

## Certification Application Guidelines – Educational Leadership University of West Georgia (UWG)

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

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

Print the following forms:

- 1) **Georgia PSC Certification Application** – You will complete this form **IN FULL**, including the following:
  - a. Page 1, Question 3 - Check “Add a New Clear Renewable Certificate Field.” Under “Field,” list Educational Leadership and Building-Level or System-Level. Beside “Fee submitted,” if you are currently employed in a Georgia school system/agency you are fee exempt and should write “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 packet.
  - c. Page 2 - Assessment Record - 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 the documentation 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.

### Submission of forms:

You should 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 packet of forms to your school system (as indicated on Question 2 of the Application). Your school system will complete an Employer Assurance Form and forward the entire packet of completed forms to the PSC.

### Other:

If you completed a non-degree program, you must attach a copy of your program sheet to your paperwork. This program sheet must include your signature, the signature of your advisor, and any approved course substitutions documented on the program sheet by your advisor.

*Kathy A. Jones, Certification Official  
Dean's Office, College of Education  
University of West Georgia  
1601 Maple Street  
Carrollton, Georgia 30118*

*Phone: 678-839-6109  
Fax: 678-839-6098  
Email: [kjones@westga.edu](mailto:kjones@westga.edu)*