The following Powerpoint Presentation guides you through:

- Creating a GCPSC account.
- Creating a GACE account.
- Registering / Paying for the
  - GACE Programs Admissions Assessment
My PSC Registration

Step 1

- Log onto https://mypsc.gapsc.org
- Select “Register” on the options listed at the top.
My PSC Registration

Step 2

- In the “Tell us about you” box, select the bullet that says “Enrolled in Georgia Educator Preparation Program.”

- In the “Tell us why you want to register to MyPSC” box, select the bullet that says “To Take GACE assessment.”
My PSC Registration

Step 3

☐ Input your SSN, Birthdate, First Name, Last name and Mobile Number.

☐ Select “Submit”
My PSC Registration

Step 4

- Enter the required info on the Registration screen. Remember to use an email that will be in use beyond your time at GC. You will have to log into this system for the duration of your time as an educator.

- It is also important to write down the answers to your security questions to that you will remember them.
My PSC Registration

Step 5

- A temporary password will be sent to the email address you indicated. Check your email and follow the instructions to finalize your account. The temporary password will expire after 72 hours.
My PSC Registration

Step 6

- Update your personal information.
- Select “Save”
My PSC Registration

Step 7

- Update your race and ethnicity information.
- Select “Save”
My PSC Registration

Step 8

- Enter the temporary password (sent to you via email).
- Enter and confirm new password (be sure to write it down somewhere so that you can remember it).
- Select “Submit”
My PSC Registration

Step 9

- You should see this screen indicating that your MyPSC registration is successful.
- Select “Click here to log in.” Use your new login info to log into the system.
My PSC Registration

Step 10

- You should see the Welcome to MyPSC screen when you successfully log into the system.

- Select “Assessments” from the list of options in the red bar near the top of the screen.
Step 11

- On the assessment page, Select Option #1 “I am testing to satisfy the Program Admission Assessment (formerly Basic Skills Assessment).”
My PSC Registration

Step 12

- At the bottom of the screen, option 1 should automatically populate into “You selected this reason.”
- Select “ADD”
- Type “Yes” in the space to verify
- Select “FINISH”
Then, go to the GACE website and register to take the GACE Program Admission Assessment: www.gace.ets.org

If you have not already done so, you will also need to create a My GACE Account. Click on the blue button that says “Sign In.”
To create a new account, select the “Create Account” option inside the grey box titled “New User”.
Fill in the information on the Create Your Account Pages. You will need to have your MyPSC GA Certification ID number on hand.
My PSC Registration

Step 16

- Create a user name and agree to terms
Once your account is successfully completed, you will see a welcome screen. Then hit “Continue.”
My PSC Registration

Step 18

- On the My GACE Home page, select “Register for a Test.”
☐ Read the directions, and click “I Agree,” if you agree.
My PSC Registration

Step 20

- Input your background information

Background Information

The questions below are optional. Responses are used for research purposes only and will not affect your scores or teaching status. All information will be kept confidential.

1. What is your best language of communication?
   - Select

2. What languages did you learn as a child?
   - Select

Continue
Search and select the Tests you want to take. (GACE Program Admission assessment.) You can take all three parts at once or individually. Additional screens will ask you to select a testing center based upon your zip code or the zip code you enter. You will then need to search through the list of testing centers to look at the dates that the exam is offered at each testing location. Once you find the location/date you want, proceed to register for the exams. There is a fee of appx. $128 for the program admission assessment. Be sure to have your scores sent to Georgia College! A passing score of 250 required on each section.
Select a reason for testing:

1. I am testing to satisfy the Program Admission assessment requirement.
   You must add the program you are enrolled in or seeking admission into as a score recipient.

2. I am enrolled in or have completed a Georgia approved program and have obtained eligibility from my program provider to take a content assessment and/or the Program Exit level of the Georgia Educator Ethics or the Georgia Ethics for Educational Leadership assessment. Note: GaTAPP candidates should not ask for eligibility to take the Program Exit level of the Georgia Educator Ethics or the Georgia Ethics for Educational Leadership assessment. Your provider will grant eligibility at the appropriate time and you will receive an email with the information needed to register.

