

## Adding Performance Based Leadership to Your Certificate:

If you are planning to add performance based leadership to your current professional certificate, this application process must be initiated through the dean's office in the College of Education (EC 227).

About 3 weeks prior to the end of the semester in which you will complete all program requirements send a completed Georgia PSC Certification Application to the certification officer in the COE Deans office. The application can be downloaded from the PSC website:

<http://www.gapsc.com/Download/Application.pdf>

The application may be delivered in person, mailed, or FAXED (229-333-5439).

After the semester ends and grades have been posted the a COE certification officer will obtain an official VSU transcript and complete the program recommendation form. These items along with your completed application will be forwarded to the PSC.

### Upgrading the Level of Your Current Certificate:

The application can be downloaded from the PSC website:

<http://www.gapsc.com/Download/Application.pdf>

Your school system office will be able to assist you with this process