

# Instructions for Certificate Upgrades

1. Login to your MyPSC account at <https://mypsc.gapsc.org/> to answer the Personal Affirmation questions. After logging in, select “Personal Affirmations” under the MyPSC Dashboard.



2. Answer the questions on the next page. Once you have answered all questions, type in your name, your MyPSC account password at the bottom, and click “Save”.

## Personal Affirmations

Personal Affirmations are used when you or your employer submit an application to the Professional Standards Commission during the current academic year. The applicant should enter a truthful 'Yes' or 'No' response to each of the questions below.

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 PSC has investigated or is currently investigating.** False statements made in this application will open an investigation and may result in a sanction, including revocation or denial of a certificate.

1. Have you ever had an adverse action (i.e. warning, reprimand, suspension, revocation, denial, voluntary surrender, placement) taken against a professional certificate, license or permit issued by an agency OTHER THAN the Georgia Professional Standards Commission?  YES  NO
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?  YES  NO
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).  YES  NO
4. While under investigation, have you ever left an employment position (retired, resigned, been dismissed, terminated, non-renewed or otherwise)?  YES  NO
5. Are you currently the subject of an investigation involving sexual misconduct or physical harm to a child?  YES  NO
6. Are you the subject of a pending investigation involving a criminal act?  YES  NO
7. For any felony or any crime involving moral turpitude, have you ever:
  - Pleaded guilty;
  - Entered a plea of not guilty;
  - Been found guilty;
  - Pleaded 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? YES  NO
8. Have you ever been convicted, or pled to a lesser offense for any sexual offense?  YES  NO
9. Have you been convicted of a drug offense (felony or misdemeanor)?  YES  NO

I affirm that all information is true and correct. By typing my name and re-entering my password below, I execute my electronic signature upon submitting this application, and I hereby give permission to the Georgia Professional Standards Commission (Commission) to obtain copies of any criminal or personnel reports 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. This authorization is valid for 180 days from the date of submission of this application to the Commission.

Type your name in the text box here:

\_\_\_\_\_

Type your MyPSC account password here and click the "Save" button below:

\_\_\_\_\_

Click "CANCEL" button if there are no changes to affirmations.  
Click "SAVE" to save your selections.

3. Request a copy of your official transcript be sent to the HR Director after you complete your program. Make sure the transcript has been updated by your college/university to show your advanced degree before making a request.
4. After completing the above steps, email the HR Director stating you have completed an advanced degree and requested an official transcript.
5. The HR Director will submit a request for a certificate upgrade to the PSC once official transcripts are received.
6. The HR Director will submit appropriate information to the Finance Department once the PSC upgrades your certificate.

**Note:** The HR director will not be able to submit a request for your upgrade if you have already submitted an online application through your MyPSC account.