



APPLICATION FOR GUAM PROFESSIONAL CERTIFICATION

REQUIRED DOCUMENTS CHECKLIST (Please view our website for specific requirements)

- 1 Copy of current Guam Educator Certificate;
- 2 Evidence of current **SATISFACTORY** performance evaluation(s); and
- 3 a) Initial: Official transcript(s) from a regionally accredited US college / University.
b) Renewal: Official transcript showing required credits and/or documentation of professional activities.

Graduates of Foreign Institutions: Course-by-Course Evaluation of degree by an approved educational credentials evaluation service (www.naces.org)

TYPE OF REQUEST / CONTACT INFORMATION

TYPE OF REQUEST:

- | | | | | | | | |
|--|----------|----------------------------------|---------|--|--|---|--|
| <input type="checkbox"/> Initial (First Time Applying for Certificate) | | <input type="checkbox"/> Renewal | | <input type="checkbox"/> Replacement \$10.00 | | <input type="checkbox"/> Extension Request: | |
| <input type="checkbox"/> Temporary | \$20.00 | | | | | | |
| <input type="checkbox"/> Initial | \$30.00 | | | | | <input type="checkbox"/> Endorsement: | |
| <input type="checkbox"/> Professional | \$50.00 | Endorsement | \$50.00 | | | Specify: _____ | |
| <input type="checkbox"/> Master | \$100.00 | Extension | \$10.00 | | | | |
| <input type="checkbox"/> Basic Chamorro | \$20.00 | | | | | | |
| <input type="checkbox"/> Basic Ed. Preschool | \$30.00 | | | | | | |
| <input type="checkbox"/> Basic Ed. CTE | \$30.00 | | | | | | |
| <input type="checkbox"/> Reading Specialist | \$50.00 | | | | | | |

Name: _____ Maiden/Other: _____
Last, First, Middle

Mailing Address:

Contact Numbers: (Hm) _____	(Wk) _____	(Cell) _____
Social Security Number: XXX-XX- _____	DOB: _____	Email: _____

CERTIFICATION REQUEST: Please write the appropriate area of certification

- | | | | | | |
|---|-------------------------|----|----------------------------|----|------------------------------|
| 1 | Preschool | 10 | Music 6-12 | 19 | Chamorro language & Culture |
| 2 | Early Childhood Pre k-2 | 11 | Physical Education 6-12 | 20 | ESL |
| 3 | Elementary K-5 | 12 | Health 6-12 | 21 | Career & Technical Education |
| 4 | Art 6-12 | 13 | Science 6-8 or 6-12 | 22 | School Counselor |
| 5 | Business Education 6-12 | 14 | Social Studies 6-12 | 23 | School Librarian |
| 6 | Home Economics 6-12 | 15 | Spanish 6-12 | 24 | Reading Specialist |
| 7 | Industrial Arts 6-12 | 16 | Japanese 6-12 | 25 | School Administrator |
| 8 | Language Arts 6-12 | 17 | Reading K-12 | 26 | Other: |
| 9 | Math 6-8 or 6-12 | 18 | Special Education Pre K-12 | | |

***THIS BOX IS FOR OFFICIAL USE ONLY ***

PERSONAL INFORMATION

Degree (Undergraduate): _____ Major/Minor: _____		
Name of Institution: _____		
Degree (Graduate): _____ Major/Minor: _____		
Name of Institution: _____		
Other (Approved Program / Terminal Degree): _____		
Are you presently employed as an educator? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Name of School: _____	Grade: _____	Subject: _____
Previous full-time teaching (please indicate number of years): Guam: _____ Other: _____		
Valid U.S. teaching certificate: _____ State/Territory: _____		
Have you ever had a U.S teaching certificate/license suspended or revoked? <input type="checkbox"/> No <input type="checkbox"/> Yes (If Yes, attach explanation)		
Have you ever been terminated by an employer? If yes, Explain <input type="checkbox"/> No <input type="checkbox"/> Yes		
Have you ever been denied a renewal of your educator certification? If yes, Explain <input type="checkbox"/> No <input type="checkbox"/> Yes		

