Certification FAQ’s:

· How do I apply for certification?
  There are two types of certification, initial and advanced/upgrade. Each is explained here: http://coe.georgiasouthern.edu/ssc/certification/

· Do I have to pay the $20 fee?
  Candidates who have NEVER held certification in the State of Georgia DO NOT have to pay the $20 fee. Candidates who have held certification (provisional or IN4T, will have to pay the fee. Candidates employed by a school system can ask their BOE to complete the employer assurance form and send it to the GAPSC.

· How do I get my transcripts sent to the PSC?
  The Georgia Southern University Registrar’s Office has retained Credentials, Inc. to accept electronic and paper transcript orders over the internet. There will be a charge for any orders placed via the website below. Electronic transcripts are $8.00 per order. Paper transcripts are $10.00 per order. Rush delivery of paper transcripts will be an additional charge above the $10.00. Visit this site for pricing details and to place your order: https://www.credential-inc.com/CGI-BIN/dvcgitp.pgm?ALUMTRO001572

· Who sends in the program completion information?
  The certification officer will send in your program completion information once the end of term processing is completed. This will take about 4-8 weeks AFTER graduation. It is the candidate’s responsibility to complete the application for certification, claim Georgia Southern University as the program provider, and order transcripts be sent to the GAPSC.

· How long does the certification process take?
  It will take approximately 4-8 weeks for the entire process. Program completion information will be sent to the GAPSC. Once the completion and all other required documents (application, claiming and transcripts) are received at the GAPSC. Candidates can monitor their certification changes via their MyPSC account.

· What does it mean I have to claim Georgia Southern University as my provider?
  ALL candidates in certification programs (BSEd, MEd, EDS and EDD) are required to claim Georgia Southern University as their program provider. Each candidate will register for a MyPSC account (via www.gapsc.com) and claim their provider. This should happen for undergraduate students during the sophomore year while taking Pre-Professional Block (PPB). Graduate students will do this during their first term they are enrolled in their graduate program. An email will be sent from the GAPSC to claim enrollment with Georgia Southern University.

· Why do I have to claim Georgia Southern University as my provider?
  Claiming allows for the student to say I’m enrolled at Georgia Southern. This claim allows for GACE ethics and content assessment eligibility as needed. It also plays a part in state and federal reporting.

· What if I know I’m not going into the schools--I’m planning to do something else after graduation. Should I worry about my certification?
  YES!!! Become certified, even if you plan to move onto other jobs/careers. We have students who wait 15-25 years to become certified, and they have many requirements to fulfill such as taking courses, completing new testing requirements and field experiences, and sometimes having to complete and entire program. Remember, you will have to keep your certification current.

· What if I finished 5 years ago or longer and want to be certified now? What is the procedure?
  If you wait more than five years to become certified you must contact the certification officer and request your file to be reopened. The certification officer must take the file to the program faculty who may request the candidate to test, take additional courses (up to an entirely new program), complete field experiences, etc… Do not wait to be certified. Do so when you complete your program.

· What if I am moving out-of-state and need paperwork for my new state?
  The certification officer at Georgia Southern University will complete out of state certification paperwork (these forms are provided to the candidate from the requesting state) for any College of Education completer. This process may take anywhere from 3-10 days of processing. Please be sure to include where the paperwork should be sent, to a state agency or to you - emailed or mailed.