# Tier 2 Educational Leadership Checklist

## Admission to Program Completion

### Before you begin classes
- Log into your [myUWG account](#)
- Sign into your UWG email
- Fill out the FAFSA and contact the [Financial Aid office](#) if you plan to use FA funds
- Speak with our Program Coordinator to plan your course progression using the [Program Sheet](#) and the [Course Projection](#) site
- Register for classes ([How to Register](#))
- Return your completed Program Sheet to [efincham@westga.edu](mailto:efincham@westga.edu)
- Purchase textbooks

### During the program
- Verify enrollment after receiving an email to your UWG account from the GaPSC (approximately 1-2 weeks into your first semester)
- Identify and work with a mentor in your school district
- Attend the 7 synchronous Saturday seminars associated with the residency classes
- Maintain a GPA of 3.0 or higher
- Complete and submit the Performance Assessment of Educational Leaders (PASL)

### Program Completion
- Follow the steps emailed to your UWG address by our certification specialist, Kathy Jones, on applying for your certification with the GaPSC
- Take the Tier 2 program Exit Survey once it has been emailed to you
- Consider applying to our [School Improvement Doctoral program](#)