Hello All,

If you have already verified your enrollment at KSU with the PSC and submitted your Pre-Service Cert. application, then please disregard this email. However, if you have not done them both, here is a blank application and instructions to do both.

Please follow the instructions below before emailing to **bcoe_certification@kennesaw.edu.** You may have gotten these instructions already, but just in case you did not, and to insure we are not sending it back and forth with sensitive information, please follow them **Exactly.**

INSTRUCTIONS: Pre-Service Cert. Application:
*__Print it out__ and **hand write** everything in **BLACK INK**, in **ALL CAPS**.
*__Pg.1__: There is no space for this, but at the top right-hand corner of pg.1, please write-
   in your KSU number, (000…...), below it, write your Net/student ID info. (It's the
   beginning of your student email. We DO NOT need the ...@students.kennesaw.edu
   just the ID part)
  * **Begin** filling out the application. Again, in **BLACK INK**, **ALL CAPS**
    -Make sure you fill in your STREET Address, **NOT EMAIL** Address (Happens a lot)
  * __Sec.2__: Completely color in the bubbles when answering. __NO__ X's or Checks
   -(*PSC will not accept*).
 *__Sign and Date.__ (*Keep in mind, signature Expires after 90 days, giving you time
    to Verify your enrollment at KSU's Teacher Prep Program in your myPSC account*)

*BUT **Only AFTER** you have been **Officially Admitted to the Program can you Verify
    Enrollment**. **NOT Before**. *So, if you get admitted, remember this.*

***********Proceed to Page 2***

*__Pg. 2__: This page is basically asking if you are a U.S. citizen and what proof you are
    providing that show it.
  *If you are a **citizen**, then put your initials on **#1 Only**. You can only be **1 option,** Not
    two. If you are the second option, then we will need a copy of the front **AND** back
    of your Permanent Resident Card.
  *Then, Go to middle of the page.
  *On the line in the middle of the page, where above begins with *"The secure and verifiable
document provided with the affidavit………....."*
  *Write **"GA Driver's License"** or whatever proof you are providing that you are a
    U.S. citizen. (this is mostly an unexpired Driver's License, but can be an unexpired
    Passport).
  *__Do NOT Sign__ this page until you are in front of a Notary Public with your driver's
    license or ID. You will now need to find one on your own, in which case please
    include a magnified copy (150-200%) of the FRONT (Only) of your driver's license
    to your application before scanning all 3 pages.
  *__BEFORE Scanning__ the completed packet (3pgs.), please place the magnified copy of
    your driver's license or Permanent Resident card in-between pg.1 and pg. 2, so that
    your driver's license becomes the **New page 2**. The application packet should look
    like this when emailing to us; Pg.1, Driver's License, Pg. 3. (Do not include the
    Instruction page).
*__Scan it & Save it__ as a PDF file, then email it to: **bcoe_certification@kennesaw.edu**

I know this is a lot, so please don't hesitate if you have any questions and let us know if you have any problems.

To VERIFY Enrollment at KSU with PSC:
*Log in to your myPSC account.
* In your "***MyPSC Dashboard***." Click on **"*Claim Preparation Program.*"**
  "Program Provider," should populate as "Kennesaw State University," or select   it.
*It will ask you a couple of questions that you must click "***Confirm***" to.
*Please click **"*Confirm"*** to the side **AND** scroll to the very bottom and click **"*Confirm"* <u>AGAIN</u>**. It must be done <u>**TWICE**</u>. Then **"*OK"*** to complete. Only after this, can we upload your Pre-Service Cert. application to the PSC.

This is instantaneous, so we will be able to upload your Pre-Service Cert appl. as soon as you complete this, but I will not know you have verified unless you reply or send me an email informing me of such so that I can upload your application. Otherwise, I get no notice that you have verified, and your Pre-Service Cert. application could sit here and be delayed unnecessarily.

Again, you only have 90 days from the date of signing before this application expires. I recommend verifying as soon as you are able to after you have been officially admitted since it takes the PSC 2-3 weeks to issue the certification.

Please let me know if you have any questions and thank you for your attention.