and Password.

Step 8
You will then be routed to the home screen for your Ethics Assessment.