Speech Language: Program Completion & Certification Checklist

Step 1: Claim Your Program in MyPSC Account

- If you haven’t already done so, sign into your MyPSC account to claim UGA as your program provider for the School Counseling program.
- Visit our MyPSC Account page for step-by-step instructions on how to claim your program.

Step 2: Complete Program and College Requirements

- You must complete and successfully pass the Exceptional Children’s Course (SPED 2000) with a grade “C” or higher.
- You must complete and successfully pass all courses.
- You must complete all other program requirements.
- You must successfully complete all of your clinical practice (internship).
- Complete the Child Abuse and FERPA training.
- Complete the COE Exit Survey.

Step 3: Complete GaPSC Assessment Requirements

- **GACE Program Admissions Assessment**
  - You must pass the GACE Program Admissions Assessment prior to program admissions.
  - There are three parts to the assessment and you must pass all three parts.
  - The fee for this combined assessment is $128. Fee is subject to change.

- **PRAXIS for Speech Language Pathology**
  - You are required to take the Praxis® Speech-Language Pathology test for certification in Georgia in the field of Speech and Language Pathology.
  - See Register for a Praxis Test for information about how to register.
  - If you test outside of Georgia, select the Georgia Professional Standards Commission (state code 7694) as a score recipient when you register or when you order an additional score report. See Sending Your Praxis Scores for more information.

Step 4: Complete Certification Application

- 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. Your certification paperwork will not be processed unless you have met or spoken with Mrs. Character.
Step 5: Submit Transcripts

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](http://www.reg.uga.edu) to request an **electronic** transcript to be emailed to the GaPSC at [mail@gapsc.com](mailto: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](mailto:mail@gapsc.com).