Teacher Certification –
Program Completion & Certification Checklist

Program Completion
To be considered a UGA program completer and to be eligible for an Induction Certificate in an initial educator preparation program, you must complete the following. If you are moving out of state, in order for UGA to mark that you have completed an approved program, you must meeting the following requirements without exceptions.

❑ Complete a GaPSC approved program.
❑ Pass the Georgia Educator Ethics – (360) Assessment ($30).
❑ Pass the GACE (Georgia Assessment for the Certification of Educators) Content Assessment ($193) if your certification area has a GACE content assessment. The eligibility to take this assessment will be granted in the semester prior to your clinical practice/internship.
❑ Complete clinical practice/internship.
❑ Complete all Foliotek requirements if your program requires you to have an account.
❑ Complete Child Abuse & FERPA Training.
❑ Complete COE Exit Survey.
❑ Meet any additional program-specific requirements for completion.

Applying for Certification
❑ Step 1: Obtain your certification packet
You will receive a certification packet from Mrs. Kate Character, Certification Official, when she meets with your class during the clinical practice semester. If you miss the meeting, contact Mrs. Character at 706-542-4218 to set up a time to meet with her. You will not be able to process your certification paperwork without talking with Mrs. Character.

❑ Step 2: Order an official UGA transcript
Your degree must be posted (awarded) before you request a transcript. Check Athena to make sure the status of your degree says, “Awarded” before you request an electronic transcript.

Go to www.reg.uga.edu to request an electronic transcript to be emailed to the GaPSC at mail@gapsc.com. ($8.00 per transcript)

• Graduate Students Only: Grad students must have official, unopened transcripts from all institutions attended (other than UGA) sent directly to the GaPSC at mail@gapsc.com.