

---

Create your [MyPSC](#) account, if you have not done so already.

submit a copy of your completed [GaPSC Certification Application](#) to the OEC before the Certification Officer can complete the Approved Program Recommendation form  
complete and submit a [Release form](#) to the OEC, granting your permission for your certification documents to be released to your board office  
request your official VSU transcript from the Registrar's office be sent to your school board office

Once all required documents and forms are received by the OEC and completion of all program and certification requirements is verified by the Certification Officer, the Approved Program Recommendation form will be completed and mailed to your school board office.

---

Create your [MyPSC](#) account,

Once all required documents and forms are received by the OEC and completion of all program and certification requirements is verified by the Certification Officer, the Approved Program Recommendation form will be completed and submitted electronically to GaPSC. You may monitor your certificate processing status and access your official certificate once issued using your MyPSC account.