Proposed Conversion Mechanism for Candidates who previously graduated from an Accredited Institution of Higher Education with a Graduate Degree in Instructional Technology

Individuals wishing to acquire GA certification in Instructional Technology (IT) based upon a previously completed Instructional Technology degree program at an accredited institution are required to take at least one class in VSU's Instructional Technology program (See notes on class requirements found later in this document) and must comply with the following:

1. Submit proof of holding a clear and renewable Georgia certificate.
2. Submit proof of holding a graduate degree in Instructional Technology (Master's or higher) from an accredited institution.
3. Submit an application for transcript evaluation through the Office of Clinical Experiences and Certification in the Dewar College of Education and Human Services (COEHS), pay the associated fee, and have transcript from said degree evaluated
   a. To ensure graduating GPA for the program was 3.0 (on a 4-point scale) or higher
   b. To verify previous course title alignment to 2012 GA Instructional Technology Standards as an indicator that the previous program of study appears acceptable (NOTE: further documentation of completed coursework or course descriptions may be requested and/or required)
   c. To confirm the degree was received not more than 5 years prior to the date of application to the conversion mechanism.
4. Submit a passing score report on the Georgia state-approved content assessment in the area of Instructional Technology. Documentation of passing score must include all sub-scores in specific areas of the test. A copy of the official score report that was sent to the candidate is recommended.
5. Submit an application to the Graduate School requesting admission to the non-degree IT program.

Note on Required Course: Minimally, successful completion of at least one course in the VSU IT program will be required before a certification recommendation will be made. During the course, candidates will minimally be required to provide evidence of meeting all GaPSC Instructional Technology standards and substandards. That evidence must further result in a satisfactory evaluation by an IT program faculty member at VSU.

   a. If an applicant completed his/her coursework from 2008-2013 from Valdosta State University (VSU), the evaluation of the submitted transcript should correlate with most GA PSC Technology Standards. That applicant would still
      i. Be required to take the program evaluation course, which was not part of the previously approved IT program and is part of the new standards. To take the course candidates need to apply as a non-degree seeking IT student on the Grad School website and have the proper level program coordinator (Master's level is currently Dr. Leader, Specialist or higher is currently Dr. L. Schmertzing) email the Grad School representative of the application.
      ii. Need to submit an essay that addresses how he/she has modeled and facilitated the knowledge, skills, and dispositions that are articulated in the GaPSC standards document since the time he/she graduated.

b. If an applicant began coursework at VSU after Fall 2012, he/she would only need to provide a transcript to indicate accomplishment of the standards, as all core courses were already in line with the standards, and ITED 8600 Program Evaluation was the guided elective in the applicant's program of study.

c. If an applicant did not attend a VSU graduate degree program in IT, he/she would minimally be required to take a Special Topics 3-hour course in which the applicant would minimally create a portfolio of documentation to demonstrate the meeting of all Ga PSC IT standards and substandards. Any candidate whose portfolio does not result in satisfactory evaluation across all standards and stubstandards may be required to take additional coursework in the area before being recommended for certification by VSU. To take the course candidates need to apply as a non-degree seeking IT student on the Grad School website and have the proper level program coordinator (Master's level is currently Dr. Leader, Specialist or higher is currently Dr. L. Schmertzing) email the Grad School representative of the application.

Procedures:

1. A Certification Evaluation Request Form for the Instructional Technology Conversion Mechanism must be submitted through the Office of Clinical Experiences and Certification in the Dewar College of Education and Human Services (COEHS). Completed applications will be forwarded to the appropriate department by the certification officer. Completed application includes
   - Certification Evaluation Request Form
   - Fee Payment
   - Transcripts
   - GACE Score Report

2. Submit the information sheet that follows to the program coordinator (for the EdS in IT, Dr. Lorraine Schmertzing lschmert@valdosta.edu), with a copy of the evaluation request form you submitted to the COEHS. This will ensure that the program coordinator has you on file as interested in conversion and can anticipate your course enrollment when scheduling for the program.

3. Apply to the Graduate School after receiving approval from the program coordinator and after the results of the transcript evaluation.

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

Contact
    Lorraine Schmertzing, Program Coordinator
    Ed.S. in Instructional Technology
    Valdosta State University
    lschmert@valdosta.edu

Information Sheet related to interest in receiving
Instructional Technology (IT) Certification Recommendation via the Conversion Mechanism

Name:

Date:

Email address:

GA certificate number:

For previous VSU students

- VSU student username or VSU email address:

- VSU student ID number:

- Level of graduate degree:

- Date of first class in graduate level IT program:

- Date of graduation from IT program:

For candidates who did not attend one of VSU's Instructional Technology programs

- Institution that previously granted your Instructional Technology degree:

- Degree and major:

- Date of first class in previous IT program:

- Date of graduation from previous IT program:

Certification Number and State in which it was issued:

Current Employer:

Current Supervisor:

Supervisor's email address: