GACE® Registration
Quick-Reference Guide

Last Updated July 2014
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Registration Steps

You can register for most assessments online via your ETS GACE® testing account. The exceptions are the Assessment of Sign Communication-American Sign Language (ASC-ASL), Educator Ethics, Paraprofessional, and Teacher Leadership. See instructions for those assessments beginning on page X.

Step 1

Before you can register for a GACE assessment, you must first create a MyPSC account on the GaPSC website. (The Paraprofessional assessment is the only assessment that does not require you to do this.) Visit the Registration Steps page of the GACE website for information on setting up your MyPSC account.

Step 2

Go to the GACE website at www.gace.ets.org. Click MY GACE ACCOUNT in upper right-hand corner of the screen.
Step 3
Sign in to your ETS GACE testing account. Enter your user name and password and click Sign In if you’re a returning user, or create an account.

Step 4
Select the Register for a Test link under Registrations and Orders on the My GACE Home screen.

My GACE Home
Welcome, william scott! (Georgia Certification ID: 1368444)
Use the links below to check eligibility, register for a test, view your scores, and manage your ETS GACE testing account security. If you need to make updates to your personal information, go to your MyPSC account.

Registrations and Orders
• Check Eligibility
• Register for a Test
• View, Cancel or Change
• Pay Outstanding Balance

Scores
• View Test Scores

Manage Profile
• View Personal and Contact Information
• Change Password and Security Question

Quick Links
• Test Preparation Materials
• Identification (ID) Requirements
• Test Centers and Dates

Step 5
Read “Before You Register for a Test” and select “I Agree” at the bottom of the page.

Before You Register for a Test
Before you register for a test, make sure you do the following:
• Obtain eligibility to test from your program provider. If you have one. Your program provider will help you identify which tests you need to take for certification.
• Have your payment information ready. You can pay by credit/debit card (American Express®, Discover®, JCB®, MasterCard® or Visa®), or PayPal®. If you do not have an electronic form of payment, contact ETS Customer Service.
• Know if you want your scores sent to anyone besides the GAPS C and your program provider (if you have one). You may elect to send scores to up to three additional recipients.
• Read the Registration Bulletin (PDF).

If you need accommodations because of a disability or health-related need, please review the Bulletin Supplement for Test Takers with Disability or Health-Related Needs (PDF). The Supplement (PDF) has instructions for requesting accommodations and registering to test with accommodations.
Step 6
Confirm your personal information is correct and click **Continue**.

Confirm Your Information
If the information below is incorrect, go to your MyPSC account to make updates.

Georgia Certification ID Number

| GA CERT ID: | 1388444 |

Personal Information

| First/Given Name: | william |
| Middle Initial:   | -     |
| Last/Family Name: | scott |
| Suffix:           | -     |

Step 7
Select a test. Click the checkbox next to the test title you wish to register for. You may select up to four tests during this step. Once you have selected your test(s), click **Continue**.

Select a Test

Select the Test(s) You Want to Take
The tests you are eligible to take are listed below. If you have questions, contact your program provider or the GaPSC.

Select up to four tests, then click “Continue.”
- Assessments are offered during specific testing windows throughout the year.
- Inclusion here does not guarantee seat availability at your chosen test center.
- The duration time listed below includes time for tutorials and directional screens that may be included in the test. Actual testing time may be less.
- You will be able to schedule different test dates and test centers for each test.

<table>
<thead>
<tr>
<th>Test Name</th>
<th>Code</th>
<th>Duration</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Sign Language Test I</td>
<td>150</td>
<td>2.5 hr(s)</td>
<td>$123.00</td>
</tr>
<tr>
<td>Art Education Combined Test I &amp; II</td>
<td>609</td>
<td>5 hr(s)</td>
<td>$193.00</td>
</tr>
<tr>
<td>Art Education Test I</td>
<td>109</td>
<td>2.5 hr(s)</td>
<td>$123.00</td>
</tr>
<tr>
<td>Art Education Test II</td>
<td>110</td>
<td>2.5 hr(s)</td>
<td>$123.00</td>
</tr>
</tbody>
</table>
**Step 8**
Confirm the test you want to schedule. Your test selection(s) will be listed on the “Tests to be Scheduled” page. Make sure the test title(s) you selected are correct, and click **Schedule Test(s)**.

**Tests to be Scheduled**
You have selected the following test(s). You will also have to select a test center, date and time for each test, one at a time. You may choose to test at the same test center for all tests, or you may choose to test at different test centers for each one. Check “Schedule Test(s)” to check seat availability for the first test listed below. The duration time listed includes time for tutorials and directional screens that may be included in the test. Actual testing time may be less.

<table>
<thead>
<tr>
<th>Test Name</th>
<th>Code</th>
<th>Duration</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art Education Test I</td>
<td>100</td>
<td>2.5 hr(s)</td>
<td>$123.00</td>
</tr>
</tbody>
</table>

**Step 9**
Find a test center and schedule your test. You can search for a test center by entering the ZIP Code, or search by U.S. state or international location using the drop-down list. Click **Search** when done.

**Select a Test Center**
Search for a test center for the test indicated with an arrow below. If you are registering for more than one test, after you have completed choosing your test center, date, and time for the indicated test, you will be brought back to this screen to make your selection for the next test in the list. The duration time listed includes time for tutorials and directional screens that may be included in the test. Actual testing time may be less.

<table>
<thead>
<tr>
<th>Tests</th>
<th>Code</th>
<th>Duration</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art Education Test I</td>
<td>100</td>
<td>2.5 hr(s)</td>
<td>$123.00</td>
</tr>
</tbody>
</table>

**Step 1. Find a Test Center**
Enter the U.S. ZIP code where you would like to take the above test(s), or select a country (and state) to find test centers by location.

**Find Test Centers Nearest to this U.S. ZIP Code**

**OR**

**Find Test Centers by Location**

Country/Location: USA
State/Territory: - Select -

Search
**Step 10**

Select and confirm your test date and time. Click on the **Select** link next to the test center where you wish to schedule your GACE test. On the next screen, you will see the available test dates and times for that test center. Click on the day you wish to test using the calendar feature on the left-hand side of the page, and then select the test administration time you wish to attend on the right-hand side of the page.

Confirm your test date and time by selecting the **Confirm** button on the next page.

**Select Date and Time**

Search for a test center for the test indicated with an arrow below. If you are registering for more than one test, after you have completed choosing your test center, date, and time for the indicated test, you will be brought back to this screen to make your selection for the next test in the list. The duration time listed includes time for tutorials and directional screens that may be included in the test. Actual testing time may be less.

<table>
<thead>
<tr>
<th>Tests</th>
<th>Code</th>
<th>Duration</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art Education Test I</td>
<td>109</td>
<td>2.5 hr(s)</td>
<td>$123.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Test Center</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clayton State University</td>
<td>STN10300A</td>
</tr>
<tr>
<td>Clayton State University East</td>
<td></td>
</tr>
<tr>
<td>MORROW, GA 30260</td>
<td></td>
</tr>
</tbody>
</table>

Choose a date to see available report times for (STN10300A). The first month with available dates is shown. Select > to advance to later months.

<table>
<thead>
<tr>
<th>November 2013</th>
<th>December 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>27 28 29 30 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 1 2 3 4 5 6 7</td>
<td></td>
</tr>
</tbody>
</table>

**Tuesday, November 5, 2013**

Available Times: 02:15 PM

Select your desired reporting time for this test.

You must arrive at the test center at least 30 minutes before the scheduled reporting time.

**Confirm Your Testing Information**

You have requested seat(s) for the selected test(s). If the information is incorrect, click the appropriate "Edit" or "Remove" links.

You are not guaranteed a seat at your chosen test center(s) until you have completed the registration and payment process.

<table>
<thead>
<tr>
<th>Test Date and Center</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, November 5, 2013</td>
<td></td>
</tr>
<tr>
<td>Clayton State University</td>
<td>STN10300A</td>
</tr>
<tr>
<td>MORROW, GA 30260</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Test Name</th>
<th>Code</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art Education Test I</td>
<td>109</td>
<td>$123.00</td>
</tr>
<tr>
<td>Report Time: 02:15 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Duration: 2.5 hr(s)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Step 11**

Add score recipients. You may add up to three additional score recipients when you register. Your scores will automatically be reported to you, your program provider (if applicable), and the GaPSC, so you do not need to designate them as score recipients. If you wish to add additional score recipients, you must do it during this step; you will not be able to add score recipients after you have registered to test.

**Note:** If the reason for testing you select in your MyPSC account is number 1 or 3 you must add your program provider as a score recipient during registration. If you are taking the Educator Ethics assessment (reason 7), you only need to add your program provider as a score recipient if you are taking Educator Ethics for Pre-service Certification. See Reasons for Testing in the current Registration Bulletin for more information.

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**Test Date: Nov 5, 2013**

Art Education Test I (109)

<table>
<thead>
<tr>
<th>Automatic Score Recipient</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Georgia Professional Standards Commission</td>
<td>0000</td>
</tr>
<tr>
<td>200 Piedmont Avenue, Atlanta, GA 30334</td>
<td></td>
</tr>
</tbody>
</table>

**Additional Score Recipient(s)**

<table>
<thead>
<tr>
<th>Add a Score Recipient</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**Add a Score Recipient**

1. **Tell Us Where to Send Your Scores**

Find Your Score Recipient by Name or Code:

<table>
<thead>
<tr>
<th>Enter full or partial name or recipient code:</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="Search" alt="Search" /></td>
</tr>
</tbody>
</table>
Step 12
Review your order. Your test selection(s) and fees will be listed on the “Review Your Order” page. Confirm they are correct by clicking Continue.

On the next screen, review the Payment Policies and click the checkbox acknowledging your agreement to the policies. After you select the checkbox, click Checkout to begin the payment process.
**Step 13**
Select your form of payment – credit card or PayPal™ – and click Continue. American Express®, Discover®, JCB®, MasterCard® and VISA® are accepted.

On the next screen, enter your payment details, shipping information, and billing information.

Click Buy to complete your payment.
Step 14
Once you have completed your test registration order, you will be presented with a confirmation screen that includes the details of your registration.
Assessment of Sign Communication-American Sign Language (ASC-ASL)

Registration for the Assessment of Sign Communication-American Sign Language (ASC-ASL) can only be done by phone because arrangements have to be made for obtaining a videographer to videotape the interview and an interviewer to administer the test. Call 1-855-225-7178, 7 a.m.–6 p.m. ET, Monday–Friday, excluding holidays.

The test dates for the 2014-15 testing year are November 1, 2014, and April 11, 2015.

The registration deadline for these two administrations is four weeks prior to the test day. Registrations CANNOT be taken after this point because there would be insufficient time to make arrangements for videographers and interviewers.

Educator Ethics

To register for the Educator Ethics assessment, you must follow the steps below and register online in the Educator Ethics system. Note: This is not the same system used to register for other GACE assessments.

Step 1
You must first create or update your MyPSC account on the GaPSC website. Visit the Registration Steps page of the GACE website for information on setting up your MyPSC account.

Step 2
The GaPSC sends your profile and eligibility information to ETS.

Step 3
You will be sent an email with a link to the Educator Ethics system, where you will register.

Step 4
Access the Educator Ethics system, create your account, and continue with registration.

Paraprofessional

The GACE Paraprofessional assessment is given at participating school districts, most Regional Education Service Agencies (RESAs), and other agencies. It is administered by appointment at the convenience of the test site and you, the test taker.

You do not have to pre-register to take the Paraprofessional assessment, you do not need a MyPSC account, and you do not need approval to test.

Contact the Paraprofessional Assessment test site closest to you for information about registering for this assessment. A list of test sites is available in the Paraprofessional section of the GACE website.
Teacher Leadership
Registration for the GACE Teacher Leadership assessment is a five-step process:

**Step 1**
Create or update your MyPSC account on the GaPSC website. Visit the Registration Steps page of the GACE website for information on setting up your MyPSC account.

**Step 2**
The GaPSC sends your profile and eligibility information to ETS.

**Step 3**
An ETS Customer Service Representative creates a testing account for you in the registration system for this assessment (it is not the same registration system used for other GACE assessments) and notifies you via email when it is complete. The email will contain your credentials for accessing the registration system.

**Step 4**
Access your online testing account and register for the assessment.

**Step 5**
Once you have completed your registration, you are provided with access to the online submission system.

*Note:* This is not the same system used to register for other GACE assessments. See the Teacher Leadership section of the GACE website for more information.