

CLAIMS APPLICATION
Georgia Professional Standards Commission
 Revised February 2016

For local unit of administration (LUA) use ONLY.

Do NOT submit to GaPSC unless indicated below OR there is a "Yes" response to any Affirmation Question.

Please print in dark ink or type. All supporting documents should remain on file with the employing LUA.

Certificate/License Requested:

- Non-Instructional Aide License
- Paraprofessional License
- Support Personnel License
- Clearance Certificate

Transaction Requested:

- Initial
- Renewal
- Renewal of Expired License - submit to GaPSC through ExpressLane
- One-Year Non-Renewable (renewal credits not met) - \$20 Fee Applies; submit to GaPSC through ExpressLane

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

Title _____ Last Name _____

Mr. Ms. Dr. _____

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:			
Hire Date:		Requested Beginning Validity Date of Certificate/License:	

For Paraprofessional Certificate Only:

Education Level	
<input type="radio"/> High School Diploma or GED (Must have passed one of the paraprofessional assessments.)	
<input type="radio"/> One year of college (Must have passed one of the paraprofessional assessments.)	
<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	
<input type="radio"/> Passed GA Paraprofessional Test	Date passed:
<input type="radio"/> Passed ETS (Praxis) Paraprofessional Test	Date passed:
<input type="radio"/> Passed GACE Paraprofessional Test	Date passed:
<input type="radio"/> Not Applicable – Meets Education Requirements	

ALL APPLICANTS continue to Page 2 (Affirmation Questions). If the answer to any of the Affirmation Questions is "yes", DO NOT issue the certificate. Send the Application and supporting documentation to the GaPSC at the above address or you may submit it through ExpressLane.

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.**

- (Y) (N) 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) 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?
- (Y) (N) 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)?

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	
<u>Crimes involving moral turpitude:</u> <ul style="list-style-type: none">• 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• <u>Criminal Issuance</u> of a bad check• Making a false report of a crime	<u>Crimes NOT involving moral turpitude:</u> <ul style="list-style-type: none">• 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