GACE® Registration Quick-reference Guide

Last Updated July 1, 2015

Table of Contents

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

Step 4

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

Step 5

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

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

Personal Information

First/Given Name:	william	Make su
Middle Initial:	-	present
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**.

Schedule Tests > Score Recipients > Review > Payment > Order Complete
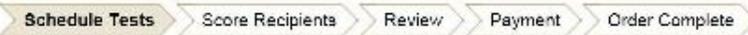
Select a Test

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
	American Sign Language Test I	150	2.5 hr(s)	$123.00
☑	Art Education Combined Test I & II	609	5 hr(s)	$193.00
	Art Education Test I	109	2.5 hr(s)	$123.00
☑	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)**.

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

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	Remove

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.

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

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.

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

ZIP Code:

[   ]   Search

OR

Find Test Centers by Location

Country/Location:

USA ▾

State/Territory:

- Select - ▾   Search

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

Su	Mo	Tu	We	Th	Fr	Sa
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

December 2013

Su	Mo	Tu	We	Th	Fr	Sa
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

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		Edit
Clayton State University MORROW, GA, 30260	STN10300A	Edit

Test Name	Code	Price	
Art Education Test I Report Time: 02:15 PM Duration: 2.5 hr(s)	109	$123.00	Remove

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.

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**	
			Add
1. Gordon State College 419 College Drive Barnesville, GA, 30204	10037	Free	Remove
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
Total For Order:	**$123.00**

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.

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

GACE
Georgia Assessments for the Certification of Educators®

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 [1]

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.