

Adding Educational Leadership to Your Certificate:

If you are planning to add the field of Educational Leadership to your current professional certificate, this application process must be initiated through the dean's office in the College of Education (EC 227).

About 3 weeks prior to the end of the semester in which you will complete all program requirements send a completed Georgia PSC Certification Application to the certification officer in the COE Deans office. The application can be downloaded from the PSC website:

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

The application may be delivered in person, mailed, or FAXED (229-333-5439). **Please do NOT date the application**

In order to complete your certification application package a copy of your Praxis II scores (all four pages) in Educational Leadership must be submitted to the dean's office. Your scores may be delivered in person, mailed, or FAXED (229-333-5439).

After the semester ends and grades have been posted the a COE certification officer will obtain an official VSU transcript and complete the program recommendation form. These items along with your completed application will be forwarded to the PSC.

Upgrading the Level of Your Current Certificate:

If you wish to apply for a certificate upgrade (new degree level), the COE Dean's office can also assist in this process. About 3 weeks prior to the end of the semester in which you will complete all degree requirements send a completed Georgia PSC Certification Application to the certification officer in the COE Deans office. **Please do NOT date the application**

The application can be downloaded from the PSC website:

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

After the semester ends and grades have been posted the a COE certification officer will forward your application and an official VSU transcript to the PSC.