

Certification Application Guidelines – Business Education For Students Currently Holding Non-Renewable Certification University of West Georgia (UWG)

At or near the completion of your program, visit the following link at the Georgia Professional Standards Commission website for a Certification Application Package:

<http://www.gapsc.com/Certification/CertificationFormsandApplications.asp>

Choose the following options and print the forms: “Application for Certification,” “Approved Program Recommendation Form,” and “Employer Assurance Form”

- 1) **Georgia PSC Certification Application** – You will complete this form **IN FULL**, including the following:
 - a. Page 1, Question 3 - Check “Convert Non-Renewable Certificate to Clear Renewable Status” and “Upgrade to a Higher Certificate Level.” Under “Field,” list Business Education. Beside “Fee submitted,” if you are currently employed in a Georgia school system/agency, you are fee exempt and should write in “n/a” on this line.
 - b. Page 2 - Academic Record - list ALL colleges/universities you have attended. If the PSC already has transcripts on file, check “transcript on file.” For your UWG transcript, check “transcript attached.” Once all grades have been posted, we will request an official transcript from UWG that we will attach to your certification package.
 - c. Page 2 - Assessment Record - write “Praxis I” or “GACE Basic Skills Assessment” and record the date you passed the assessment. You must attach a copy of your basic skills assessment or exemption scores, regardless of whether the PSC has it on file. If you exempted Praxis I, write “exempt” and the test you exempted with (i.e., “SAT”, “ACT”, “GRE”). On the next line, write “Praxis II” or “GACE Content Assessment” and record the date you passed the assessment. You must attach a copy of your content assessment, regardless of whether the PSC has it on file.
- 2) **Georgia PSC Approved Program Recommendation Form** – Complete ONLY the upper portion of this form—name, social security number, and date of birth. The remainder of this form will be completed by UWG.
- 3) **Georgia PSC Employer Assurance Form** - Complete ONLY the upper portion of this form—name, social security number, and date of birth. The remainder of this form will be completed by your employing school system.

Submission of forms:

You may send the entire packet of forms to the Certification Official at UWG (see address below) after completing your portion. Once we complete the Approved Program Recommendation Form and attach an official transcript, we will send the entire package to your school system (as indicated on Question 2 of the Application) to complete the remaining forms. Your school system will send the entire completed package to the Professional Standards Commission.

Other:

You must attach official documented proof of your completion of the technology requirement (ex. InTech training). If you met the requirement by completing ABED 4117, MEDT 3401 or MEDT 6401, these courses will appear on your UWG transcript and additional documentation will not be necessary. **Please note that the AssessOnline test-out option and the GACE Computer Skill Competency Assessment are not acceptable for meeting this requirement.**

*Kathy A. Jones, Certification Official
Dean's Office, College of Education
University of West Georgia
Carrollton, Georgia 30118-5010*

*Phone: 678-839-6109
Fax: 678-839-6098
Email: kjones@westga.edu*