COLLEGE OF EDUCATION

Certificate Upgrade
Certification Requirements

If you are completing a program that qualifies for an upgrade of your current educator certificate to a higher level without adding a new field of certification, the following documents must be submitted to the Georgia Professional Standards Commission (GaPSC). It is strongly recommended that you notify your employing school district of your pending program completion before submitting any documents to GaPSC, as your employer may have a process in place to assist you with these steps.

Required Submissions to GaPSC:

➢ **GaPSC Certification Application** – This includes two steps and can be completed from the MyPSC Dashboard in your MyPSC account (https://mypsc.gapsc.org/home.aspx). Step 1 – Complete the Personal Affirmations form under PersonalAffirmations link. Step 2 – Complete Application under Applications/Documentation/Status link.

➢ **Employer Assurance Form** – You should ask your employing school district to complete this form on your behalf. This form can be completed electronically by your employer.

➢ **Official UWG transcript** – Using the instructions found at https://www.westga.edu/student-services/registrar/transcripts.php, order your official transcript to be sent electronically to the GaPSC.

If you have any questions, please feel free to contact Kathy Jones, Certification Official, kjones@westga.edu.