LANGUAGE PROFICIENCY EXAM

In accordance with Public Law 31-50: All individuals applying for a Guam teaching Certificate shall, as a requirement for Initial certification, pass all sections or parts of the district required tests/examination shall be known as the "Language Proficiency Test" (AMENDED 8/2/88; 2/15/89; 8/9/07)

Select One (A, B, C)

- A. Prior to May 1, 1990, successfully completed the entire Basic English Skills Test of English Proficiency BESTE)?
☐ Yes ☐ No (if answer is Yes, please skip to next section; otherwise please go on to next question)
- B. Have you taken and successfully completed the entire Guam Educators Test of English Proficiency (GETEP)?
☐ Yes ☐ No (if answer is Yes, please skip to next section; otherwise please go on to next question)
- C. Have you taken the PRAXIS I / CORE exam? ☐ Yes ☐ No Successfully Passed Praxis CORE exam? ☐ Yes ☐ No
- List other PRAXIS tests that you have successfully Passed. _____

CHAMORRO LANGUAGE PROFICIENCY TEST (Skip to next section if not teaching Chamorro Language)

* Have you taken and passed the Chamorro Language Proficiency Test? (For Chamorro Teachers only) ☐ Yes ☐ No

GUAM HISTORY / CULTURE:

All persons issued an educational professional certificate who have not completed a three (3) semester credit course in Guam history of culture shall complete one (1) such course during the first year after certification. Failure to meet this requirement shall constitute sufficient cause to cancel the certificate until the deficiency is corrected.

*Have you taken any course(s) regarding the History/Culture of Guam? ☐ Yes ☐ No

DISCLAIMER NOTES:

- 1) Completed request for Professional Certification forms (4 pages).
- 2) Acceptance of application is on the condition that all required documents are submitted and payment is made in full.
- 3) Ensure that you retain copies of submitted documents - GCEC is not responsible for maintaining documents for applicant use.
- 4) Only Official Transcripts (sealed by registrar) are acceptable for processing of certificate. Transcripts shall not be copied or returned.
- 5) A fee will be assessed based on the type of certificate requested, in accordance with **Public Law 31-50 §8114 (b)**. If the applicant needs to complete additional requirements for certification, the application fee will be required upon resubmission of the application.
- 6) Off-island checks are not accepted. Please pay with Money Order or Cashier's Check in US currency.
- 7) For certificates requested to be mailed, please provide a self- addressed stamped envelope (9 x 12) along with your application packet.

Signature of Applicant: _____	Date: _____
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10 STANDARDS OF PROFESSIONAL CONDUCT
Public Law 32-236, Section 3

4.0 Standards of Professional Conduct

The Standards of Professional Conduct are set forth as follows:

- 4.01 **Standard 1: Legal Compliance** – An educator shall abide by all federal and Guam laws and statutes. Unethical conduct includes but is not limited to the commission or conviction of a felony or of any crime involving moral turpitude; of any other criminal offense involving them manufacture, distribution, trafficking, sale or possession of a controlled substance, illegal or unauthorized drugs or any other laws applicable to the profession.
- 4.02 **Standard 2: Conduct with Students** – An educator shall always maintain a professional relationship with all students, both in and outside the classroom. Unethical conduct includes:
- 4.02.1 Committing any act of child abuse;
 - 4.02.2 Committing any act of child endangerment;
 - 4.02.3 Committing any sexual act with a student or soliciting such from a student;
 - 4.02.4 Engaging in or permitting harassment of or misconduct toward a student that would violate a federal or Guam law;
 - 4.02.5 Soliciting, encouraging, or consummating an inappropriate written, verbal, electronic, or physical relationship with a student;
 - 4.02.6 Furnishing tobacco, alcohol, or illegal/unauthorized drugs to any student; or
 - 4.02.7 Failing to prevent the use of alcohol or illegal or unauthorized drugs by students who are under the educator's supervision, including school grounds, school functions and the educator's residence
- 4.03 **Standard 3: Alcohol or Drugs** - An educator shall refrain from the use of alcohol or illegal or unauthorized drugs during the course of professional practice. Unethical conduct includes:
- 4.03.1 Being on school premises or at a school-related activity while under the influence of, possessing, using, or consuming illegal or unauthorized drugs; and
 - 4.03.2 Being on school premises or at a school-related activity involving students while under the influence of, possessing, or consuming alcohol. A school-related activity includes, but is not limited to, any activity sponsored by the school or school system (booster clubs, parent- teacher organizations, or any activity designed to enhance the school curriculum, off-island trips).
- 4.04 **Standard 4: Honesty** - An educator shall exemplify honesty and integrity in the course of professional practice. Unethical conduct includes, falsifying, misrepresenting or intentionally omitting:
- 4.04.1 Professional qualifications, criminal history, college or staff development credit and/or degrees, academic award, and employment history;
 - 4.04.2 Information submitted to federal, the Guam Department of Education, DODEA (U.S. Department of Defense Education Activity), other governmental agencies and Guam private and charter schools;
 - 4.04.3 Information regarding the evaluation of students and/or personnel;

