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(Candidates must meet all the following requirements by deadline for admission)

1. Create a MYPSC Account at www.gapsc.com

2. Apply for SPRING 2024 Admission to BCOE

- Submit online application via [this form](#)
 - **OPENS: SEPTEMBER 1ST CLOSES: OCTOBER 15TH**
- Current students must apply during this open application period to be guaranteed class seats.
- Apply on September 1st to officially be on the Bagwell admission's office radar to receive important emails, notification of missing requirements and updates on the status of your admission.
- Students are admitted "first come, first served," based upon when requirements are met.
- Start submitting requirements as soon as September 1st to be admitted in first wave and allowed to register for Spring program classes during the first month of Fall registration.
- **DEADLINES** to submit requirements (including Educator Ethics-Program EXIT and notarized Affidavit with ID):
 - **ELEMENTARY EDUCATION: NOVEMBER 1ST**
 - **ALL OTHER PROGRAMS: DECEMBER 1ST**

3. Pass Educator Ethics EXIT 360 (\$30)

- Educator Ethics-Program ENTRY 350 is NO longer accepted for admission. If unsure which one you have taken, please log into your PSC account and check.

4. Minimum 2.5 GPA Required

- Maintain or achieve a minimum KSU institutional (adjusted) or cumulative 2.5 GPA for all coursework completed at KSU. This is the GPA listed on OWL Express and DegreeWorks.
- **Transfer Students** must also have a minimum transfer GPA of 2.5 to be considered for admission.
 - Applying for admission during their first semester at KSU, admission will be based on the Transfer GPA used for admission to KSU.
 - Applying for admission after establishing a KSU institutional (adjusted) GPA, the KSU GPA will be used for admission.
- Failure to maintain a 2.5 GPA at the end of Fall semester will result in removal from the education program until the 2.5 GPA is achieved.

5. Required Minimum Hours of Coursework

- **36 hours** for Elementary Education (P-5th), Early Childhood Education (Birth-K), Middle Grades Education (6th-8th), and Secondary Education (9th-12th).
- **45 hours** for all other education programs.
- Successful completion of ENGL 1101, ENGL 1102 and EDUC 2110 with a grade of "C" or better.

6. Complete & Submit Affidavit with ID *Blank affidavit found below in admission guide*

- Submit a copy of completed, notarized affidavit with ID.
- Apply for Pre-Service Certificate at time of admission.
- Must be issued a Pre-Service Certificate by the PSC to stay admitted to education program.

Applicants to the Elementary Education, Early Childhood Education, Middle Grades Education, Secondary Education, History Education, & Health & Physical Activity Leadership (Teacher Preparation concentration) may contact Bagwell Advising and Student Success Services for more details.
bcoe_advising@kennesaw.

Please note: degree programs in **Health & Physical Activity Leadership (Teacher Preparation concentration)**, **Art** Education, **Music** Education, and **Foreign Language** Education have additional requirements for admission.

See the Directory of Education Program Academic Advisors below for a complete list of program advisors and their contact information.

*******Application DEADLINE for ALL programs is OCTOBER 15TH*******

HOW TO

In this section, you will find detailed information on completing the following:

- Create a MyPSC Account
- Complete Ethics EXIT #360
- Apply for Admission
- Complete Affidavit of VLP
- Answer Personal Affirmation Questions
- Claim Preparation Program/Verify Enrollment
- Apply for Pre-Service Certificate

#1) CREATE a MYPSC ACCOUNT: Go to www.gapsc.com

1. Click “**Register**” in the top right corner.
2. Select “**Enrolled in Georgia Educator Preparation Program.**”
3. Select “**To take GACE assessment**” (*select this regardless of passed, failed, taken or not taken*), then hit “**Continue.**”
4. Enter your information. You must use your **full legal name**, as it appears on your government issued ID. (*Please Do NOT make mistakes entering your Social Security # & DOB*). Click “**Continue.**”
5. Enter personal information. Enter a primary email address. It is recommended that you use your KSU student email which can be updated after you graduate. If you do not check this email regularly, include a secondary email address that you check often.
6. For Program Provider, select “**Kennesaw State University.**”
7. Answer the security questions and submit.
8. A temporary password is sent to the primary email address you provided. Open a new tab or browser to retrieve the temporary password and follow the instructions to finalize your registration.
9. After completing registration, go to gapsc.com and login to your newly created account.
10. “**Welcome to Your MyPSC Account Portal.**” In the upper right corner, you’ll find your new 7 digit PSC “Certification ID” number aka your **PSC ID #**. Write it down! You’ll need it to apply for admission. It is also your Georgia Educator number which will stay with you after graduation. Please take some time to explore your “MyPSC Dashboard” but wait for instructions before doing anything in it. This account will eventually house all your teaching credentials such as certifications & license, passed exam, transcript, documents, etc.

