

DIVISION OF EDUCATION PROGRAM CHECKLIST

Early Childhood Education

- Writing Sample: The Impact of Three Issues That Challenge Educators Today
- ALL Official Transcripts
- [3 recommendation forms](#)
- Valid Georgia Clear Renewable Teaching Certificate or its equivalent per Georgia's Professional Standards Commission requirements

Middle Grades Education

- Writing Sample: The Impact of Three Issues That Challenge Educators Today
- [3 recommendation forms](#)
- ALL Official Transcripts
- Valid Georgia Clear Renewable Teaching Certificate or its equivalent per Georgia's Professional Standards Commission requirements

Secondary Education

- Writing Sample: The Impact of Three Issues That Challenge Educators Today
- [3 recommendation forms](#)
- ALL Official Transcripts
- Valid Georgia Clear Renewable Teaching Certificate in Secondary English, Math or Science or its equivalent per Georgia's Professional Standards Commission requirements

Special Education

- Writing Sample: The Impact of Three Issues That Challenge Educators Today
- [3 recommendation forms](#)
- ALL Official Transcripts
- Valid Georgia Clear Renewable Teaching Certificate in Special Education General Curriculum K-12 per Georgia's Professional Standards Commission requirements

School Counseling

- [3 recommendation forms](#)
- ALL Official Transcripts
- Official Miller Analogies Test (MAT) or Graduate Record Examination (GRE) Test Scores (individuals with a master's degree may exempt this requirement)
- GACE Program Admission Test Scores (Reading, Math, Writing) or a valid Georgia Clear Renewable certificate, or its equivalent per Georgia's Professional Standards Commission requirements
- Successful Interview w/ Counseling Program Faculty, including completing a writing sample at the interview

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Master of Education in Education Administration and Supervision*

- [College of Education Disposition Statement Form](#)
- [3 recommendation forms](#) (*1 must be from a current immediate supervisor*)
- ALL Official Transcripts
- Official Miller Analogies Test (MAT) or Graduate Record Examination (GRE) Test Scores
- GACE Program Admission Test Scores (Reading, Math, Writing) OR
- Valid Georgia Clear Renewable certificate, or its equivalent per Georgia's Professional Standards Commission requirements (individuals with a master's degree may exempt this requirement)
- Official documentation indicating three years of professional education experience (copy of employment contract for individuals who are certified and resume for individuals who are not certified)

Educational Specialist in Education Administration and Supervision

- [3 recommendation forms](#) (*1 must be from a current immediate supervisor*)
- ALL Official Transcripts
- Valid Georgia Level 5 Clear Renewable Teaching Certificate or its equivalent per Georgia's Professional Standards Commission requirements
- Official documentation indicating three years of professional education experience (copy of employment)
- [Superintendent's Assurance Form](#)
- All official college transcripts from each institution attended including master's degree from granting institution

