



## Pre-Service Certificate Checklist

### Who needs a Pre-Service Certificate?

- All teacher education candidates who have been officially accepted into their program except as described in the next question.

### Who should not apply for the Pre-Service Certificate?

- Those individuals who are taking pre-requisite courses prior to entering a teacher education program (e.g. “Area F” courses, Foundations of Education/Investigating Issues in Education, Introduction to Teaching and Learning, etc.) need not apply for the Pre-Service Certificate.
- Master’s degree or certification-only candidates who have already obtained an Induction Certificate (Pathway 4) issued by GaPSC need not apply for the Pre-Service Certificate.
- Those who hold any type of professional certificate or permit in the state of Georgia would not need a Pre-Service Certificate. (Those who hold a Paraprofessional Certificate or a Certificate of Eligibility will need to obtain the Pre-Service Certificate.)

**Step 1** Create a [MyPSC account](#).

**Step 2** Claim UGA as your program provider in your [MyPSC account](#).

**Step 3** Complete the [Georgia Educator Ethics \(360\)](#) (\$30). Print or save a copy of your Ethics Completion Certificate. Test scores take about 7-14 to post back to GaPSC and your MyPSC account for us to see that you have completed it.

**Step 4** Complete Pre-Service Application and Verification of Lawful Presence (VLP) Application Packet with Kate Character. **DO NOT COMPLETE ANY APPLICATIONS UNTIL YOU MEET WITH KATE!**

Kate Character will upload the VLP and documentation to GaPSC. You should not upload any documents. There is no fee for the pre-service certificate.