

**505-2-.38 CERTIFICATE CORRECTION**

**(1) Educator Responsibility.** It is the responsibility of the individual educator to maintain an accurate, valid Georgia certificate.

**(2) Correction Procedures.**

(a) When a new certificate or correspondence is received by the educator, it should be examined carefully. Any questions should be addressed either with the employing local unit of administration (LUA) or the Georgia Professional Standards Commission (GaPSC). If an error is detected, the educator has forty-five (45) days to contact the GaPSC by submission of a letter of explanation. Appropriate corrective action will be taken by the GaPSC.

(b) If the GaPSC discovers an error, it will take measures to make the necessary correction. A certificate issued in error to an ineligible applicant may be subject to recall (invalidation). Necessary corrections involving validity or certificate level dates will be retroactive to the date eligibility was established, but no earlier than the most recent July 1. Under certain conditions, as outlined in GaPSC Rule [505-2-.32 VALIDITY PERIODS AND DATING OF CERTIFICATES](#), the LUA superintendent or appropriate designee may request additional changes to the certificate level effective date.

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