3. I am taking a content assessment to gain eligibility for employment and plan to complete a state-approved program such as GaTAPP, a certification-only program, or a Master’s degree with a certification program embedded.

4. I am enrolled, or plan to enroll, in an out-of-state (non-Georgia) certification program, excluding Educational Leadership, and am taking a content assessment and/or the Program Entry or Program Exit level of the Georgia Educator Ethics or Georgia Ethics for Educational Leadership assessment to meet Georgia’s certification assessment requirements.

5. I am taking a content assessment to add a field to my valid teaching certificate or Certificate of Eligibility.

6. I am testing because the GaPSC informed me of a required educator assessment, or my reason for testing is not covered by the reasons above.

7. I am taking the Program Entry level of the Georgia Educator Ethics or the Georgia Ethics for Educational Leadership assessment (candidates enrolled in out-of-state programs need to select Reason 4).

Your Score Report Copy
Your scores will be available to you on the score reporting date for this test. Scores are typically released between 2-6 p.m. ET. Scores are accessible for 50 calendar years from the score reporting date. It is recommended that you print or save a copy of your scores for your records.

Add a Score Recipient

Dec 12, 2017
Program Admission Combined Test I, II & III (700)

<table>
<thead>
<tr>
<th>Recipient Type</th>
<th>Score Recipient</th>
<th>Code</th>
<th>Additional Information</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automatic Recipient</td>
<td>Georgia Professional Standards Commission</td>
<td>0000</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>200 Piedmont Avenue</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Atlanta, GA 30303</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Decide what test:

### Search and Select Tests

**Select the Test(s) You Want to Take**

The tests you are eligible to take are listed below. If you have questions, contact your program provider or the GaPSC.

Select up to four tests, then click “Continue.”

- Most assessments are offered during specific testing windows throughout the year. Others are offered on a continuous basis.
- Inclusion here does not guarantee seat availability at your chosen test center.
- The duration time listed below includes time for tutorials and directional screens that may be included in the test. Actual testing time may be less.
- You will be able to schedule different test dates and test centers for each test.

<table>
<thead>
<tr>
<th>Select</th>
<th>Test Name</th>
<th>Code</th>
<th>Duration</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Program Admission Combined Test I, II &amp; III</td>
<td>700</td>
<td>300 minutes</td>
<td>$128.00</td>
</tr>
<tr>
<td></td>
<td>Program Admission I - Reading</td>
<td>200</td>
<td>120 minutes</td>
<td>$78.00</td>
</tr>
<tr>
<td></td>
<td>Program Admission II - Mathematics</td>
<td>201</td>
<td>120 minutes</td>
<td>$78.00</td>
</tr>
<tr>
<td></td>
<td>Program Admission III - Writing</td>
<td>202</td>
<td>120 minutes</td>
<td>$78.00</td>
</tr>
</tbody>
</table>
Choose a date:

Schedule Program Admission Combined Test I, II & III (700) Test

Search for a test center for the test indicated with an arrow below. If you are registering for more than one test, after you have completed choosing your test center, date, and time for the indicated test, you will be brought back to this screen to make your selection for the next test in the list. The duration time listed includes time for tutorials and directional screens that may be included in the test. Actual testing time may be less.

<table>
<thead>
<tr>
<th>Tests</th>
<th>Code</th>
<th>Duration</th>
<th>Test Center</th>
<th>Test Date and Reporting Time</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Admission Combined Test I, II &amp; III</td>
<td>700</td>
<td>300 minutes</td>
<td>Kennesaw Campus Testing Center</td>
<td>KENNESAW, GA 30144</td>
<td>$128.00</td>
</tr>
</tbody>
</table>

Choose a date to see available report times for (STN152059A). The first month with available dates is shown. Select + to advance to later months.