- 4.04.4 Reasons for absences or leaves;
 - 4.04.5 Information submitted in the course of an official inquiry/investigation; and,
 - 4.04.6 Information submitted in the course of professional practice.
- 4.05 **Standard 5: Public Funds and Property** – An educator entrusted with public funds and property shall honor that trust with a high level of honesty, accuracy, and responsibility. Unethical conduct includes knowingly and intentionally:
- 4.05.1 Misusing public or school-related funds;
 - 4.05.2 Failing to account for funds collected from students or parents;
 - 4.05.3 Submitting fraudulent requests or documentation for reimbursement of expenses or for pay (including fraudulent or purchased degrees, documents, or coursework);
 - 4.05.4 Co-mingling public or school-related funds with personal funds or checking accounts; and
 - 4.05.5 Using school property without the approval of school authorities or authorized designee.
- 4.06 **Standard 6: Remunerative Conduct** - An educator shall maintain integrity with students, colleagues, parents, patrons, or businesses when accepting gifts, gratuities, favors, and additional compensation. Unethical conduct includes ~~but is not limited to~~:
- 4.06.1 Soliciting students or parents of students to purchase equipment, supplies, or services from the educator or to participate in activities that financially benefit the educator unless approved by school authorities or authorized designee;
 - 4.06.2 Accepting gifts from vendors or potential vendors for personal use or gain where there may be the appearance of a conflict of interest;
 - 4.06.3 Tutoring students assigned to the educator for remuneration unless approved by the school authority or authorized designee; and
 - 4.06.4 Coaching, instructing, promoting athletic camps, summer leagues, that involve students in an educator's school system and from whom the educator receives remuneration unless approved by school authorities or authorized designee.
 - 4.06.5 Conduct prohibited by Title 4 G.C.A. §15201, §15203, §15204, §15205, §15206.
- 4.07 **Standard 7: Confidential Information** - An educator shall comply with Guam and federal laws and school board policies relating to the confidentiality of student and personnel records, standardized test material and other information. Unethical conduct includes ~~but is not limited to~~:
- 4.07.1 Sharing of confidential information concerning student academic and disciplinary records, health and medical information, family status and/or income, and assessment/testing results unless disclosure is required or permitted by law;
 - 4.07.2 Sharing of confidential information restricted by Guam or federal law;
 - 4.07.3 Violation of confidentiality agreements related to standardized testing including copying or teaching identified test items, publishing or distributing test items or answers, discussing test items, violating local school system or directions for the use of tests or test items; and
 - 4.07.4 Violation of other confidentiality agreements required by Guam.
- 4.08 **Standard 8: Required Reports** - An educator shall file reports of a breach of one or more of the Standards of Professional Conduct for Educators, child abuse or any other required report. Unethical conduct includes:

