



Candidate Guide to Applying for a Pre-Service Certificate

STEP 1

- Complete your Admission to Teacher Education Application in [TK20](#) and SUBMIT the application once you have uploaded all required documents. It will not be processed until you have submitted all documents required.

STEP 2

Once the application is processed, you will receive an email to "claim enrollment" at CSU.

- To claim enrollment, you will need to create or log into your MyPSC account at [MyPSC](#) .
- Select "Program" on the MyPSC menu.
- Choose Columbus State University on the Program Provider drop down box and enter your CSU ID number, then click submit.
- Click on confirm under the Enrollment Status.
- Verify your Program Preparation Information then click Confirm.

STEP 3

Once the GaPSC has confirmed your enrollment with CSU you will receive an email telling you to complete the following in MyPSC [Preservice Instructions](#) : This can be found on your MyPSC dashboard after logging in to your account.

- Answer Personal Affirmation Questions (PAQs).
- Submit the PreService Application through the Applications/Documentation/Status tab.
- Upload your Verification of Lawful Presence [VLP](#) AND a copy of your Driver's License. This document must be notarized. You may use any notary service you wish. However, CSU does offer notary service to students for the VLP. Contact the Human Resources office at 706-507-8920 to set up an appointment.

It can take up to 6 weeks for the GaPSC to process your PreService Certificate. Once it is issued, you will receive an acceptance letter to Teacher Education at CSU.