

Dear Students,

**If you have finished the four courses and want to apply for your Gifted In-Field Endorsement, please read the following:**

You will need to let the VSU College of Education Human Services (COEHS) know if you are going to apply through your school district or through our application process. If you are going to apply through your school district or through our application process, the COEHS will need a copy of your application for their records (either way).

If you are applying through your school district, you will need to get an official transcript sent to the district and they will submit all of your paperwork except for the "Approved Program Recommendation Form" (which the COEHS will submit). We will submit your "Approved Program Recommendation Form" when you inform us that all of your other paperwork has been submitted.

If you are applying through the COEHS process, you will need for your employer to submit an "Employer Assurance Form." Your employer may either submit this form through Express Lane or may fax it to the COEHS for us to include with the remainder of your materials. These remaining materials include the "Approved Program Recommendation Form," an official transcript (COEHS will get this), and your application form. These will be submitted by the Certification Office following receipt of the completed PSC Certification Application. Please submit this application by **fax** (Attn: Renee Whitmer 229-333-5439 (fax)).

Renee Whitmer, Assistant Director of Certification & Student Teacher Placement (229-249-2786)