

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

Do not mark on the application with a highlighter.

USE BLACK PEN ONLY

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. The certification paperwork can not be processed until after the degree has been awarded, which will be on December 16. The ASU campus will be closed for the Christmas Holiday December 23 – January 4.

If you already have a Georgia educator certificate, the certification paperwork will be mailed to your home address by January 11. When you receive the envelope from my office, take the UNOPENED envelope to your county HR office for processing. If you do not already have a teaching certificate, the certification paperwork will be mailed to PSC by January 11.

THE CERTIFICATION PAPERWORK CAN NOT BE PROCESSED BEFORE January 11.

The state mandated PSC certification application is available at this website:

<http://www.gapsc.com/Download/Application.pdf>

Directions for completing the application are listed below. It is very important that you follow the directions closely. The completed certification application must be returned to Julie Gray by 4:30 on November 16. Return the applications either in person, by U.S. Mail, or Fax to 706-434-5730 or Fax to 706-667-4706. After I have reviewed your application, I will notify you if there are any problems.

You must also submit a copy of your certification record which is available at the website listed below. If you have never been certified, you should still have a record at the PSC website. It should have a record of your GACE scores.

[https://www.gapsc.com/certification/look\\_up.asp](https://www.gapsc.com/certification/look_up.asp)

In order to be printed correctly, the certification record must be printed in Landscape mode. If you are applying for your first Georgia certificate, and you don't have a record on the PSC website, please indicate this on a coversheet sent with your application.

**Applications will not be accepted without a copy of your PSC certification record.**

**Due to the large number of applications which must be reviewed during this time of the semester, individual appointments will not be made.**

DIRECTIONS  
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Section 1:

- 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 December 16, 2009.

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, leave both lines blank.

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:

- If you are currently employed by a Georgia public school system, you will not be required to pay a fee.
- 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:

- If you are completing your MAT degree, and do NOT have a non-renewable certificate, you will 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 all of the documents can be included in one packet. 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 column titled: Type.
- 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 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, Technology Test). 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.