

General Instructions for Applying for Initial Certification or Adding a New Field to a Certificate (Including Endorsements) at Program Completion

If you have or are about to complete your Educator Preparation Program and are seeking Initial Certification:

Create your [MyPSC](#) account, if you have not done so already.

If you are seeking initial certification in Georgia, you must complete and submit the following documents to the Office of Educator Certification (OEC):

- [GaPSC Certification Application](#) (\$20 processing fee is waived if this is your first time applying for any type of certification (other than paraprofessional) in Georgia. If you are employed by a Georgia school system, request that your board office personnel submit an Employer Assurance form directly to GaPSC to waive the fee.)
- [Verification of Lawful Presence](#) (if you have not already submitted the form to GaPSC) “This form must accompany the O.C.G.A 50-36-1(e)(2) Affidavit verifying lawful presence within the United States and a copy of a secure and verifiable document for identification purposes.” (GaPSC website)
- Official Transcripts (Official VSU transcripts will automatically be sent to the OEC once degrees are conferred for candidates completing degree programs in Education. Official transcripts from any other institutions attended must be submitted to the OEC if you earned a degree and / or transferred courses from another institution to meet the Exceptional Child (HB671) requirement.
- Photocopy of official exemption scores for SAT, ACT, or GRE if exempting GACE Program Admission Assessment (formerly GACE Basic Skills)

Submit all the above documents and forms to the College of Education and Human Services’ Office of Educator Certification, Attention: Certification Officer:

Valdosta State University
Attn: Certification Officer
Office of Educator Certification
1500 N. Patterson Street
Valdosta, GA 31698

or in person at:

College of Education and Human Services Building, 301 Baytree Road, room 2105, Valdosta, GA, 31698

Application and Verification of Lawful Presence forms may be submitted by fax to 229-333-5439, Attn: Renee Whitmer or email: brwhitmer@valdosta.edu

Once all required documents and forms are received by the OEC and completion of all program and certification requirements is verified by the Certification Officer, the Approved Program Recommendation form will be completed and submitted electronically to GaPSC. You may monitor your certificate processing status and access your official certificate once issued using your MyPSC account.

Note: If you are employed by a public school system and prefer to have your school board office personnel submit your certification documents to GaPSC, you must

- submit a copy of your completed [GaPSC Certification Application](#) to the OEC before the Certification Officer can complete the Approved Program Recommendation form
- complete and submit a [Release form](#) to the OEC, granting your permission for your certification documents to be released to your board office
- request your official VSU transcript from the Registrar's office be sent to your school board office

Once all required documents and forms are received by the OEC and completion of all program and certification requirements is verified by the Certification Officer, the Approved Program Recommendation form will be completed and mailed to your school board office.

If you have or are about to complete your Educator Preparation Program and are adding a New Field or Endorsement:

Create your [MyPSC](#) account, if you have not done so already.

If you are **adding a new field or endorsement to your current Georgia certificate**, you may complete and submit the following documents to the Office of Educator Certification (OEC) **or** submit an **online application directly to GaPSC** www.gapsc.com by logging in to your [MyPSC Account](#):

- [GaPSC Certification Application](#) (If you are employed by a Georgia school system, request that your board office personnel submit an Employer Assurance form directly to GaPSC to waive the \$20 processing fee, otherwise, you may submit fee payments through the [MyPSC](#) website)
- [Verification of Lawful Presence](#) (if you have not already submitted the form to GaPSC) "This form must accompany the O.C.G.A 50-36-1(e)(2) Affidavit verifying lawful presence within the United States and a copy of a secure and verifiable document for identification purposes." (GaPSC website) The VLP form can be uploaded directly to GaPSC using your [MyPSC Account](#).
- Official VSU Transcript (Once the above documents are received and grades are posted and / or degrees are conferred and reflected in Banner, the OEC will request your official VSU transcript from the registrar's office)
- If completing the **Online Teaching Endorsement as a Georgia Southern University (GSU) student**, an official transcript from GSU must be submitted to the OEC, along with the [Endorsement Candidate Information form](#))

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Valdosta State University
Attn: Certification Officer
Office of Educator Certification
1500 N. Patterson Street
Valdosta, GA 31698

or in person at:

College of Education and Human Services Building, 301 Baytree Road, room 2105, Valdosta, GA, 31698

Application, Verification of Lawful Presence, and Information forms may be submitted by fax to 229-333-5439, Attn: Renee Whitmer or email: brwhitmer@valdosta.edu

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Note: If you are employed by a public school system and prefer to have your school board office personnel submit your certification documents to GaPSC, you must

- submit a copy of your completed [GaPSC Certification Application](#) to the OEC before the Certification Officer can complete the Approved Program Recommendation form
- complete and submit a [Release form](#) to the OEC, granting your permission for your certification documents to be released to your board office
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Once all required documents and forms are received by the OEC and completion of all program and certification requirements is verified by the Certification Officer, the Approved Program Recommendation form will be completed and mailed to your school board office.

All GaPSC required forms are available on their website at <http://www.gapsc.com/Certification/FormsAndApplications.aspx>.