#2) GAIN ACCESS & Pass EDUCATOR ETHICS EXIT # 360 Modules:

(use Google CHROME web browser to avoid tech issues)

Note: Ethics ENTRY 350 is no longer accepted for admission. You must complete 360.

You must first “**ADD**” Ethics Exit **360** to your MyPSC account before you can register and take it.

1. Log in to your MyPSC account at gapsc.com.
2. Select “**Assessments**” in your MyPSC Dashboard

3. ONLY select reason #7 “I am taking Georgia Educator Ethics or the Georgia Ethics for Lead ”
4. Choose “**Georgia Educator Ethics (360)**” from the dropdown menu next to “Select an assessment:” then click “**ADD**”
5. Type **YES** to confirm that this is the assessment you wish to add, click “**Finish**”
6. Scroll down to see #7 “Ethics 360” has been added to your list of “Active Eligible Test.” Now you may register. Click “**Click to Register.**” Follow the rest of the instructions to complete. Be sure to use Google CHROME web browser to avoid technical problems during registration and payment.
7. Later you will receive an email from “NoReply@gapsc.com” stating that you requested to take Ethics 360. Within the next 3 hours you will receive another email with a link to finish setting up and registering to take Ethics 360. If you prefer to expedite the process, wait 30 minutes, then use this link <https://gat.ethics.ets.org/login.html>. This will take you to the same place. You may also use this link if you have any technical issues with the link you are sent via email, or the link located in your MyPSC account.
8. Once you can log in, follow any additional instructions to complete the setup of your account for testing. Upon completion of Ethics 360, immediately email the PDF of the “Certificate of Achievement,” to bcoe_admit@kennesaw.edu. *No need to send if completed more than 7 days from the time you apply for admission.*

Please include KSU ID# in emails as much as possible!

It is very important that you complete your Ethics Exit 360 modules as soon as possible since it takes 7-10 days to post to your MyPSC account which will delay you completing the final 3 steps for admission and delay your class registration.

Notes: *There is a \$30 fee for the Ethics assessment. It is fully online and takes approximately 3 hours to complete. It is not timed, so you do not have to finish it in a single sitting. You can start and stop the exam as needed. If you have technical difficulties during registration & paying, switch to Google CHROME internet browser and try again. Once registered, you may use any internet browser to take the modules.*

#3) APPLY to BCOE for Spring 2024 Admission:

Application portal is open September 1st - October 15th

To submit your application, go to: <https://tinyurl.com/58t8v5pp>

#4) COMPLETE AFFIDAVIT that Verifies Your LAWFUL PRESENCE in the U.S.:

1. Go to **page 4** in this admission guide.
2. **PRINT** out the blank legal *Affidavit*. Yes, you must print it out and physically sign it in front of a Notary.
3. **READ** and follow ALL the detailed instructions, on **page 5** to complete the Affidavit correctly.

If still confused, look on **pages 6 & 7** to see an example of a completed Affidavit w/ID should look like before sending us a copy.

4. Sign the Affidavit in front of a Notary Public. Not before! Take your ID with you.
5. Once the notary signs and stamps your Affidavit, scan and save a copy of your completed, notarized Affidavit with a magnified copy of your unexpired Driver's License or approved ID to your computer as a **PDF** file. Remember where you save it because you will have to access it again to upload it to the PSC when the time comes.
6. Email a copy of the saved PDF Affidavit and ID to to bcoe_admit@kennesaw.edu to show proof and receive credit for completing this admission requirement before the April 1st or May 1st deadline.

It is in your best interest to get your notarized Affidavit w/ID completed and submitted sooner rather than later. CEPP will not place you in a school for fieldwork without first confirming with bcoe_admit that you have submitted both.

Once all this is completed, STOP!!!

.....

**Please WAIT for acceptance and further instruction from
bcoe_admit@kennesaw**

**before executing the FINAL 3 STEPS below to complete your admission
and gain the ability to register for Spring program classes**

Warning: Do not proceed without further direction from bcoe_admit. If you try to complete the final 3 steps before instructed, you will create errors that will delay your admission, class registration and the issuance of your Pre-Service Certificate

FINAL 3 STEPS

To complete admission and register for program classes, follow the below steps exactly or else you will be delayed.

