

**Georgia Southern University**  
**COE Disclosure and Affirmation Form**  
**Admission to Graduate Educator Preparation Program**

Name: \_\_\_\_\_ Eagle ID (optional): \_\_\_\_\_ Date: \_\_\_\_\_

**I understand the criteria for admission and recognize that violations can prevent my admission and/or retention in the educator preparation program.**

**By submitting this form, I affirm that the information is true and accurate to the best of my knowledge.**

**A. Misconduct Disclosure**

Have you ever been found in violation of the Georgia Southern University or other college/university Student Conduct Code?

Yes  No If Yes, please explain on a separate piece of paper and attach it to this form.

**B. Criminal Background Check**

It is required that all students admitted to educator preparation programs at Georgia Southern University complete a background check. To do so, go to the following web site: [www.certifiedbackground.com](http://www.certifiedbackground.com) and click on "Applicants." The Georgia Southern Package Code is **ge00**. A release form is required by CertifiedBackground.com and can be found on their web site. Cost is \$30 for in-state applicants and an additional \$13.50 for out-of-state applicants, payable by credit card (Visa or MasterCard) or money order; later rechecks cost \$12 each.

This requirement is *waived* if you hold Georgia teacher, service or leadership certification and are employed by a school system or other education/community agency and can provide verification of your employment, including completion of a criminal background check for that employment. A letter or completed [Employment and Background Check Verification](#) form from the employer's Human Resources/Personnel director or principal will be sufficient verification.

**Note:** If the background check results in negative findings, the student may be admitted into the graduate program. However, the information will be used as follows:

- ⇒ The student is instructed to contact the [COE associate dean for graduate programs](#) to discuss options.
- ⇒ The information will be shared with the administrators of any school systems (or other educational/community agency) who are asked to host a field experience or internship so they can make an informed decision. The decision to accept the student for the placement will be at the sole discretion of the school system/agency administration.

*Please be aware that admission to the program and/or field placements will have no effect as to whether the [Professional Standards Commission](#) will certify an individual. The Professional Standards Commission makes certification decisions without regard to prior criminal background check evaluations by an educational institution.*

*School districts conduct and evaluate criminal background checks prior to hiring.*

I understand that a criminal background check is required and

- I am currently employed by a school system/agency that requires a criminal background check and am submitting verification of this from my employer. (Submit copy of [Employment and Background Check Verification](#) form.)

I am employed by: School System/Agency: \_\_\_\_\_  
School: \_\_\_\_\_ Date of most recent background check: \_\_\_\_\_

- I have applied to CertifiedBackground.com to have the background check completed.

**C. Code of Ethics for Educators**

The Georgia PSC's *Code of Ethics for Educators* (see <http://www.gapsc.com/Ethics/NEthics.asp>) represents the standards of conduct generally accepted by the education profession. They are available in every school, on the PSC web site, and binding on all certified personnel employed in the State of Georgia. They are also binding on all persons in programs that prepare educators for work in schools. The College of Education therefore expects all of its candidates (graduate and undergraduate) to abide by this professional code of ethics. All applicants must read the *Code of Ethics for Educators* and agree to apply the standards in the performance of their professional responsibilities while in the program.

- I have read the *Georgia Code of Ethics for Educators* and commit to adhere to that set of ethical standards while enrolled in the preparation program.

**D. Tort Liability Insurance**

Since most of our programs require field experiences such as practica, internships, and field-based research, tort liability insurance is required while in the program. This insurance coverage is available through membership in professional organizations and their student organization affiliates such as PAGE/SPAGE and GAE/SGAE or through private homeowner's insurance policies. Tort liability insurance coverage must be in effect before enrollment in any course that requires a field experience or field-based research.

- I understand that tort liability insurance is required and I commit to having the needed insurance coverage at the time of any field-based work. Please indicate the source of coverage:

PAGE  SPAGE  GAE  SGAE  Homeowner's Policy

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_