- **October 2017**
  - Sunday: 9, 16, 23
  - Monday: 10

- **November 2017**
  - Monday, October 9, 2017
    - Available Times: 9:30 AM

You must arrive at the test center at least 30 minutes before the scheduled reporting time.
Enter zip code nearest you:
Confirm location:

<table>
<thead>
<tr>
<th>Test Center</th>
<th>Location</th>
<th>Code</th>
<th>Distance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Macon - North Side Drive</td>
<td>MACON, GA 31210</td>
<td>APCN-3012</td>
<td>28.76 miles</td>
</tr>
<tr>
<td>Middle Georgia State University - Macon Campus</td>
<td>MACON, GA 312065145</td>
<td>STN14397A</td>
<td>32.31 miles</td>
</tr>
<tr>
<td>Gordon State College</td>
<td>BARNESVILLE, GA 30204</td>
<td>STN14448A</td>
<td>52.84 miles</td>
</tr>
<tr>
<td>Fort Valley State University</td>
<td>FORT VALLEY, GA 31030</td>
<td>STN14448A</td>
<td>53.53 miles</td>
</tr>
<tr>
<td>University of Georgia, Athens</td>
<td>ATHENS, GA 30600</td>
<td>STN14882A</td>
<td>59.04 miles</td>
</tr>
<tr>
<td>Athens - University of Georgia</td>
<td>ATHENS, GA 30602</td>
<td>APCN-5803</td>
<td>59.70 miles</td>
</tr>
<tr>
<td>Athens - University of Georgia</td>
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<td>APCN-5803</td>
<td>59.76 miles</td>
</tr>
<tr>
<td>Clayton State University</td>
<td>MORROW, GA 30260</td>
<td>STN10300B</td>
<td>71.41 miles</td>
</tr>
<tr>
<td>Clayton State University</td>
<td>MORROW, GA 30260</td>
<td>STN10300A</td>
<td>71.41 miles</td>
</tr>
<tr>
<td>Augusta - Perimeter Parkway</td>
<td>AUGUSTA, GA 30909</td>
<td>APCN-5142</td>
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<td>Augusta University</td>
<td>AUGUSTA, GA 309042200</td>
<td>STN10136A</td>
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<tr>
<td>Georgia Gwinnett College</td>
<td>LAWNFLEMING, GA 30343</td>
<td>STN14020A</td>
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<tr>
<td>Atlanta - Parklake Drive</td>
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<td>APCN-300B</td>
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<tr>
<td>Atlanta - Piedmont Avenue</td>
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<td>APCN-5340</td>
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</tr>
<tr>
<td>Georgia Christian University</td>
<td>ATLANTA, GA 30360</td>
<td>STN15414A</td>
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</tr>
<tr>
<td>Georgia Southern University</td>
<td>STATESBORO, GA 30458</td>
<td>STN14503A</td>
<td>83.43 miles</td>
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<tr>
<td>Atlanta - Peechtree Dunwood Road</td>
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<td>APCN-0072</td>
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<tr>
<td>Atlanta - Peechtree Dunwood Road</td>
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<tr>
<td>University of North Georgia Gainesville</td>
<td>GAINESVILLE, GA 30504</td>
<td>STN15387A</td>
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<tr>
<td>Georgia Southern State University</td>
<td>AMERICUS, GA 31709</td>
<td>STN14910A</td>
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<tr>
<td>Atlanta - Smyrna</td>
<td>SMYRNA, GA 30080</td>
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<td>Georgia Southern University</td>
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<td>STN13816A</td>
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<tr>
<td>Kennesaw State University</td>
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<td>STN15259A</td>
<td>101.50 miles</td>
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<tr>
<td>Columbus State University</td>
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<td>Columbus - University Avenue</td>
<td>COLUMBUS, GA 31907</td>
<td>APCN-5002</td>
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<tr>
<td>Danlonega</td>
<td>DAHLONEGA, GA 30597</td>
<td>APCN-3001</td>
<td>107.86 miles</td>
</tr>
</tbody>
</table>
Confirm test, location & time

Confirm Your Testing Information

You have requested seat(s) for the selected test(s). If the information is incorrect, click the appropriate "Edit" or "Remove" links.

