

## Instructions for Advanced Program, New Field or an Endorsement to a Certificate

**Step 1** Complete the Personal Affirmation Questions (PAQs) through MyPSC.

**Step 2** This step is completed by the Certification Officer at Georgia Southern University. The **TPMS Program Completion** will be submitted electronically by the certification officer when all program requirements are verified.

**From this point a certification case will open automatically**

**\*\*A full application is no longer required.\*\***

**Step 3** The following must be submitted.

1. Official Transcript (must be submitted electronically by Georgia Southern University or employer only).
2. VLP only if option 2 and 3 were selected.
3. PAA exemption documentation (only for initial service and leadership program completer who do not hold other professional educator certification. Acceptable GACE PAA exemption options are outlined [here](#)).
4. Employer Assurance Form or \$20 processing (only if you hold a certificate other than the Pre-service certificate).

### How to Request an official transcript

**Before requesting an official Georgia Southern University transcript make sure your official final grades and/or degree appear on the transcript.**

- Request an official transcript electronically through Student WINGS
- Official transcript to be emailed directly by the University to [mail@gapsc.com](mailto:mail@gapsc.com)  
Georgia Professional Standards Commission  
200 Piedmont Ave., SW, Suite 1702,  
West Tower, Atlanta, GA 30334-9032

**Processing Time:** Program completion will be completed 1-2 weeks after graduation. Once the program completion is submitted to the PSC you are responsible for monitoring the status of your certificate.

Are you seeking employment in Georgia? Start here [Teach Georgia](#)

## **Tiered Certification**

Georgia has a 4-tiered certification structure designed to support educator development and to improve student learning. Although it is not tied to compensation, the structure provides opportunities for career advancement for educators. See this link to learn more about Georgia's tiered certification structure including certification requirements for each of the 4 tiers:

<https://www.gapsc.com/Certification/TieredCertification/tieredCertification.aspx>

## **Professional Learning Requirements**

The certificate renewal process is linked to job-embedded professional learning. See this link for information about professional learning requirements and renewing your certificate:

<https://www.gapsc.com/ProfessionalLearning/professionalLearning.aspx>