School Counseling: Program Completion & Certification Checklist

Step 1: Claim Your Program in MyPSC Account

- If you haven’t already done so, sign into your MyPSC account to claim UGA as your program provider for the School Counseling program.
- Visit our MyPSC Account page for step-by-step instructions on how to claim your program.

Step 2: Complete Program and College Requirements

- If applicable, you must complete and successfully pass your School Counseling 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 – December 22
  - Spring – May 28
  - Summer – August 19
- You must complete and successfully pass the Exceptional Children’s Course (SPED 2000) with a grade “C” or higher.
- You must complete and successfully pass all courses.
- You must complete all other program requirements and be recommended for certification by the School Counseling program.
- You must successfully complete all of your clinical practice (internship).
- Complete the Child Abuse and FERPA training.
- Complete the COE Exit Survey.

Step 3: Complete GaPSC Assessment Requirements

- GACE Program Admissions Assessment
  - You must pass or exempt the GACE Program Admissions Assessment prior to program admissions.
  - There are three parts to the assessment and you must pass all three parts.
  - The fee for this combined assessment is $128. Fee is subject to change.
  - Registration Information
- GACE Content Assessment for School Counseling
  - You must attempt the School Counseling GACE Content assessment to be considered a program completer. Candidates must pass the assessment to be eligible for certification.
  - The fee for the assessment is $193. Fee is subject to change.
  - Registration Information
Step 4: Complete Certification Application

- You will receive a certification packet from Mrs. Kate Character, Certification Official, when she meets with your class during the clinical practice semester. If you miss the meeting, contact Mrs. Character at 706-542-4218 to set up a time to meet with her. Your certification paperwork will not be processed unless you have met or spoken with Mrs. Character.
- If you missed the meeting and have spoken with Mrs. Character, you can submit your certification packet to the address below:
  o Kate Character, Certification Official
  University of Georgia
  College of Education, Dean’s Office
  G4 Aderhold Hall
  Athens, GA 30602

Step 5: Submit Transcripts

Submit an official electronic copy of all transcripts to the GaPSC at mail@gapsc.com for the universities and colleges attended and listed on your certification application.

  o Before requesting a UGA transcript, we advise you to view an “unofficial transcript” in Athena to make sure all required degrees have been posted (awarded) and grades have been posted for your courses.
  o 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.)