

Forsyth Teacher Academy Self-Checklist

Step 1

☐ Bachelor's degree or higher

1. Create a MyPSC account <https://mypsc.gapsc.org/Home.aspx>
2. Send official transcripts to the GaPSC. Official college transcripts **cannot** be uploaded online through your MyPSC account. GaPSC will **reject any transcript** faxed, emailed, mailed, or **uploaded by an educator**

Official transcripts must be submitted in **one of the following ways**:

1. Transmitted directly by the college/university in a secure electronic format such as Parchment or E Script
 - Foreign Credential Report:
<https://www.gapsc.com/MoveToGeorgia/FromOutsideUSA/foreignCredentialReports.aspx>
2. Emailed to the GaPSC directly from the institution.

Step 2

☐ GACE Content Assessment (Pass at the Induction Level)

In one of the following fields: Special Education General Curriculum, Special Education Adaptive Curriculum, World Language, CTAE, Secondary Math, Secondary Science, Secondary ELA, Secondary Social Studies, Fine Arts, Health and PE. Visit the GACE testing program with Evaluation Systems, **Pearson (ES)** [Georgia Assessments for the Certification of Educators \(GACE\)](#) to find specific information about each assessment (e.g., testing time, test dates and sites, minimum passing score). Content assessments can be taken as one assessment or broken into smaller assessments called testlets. View the list of new GACE assessments at [GACE Content Assessments and fees](#) (Note: GACE test numbers are different).

- Specific CTAE fields do not require a GACE exam. Contact [Jiyoung Bretz, HR certification](#) with any questions.

Step 3

☐ Georgia Educator Ethics Assessment <https://www.gace.es.pearson.com/test/351>

Step 4

☐ Forsyth Teacher Academy Enrollment Opens November 1.

- Visit the [Forsyth Teacher Academy website](#) to apply.
**Please note that application submission does not guarantee admission to the academy.*

Step 5

☐ Employment Opportunities with Forsyth County Schools

Applicants are required to apply for a teaching position in Forsyth County Schools. Afterwards, applicants may email principals who have current teacher vacancies with a letter of interest.

- Job Fairs: <https://www.forsyth.k12.ga.us/district-services/human-resources/attend-a-fcs-job-fairmeet-us-at-a-job-fair>
- Job Openings: <https://www.applitrack.com/forsyth/onlineapp/default.aspx?all=1>

Step 6

☐ Receive an official teaching offer and signed FCS contract by May.

Step 7

☐ Receive a letter of official acceptance to the Forsyth Teacher Academy by June.

