Procedures for Adding
Reading Endorsement or SPED Transition Specialist Endorsement to A Renewable Certificate

If you want Reading or SPED Transition Specialist Endorsement added prior to program completion:

1. After courses are complete and grades are posted, contact your Human Resource representative with your district. Complete the certification application with your HR representative. Request a transcript sent to the district representative when grades have posted to your transcript. HR representative will submit to the PSC.

2. The Certification Officer here at Armstrong will complete the approved program recommendation form electronically with the PSC, requesting Reading Endorsement or SPED Transition Specialist Endorsement be added to your certificate.

When program is completed:
Go through your district HR office to complete your PSC application to upgrade your certificate and add Reading Endorsement or SPED Transition Specialist Endorsement to a renewable certificate.

The certification officer at Armstrong will automatically submit the approved program recommendation form to the PSC, recommending the add-on certificate.

Questions, contact Angela Mills-Fleming, Armstrong’s Certification Officer at Angela.Mills-Fleming@armstrong.edu or 912-344-2552.

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