

School of Education - Brenau University Certification Information



Initial Certification

The initial renewable certification is your first Georgia teaching certificate, whether baccalaureate, certification only or Master of Arts in Teaching. You must complete the **Georgia Professional Standards Commission (GaPSC) Certification Application** and the *Approved Program Recommendation Form*. If you have a contract with a Georgia public school system as a regular classroom teacher, you also want to complete the *Employer Assurance Form*. The GaPSC will also need an official copy of your *Brenau Transcript*.

- You will download and mail the *Certification Application Form* directly to the **GaPSC**.
Link to form: <http://www.gapsc.com/Download/Application.pdf>
- You will mail, or fax, your *Approved Program Recommendation Form* to **Brenau** (see instructions below).
Link to form: <http://www.gapsc.com/Download/ApprovedProgramRecommendationForm.pdf>
- If appropriate, you will submit your *Employer Assurance Form* to your **school system**.
Link to form: <http://www.gapsc.com/Download/EmployerAssurance.pdf>
- You will request that your *Brenau Transcript* be sent directly to the **GaPSC**
Link to form: <http://www2009.brenau.edu/index.cfm?objectid=D2932D98-65B3-FE26-0B521DADC121293A>

As a graduate of an Approved Georgia Teacher Education Preparation Program, you **do not** need to submit the \$20 fee as referenced in the certification application.

Upgrading, Changing or Adding a Certification Field to Your Certificate (Graduate)

If you have initial certification in any area, and your M.Ed./Ed.S. is in that same field, you **do not** need to have the **GaPSC Approved Program Recommendation Form** completed. You simply need to submit the *Certification Application* and a *Brenau Transcript* directly to the **GaPSC**. If you are employed by a Georgia public school, you will also need to submit the *Employer Assurance Form* to the **GaPSC**.

If you are changing certification or adding field(s) with your master's or specialist degree, then you must follow the directions in the paragraph above **and** submit the **GaPSC Approved Program Recommendation Form** to **Brenau**. Remember that passing the GACE in the area that you are changing/adding must be completed prior to submitting the *Application* or *Recommendation* forms.

Transcripts

In all cases you will need an *Official Transcript* from **Brenau University**, which will have your degree and date of graduation posted, to be sent to the **GaPSC**. You must request the transcript in writing from the Registrar's Office. The Registrar's Office issues transcripts after the degree and date have been posted on the transcript if you check the appropriate box on the request form.

School System Requirements

Systems vary in the way that they handle certification applications. If you are employed in a school system as a regular classroom teacher, you may need to check with your system's certification official, or human resources office, to determine their procedures when you submit the **GaPSC Employer Assurance Form** and *Certification Application*.

Brenau University

Approved Program Recommendation Forms are submitted to:

Certification Official, School of Education
Brenau University
500 Washington Street, SE
Gainesville, GA 30501
Fax: 770.534.6221 (*attention Certification Official*)

Do not write after the words **Certification Official Section**. The Certification Official will complete his portion of this form and send it directly to the **GaPSC** on your behalf.