You are not guaranteed a seat at your chosen test center(s) until you have completed the registration and payment process.

<table>
<thead>
<tr>
<th>Test Name</th>
<th>Code</th>
<th>Duration:</th>
<th>Test Center</th>
<th>Test Date and Reporting Time</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Admission Combined Test I, II &amp; III</td>
<td>760</td>
<td>300 minutes</td>
<td>Kennesaw State University KENNESAW, GA, 30144</td>
<td>Tuesday, December 12, 2017 09:30 AM</td>
<td>$128.00</td>
</tr>
</tbody>
</table>

Remove This Test

Confirm and Continue

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Make sure info is correct:

**Test Information**

- **Detail:** Program Admission Combined Test I, II & III Report Time 09:30 AM, Duration: 300 minutes
- **Code:** 700
- **Action:** Remove
- **Price:** $128.00

**Test Center**

- **Location:** Kennesaw State University Kennesaw Campus Testing Center 3333 Busbee Drive, Suite 350 - West Entrance
- **Code:** STM15208A
- **Action:** Edit

**Test Date and Reporting Time**

- **Date:** Tuesday, December 12, 2017
- **Action:** Edit

**Score Recipients**

- **Recipient:** Georgia Professional Standards Commission 200 Piedmont Avenue Atlanta, GA, 303348032
- **Code:** 0000
- **Action:** Add

**Additional Fees**

- **Tax:** $0.00
- **Price:** $0.00

**Test Preparation**

<table>
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<tr>
<th>Product</th>
<th>Quantity</th>
<th>Action</th>
<th>Price</th>
</tr>
</thead>
<tbody>
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<td></td>
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</tbody>
</table>

**Order Total**

<table>
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<tr>
<th>Type</th>
<th>Item</th>
<th>Price</th>
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</thead>
<tbody>
<tr>
<td>Test Registration</td>
<td>Test Date December 12, 2017</td>
<td>$128.00</td>
</tr>
<tr>
<td>Additional Fees</td>
<td></td>
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<tr>
<td>Tax</td>
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<tr>
<td>Test Registration</td>
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<tr>
<td>Test Preparation</td>
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</tr>
<tr>
<td></td>
<td>Total For Order</td>
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</tbody>
</table>
Payment

Review Payment Policies

WARNING: Clicking your browser’s “Back” button on this screen may result in difficulties processing your order. If you are not ready to proceed to checkout, you may click the Review Your Order button on the bottom left of the screen OR go to My GACE Home and begin your order again.

Total for Order:

$128.00

Select Payment Method

- Credit/Debit Card, PayPal, or E-Check
- Voucher [What is a voucher?]

Policies

SCORE RECIPIENTS: Your scores will be reported to you, to the GaPSC, and your program provider (if applicable). You may add up to three additional score recipients as part of your test fee at no extra cost.

CHANGE REQUESTS: You may change your test center, date, or reporting time up to three calendar days before the test date (not including the day of the test). A processing fee is charged for making changes. If you want to change your test, you must cancel the registration for the test you want to drop and register for the new one. See change/cancel policies on the GACE website for details on fees and instructions on how to change a test registration.

CANCELING YOUR REGISTRATION: Cancellations must be processed at least three calendar days before the test date or your fees will be forfeited. Cancellations processed at least three calendar days before the test date are eligible for a refund. See change/cancel policies on the GACE website for details on fees and instructions on how to cancel a test registration. The international test site fee is not refundable.

By checking the box below, you acknowledge that you understand and agree to all policies and procedures contained in the current Registration Bulletin and on the GACE website. These include the Rules of Test Participation and all policies and procedures regarding registration, fees, payment, test cancellation, test refunds, test administration, and score reporting.

I understand and agree to the policies above.