Most of this application process is completed and submitted electronically by you, the candidate. Only one form requires confirmation from the College of Education certification officer. Keep in mind ALL requirements must be met in order for your program completion to be verified and submitted.

□ Step 1

The Online Application

• Access your MyPSC account (www.gapsc.com). If you are employed have your BOE send in the employer assurance form for a fee waiver.
• Click on the applications tab and complete the online application that is appropriate to your situation. For upgrades and new fields, you will choose Certification Update Application. There are help tools to assist you with this process. http://www.gapsc.com/Certification/ApplicationProcedures.aspx

□ Step 2

Submitting Your Transcripts

• Submit official transcripts from Georgia Southern University to the Professional Standards Commission.

Before requesting your official Georgia Southern University transcripts, make sure that your final grades and/or degree appear on the transcript. You may have to wait a few weeks to request transcripts be sent pending your degree being posted to your transcript. Request the transcript electronically at https://www.cREDENTIALS-INc.com/CGI-BIN/Devcgitp.pgm?ALUMTRO001572
• This method is highly recommended: Electronic transcripts are issued to mail@gapsc.com
• Transcripts being sent via mail are sent to: Georgia Professional Standards Commission
200 Piedmont Ave., SW
Suite 1702, West Tower
Atlanta, GA 30334-9032

□ Step 3

THIS STEP IS COMPLETED BY THE CERTIFICATION OFFICER AT GEORGIA SOUTHERN UNIVERSITY

Approved Program Completion Form – this is taken care of electronically by the certification officer. ALL requirements must be met in order for your program completion to be verified and submitted.

Notes:

• The above referenced email for sending transcripts is correct and has been verified by certification officials at the Georgia Professional Standards Commission.

• Processing Time: Please plan for a processing time of a minimum of 3-4 weeks. All grades and degrees must be awarded for processing to occur. Once the program completion is submitted to the GAPSC you can begin to follow the processing through your MyPSC account. Also, the GAPSC post the certification status processing on their homepage, www.gapsc.com.