

Georgia PSC Certificate Upgrade Instructions

Have your official transcript sent electronically to sydney.ledford@murray.k12.ga.us

OR

Mail to P.O. Box 40, Chatsworth, GA 30705 (Attn: Sydney Ledford)

Online

1. Login to you gapsc.com account
2. Click "Submit Application / Check Status" on the left navigation bar
3. Click "Create Application"
4. Enter employment information and select Murray County as the employing system
5. Select "Upgrade to level __"
6. Enter your degree information
7. Confirm your application information and submit

Notify me by email (sydney.ledford@murray.k12.ga.us) that you have applied for a certificate upgrade online.

If you do not wish to complete the application online, please follow the instructions below:

Paper Application

1. Go to gapsc.com and click "download forms" under Popular Links (bottom left)
2. Click "certificate update application"
3. Complete the application and send via email to me or drop off at the Central Office
If you have trouble finding the application, email me and I will send a blank application for you to complete.

Note:

I will complete the employer assurance form. Once the certificate has successfully upgraded, I will complete a Pay Change Form and submit it to Payroll.

Your raise will be prorated from the effective date listed on your new certificate and divided up over your remaining paychecks.