

**DEWAR COLLEGE OF EDUCATION and HUMAN SERVICES
VALDOSTA STATE UNIVERSITY
CONVERSION MECHANISM EVALUATION REQUEST**

Candidates who have earned a qualifying degree at another institution may wish to pursue a “conversion mechanism program”. By pursuing a “conversion mechanism program,” candidates will take only the coursework needed and supply evidence of meeting the program standards in order to be recommended for the appropriate service field in Georgia. The “conversion mechanism” process is begun by evaluating a candidate’s previous degree coursework in order to determine what additional coursework/requirements are needed to complete the certification requirements in a specific field. Qualifying degrees must have been completed no more than 5 years prior to the date of application to the conversion mechanism. **With the exception of applicants for Teacher Leadership, all applicants wishing to be evaluated must pass the appropriate GACE Content Assessment BEFORE submitting this request form and must include a copy of ALL pages of the passing GACE score report with this request form.** Candidates who wish to be evaluated for the conversion mechanism must provide an official transcript from the college or university where the previous qualifying degree was earned in order for a conversion mechanism plan to be developed. **Please refer to the Conversion Mechanism specific to each program for a complete list of requirements.**

Please note: A transcript review does not guarantee eligibility for certification.

Candidate Name _____ SSN _____

Address _____

Phone _____ Email address _____

Race _____ Gender (circle one) M F VSU ID (if appl.) _____

Ethnicity (circle one): Latino/Hispanic Non-Latino/Non-Hispanic

Degree Earned (circle one): M.Ed. Ed.S. Ed.D. Major: _____

List college where the degree was earned (**Official transcript must be included**) _____

Please select **ONE** certification area from the list below for which to be evaluated:

_____ **Instructional Technology**

_____ **Teacher Leadership**

After a conversion mechanism plan is developed, a copy will be mailed to the student at the address shown on this form. It will take approximately 4 weeks for the certification evaluation to be completed. **A non-refundable fee of \$35 is charged for a conversion mechanism evaluation. Please attach a check or money order made payable to “Valdosta State University.”**

Signature _____ **Date** _____

Please mail completed form to: Ms. Renee Whitmer
Office of Professional Education Services
Dewar College of Education and Human Services
Valdosta State University
Valdosta, GA 31698

Note: Materials which are not complete (i.e. no payment included, necessary official transcript not attached, form not completed) will NOT be processed after a 90 day time period from the date of the request. Please initial to acknowledge that you have read and understand _____

Office use only:

Evaluation fee paid: Date _____ Collected by _____ Check/MO# _____