

505-2-.23 REQUIREMENTS LETTER

(1) Summary.

- (a) The Georgia Professional Standards Commission (GaPSC) Certification Division may issue a Requirements Letter to an individual who has not met all requirements for Georgia certification and is not employed in a Georgia Local Unit of Administration (LUA).

(2) Validity.

- (a) The Requirements Letter is valid for five (5) years from the date of issuance.
 - 1. If requirements outlined in a Requirements Letter are not completed prior to the expiration date, a new Requirements Letter may be issued based on current requirements. If the individual applied for certification based on completion of a GaPSC-approved educator preparation program, an updated Approved Program Completion form verifying compliance with current program requirements must be submitted. To request an updated Requirements Letter, an individual must apply following application procedures outlined in GaPSC Rule 505-2-.27 CERTIFICATION APPLICATION PROCEDURES.
- (b) If the individual completes all outstanding certification requirements outlined in the Requirements Letter prior to its expiration date, the individual must apply for certification following procedures outlined in GaPSC Rule 505-2-.27 CERTIFICATION APPLICATION PROCEDURES.

Authority O.C.G.A. 20-2-200