



Montessori Partnerships for Georgia

Montessori Teacher Certification Checklist

Steps to obtain the Induction or Professional Certificate:	Resources
<ul style="list-style-type: none"> <input type="checkbox"/> Set up a MyPSC account <input type="checkbox"/> Identify the appropriate age/grade level for the Montessori teaching field that you will be applying for and sign up to take the corresponding GACE content test via MyPSC and ETS <ul style="list-style-type: none"> • Primary (ages 3-6): Birth through Kindergarten Assessment • Elementary I or I-II: Elementary Education Assessment, parts I and II (The assessment is divided into two parts by subject area, and you may take the two parts in separate sessions or at the same time. You must complete parts I and II of the assessment even if you are just seeking an Elementary I Montessori certificate.) <input type="checkbox"/> Pass GACE content test at the Induction level or higher <input type="checkbox"/> Take and pass the Georgia Educator Ethics GACE 	<p>https://mypsc.gapsc.org/Register.aspx</p> <p>https://gace.ets.org/ (When you sign up, choose reason #6 for taking the test.)</p> <p>https://gace.ets.org/ethics/about/educator</p> <p>For test preparation, free Study Companions for each test are available at https://www.gace.ets.org/prepare/</p>
To submit a complete GaPSC application packet:	
<ul style="list-style-type: none"> <input type="checkbox"/> Complete and submit an online application via MyPSC <input type="checkbox"/> Upload the Verification of Lawful Presence Documentation <ul style="list-style-type: none"> <input type="checkbox"/> Upload a copy of your Montessori credential from a MACTE-accredited training center or your professional out-of-state Montessori teaching certificate (If your training was not MACTE-accredited, see additional checklist.) <input type="checkbox"/> Submit official college/university transcripts. To be official, transcripts must be sent by mail or emailed directly to the GaPSC from the college/university <input type="checkbox"/> Verification of passing the GACE Content test. (GACE Score reports are transmitted electronically to the GaPSC. You can verify that your passing test scores are on file via your MyPSC account) <input type="checkbox"/> To qualify for Professional Certificate: upload the Experience Verification Form if you have 3 or more years within the last 5 years of satisfactory teaching experience in a Montessori classroom while holding a valid teaching certificate. Otherwise, apply for an Induction Certificate. <input type="checkbox"/> Pay the \$20.00 processing fee via MyPSC or have your school district's HR department submit an electronic Employer Assurance Form 	<p>https://mypsc.gapsc.org/Register.aspx</p> <p>https://www.gapsc.com/Certification/FormsAndApplications.aspx</p> <p>Email the GaPSC: https://www.gapsc.com/Certification/EmailPSC.aspx</p> <p>GaPSC mailing address: Georgia Professional Standards Commission Attn: Certification Division 200 Piedmont Avenue SE Suite 1702 West Atlanta, GA 30334-9032</p>



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Converting an Induction Certificate to a Professional Certificate

After you receive your Induction Certificate:	
<input type="checkbox"/> Take a course on the identification & education of children with special educational needs. Either: <ul style="list-style-type: none">• Earn three (3) semester hours of college credit with a grade of "B" or higher, OR• Earn five (5) Georgia Professional Learning Units satisfied through a Georgia public school system or RESA <input type="checkbox"/> Complete 3 years of satisfactory teaching experience in a Montessori classroom	Online course: https://gacharters.org/blog/identification-education-exceptional-children-course-hb-671/
Once you meet the requirements listed above, you can apply to convert the Induction to a Professional Certificate	

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