GACE® Registration
Quick-reference Guide

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Registration Steps
You can register for most assessments online via your ETS GACE® testing account. The exceptions are the American Sign Language Proficiency Interview (ASLPI), and the Georgia Ethics, Paraprofessional, and Teacher Leadership assessments. See instructions for those assessments beginning on page 15.

**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 click **Create Account** if you are accessing the system for the first time.

![Sign In and Create Account](image)

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

![My GACE Home](image)
**Step 5**
Read “Before You Register for a Test” and then select “I Agree” at the bottom of the page.

**Step 6**
Confirm your personal information is correct and click **Continue**.
**Step 7**
You will be asked some background information questions. These questions are optional and are for research only; answering them will not affect your scores or teaching status.

![Background Information](image)

**Step 8**
Search and select tests. Click the checkbox next to the test title you wish to register for. You may select up to four tests during this step.

![Search and Select Tests](image)

Once you have selected your test(s), click **Continue**.

![Select the Test(s) You Want to Take](image)
**Step 9**
Your test selections will be listed. Make sure the test titles you selected are correct, and click **Schedule Test(s)**.

**Step 10**
Find a test center and schedule your test. Enter a ZIP Code or search by U.S. state or international location using the drop-down list. Click the appropriate **Search** button.
**Step 11**
Click the button next to the test center where you wish to schedule your test and click **Continue** at the bottom of the screen.

![Test Center Selection](image)

**Step 12**
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. Click **Continue** to move on.

![Test Date Selection](image)
**Step 13**
Confirm your testing information by selecting the **Confirm and Continue** button.

![Confirm Testing Information](image)

**Step 14**
Your scores are automatically sent to the GaPSC and the program provider that provided your approval to test (if applicable). 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 15
At this point, you have the opportunity to order the Interactive Practice Test(s) for the test you will be taking. You can check the Yes box to order, or move on by selecting the Continue button.

Step 16
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.
Step 17
Review the payment policies and click the check box acknowledging your agreement to the policies. After you select the checkbox, click **Checkout** to begin the payment process.
Step 18
Select your form of payment — credit/debit card (American Express®, Discover®, JCB®, MasterCard®, VISA®), e-Check, or PayPal™ and click **Continue**.
On the next screen, enter your payment details, shipping information, and billing information. Click **Buy** to complete your payment.

Click **Buy** to complete your payment.
**Step 19**
Once you have completed your test registration order, you will be presented with a confirmation screen that includes the details of your registration.

**Step 20**
You will need to print an admission ticket for each test for which you are registered. You can print your admission ticket upon completing your order (see screen above) or you can come back to your GACE account and print it at any time before your test date. Your admission ticket will contain information about your reporting address and reporting time. If any of the information on your admission ticket is not accurate or if you have any questions about your test center assignment, call ETS GACE Customer Service at 1-855-225-7178.
Registering for the American Sign Language Proficiency Interview (ASLPI)

**Step 1**
You can only register for the American Sign Language Proficiency Interview (ASLPI) by phone. Call 1-855-225-7178, Monday–Friday from 8 a.m. – 5 p.m. ET, excluding holidays.

**Step 2**
A Customer Service Representative will enter your registration information into the system.

**Step 3**
Within 24 hours, log into your ETS testing account and submit your payment

**Step 4**
Once your payment has been received, you will be sent a confirmation letter and you will be contacted to arrange and time and a place for the interview.

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 at https://gat.ethics.ets.org. Before you access this system, you must follow the steps in the Registration Bulletin to gain eligibility to test. If you do not do this first, you will experience problems trying to register.

**Step 4**
Access the Georgia Ethics system, select Test Takers under Registration, create your account, and register and pay for the assessment. **Note:** Be sure the correct test code is displayed before proceeding with payment.

Registering for the Paraprofessional Assessment
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. Test sites have their own process for registration and some may charge an additional fee over the $38 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 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.