



**M**ETROPOLITAN  
**R**EGIONAL  
**E**ducational  
**S**ERVICE  
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B U I L D I N G   L E A D E R S   O F   T E A C H I N G   A N D   L E A R N I N G

**Before applying to your chosen GaTAPP program, gather all required documents to upload. Be sure that you have completed the flow chart at the bottom of this webpage to determine which program application you should complete (Winter 2027, EXPRESS 2027, Comprehensive GaTAPP, or OYP- One Year Practicum Elementary Add-on)**

☐ **Compile All College Transcripts**

- Official transcript(s) from **ALL** accredited colleges or universities attended
  - Transcript(s) must list the degree awarded and the date the degree was conferred.
  - A Bachelor's degree may not be required for your field.
  - CTAE fields will include degree/certificate information from an accredited institution.
- **Undergraduate** GPA requirements are as follows:
  - 2.75 for EXPRESS (OR a 2.5 and passing GACE at the Professional level)
  - 2.5 for Comprehensive GaTAPP (2.75 if not employed at time of application)
- If you are employed and have a GPA between a 2.3 and a 2.5, you will need to submit your application for Core Team review. **If your GPA falls below a 2.3, you are not eligible for any GaTAPP program.**
- Must hold a ***related degree*** to the subject taught (more information found below)

☐ **Provide Passing GACE Content Assessment Score Reports**

- Passing [GACE Content Assessment](#), or equivalent, must be ***related*** to college degree awarded
  - [Related Degree Listings](#)
    - Elementary and Special Education fields ***do not require*** related degree
  - Equivalent assessments could be Praxis, or other state-approved assessments
  - **\*\*NOTE\*\*** Some CTAE and unique fields do not have corresponding GACE assessments.

☐ **Provide the GACE Educator Ethics Assessment Certificate**

- GACE Georgia Educator Ethics
  - Must be completed prior to program admission. If only the GACE Entry course was completed, you must take and pass the current GACE Ethics Exam (351)
  - Will need to receive GACE Georgia Educator Ethics Certificate prior to submitting the online application

☐ **Request Two Reference Letters**

- Two reference letters:

- Must be sent to applicant and uploaded into the online application.
  - Must be from someone other than a relative
  - One must come from the **building principal on school letterhead** (if you are employed as a classroom teacher)
- ☐ **Prepare Resume**
  - Prepare resume. Include a complete, up-to-date resume that includes your current job.
- ☐ **Obtain a Copy of Your Teaching Certificate**
  - Obtain a copy of your teaching certificate from your MyPSC account. You must have two full years of eligibility on your provisional certificate OR one year of eligibility and a letter from your HR department indicating that a Waiver certificate will be requested at the end of Year 1.
- ☐ **Obtain Teacher Observation information**
  - **Obtain a copy of your most recent teacher evaluation (summative TKES or GaLEADS summative evaluation from the previous year or similar assessment).**

**You are now ready to create a profile following the directions on the website and complete the appropriate online application.**