



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
- 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
- Purchase [textbooks](#) and [Tk20](#)

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
- Upload all Key Assessments into Tk20
- 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