

## Directions for Ed.S. , M.Ed., or M.A.T. certification paperwork

Do not mark on the application with a highlighter.

In order to make changes to an existing certificate, or to apply for a new certificate, the Professional Standards Commission requires submission of official certification paperwork. Directions for the completing the application are listed below. It is very important that you follow the directions closely. The state mandated PSC certification application is available at this website: <http://www.gapsc.com/Download/Application.pdf>

### **Important Dates:**

May 12: Your degree will be awarded

June 8: Certification paperwork will be completed.

If you are employed by a Georgia public school system, the certification paperwork will be mailed to your home address by June 8, 2012. When you receive the envelope from my office, take the UNOPENED envelope to your county HR office for processing.

If you are not employed in a Georgia public school system, the certification paperwork will be mailed to PSC by June 8, 2012

**The completed certification application must be returned to Julie Gray between the dates of March 19 - 30. The certification paperwork must be received by PSC within 90 days of being signed and dated. March 19 is the earliest it can be dated and still be processed within the 90 day window.**

Return the applications either in person, U.S. Mail, or Fax to 706-434-5730. This fax number comes directly to my computer, so it is a secure line. After I have reviewed your application, I will notify you if there are any problems. If you return the application during spring break week, please do not fax. I will be out of my office during spring break, so it is likely that my computer's fax capacity will reach maximum capacity. **During spring break, please bring the application to the College of Education Dean's office. (University Hall)**

If you are employed in a Georgia public school system, the fastest way to handle the certification process is to go through my office first.

If you have not already done so, you need to create your own "My PSC" account at this website: [www.gapsc.com](http://www.gapsc.com) . In the upper right hand corner is a link listed as "Register My PSC". If you do not know your PSC case number, click on the link that says: "Forgot My PSC="." This will take you to a link which will allow you to use your SSN for a logon ID.

DIRECTIONS  
USE BLACK PEN ONLY

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Section 1:

- List your demographic information. You must list your name exactly as it appears on your current ASU records. List the address where you will be living on May 12. .

Section 2 (Employment Information):

- If you are employed in a Ga. public school system, list the name of the county on the 1<sup>st</sup> line
- If you are employed in a Ga. private school system, list the name of the school on the 2<sup>nd</sup> line
- If you are not employed in a Ga. public/private school system, write N/A on both lines.

Section 3: Transaction(s) Requested:

- Leave this section blank.

Fields for Section 3:

- If you are adding a new certification field, list the new field
- If you are not adding a new certification field, list your current certification field

Amount of Fee Submitted:

- You will not be required to pay a fee if you are employed in a Georgia public school system, or if this is your first certificate.
- If this is your first certificate in Georgia, you will not be required to pay a fee.
- If you are NOT employed in a Georgia public school system, and this is NOT your first certificate, there will be a \$20.00 application fee. The application fee can be paid online at this website: <http://www.teachgeorgia.org/home.aspx>.

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Academic Record:

- MAT students who do NOT have a non-renewable certificate, need to list ALL universities (including all universities that you attended while obtaining your undergraduate degree.) The PSC will require OFFICIAL transcripts for all undergraduate universities you attended. The most efficient way to handle this is to have the official transcripts sent to Julie Gray ahead of time so that the transcripts can be sent to PSC with all of your certification documents. If you are not sure whether or not you have a non-renewable certificate, check your certification record on the PSC website. It will have a "NT" in the "Type" column.
- MAT students who DO HAVE a non-renewable certificate, you only need to list the universities that you have attended for the graduate degree. You do not need to

request transcripts from any of the undergraduate universities.

If you are already certified, the only universities that you need to list are the universities that you have attended for your current degree.

**The transcripts which you had sent to ASU for admission to the graduate program must remain on file with ASU.**

You do not need to request the official ASU transcripts from the Registrar's office. The transcripts are automatically sent to the certification office after graduation.

Certification Record:

Leave the table blank.

Under the table are 4 questions which need to be answered YES OR NO.

Assessment Record:

List any NEW content/subject matter assessments. List date passed. Leave the other columns blank. The only tests that you need to list are GACE Content Assessments.

(don't need to list GACE Basic Skills). List the subject area for the Content Assessment, i.e, Early Childhood, or Secondary Biology.

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Personal Affirmation:

Answer each question "yes" or "no".

Signature

:

Sign and date the form.