



*This is a Friendly Reminder from the Georgia Professional Standards Commission:*

**STOP!**

**DO NOT ENROLL IN A DEGREE PROGRAM FOR AN UPGRADE UNTIL YOU READ THIS CORRESPONDENCE!**

*(If you are not interested in earning an advanced degree for an upgrade, please disregard this correspondence.)*

Do you want to upgrade to one of the following: Master's (Level 5), Specialist (Level 6), or Doctoral (Level 7)? If so, keep reading to make sure your future upgrade is protected.

**CHECK THE UPGRADE ADVISOR TODAY AND PROTECT YOUR FUTURE UPGRADE!**

**You are guaranteed an upgrade if you:**

1. Access the Certificate Upgrade Advisor by logging in to your MyPSC account and selecting the "Certificate Upgrade Advisor" link
2. Select an allowable advanced degree program in the Advisor
3. Save the selected degree program in the Advisor
4. Enroll in the program within 1 year of saving approval confirmation
5. Complete the degree and submit all application materials to GaPSC

Once you have logged in to the Certificate Upgrade Advisor, identified the degree(s) you are interested in completing, and added the program(s) of interest to your list, please scroll to the bottom of the page and save the list. Saving the list automatically creates a document on your certification file that will serve as a permanent record of the degree verification. **No further approval confirmation is necessary.** All information received through the Advisor is considered an **official** response, provided you have accessed the advisor through your MyPSC account and saved the information to the list. The GaPSC will not provide additional approval by phone or email for a program you have already confirmed through the advisor.

**Please remember, the upgrade rule requirements are very specific:**

1. A program must either be in-field to your current certification, or state-approved to lead to the addition of a new field to your certificate; **and**
2. The institution itself must also hold specific national accreditation at the time of your enrollment.

To review the Upgrade Rule, please select the following link:

<https://www.gapsc.com/Rules/Current/Certification/505-2-.33.pdf>

Sincerely,

Certification Division  
Georgia Professional Standards Commission