#1) VERIFY ENROLLMENT & CLAIM PREPARATION PROGRAM

1. Log in to your MyPSC account at www.gapsc.com
2. In your **MyPSC Dashboard**, click on **Claim Preparation Program**.
3. Click **Confirm** to confirm your **Enrollment Status**.
4. Skip **Yes/No-Submit** unless you have a problem.
5. Scroll down, click **Confirm** again to claim your **Preparation Program**.
6. Click **OK** to submit. Stay logged in. Immediately proceed to the next step.

#2) COMPLETE PERSONAL AFFIRMATION QUESTIONS

1. In your **MyPSC Dashboard**, click on **Personal Affirmation**.
2. Answer all 9 Personal Affirmation questions (you will have to answer these annually)
3. Type your full name in the box.
4. Input your MyPSC Password and click **SAVE**.
5. You will get a confirmation stating **Personal affirmation have been successfully saved**.
6. To confirm it has been submitted to the PSC, Go back to the home screen and your Dashboard. Click on **View Submitted Documents**. You will see it listed there and it must be there to meet this requirement.
7. Stay logged in. Immediately proceed to the next step.

#3) APPLY for PRE-SERVICE CERTIFICATE and UPLOAD YOUR AFFIDAVIT WITH ID

1. In your MyPSC Dashboard, click on **Applications/Documentation/Status**.
2. Click **Start**.
3. Answer firsts set of 4 employment Questions. All answers should be “NO” unless you are/were a certified teacher. Click **Proceed**.
4. Select, **Pre-Service Certificate** from the list. Click **Proceed**.
(**DO NOT** select anything other than this. If you don't see “Pre-Service Certificate” in your list, something is wrong. Stop, Exit & email bcoe_admit@kennesaw.edu for assistance)
5. Answer should be “NO” to this 1, final employment question. Click **Proceed**.
6. On Personal Affirmation page, check your answers. Scroll down. Remove your email in box and type your **FULL name & password** in second box. It should save and take you to the next screen.
7. On “Applications and Doc. Summary” screen, go to **Step 1: Select the appropriate file description:** choose **Notarized, signed Verification of Lawful Presence Documentation** from dropdown menu.
8. Proceed to **Step 2: Browse/Select the file**
9. Click **Browse** to search your computer for your previously saved Affidavit & Driver's License PDF file that you created earlier in step 4 of the “How-To” section. Once you

have located your file, double click your file to auto populate in box.

10. Click **UPLOAD**.
11. When it populates in box, click **FINISH** at the bottom to be done. **DO NOT FORGET to Upload your ID** with your affidavit.
12. Click Close or Done to go back to home screen. Do not pay any fee.
13. Email bcoe_admit@kennesaw.edu to inform us that you have completed all 3 of the final steps. Your MyPSC account will be checked for successful upload then you will be granted access to register for your program classes, once confirmed.

Degree Type	BCOE EDUCATION PROGRAM	ADVISOR & Email Contact
BS	Elementary Education: P-5th Last Names: A - C & Early Childhood Education: Birth - Kindergarten & Secondary Education: 6th – 12th (Biology, Chemistry, Physics & Math)	Amanda Frank awilkin9@kennesaw.edu
BS	Elementary Education: P-5th Last Names: D - J & Middle Grades Education: 4th – 8th	Jessica Hood jhood58@kennesaw.edu
BS	Elementary Education: P-5th Last Names: K - Pe & History Education	Aisha LaBarrie alabarri@kennesaw.edu
BS	Elementary Education: P-5th Last Names: Ph – Z & Health and Physical Activity Leadership (Teacher Preparation Concentration)	Jamal Murray jmurra68@kennesaw.edu
BS	Art Education: P-12 Program Coordinator =	Dr. Diana Gregory dgregory@kennesaw.edu artsadvising@kennesaw.edu
BS	English Education	Dr. Robert Montgomery rmontgo7@kennesaw.edu
BM	Music Education: P – 12 Program Coordinator Music Ed. Advisor	Dr. Nancy Conley nconley2@kennesaw.edu Sarah Mendes smendes4@kennesaw.edu
BA	Foreign Language Education Program Coordinator	Dr. Brian Olovson bolovson@kennesaw.edu

****FOR STUDENT SUCCESS: Meet with your Advisor EVERY SEMESTER** to discuss upcoming semester and check your KSU student email account often & regularly for emails from bcoe_admit@kennesaw.edu

O.C.G.A. § 50-36-1(e)(2) Affidavit

By executing this affidavit under oath, as an applicant for a Georgia Educator Certificate/License, as referenced in O.C.G.A. § 50-36-1, from the Georgia Professional Standards Commission, the undersigned applicant verifies one of the following with respect to application for a public benefit:

- 1) _____ I am a United States citizen.
- 2) _____ I am a legal permanent resident of the United States.
- 3) _____ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.

