



Program Completer Guide to Applying for Certification

January 2021

STEP 1

Complete Personal Affirmation Questions (PAQs) through MyPSC.

STEP 2

Have your program provider verify program completion in the Traditional Program Management System (TPMS).



A certification case will open automatically. **Full application is not required.**

STEP 3

Submit the following:

- Official transcript (submitted electronically by your university or employer, not through MyPSC)
- VLP (option 2 and 3 non-U.S. citizens only)
- PAA exemption documentation (only for initial service and leadership program completers who do not hold other professional educator certification)
- Employer Assurance Form or \$20 processing (if you hold a certificate other than the Pre-Service certificate)

PLEASE NOTE

- The above steps apply to candidates completing initial teaching, service, leadership, or endorsement programs through a Georgia Educator Preparation Provider.
- If all other documentation is submitted, but our office does not have electronic verification of program completion or current PAQs* on file, a certification case will not open.
- Once a case is opened, you may check the status via your MyPSC account. If additional information is needed, you will be notified by email to access correspondence that is viewable in the *Correspondence/Notification* tab of your MyPSC account.
- When requested documentation is received for an open case, our office receives notification. Please do not call or email to provide updates on document submission. Allow one week for processing after the last document is submitted.
- Status checks are not provided by phone or email, so please use MyPSC to check the status of your certificate.