

Certificate Upgrade Procedures

To apply for a certificate upgrade, employees must submit the following items to the Georgia Professional Standards Commission (GaPSC):

- A completed 2-page application (available from www.gapsc.com)
- A completed Verification of Lawful Presence Form if one is not already on file with GaPSC
- An official transcript from the college or university where the individual earned a Master's, Specialist, or Doctorate degree sent directly from the University to the GaPSC. **NOTE:** The degree and the date of conferment must be posted on the official transcript.

Once an employee submits the completed forms and uploads them through their MyPSC account to the Professional Standards Commission, he or she should notify **Connie Farlow** in the Thomas County Schools Human Resources Department. In addition to the transcript submitted to GaPSC, an official transcript must be sent to Connie Farlow in the Thomas County Schools Human Resources department for review to determine the appropriate salary placement on the salary schedule.

Useful Links and Documentation

The GaPSC Certificate Upgrade Advisor [Certificate Upgrade Advisor](#) can help assist educators in finding advanced degree programs closely aligned with their current fields of certification or find degree programs leading to a new field of certification while also earning a higher degree.

- [Georgia Professional Standards Commission](#) (information on Certification, Educator Preparation, Ethics, and Research)
- [GACE](#) (information about the tests, test dates and exemption policy)
- [Certification Update Application](#) (may also be completed through your [MyPSC](#) account);
- [Verification of Lawful Presence](#)

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