

M.Ed. School Counseling Certification Checklist

- Register for and pass the GACE Content Assessment I and II in School Counseling.
- Review the certification application procedures at:
<http://www.gapsc.com/Rules/Current/Certification/505-2-.27.pdf>
- Complete the Initial Certification Application*. The application for certification can be found at http://www.gapsc.com/Certification/Downloads/Initial_Certification_Application.pdf
- Complete the Verification of Lawful Presence affidavit and a copy of an acceptable ID (Not required if you have previously submitted it and are a U.S. citizen.); this document can be found at <http://www.gapsc.com/Certification/Downloads/VLPforms.pdf>
- Official graduate school transcripts reflecting all course work completed for the approved program. Renee Whitmer, Certification Officer for the COEHS, will request the transcript from the Registrar for graduate work completed at VSU and submit the transcripts to the Professional Standards Commission.
- Official undergraduate transcript (if **not** completed at VSU). Ms. Whitmer will request your undergraduate transcripts from the Registrar for VSU coursework and submit to the Professional Standards Commission.
- Submit the completed forms to Renee Whitmer in the COEHS, Room 2105, one month prior to your expected graduation date. You can also email (brwhitmer@valdosta.edu), mail, or fax (229-333-5439) the documents to Ms. Whitmer.
- The Approved Program Completion Form along with your certification application, affidavit, and any other necessary documents will be submitted to the Professional Standards Commission by Renee Whitmer.

Other Information

- The initial certification application may also be completed through your [MyPSC](#) account; please let Renee Whitmer know if you submit the certification application electronically, so she may access your application on the GaPSC website.
- You can track your application through your MyPSC account.
- Professional Standards Commission website: www.gapsc.com

Address to mail documents to:

Renee Whitmer
Certification Officer
Dewar College of Education and Human Services
Valdosta State University 1500 N. Patterson St.
Valdosta, GA 31698-0085