



**Instructions for Completing  
Metro RESA GaTAPP Application  
2018-2020 Cohort**

**Please read all the instructions before completing the application. The application deadline is March 1, 2018; all files must be received by our office**

- 1.) Print legibly or type application.
- 2.) Application packets that do not include ALL of the required documentation will not be processed. All documents should be submitted via mail or personally delivered to Metro RESA. Our office hours are 8:00 am – 3:30 pm Monday – Friday.
- 3.) Do not use PO Box addresses.
- 4.) If you wish to confirm that your application was received, please choose a mailing option that includes a delivery confirmation. We do not confirm applications received due to the volume of applications processed.
- 5.) Include an email address that you check often. **PLEASE NOTE THAT OUR PRIMARY METHOD OF COMMUNICATION WILL BE THROUGH THIS E-MAIL ADDRESS; we do not recommend the use of a University e-mail address.**
- 6.) Be sure to sign and date the application.
- 7.) Before submitting application packet be certain your signature/name is on your check, money order, or cashier’s check (make checks payable to Metropolitan Regional Education Service Agency or Metro RESA). **\*\*Applications received without payment will NOT be processed!!\*\***
- 8.) Be sure to include all required test scores. If using a test score as an exemption for the Program Admissions GACE assessment, please include a copy of the exempting test score.
- 9.) All candidates will be notified of their program status via the email address you provide. Please allow 10-14 days for your application to be processed.
- 10.) Early Childhood candidates **must** be teaching in a school that has at least three grade levels. Pre-K teachers in an early learning environment may certify in a Birth-5 certificate ONLY.
- 11.) Upon program approval, an applicant shall not become an active Ga TAPP candidate unless he/she meets the following criteria:
  - Receives a teaching contract for the 2018-2019 school year serving at least 50% in the approved content field
  - Successfully completes the Essentials of Effective Teaching course during summer 2018
  - Has two years of eligibility left on a Georgia teaching certificate to complete the program

**I verify that I have thoroughly read all of the instructions listed above.**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Date)

**(A copy of this form MUST be included with your application packet.)**



**\*Please list date here if you have previous application on file:**

**Metro RESA Georgia Teacher Academy for Preparation and Pedagogy  
(Ga TAPP) Application**

Mail this application with ALL supporting documents to:

**Metro RESA Ga TAPP  
1870 Teasley Dr. SE  
Smyrna, GA 30080  
ATTN: Ga TAPP**

*Please allow 10-14 days for your application to be processed upon receipt at our office.*

**The following **must** be included with this application:**

(please initial on each line to indicate that the items are included with your application packet)

\_\_\_\_\_ Transcripts from all colleges and universities attended (*ONLY official transcripts accepted- do not have to be sealed, but must be on official paper*)

\_\_\_\_\_ A minimum GPA of **2.75** on a Bachelor's Degree is required. (Rounding up is **not permitted**)

\_\_\_\_\_ Bachelors/Master's Degree Final GPA (*please list highest degree here*)

\_\_\_\_\_ **\$75.00** application fee (check or money order) non-refundable (unless re-applying)

\_\_\_\_\_ Copy of GACE Program Admissions (Basic Skills) Assessment passing score report **OR** Exemption (include a copy of **one** of the following and list score below for appropriate test):

- ACT Score \_\_\_\_\_ (List Score)  
Must meet combined Verbal and Math of 43
- GRE Score \_\_\_\_\_ (List Score)  
Must meet combined Verbal and Quantitative minimum score of 1030 (297 if taken after 2011)
- SAT Score \_\_\_\_\_ (List Score)  
Must meet combined Verbal and Math minimum score of 1000
- Praxis I Score \_\_\_\_\_ (List Score)  
Must be prior to September 1, 2006

\_\_\_\_\_ GACE Content Assessment passing score report (or passing score on Praxis II prior to September 1, 2006) *You may include a registration ticket rather than a score report; all scores must be received by our office by **May 25, 2018.***

\_\_\_\_\_ GACE Georgia Educators Ethics - Program Entry (350) Certificate of Achievement

\_\_\_\_\_ Current Resume`

\_\_\_\_\_ Two (2) letters of character reference (family members excluded) \_\_\_\_\_

\_\_\_\_\_ Copy of current certificate (if applicable) Certification ID \_\_\_\_\_

Validity dates: Date issued \_\_\_\_\_ Expires \_\_\_\_\_

\_\_\_\_\_ Copy of current contract (if currently employed)

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Name \_\_\_\_\_

(Legal name)

Address (no P.O. Boxes, please) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ County of Residence \_\_\_\_\_

Home phone \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_

Work Email \_\_\_\_\_ Personal Email \_\_\_\_\_

Social Security Number \_\_\_\_\_

Certification Field Sought \_\_\_\_\_ (i.e. Middle Grades Math, Early Childhood Education, etc.)

