Endorsement Program Completion & Certification Checklist

Step 1: Complete Program Requirements

- You must complete and successfully pass your endorsement portfolio. **Check with your program faculty for specific portfolio submission deadline dates.** Your program faculty must issue a passing score for your portfolio by the following semester dates:
  - **Fall** – TBD
  - **Spring** – May 21
  - **Summer** – August 22

- For your endorsement program, you must complete and successfully pass all courses with the following grade:
  - **Reading Endorsement** – B- or higher
  - **ESOL Endorsement** – C or higher
  - **Gifted Endorsement** – B or higher
  - **K-5 Mathematics Endorsement** – B or higher
  - **K-8 Mathematics Coaching Endorsement** – B or higher
  - **Online Teaching Endorsement** – B or higher
  - **Preschool Special Education Endorsement** – C or higher

- You must complete all other program requirements and be recommended for certification by the endorsement program.

- If you are an undergraduate student, you must earn your undergraduate degree from an initial certification program and complete all certification requirements for your initial certification program before you can add an endorsement field.

Step 2: Submit Endorsement Graduation Application

If this is your last semester (last course) in an endorsement program or if you are graduating this semester and have finished an endorsement program, please complete the College of Education (COE) Endorsement Graduation Application form.

- [COE Endorsement Graduation Application Form]
Step 3: Complete and Submit Certification Application
Submit your certification application to the GaPSC based on the condition that applies to you (see conditions a, b and c below).

- **Condition A:** If you are currently enrolled in a teacher certification program at UGA to earn your initial teaching certificate (*Certificate of Eligibility*) (i.e., to become certified for the first time), you will need to complete an *Initial Certification Application* with Kate Character, the certification director (official) for the College of Education. Kate Character will visit your class at the end of your student teaching/internship semester to show you how to complete the application for both your certification and endorsement. Additionally, she will give you instructions on how and when to order your transcript(s). If you missed the class session with Kate Character, please contact her directly at 706-542-4218.

- **Condition B:** If you currently hold a *Certificate of Eligibility, Induction Certificate, Standard Professional Certificate* or higher in the State of Georgia, go to the *Applications* page in your *MyPSC account* and submit a *Certification Update Application* for the endorsement. On the application, choose the “Add renewable field” option and select your *endorsement for the field*. Repeat the “Add renewable” field step if you are completing and need to add more than one endorsement.
  - If the certification update option doesn’t appear on your *Applications* page, you can complete a hard-copy of the form and submit it to the GaPSC via mail, your employer or email (mail@gapsc.com). If submitting by email, I would recommend you use your GaPSC Certification ID number on your application and not your Social Security Number (SSN). Your GaPSC Certification ID number can be found in your *MyPSC account* under your name.

- **Condition C:** If you are currently employed by a school district and hold a *Certificate of Eligibility, Induction Certificate, Standard Professional Certificate* or higher in the State of Georgia, request your employer’s certification official/HR person to submit an *Employer Assurance* form. The GaPSC will waive the $20 application fee for the *Certification Update Application* when your employer submits the form.

Step 4: Submit UGA Transcript
Go into *Athena* to request an official UGA transcript to be sent to the GaPSC electronically at mail@gapsc.com.

- If you are currently enrolled in a teacher certification program at UGA to earn your initial teaching certificate (*Certificate of Eligibility*) (i.e., to become certified for the first time), order your transcript after you have completed the teacher certification program. Before you order your transcript, check your unofficial transcript in Athena to make sure your degree says,
“Awarded” for the teacher certification program and has the graduation date next to the “Date” field.

- **If you are currently enrolled in a teacher certification program at UGA to upgrade your existing teaching certificate**, it may be more cost-effective for you to order your transcript after you have completed the teacher certification program so that you can submit one transcript for both your certification and endorsement. Before you order your transcript, check your unofficial transcript in Athena to make sure your degree says, “Awarded” for the teacher certification program and has the graduation date next to the “Date” field.

- **If your degree has been awarded and grades have been posted**, you may request your UGA transcript at [reg.uga.edu/transcripts](http://reg.uga.edu/transcripts) on or after the following dates:
  - **Fall 2018** – January 17, 2018
  - **Spring 2018** – May 23, 2018
  - **Summer 2018** – August 31, 2018

- **Please Note**: the UGA Registrar’s office does not offer “pre-ordering of transcripts” (i.e., There is no scheduling option for the submission date. When you purchase your electronic transcript, it is sent immediately to the recipient.)

**Step 6: Claim Endorsement Program in MyPSC Account**

- We will notify you via email when we have submitted your Program Completion form to the GaPSC.

- When you receive the email notification from us, you will need to go into your [MyPSC account](http://MyPSCaccount) and claim UGA as your program provider for the endorsement on the **Program page**.