

Certification Application Guidelines – Endorsements

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>

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 “Add a New Clear Renewable Certificate Field.” (Note: If you are obtaining a higher degree, you also will check “Upgrade to a Higher Certificate Level.” Under “Field,” list name of endorsement you are applying for. 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. If you are not currently employed in a Georgia school system/agency, you must pay \$20 per transaction. This must be sent to the PSC in the form of a cashier’s check or money order made payable to the “State of Georgia.”
 - 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 - leave blank as there is no content assessment required for endorsements.
- 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** (for those currently employed in Georgia school system/agency) - 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 Employer Assurance Form. Your school system will send the entire completed package to the PSC. If you are not currently employed in a Georgia school system/agency, your package will be mailed directly to the PSC.

Other:

If you took any courses other than those prescribed on the endorsement program sheet to satisfy the endorsement course requirements, 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.

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