

## General Instructions for Applying for Initial Certification or Adding a New Field to a Certificate (Including Endorsements) at Program Completion

### If you are completing your Educator Preparation Program and seeking Initial Certification:

Create your [MyPSC](#) account, if you have not done so already. **Verify Enrollment** in your current program using the “Programs” tab of your MyPSC account, if you have not done so already.

The following documents are required by GaPSC to process all certifications:

- [GaPSC Initial Certification Application](#) (\$20 processing fee is waived if this is your first time applying for any type of certification (other than paraprofessional) in Georgia. If you are employed by a Georgia school system, request that your board office personnel submit an Employer Assurance form directly to GaPSC to waive the fee.)
- [Verification of Lawful Presence](#) (if you have not already submitted the form to GaPSC)
- Official Transcripts (Official VSU transcripts will automatically be sent to the CEC once degrees are conferred for candidates completing degree programs in Education. Official transcripts from any other institutions attended must be submitted to the CEC if you earned a degree and / or transferred courses from another institution to meet the Exceptional Child (HB671) requirement.
- Photocopy of official exemption scores for SAT, ACT, or GRE if exempting GACE Program Admission Assessment (formerly GACE Basic Skills)

Paper versions of the documents and forms listed above may be submitted to the College of Education and Human Services’ Office of Clinical Experiences and Certification, Attention: Certification Officer:

Valdosta State University  
Attn: Certification Officer  
Office of Clinical Experiences and Certification  
1500 N. Patterson Street  
Valdosta, GA 31698

or in person at:

College of Education and Human Services Building, 301 Baytree Road, Suite 2030, Valdosta, GA, 31698

Application and Verification of Lawful Presence forms may be submitted by fax to 229-333-5439, Attn: Renee Whitmer or email: [brwhitmer@valdosta.edu](mailto:brwhitmer@valdosta.edu)

Once all required documents and forms are received by the CEC and completion of all program and certification requirements is verified by the Certification Officer, you will be reported as a program completer to GaPSC. This process generates the Approved Program Completion form that will be noted under the “Document” section of your GaPSC record. You may monitor your certificate processing status and access your official certificate once issued using your MyPSC account.

**Note: If you are employed by a public school system and prefer to have your school board office personnel submit your certification documents to GaPSC, you must**

- Submit the **electronic application** through the “Application” tab of your MyPSC account
- Request your official VSU transcript from the Registrar’s office be sent to your school board office

**If you are completing your Educator Preparation Program and adding a New Field or Endorsement:**

**Verify Enrollment** in your current program using the “Programs” tab of your MyPSC account, if you have not done so already.

- [GaPSC Update Certification Application](#) (You should submit the **electronic application** through the “Application” tab of your MyPSC account. If you are employed by a Georgia school system, request that your board office personnel submit an [Employer Assurance](#) form directly to GaPSC to waive the \$20 processing fee, otherwise, you may submit fee payments through the [MyPSC](#) website)
- [Verification of Lawful Presence](#) (if you have not already submitted the form to GaPSC) The VLP form can be uploaded directly to GaPSC using your [MyPSC Account](#).
- Official VSU Transcript (Once the above documents are received and grades are posted and / or degrees are conferred and reflected in Banner, the CEC will request your official VSU transcript from the registrar’s office)
- If completing the **Online Teaching Endorsement as a Georgia Southern University (GSU) or other institution student**, an official transcript from that institution must be submitted to the CEC, along with the [Endorsement Candidate Information form](#))

Please notify the College of Education and Human Services’ Office of Clinical Experiences and Certification that you have completed a new field or endorsement either by phone 229-249-2786 or email:

[brwhitmer@valdosta.edu](mailto:brwhitmer@valdosta.edu)

Once all program and certification requirements are verified by the Certification Officer, you will be reported as a program completer to GaPSC. This process generates the Approved Program Completion form that will be noted under the “Document” section of your GaPSC record. You may monitor your certificate processing status and access your official certificate once issued using your MyPSC account.

**Note: If you are employed by a public school system and prefer to have your school board office personnel submit your certification documents to GaPSC, you must**

- Submit the **electronic application** through the “Application” tab of your MyPSC account
- Request your official VSU transcript from the Registrar’s office be sent to your school board office

Once all required documents and forms are received by the CEC and completion of all program and certification requirements is verified by the Certification Officer, you will be reported as a program completer to GaPSC. This process generates the Approved Program Completion form that will be noted under the “Document” section of your GaPSC record. All documents in this section will be accessible to your school board office personnel the same day.

All GaPSC required forms are available on their website at

<http://www.gapsc.com/Certification/FormsAndApplications.aspx>.