



Tier I Educational Leadership Checklist

Admission to Program Completion

Before you begin classes

- Log into your [myUWG](#) account and your UWG email
- Fill out the FAFSA and contact the [Financial Aid office](#) if you plan to use FA funds
- View your course sequence on the [program sheet](#)
- Register for classes ([How to Register](#))
- Return your completed Mentor Form to efincham@westga.edu
- Complete the online orientation in [CourseDen](#)
- 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)
- Maintain a GPA of 3.0 or higher
- Take the GACE Content Assessment in Educational Leadership – test 311 (eligibility is granted after you have successfully completed four of the six courses)

Program Completion

- [Apply for graduation](#) (stand-alone certificate)
- 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 I program Exit Survey once it has been emailed to you
- Assume a leadership position and use your new knowledge and skills to make a positive impact on Georgia schools
- Consider enrolling in one of our [Tier 2 certification](#) programs