Are you currently teaching? \_\_\_\_\_ Yes \_\_\_\_\_ No

If so, where? System \_\_\_\_\_

School \_\_\_\_\_ Subject \_\_\_\_\_

**Have you ever participated in a GaTAPP certification program before?** \_\_\_\_\_

**If so, where?** \_\_\_\_\_ **When?** \_\_\_\_\_

**EDUCATION**

**List all colleges attended and dates (including graduate programs):**

Institution \_\_\_\_\_ Campus Location \_\_\_\_\_

Major \_\_\_\_\_ GPA: \_\_\_\_\_

Degree Awarded: \_\_\_\_\_ BA/BS Date Conferred \_\_\_\_\_

\*Was your college accredited at the time of your graduation? \_\_\_\_\_ YES \_\_\_\_\_ NO

Date Accredited \_\_\_\_\_ (Check date of accreditation at [www.ope.ed.gov/accreditation](http://www.ope.ed.gov/accreditation) )\*

Institution \_\_\_\_\_ Campus Location \_\_\_\_\_

Major \_\_\_\_\_ GPA: \_\_\_\_\_

Degree Awarded: \_\_\_\_\_ Date Conferred \_\_\_\_\_ Date

Accredited \_\_\_\_\_

Institution \_\_\_\_\_ Campus Location \_\_\_\_\_

Major \_\_\_\_\_ GPA: \_\_\_\_\_

Degree Awarded: \_\_\_\_\_ Date Conferred \_\_\_\_\_ Date

Accredited \_\_\_\_\_

Have you participated in a Student Teaching experience? \_\_\_\_\_

If so, when and where? \_\_\_\_\_

\_\_\_\_\_

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**WORK HISTORY (most recent first)—Last 3 years (Include full work history on resume)**

Employer \_\_\_\_\_ Phone \_\_\_\_\_

Position Held \_\_\_\_\_ Supervisor \_\_\_\_\_

Reason for Leaving \_\_\_\_\_ Presently Employed Check Here \_\_\_\_\_

Beginning Date \_\_\_\_\_ End Date \_\_\_\_\_

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Employer \_\_\_\_\_ Phone \_\_\_\_\_

Position Held \_\_\_\_\_ Supervisor \_\_\_\_\_

Reason for Leaving \_\_\_\_\_ Presently Employed Check Here \_\_\_\_\_

Beginning Date \_\_\_\_\_ End Date \_\_\_\_\_

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Employer \_\_\_\_\_ Phone \_\_\_\_\_

Position Held \_\_\_\_\_ Supervisor \_\_\_\_\_

Reason for Leaving \_\_\_\_\_ Presently Employed Check Here \_\_\_\_\_

Beginning Date \_\_\_\_\_ End Date \_\_\_\_\_

<b>Are you legally authorized to work in the U.S. on a full-time basis?</b>	<b>YES</b> ___ <b>NO</b> ___
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**Have you ever:**

Been dismissed from employment?	YES ___ NO ___
Had credentials denied, revoked or suspended in any state?	YES ___ NO ___
Received an unsatisfactory performance evaluation from an Employer?	YES ___ NO ___
Been place on disciplinary probation or been suspended from any position?	YES ___ NO ___
Been or are you now under investigation for unethical conduct?	YES ___ NO ___
Been convicted of a felony, misdemeanor or pled <i>nolo contendere</i> , or are you now under investigation for violation of any such offense? (You must include ANY offense for which a fine of \$100 or more was imposed. Do not include any offense that occurred before your 18th birthday.)	YES ___ NO ___

**If you answered 'YES' to any of the "have you ever" questions, you MUST attach an explanation and supporting documents. If you fail to complete ALL sections of this application, your application package will not be processed.**

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**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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In 200-300 words, explain why decided to become a teacher. (You may include a separate document instead).

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***BY SIGNING THIS APPLICATION I ACKNOWLEDGE THAT ALL INFORMATION CONTAINED IN THIS APPLICATION IS VERIFIED AND TRUE. I AM AWARE THAT GaTAPP IS A TWO YEAR PROGRAM.***

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*Applicant's Legal Signature*

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*Date*