- 4.08.1 Failure to report all requested information on documents required by the Commission when applying for or renewing any certificate with the Commission;
 - 4.08.2 Failure to make a required report of a violation of one or more Standards of Professional Conduct for educators of which they have personal knowledge as soon as possible but no later than ninety (90) days from the date the educator became aware of an alleged breach unless the law or local procedures require reporting sooner; and
 - 4.08.3 Failure to make a required report of any violation of Guam or federal law as soon as possible but no later than ninety (90) days from the date the educator became aware of an alleged breach unless the law or local procedures require reporting sooner. These reports include but are not limited to: murder; voluntary manslaughter; aggravated assault; aggravated battery; kidnapping; any sexual offense; any sexual exploitation of a minor; any offense involving a controlled substance, illegal, or unauthorized drugs; and any abuse of a student if an educator has reasonable cause to believe that a student has been abused.
- 4.09 **Standard 9: Professional Conduct** - An educator shall demonstrate conduct that follows generally recognized professional standards and preserves the dignity and integrity of the teaching profession. Unethical conduct includes
- 4.09.1 Any behavior or conduct detrimental to the health, welfare, discipline, or morals of students;
 - 4.09.2 Any conduct that impairs and/or diminishes the certificate holder's ability to function professionally in his or her employment position;
 - 4.09.3 Knowingly and intentionally denying or impeding a colleague in the exercise or enjoyment of a professional right or privilege in being an educator;
 - 4.09.4 Knowingly and intentionally distorting evaluations of colleagues;
 - 4.09.5 Harassing, sexually harassing, intimidating, bullying and cyber-bullying a fellow employee;
 - 4.09.6 Using coercive means or promising special treatment to influence professional decisions of colleagues; or
 - 4.09.7 Threatening, coercing, or discriminating against a colleague who in good faith reports or discloses to a governing agency actual or suspected violations of law, regulations or standards.
- 4.10 **Standard 10: Testing** - An educator shall administer Guam mandated assessments fairly and ethically. Unethical conduct includes:
- 4.10.1 Committing any act that breaches Test Security; and
 - 4.10.2 Compromising the integrity of the assessment.

I hereby certify that I have read the 10 Standards of Professional Conduct for Educators.

Printed Name

Signature

Date

CHARACTER TESTAMENT

You must answer either **“YES” OR “NO”** to each of the following questions: any other response will result in your application being considered incomplete. All **“YES”** answers must be fully explained in writing on a separate piece of paper and the explanations must be signed and dated by you. You must also include certified true copies of all legal documents, including court records.

1. Have you ever left any educational or school-related employment, voluntarily or involuntarily, while the subject of an inquiry, review or investigation or alleged misconduct? Have you ever left educational or school-related employment when you had reason to believe an investigation for misconduct was underway or imminent?	
2. Are you currently the subject of an inquiry, review or investigation for alleged misconduct or alleged violation of professional standards of conduct by either an employer or a licensure agency?	
3. Have you ever been placed on leave by your employer for any alleged misconduct?	
4. Have you ever had adverse action taken on your educator certificate, license or charter school registration? Have you ever been placed on probationary status for alleged misconduct while holding an educator certificate, license, registration or credential?	
5. Have you ever been denied any educator certificate for which you applied or granted an educator certificate, license or credential on a conditional or probationary basis for any alleged misconduct?	
6. Have you ever surrendered an educator certificate of any kind before its expiration?	
7. Have you ever been convicted or been granted a diversion or conditional discharge by any court for any: (a) Felony; or (b) Misdemeanor; or (c) Major traffic violation including but not limited to: driving under the influence or intoxicants or drugs; reckless driving; fleeing from or attempting to elude a police officer; driving while your license was suspended, revoked or used in violation of any license restriction; or failure to perform the duties or witness at an accident?	
8. Have you ever been arrested or cited for any offense listed in section (7) above which is still pending in the courts? This includes any diversion, conditional discharge or postponed adjudication that has not been dismissed by the courts at the time this application is signed.	
9. Have you ever had any civil judgment or other court order, including but not limited to a restraining order, entered against you resulting from allegations of abuse, assault, battery, harassment, intimidation, neglect, cyber misconduct, stalking or other threatening behavior toward other persons?	
10. Have you committed any misconduct listed above under a different name? Please provide misconduct details and name(s) used.	

Your SIGNATURE and the DATE: Under penalty of false swearing, I declare that the information in this application is true, correct, and complete. Providing false information is grounds for GCEC to deny my application or revoke my educator certificate. I also grant GCEC permission to check civil and criminal records to verify any statements made on this application.

Applicant's Signature

Date

Printed Name