Most of this application process is completed and submitted 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 this is your initial certificate you do not owe the $20.00 fee, 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. 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 every college or university you have attended, including Georgia Southern University. Before requesting your official Georgia Southern University transcripts, make sure that your final grades and/or degree appear on the transcript. Request the transcript electronically at http://em.georgiasouthern.edu/registrar/students/transcriptrequest/
- Electronic transcripts can be issued to mail@gapsc.com
- Transcripts being sent via mail can be 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.

Processing Time: Please plan for a processing time 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