



**Instructions for Completing  
Metro RESA GaTAPP Application  
2019-2021 Cohort**

**Please read all the instructions before completing the application. The application deadline is March 1, 2019; ALL files must be received by our office by that date. You must have a current teaching contract to apply for the GaTAPP program.**

- 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 Metro RESA GaTAPP).  
\*\*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 2019-2020 school year serving at least 50% in the approved content field
  - Successfully completes the Essentials of Effective Teaching course during summer 2019
  - ***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**

(Only return an update application if you have one 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)<br>Must meet combined Verbal and Math<br>of 43                 | • GRE Score _____ (List Score)<br>Must meet combined Verbal and Quantitative minimum<br>score of 1030 (297 if taken after 2011) |
| • SAT Score _____ (List Score)<br>Must meet combined Verbal and Math<br>minimum score of 1000 | • Praxis I Score _____ (List Score)<br>Must be prior to September 1, 2006   |
- \_\_\_\_\_ GACE Content Assessment passing score report (or passing score on Praxis II prior to September 1, 2006)
- \_\_\_\_\_ GACE Georgia Educators Ethics - Program Entry (350) Certificate of Achievement
- \_\_\_\_\_ Current Resume`
- \_\_\_\_\_ Two (2) letters of character reference WITH ORIGINAL SIGNATURE  
(family members excluded)
- \_\_\_\_\_ Copy of current certificate    Certification ID \_\_\_\_\_
- Validity dates: Date issued \_\_\_\_\_ Expires \_\_\_\_\_
- \_\_\_\_\_ Copy of current contract

**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 \_\_\_\_\_

---

Employer \_\_\_\_\_ Phone \_\_\_\_\_  
Position Held \_\_\_\_\_ Supervisor \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_ Presently Employed Check Here \_\_\_\_\_  
Beginning Date \_\_\_\_\_ End Date \_\_\_\_\_

---

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> ____
---	--------------------------------

**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.**

---

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

---

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

*Applicant's Legal Signature*

Date \_\_\_\_\_