My alien number issued by the Department of Homeland Security or other federal immigration agency is: _____.

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. § 50-36-1(e)(1), with this affidavit.

The secure and verifiable document provided with this affidavit can best be classified as:

_____.

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute.

Executed in _____(city), _____(state).

Signature of Applicant

Printed Name of Applicant

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
____ DAY OF _____, 20____

NOTARY PUBLIC

My Commission Expires: _____

*INSTRUCTIONS to Complete the AFFIDAVIT of Lawful Presence &
ID for Pre-Service Certificate Clearance
(O.C.G.A. § 50-36-1I(2) Affidavit)*

*This page is asking you to attest that you have lawful presence in the U.S. and to provide proof. There are 3 options to choose from. You MUST **ONLY initial 1** option here, **NOT 2**.*

***Check & Initial option #1 Only** if you are a **U.S. Citizen**.

- Make a magnified copy (150-200%) of the **FRONT** of your unexpired Driver's License or signed U.S. Passport. Include the copy with your notarized Affidavit before scanning and saving both to your PC as a .PDF file. Insure it is *unexpired* and a good, clear copy with nothing cut off.

*** Check & Initial option #2 Only** if you are a Permanent Resident of the U.S who holds a Green Permanent Resident Card.

- Make a magnified copy (150-200%) of the **FRONT & BACK** of your unexpired Permanent Resident Card. Include the copy with your notarized Affidavit before scanning and saving both to your PC as a .PDF file. Insure it is *unexpired* and a good, clear copy with nothing cut off.

***Initial option #3 Only**, if you are a Qualified Alien or Non-Immigrant. Make a magnified copy of one of the following acceptable IDs. To put with your notarized Affidavit before scanning and saving both to your PC as a .PDF file. Insure it is *unexpired* and a good, clear copy with nothing cut off.

- A Work Authorization Card, **OR**
- An I-94 documents reflecting your I-94 number **WITH expiration date AND** unexpired foreign PASSPORT showing expiration date, picture & signature. **OR**
- Valid Certificate of Eligibility reflecting your SEVIS Number **AND** unexpired foreign Passport.

***On the line, in the middle of the page, where the above sentence reads “*The secure and verifiable document provided with the affidavit...*”**

- Fill-in the type of ID (e.g. *GA Driver's License, U.S.Passport, Foreign Passport etc.*) that you are using for completion of the Affidavit.

***DO NOT SIGN** until you are in front of a Notary Public with your driver's license or ID. You can find Notary Publics at UPS Stores, Post Offices, Banks, and Law Offices. There are several **FREE Notary Publics** in the Registrar's office 5 days a week, 8AM-5PM. There is also a free Notary Public in the BCOE Dean's Suite, on the 3rd floor of the Bagwell Education Building. An appointment is not required but is suggested to insure her availability. You are encouraged to email Mrs. Souza, at msouza9@kennesaw.edu, to set up an appointment and confirm her availability.

***Do not forget to Fill-in the City and State**, on the Affidavit, where you were located at the time it was notarized.

***BEFORE** scanning, place the magnified copy of your driver's license or acceptable ID behind the notarized Affidavit, so that your ID becomes pg. 2 of the scanned document.

***Scan it, Save it, Send it:** as a PDF file to bcoe_admit@kennesaw.edu for credit. *It can take the PSC 3 – 4 weeks to process and issue your Pre-Service Certificate once you upload your Affidavit and ID to them upon admission.*

O.C.G.A. § 50-36-1(e)(2) Affidavit

By executing this affidavit under oath, as an applicant for a Georgia Educator Certificate/License, as referenced in O.C.G.A. § 50-36-1, from the Georgia Professional Standards Commission, the undersigned applicant verifies one of the following with respect to application for a public benefit:

- 1) JS I am a United States citizen.
- 2) _____ I am a legal permanent resident of the United States. (#2 FOR NON U.S. CITIZENS W/ GREEN CARD)
- 3) _____ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.

INITIAL
ONLY 1 OPTION

My alien number issued by the Department of Homeland Security or other federal immigration agency is: _____

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. § 50-36-1(e)(1), with this affidavit.

The secure and verifiable document provided with this affidavit can best be classified as:
GA. DRIVER'S LICENSE (OR U.S. PASSPORT)

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute.

Executed in _____ (city), _____ (state). FILL IN AFTER NOTARIZED

Signature of Applicant

IMA GEORGIA SAMPLE

Printed Name of Applicant

DO NOT SIGN
(Until in front of Notary)
They must witness you signing

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE

____ DAY OF _____, 20____

NOTARY PUBLIC

My Commission Expires: