

# GACE® Registration Quick-reference Guide



Last Updated July 1, 2015

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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), and the Georgia Ethics, Paraprofessional, and Teacher Leadership assessments. See instructions for those assessments beginning on page 12.

## 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](http://www.gace.ets.org). Click **MY GACE ACCOUNT** in upper right-hand corner of the screen.

The screenshot shows the GACE website interface. At the top, there is a navigation bar with links for 'GACE HOME', 'FOR TEST TAKERS', and 'FOR PROGRAM PROVIDERS'. A search bar is located on the right, and the 'MY GACE ACCOUNT' link is highlighted with a red circle. Below the navigation bar is the GACE logo and the text 'Georgia Assessments for the Certification of Educators®'. The main heading is 'FOR TEST TAKERS'. A banner image shows a hand pointing at a tablet displaying a red apple. To the right of the banner is a 'My GACE® Account' section with a 'Sign In >' button. Below the banner are two main content areas. The left area is titled 'For Test Takers' and contains an 'Important Note about Registration' box, 'The GACE® Assessments' section, and 'Quick Links'. The right area is titled 'Important Updates' and contains a 'Need Help?' section with a 'Chat now' button, 'Get Official GACE Test Preparation Resources' section, and 'Where Are My Scores?' section.

### 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 a new account if you are accessing the system for the first time.

The screenshot shows two main sections: "Returning Users" and "New User".

**Returning Users:** Includes fields for "User Name:" and "Password:". A blue "Sign In" button is highlighted with a red box. Below the fields are links for "Forgot User Name" and "Forgot Password".

**New User:** Includes the text "Create an ETS GACE testing account to:" followed by a bulleted list of benefits: "register for any test you are eligible to take", "view your registration and make changes", "reschedule or cancel your registration", "print (or reprint) your admission ticket(s)", and "view your scores". A blue "Create Account" button is located at the bottom of this section.

### Step 4

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

The screenshot shows the "My GACE Home" page for a user named William Scott (Georgia Certification ID#: 1366444). It includes a welcome message and instructions on how to use the site's links.

**Registrations and Orders:** A list of links where "Register for a Test" is highlighted with a red box. Other links include "Check Eligibility", "View, Cancel or Change", and "Pay Outstanding Balance".

**Scores:** A link for "View Test Scores".

**Manage Profile:** Links for "View Personal and Contact Information" and "Change Password and/or Security Question".

**Quick Links:** Links for "Test Preparation Materials", "Identification (ID) Requirements", and "Test Centers and Dates".

### Step 5

Read "Before You Register for a Test" and select "I Agree" at the bottom of the page.

The screenshot shows the "Before You Register for a Test" page. It includes a heading, a list of instructions, and a link to a PDF document.

**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 GaPSC 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 Disabilities 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

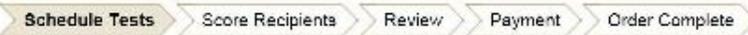
GA CERT ID:	1366444
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#### Personal Information

First/Given Name:	william	Make s present
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.

Select	Test Name	Code	Duration	Price
<input type="checkbox"/>	American Sign Language Test I	150	2.5 hr(s)	\$123.00
<input type="checkbox"/>	Art Education Combined Test I & II	609	5 hr(s)	\$193.00
<input type="checkbox"/>	Art Education Test I	109	2.5 hr(s)	\$123.00
<input type="checkbox"/>	Art Education Test II	110	2.5 hr(s)	\$123.00

### 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 a different test center 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.

Test Name	Code	Duration	Price	
Art Education Test I	109	2.5 hr(s)	\$123.00	<a href="#">Remove</a>

Add Test(s)

Schedule Test(s)

### 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.

Tests	Code	Duration	Price
→ Art Education Test I	109	2.5 hr(s)	\$123.00

#### 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.

<p><b>Find Test Centers Nearest to this U.S. ZIP Code</b></p> <p>ZIP Code:</p> <input type="text"/> <input type="button" value="Search"/>	<p><b>OR</b></p> <p><b>Find Test Centers by Location</b></p> <p>Country/Location:</p> <input type="text" value="USA"/> State/Territory: <input type="text" value="- Select -"/> <input type="button" value="Search"/>
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Change Tests

## 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.

Tests	Code	Duration	Price
→ Art Education Test I	109	2.5 hr(s)	\$123.00
Test Center	Code		
Clayton State University Clayton State University East MORROW, GA 30260	STN10300A		

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

November 2013							December 2013						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2	1	2	3	4	5	6	7
3	4	5	6	7	8	9	8	9	10	11	12	13	14
10	11	12	13	14	15	16	15	16	17	18	19	20	21
17	18	19	20	21	22	23	22	23	24	25	26	27	28

**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.

Schedule Tests > Score Recipients > Review > Payment > Order Complete

### 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.

Test Date and Center	Code		
Tuesday, November 5, 2013		<a href="#">Edit</a>	
Clayton State University MORROW, GA. 30260	STN10300A	<a href="#">Edit</a>	
Test Name	Code	Price	
Art Education Test I Report Time: 02:15 PM Duration: 2.5 hr(s)	109	\$123.00	<a href="#">Remove</a>

Confirm

## Step 11

Add score recipients. Scores are automatically sent to the GaPSC. You may add up to three additional score recipients as part of your test fee. The recipients you choose should be based on the selection you made as your Reason for Testing in your MyPSC account. See Choosing Score Recipients in the current *Registration Bulletin* for more detailed information.

Schedule Tests > **Score Recipients** > Review > Payment > Order Complete

### Your Score Recipients

Your test scores will be sent to the recipients listed below. If you wish to send your scores to additional recipients, click "Add a Score Recipient."

- Your scores are automatically made available to the GaPSC and to your program provider, if applicable.
- Select "Add a Score Recipient" to add additional score recipients. You may select up to three at no additional cost. You can change your free recipients online until the day of the test.

#### Your Score Report Copy

Your scores will be available to you on the score reporting date for that test. Scores are accessible for 50 calendar years from the score reporting date. It is recommended that you print or save a copy of your scores for your records.

### Test Date: Nov 5, 2013

Art Education Test I (109)

Automatic Score Recipient	Code
Georgia Professional Standards Commission 200 Piedmont Avenue Atlanta, GA 30334	0000
Additional Score Recipient(s)	Code
	<a href="#">Add a Score Recipient</a>
	<a href="#">Add a Score Recipient</a>
	<a href="#">Add a Score Recipient</a>

[Add a Score Recipient](#)

[Continue](#)

Schedule Tests > **Score Recipients** > Review > Payment > Order Complete

### Add a Score Recipient

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

<p>Find Your Score Recipient by Name or Code</p> <p>Enter full or partial name or recipient code:</p> <input type="text"/> <input type="button" value="Search"/>	<b>OR</b>	<p>Find Your Score Recipient by Location</p> <p>Country/Location:</p> <input type="text" value="USA"/> <p>State/Agency :</p> <input type="text" value="- Select -"/> <input type="button" value="Search"/>
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## 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.

Automatic Score Recipient	Code	Price
Georgia Professional Standards Commission 200 Piedmont Avenue Atlanta, GA, 30334	0000	Free
Program Provider	Code	Price
You do not have any Automatic Score Recipient for this order		
Score Recipient(s)	Code	Price
		<a href="#">Add</a>
1. Gordon State College 419 College Drive Barnesville, GA, 30204	10037	Free <a href="#">Remove</a>
Costs for Test Date		
Additional Fees:		\$0.00
Tax:		\$0.00
Subtotal:		\$123.00

### Order Total

Registration Total for	
Test Date November 5, 2013 :	\$123.00
Additional Fees:	\$0.00
Subtotal:	\$123.00
Tax:	\$0.00
<b>Total For Order:</b>	<b>\$123.00</b>

Cancel Entire Order

Continue

### Review Payment Policies

Total for Order: \$123.00

**WARNING:** Clicking your browser's "Back" button on this screen may result in difficulties processing your order. If you are not ready to proceed to checkout, you may click the Review Your Order button on the bottom left of the screen OR go to MY GACE HOME and begin your order again.

By checking the box below, you acknowledge that you understand and agree to all policies and procedures contained in the current *Registration Bulletin* and on the GACE website. These include the Rules of Test Participation and all policies and procedures regarding registration, fees, payment, test cancellation, test refunds, test administration, and score reporting.

**CHANGE REQUESTS:** If you change your test center, test date or session after you submit your order, you will be charged an additional fee of \$15. If you want to change your test, you must cancel the registration for the test you want to drop and register for the new one. See Canceling Your Registration below.

**SCORE RECIPIENTS:** Your scores will be reported to you, your program provider, if applicable, and the GaPSC.

**CANCELING YOUR REGISTRATION:** If you cancel your test registration at least two days prior to the test date (not including the day of the request and the day of the test), the full test fee will be refunded, minus a cancellation fee of \$30.

I understand and agree to the policies above.:

Review Your Order

Checkout

### Step 13

Select your form of payment – credit/debit 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.

[Return to Home page.](#)

#### Payment Details

Currency USD  
Amount 123.00

#### Shipping Information

First/Last Name: william scott  
Company:  
Street Address 1: 660 Rosedale Road  
Street Address 2:  
Country: US  
City: Princeton  
State/Postal Code: NJ 08541  
Phone Number:  
Email Address:

#### Payment Method

 Pay with a Credit Card, or Debit Card with a Visa/MasterCard logo

 Pay using PayPal

[What is PayPal?](#)

**Continue**

Schedule Tests > Score Recipients > Review > **Payment** > Order Complete

[Return to Home page.](#)

[Select a Different Method of Payment](#)

#### Payment Details

Currency USD  
Amount 123.00

#### Shipping Information

First/Last Name: william scott  
Company:  
Street Address 1: 660 Rosedale Road  
Street Address 2:  
Country: US  
City: Princeton  
State/Postal Code: NJ 08541  
Phone Number:  
Email Address:

All fields in bold are required.

#### Credit Card



Credit Card Type: -- Select --  
Credit Card Number:   
Expiration Date: Month  / Year



All fields in bold are required.

#### Billing Information

Use Ship To Name for Bill To Name  
**First/Last Name:**   
 Use Ship To Address for Bill To Address  
Company:   
**Street Address 1:**   
Street Address 2:   
**Country:** -- Select --  
**City:**   
State/Postal Code:   
Phone Number:   
Email Address:

**Buy**

## 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.

GACE HOME

Juan Lopez | SIGN OUT | MY GACE HOME | STORE | FAQs | CONTACT US



FOR TEST TAKERS

Schedule Tests > Score Recipients > Review > Payment > **Order Complete**

### Your Order is Complete

**Note:** Please review your admission ticket details by using the links below. If the name on the primary ID document(s) you present on the day of the test does not match the name printed on your admission ticket, you will not be permitted to test, and your test fees will be forfeited. If the name on your admission ticket does not match your primary ID documents(s), you must update your name in your [MyPSC account](#) on the GaPSC website and then reprint your admission ticket.

Your Order is complete. you can now:

- View or print your **admission ticket**. You should return to your testing account and view your admission ticket 24 hours before your test to confirm that there have been no changes to your reporting location or schedule. If there have been changes, you must print a new admission ticket.
- [Ticket for Thursday, August 15, 2013](#) Mathematics Test I (022)
- [View your order details](#). Your order number is: 35158

At any time between now and your test administration, you can print your ticket(s), view your order details, or perform other functions from your My GACE Home page.

### Test Preparation

If you would like to purchase any of these test preparation products, you can select them now and pay for your order through Digital River an ETS Store e-commerce reseller.



**Engaging English**

The Engaging English® service helps build your English reading skills with targeted online practice matched to your level and interests. The service uses Lexile® measures, the worldwide standard for matching readers and text, to make reading practice more effective and efficient. Easy-to-use graphs and reports help you monitor your progress toward your goals.

\$60.00

Yes, I want to purchase this product:

Quantity

**Important:** When you click "Buy Test Prep Now," you will be going to the ETS Store, a separate website hosted by Digital River, ETS's e-commerce provider. If you have already purchased products directly from the ETS Store, you can enter your email and ETS Store password (this is NOT the same as your Praxis online account password). If you have not purchased products from the Store, you will create a new password for the Store. For security reasons, you will need

## Registering for the 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**, Monday–Friday from 8 a.m.–5 p.m. ET, excluding holidays.

The test dates for the 2015-16 testing year are **October 31, 2015**, and **April 9, 2016**.

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.

## Registering for the Georgia Ethics Assessments

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

### *Step 1*

Create or update your MyPSC account on the *GaPSC website* and enter your reason for testing. 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*

ETS sends you an email with a link to the Georgia Ethics system.

### *Step 4*

Access the Georgia Ethics system, select Test Takers under Registration, create your account, and register and pay for the assessment.

## Registering for the Paraprofessional Assessment

The GACE Paraprofessional assessment is given at participating school districts, 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. Test sites have their own process for registration and some may charge an additional fee over the \$35 test fee.

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.

# Registering for the Teacher Leadership Assessment

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 Teacher Leadership registration system (it is not the same registration system used for other GACE assessments) and notifies you via email when it is complete. You will be emailed credentials for accessing the registration system.

## *Step 4*

Access your testing account in the Teacher Leadership registration system and register for the assessment.

## *Step 5*

Once you have completed your registration, you are provided with access to the Teacher Leadership submission system.

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