



School Nutrition: Program Completion & Certification Checklist

Step 1: Claim Your Program in MyPSC Account

- If you haven't already done so, sign into your [MyPSC account](#) to claim UGA as your program provider for the *School Nutrition* program.
- Visit our [MyPSC Account page](#) for step-by-step instructions on how to claim your program.

Step 2: Complete Program and College Requirements

- You must complete and successfully pass all courses.
- You must complete all other [program requirements](#) and be recommended for certification by the School Nutrition program.
- You must successfully complete all your clinical practice (internship).
- Complete Child Abuse & FERPA Trainings (CA-FERPA Trainings).
- Complete the *MFECOE Exit Survey*.
- Pass Dispositions Assessment (DISPS).
- Complete PECA Contract.
- Passing score on the following Program Key Assessments (PKAs):
 - Financial Management and Analyzing Financial Management Data Assignment
 - Nutrition Intervention Background Research Assignment
 - End of Program Examination

Step 3: Certification Application Process

- Complete Personal Affirmation Questions (PAQs) through MyPSC.
- Complete Verification of Lawful Presence (VLP) Form if applicable.
- Employer Assurance Form or \$20 processing (if you hold a certificate other than the Pre-Service certificate)
- Submit UGA official transcripts.
 - Submit an **official electronic copy** of all transcripts to the GaPSC at mail@gapsc.com for the universities and colleges attended and listed on your certification application.
 - **Before requesting a UGA transcript**, we advise you to view an "unofficial transcript" in [Athena](#) to make sure all required degrees have been posted (awarded) and grades have been posted for your courses.
 - Your degree is considered awarded when it says, "Awarded", and has the graduation date listed next to the date field (i.e., the date field is not blank).
 - **Please Note:** the UGA Registrar's office does not offer "pre-ordering of transcripts" (i.e., There is no scheduling option for the submission date. When you purchase your electronic transcript, it is sent immediately to the recipient.)

Final Steps

- Once all requirements are completed and verified by the Ed Prep team, the Program Recommendation (TPMS Form) will be submitted to GaPSC
- Submission of the TPMS form automatically opens your certification application case

You can monitor your status in your MyPSC account

- If additional information is required, GaPSC will notify you via email
- Check the Correspondence/Notification tab in your MyPSC account for updates

Helpful Links:

- Certification Checklists: <https://coe.uga.edu/students/teacher-prep/certification>
- Graduation and Certification Calendars <https://resources.coe.uga.edu/students/ed-prep/#certification-checklists>
- MyPSC- <https://mypsc.gapsc.org/Home.aspx?ReturnUrl=%2f>



Questions or Need Assistance?

For questions regarding program completion, certification requirements, or application status, please contact:

Krista M. Vanderpool

Director of Academic and Curriculum
Management/Certification Director

kvanderp@uga.edu

Shayla S. Lee

Director of Information Management/Director of
Graduation Clearance

edtech@uga.edu