

# Teacher Education

## Admission to Teacher Education

### Important Deadlines

All applications for admission into the Teacher Education Program are due before the semester starts. For example, to be admitted to the Teacher Education Program in the Fall semester, you need to have **completed and submitted** your Admission to Teacher Education Application before the Fall admission deadline. Some of the required application components take several weeks to complete. You are always encouraged to apply as early as possible based on the program and advisor recommendations.

- Applications for Fall admission are due on or before **June 15th**
- Applications for Spring admission are due on or before **October 15th**
- Applications for Summer admission are due on or before **March 15th**

**\*Please note that MAT students will apply during their first semester, AFTER being admitted and starting classes. This is a separate process from being admitted into the MAT program.**

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### Course and GPA Requirements for Admission to Teacher Education

- **Undergraduate Students:** Completion of EDUC 2130 or UTCH 1202 with a grade of C or better. Completion of 45 earned semester hours with an overall GPA of 2.50 or better. While in a Teacher Education program, you must maintain a CSU and overall GPA of 2.50 or better.
- **Post-Baccalaureate (Certification Only):** Undergraduate or Graduate GPA of 2.50 on all work attempted (minimum of 30 credit hours)\* or a CSU GPA of 2.50 on 9 hours of education coursework at CSU to include EDUC, EDCI, and SPED classes. While in a Teacher Education program, you must maintain a CSU and overall GPA of 2.50 or better.
- **Master's (M.A.T.) Students:** Undergraduate or Graduate GPA of 2.50 on all work attempted. While in a Teacher Education program, you must maintain a CSU and overall GPA of 3.00 or better.

### How to Apply to the Teacher Education Program in TK20

Follow these instructions to electronically submit an admission application to the Teacher Education department. Before starting, you will need a Tk20 account. Purchase Tk20 by going to [the Tk20 page](#) and clicking on the button that says "Click to Purchase your Tk20 Account." **Candidates must have been admitted into the university and registered for courses at least two weeks before purchasing TK20.**

1. Log into your Tk20 account. If you just purchased it, you will need to wait a while (anything from a few hours to 48 hours) before you can login.
2. Once you log in, you will be on the "HOME" screen. On the left side of the screen, you will see a menu. Click on "APPLICATIONS" to expand more choices.
3. Click on "My Applications" and you will move to the MY APPLICATIONS screen.
4. Click on the large, green button that says "+ Create New Application" to start a new application.
5. On the drop down, select "Admission to Teach Education Application." Once you have selected it in the drop down, click the green button that says "Next."
6. On the next screen, carefully read the instructions and note everything that needs to be completed and available for your application. If you still need to gather more items, click on the button that says "Save" on the bottom of the screen. This will save your application so you can finish completing it later. (See details on required documents below)
7. Fill in all the necessary information. Fields marked with an "\*" are required fields. Once completed, click on the green button that says "Submit." If you need to exit the application before you complete it, select "Save" so you

can come back to the application later. **Do not submit your application until you have uploaded all of the required Official documents.**

8. If you need to continue a previously started application, repeat steps 1-3. The application you previously started will be available as a link on the page.

Please complete the *Admission to Teacher Education Application* and not the *Student Teaching Application*.

**To complete your application in TK-20, you will need to upload three documents:**

1. **Background Check - Columbus State University** (see potential exception for MAT students)
  - a. You are required to obtain a \$5.00 background check through the Columbus State University Police Department. (MAT STUDENTS, if applicable, your Provisional Teaching Certificate /Clearance Certificate from GaPSC may be uploaded in place of a background check)
  - b. To obtain a background check, please follow the process below:
    1. **Pay for the background check online.** If you need to pay in person, you can go to the **Office of Student Accounts** office in University Hall and pay your \$5.00. After purchase, you will receive a receipt by email that you can provide to University Police so they can process the background check for you.
    2. Take the receipt to the University Police Office on main campus and complete the background check form. You may wait for the background check to process. The normal wait time is 15 minutes. Background checks are processed Monday – Friday, 8 a.m. to 6:30 p.m.
  - c. If you are living outside of Columbus, you may check with your local Sheriff's office to see if they provide local background checks or use **this FBI service**. You must choose the online option or your background check results could be extremely delayed and put your ability to start required field placements at risk.
  - d. Once you receive your background check results, upload a copy to your TK-20 application.
2. **Requirements for the Reporting of Offenses.**
  - a. Complete this Quali form. You will be emailed a PDF copy after signing. Upload the completed PDF copy to your TK-20 Application.
3. **GACE Ethics for Teachers Test Results.** Follow the directions below to register for the test.
  - a. Create a MyPSC account at [mypsc.gapsc.org](http://mypsc.gapsc.org). Move to next step if you already have a MyPSC account
    1. Select **Enrolled in Georgia Educator Preparation Program**
    2. Next Screen: **To Take GACE Assessment**
  - b. Log in to your MyPSC account
  - c. Click on **Assessments**
    1. Select Reason # 7 (Ethics)
    2. Select an Assessment: Ethics for Teachers Assessment
    3. Type Yes and Click Finish
    4. **Make sure to read the info in the blue box and check your email for an email from Evaluations Systems ([es-gacereg@pearson.com](mailto:es-gacereg@pearson.com)) with further directions on how to register for the ethics assessment**
    5. Official results will take about two-four weeks so make sure you take the test early enough to get your results in time for the application deadline. Once you receive your official score report, upload a copy to your TK-20 application.

\*If you have taken the Ethics assessment prior to July 1, 2025 but need help locating your certificate, go to: <https://gat.ethics.ets.org/>

Once signed into the to your Georgia Ethics account you should be able to click on the "My History" tab and download your certificate.

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Contact Judson Carmichael at [carmichael\\_ann@columbusstate.edu](mailto:carmichael_ann@columbusstate.edu) with any questions about the Teacher Education Application process.

I submitted my Application to the Teacher Education Program. What is next?

1. Your application will be reviewed. The time this takes can vary from a couple of days to a couple of weeks depending on the volume of applications. Check your CSU email daily for next steps.
2. If all requirements are met, you will be contacted and told it is time to claim enrollment and apply for a preservice certificate (if you do not have a provisional certificate already). The e-mail subject line will read "Claim Enrollment." Follow the steps as outlined.
3. After you follow all of the required steps to apply for a preservice certificate, be prepared to wait for the notification that your preservice certificate has been issued and you have been admitted to the Teacher Education Program. This can take anywhere from 2-6 weeks depending on the volume of applications the GAPSC currently is processing. If you have concerns about being able to register for restricted classes on time, please reach out to your academic advisor.