

UPGRADE INSTRUCTIONS

1. Go to www.gapsc.com
2. Download and print the Application for Certification (3 pages) and complete. These may also be obtain by stopping by the personnel office.
3. Obtain an official transcript. Make certain your degree statement has been posted to your transcript.
4. Bring this material to the personnel office so that the Employer Assurance Form can be completed and your materials can be copied for your file and either mailed or faxed.
5. While it is probable that the Personnel Office will receive an electronic version of the new certificate before you receive your copy in the mail, it is advised that you send us a hard copy as well.
6. I will fill out a “Payroll Status Change” sheet and submit it to the Payroll Manager.
7. Your raise will be pro-rated from the effective date listed on you new certificate and spread out over your remaining paychecks. (Note that your pay is based on your teaching certificate rather than your degree.)
8. A teaching certificate received by the personnel department after May 15 will not be recognized for salary purposes until the next school year.

Note: If you are adding a new field to your certificate (in addition to the upgrade) you must print the Approved Program Recommendation and have your college complete it. You must also obtain a copy of your GACE scores.