

# Directions to Apply for an Initial Service Field Certification in Georgia

1. Complete Personal Affirmation Questions in your MyPSC account.
2. Ensure the following documents are uploaded in your MyPSC account as part of the application process:
  - a. official undergraduate and graduate transcript(s) depicting completion of program coursework or degree is conferred (if applicable)  
*Note: See directions at the bottom of this document on how to send an official VSU transcript.*
  - b. Documentation of completion of the exceptional child course requirement (if not included in the transcript; SPEC 2000/7000 at VSU)
  - c. Signed and notarized Verification of Lawful Presence form:  
<http://www.gapsc.com/certification/downloads/SecureVerifiableDocuments.pdf> If you would like assistance notarizing this document, use this link to set up a virtual notary appointment with Sierra Freeman: <http://bit.ly/3RdXI0p>. *Note: See directions at the bottom of this document on how to upload documents with the GaPSC.*
  - d. **If employed:** Employer Assurance Form submitted by your employing school system (check with school system about what documents they will submit on your behalf)
3. VSU will submit a Program Completion Form on your behalf to document the completion of the educator preparation program once your degree is issued and all program requirements have been met. *Note: This will trigger the Georgia Professional Standards Commissions (GaPSC) to open a case/application and process your certification paperwork.*

If additional documents are needed, the GaPSC will contact you at the email address on your MyPSC account.

## Directions for Sending a VSU Official Transcript to the GaPSC

1. Navigate to this link: <https://www.valdosta.edu/academics/registrar/forms/requesting-academic-transcripts.php>.
2. Click "Order your official VSU transcript at this webpage".
3. Enter your VSU email address and click Submit.
4. Fill out the required personal information and create an account password. Click Submit.
5. Check your VSU email address to enter the confirmation code that you receive and click Submit.
6. If needed, log into your account.
7. Enter the additional information about your school enrollment and click Continue.
8. Click the green Order button.
9. On the page that asks for delivery destination, search for and select "Georgia Professional Standards Commission". *Note: this is an electronic delivery method, and it costs \$8.00; however, it is the format required by the GaPSC to process your certification paperwork.*
10. Scroll down and review the information provided. Select the Purpose as "Certification or Licensure" and for the question "When do you want this sent?" select "Hold for Degree". *If you are a non-degree student, I would suggest you wait to complete this request process until after you can view your final semester of grades on your unofficial transcript in Banner.*
11. Complete the remainder of the page and click Continue.
12. Review the information again and click Continue if everything is correct.
13. Complete your payment information and submit the request.

## Directions for Uploading Documents to the GaPSC

1. Login to your MyPSC account.
2. Locate the MyPSC Dashboard heading on the left side of the screen and click on the tab titled **Applications/Documentation/Status**.
3. Enter/Edit the employment information shown on the screen and click "Proceed".
4. The screen should now show the heading "**Apply for Certification or Provide Documentation**". Click on the first bullet point that says, "**Submit Documentation**".
  - i. In order to submit required files, you must choose what type of document you will be submitting under "**Step 1**".
  - ii. Once you have chosen what type of file you want to upload, click on "Browse" and choose your file under "**Step 2**". The file must be in the form of *pdf*, *tif*, & *tiff* to be accepted.
  - iii. Click on "**Upload**".
  - iv. Repeat the process of **Step 1** and **Step 2** for the documents you need to upload.
  - v. Once all documents have been uploaded, click on the "**Finish**" tab.