



## **Certification Renewal Frequently Asked Questions**

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### **FAQs**

**Certificate renewals will begin in December 2017. How soon will my certificate be updated? What are Express Renewal Sessions and where will they be held?**

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**I need to schedule my fingerprint/background check. Can you set-up an appointment for me?**

**I had a background check/ fingerprint last year. Can I use that information?**

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**What is the purpose of the “MyPSC” account?**

**Who is required to set-up a “MyPSC” account?**

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**I recently upgraded my certificate. Why do I have to renew now?**

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**How will I know when my certificate is renewed?**

**What should I do to obtain a copy of my certificate?**



## CERTIFICATION RENEWAL FREQUENTLY ASKED QUESTIONS (CONTINUED)

### **CERTIFICATE RENEWALS WILL BEGIN IN DECEMBER 2017. HOW SOON WILL MY CERTIFICATE BE UPDATED?**

You may walk in to submit renewal documents after you've completed fingerprinting. Documents can be delivered Monday- Friday, from 8:00- 4:30 pm CLL 3rd floor, Human Resources.

Upon completion of all GaPSC requirements, including (Application, Verification of Lawful Presence affidavit, and a fingerprint/ background check) your certificate will be renewed.

### **WHAT ARE EXPRESS RENEWAL SESSIONS AND WHERE WILL THEY BE HELD?**

The Express Renewal Sessions will allow you to submit a completed application for certificate renewal/ conversion, VLP, and complete a fingerprint/ background check. Express Renewals will be held at the Safety and Security;( fingerprinting and background office) between the hours of 3:00 p.m. and 5:00p.m.

Please note, if all GaPSC requirements have not been met, certificates will not be renewed.

### **IS IT NECESSARY FOR ME TO REGISTER AND ATTEND AN EXPRESS RENEWAL SESSION?**

If you have already completed a fingerprint/ background check within the school calendar year (July 1– June 30) of the certificate expiration date, you do not need to attend a session. You may scan and upload your documents (application and VLP and valid I.D.) to your Certification Specialist. Do not send your renewal forms directly to the GaPSC. If so, your renewal will be rejected.

### **MAY I GET A COPY OF MY COMPLETED APPLICATION AND OTHER CERTIFICATION INFORMATION?**

You are required to make all copies necessary before submitting your certification information for processing. When submitting documents, do not make **front and back copies (two-sided) and no staples.**

### **WHAT IS A VERIFICATION OF LAWFUL PRESENCE AFFIDAVIT (VLP) AND WHY IS IT NEEDED?**

Georgia law (O.C.G.A 50-36-1 requires all applicants for state certification to verify that they are lawfully present in the United States. Under this law, individuals issued a certificate/license by the Georgia Professional Standards Commission on or after July 1, 2013, must GaPSC Verification of Lawful Presence form, a signed and notarized affidavit and a copy of a secure and verifiable document to substantiate lawful presence. **If you do not have access to a notary, one will be provided.**

### **WHO MUST COMPLETE THE VLP PROCESS?**

Anyone applying for certification on or after 11/25/13, regardless of the transaction requested (initial, name change, convert, add field, renewal, clearance, paraprofessional, etc.) The VLP process is required "one-time" only. If you have submitted a VLP for any

## CERTIFICATION RENEWAL FREQUENTLY ASKED QUESTIONS (CONTINUED)

### **WHAT DOCUMENTATION IS REQUIRED TO COMPLETE THE VLP?**

- The completed, signed and notarized affidavit
- A copy of one of the acceptable secure and verifiable documents listed on page two of the form (**originals are not required, photocopies of the document(s) are acceptable**)

#### **Items to note about the affidavit:**

- ✓ Only one of the options 1, 2, or 3 should be selected
- ✓ Applicants may initial or check the applicable option
- ✓ An alien number or other similar number issued by the Department of Homeland Security or other federal immigration agency is required for option 2 and 3

### **DO I NEED TO COMPLETE AN EMPLOYER ASSURANCE FORM TO RENEW MY CERTIFICATE?**

NO.

### **MAY I SCAN MY APPLICATION AND VLP (WITH I.D.) FORMS AND SUBMIT THEM ELECTRONICALLY?**

Yes. If you have already completed a fingerprint/background check your documents may be scanned and submitted electronically to your appropriate Certification Analyst. The Certification Update application must be completed in its entirety, signed and dated. Electronic signatures are not accepted.

*DO NOT SUBMIT OR UPLOAD YOUR DOCUMENTS DIRECTLY TO THE GaPSC FOR RENEWALS, AS THEY WILL BE REJECTED.*

### **I NEED TO SCHEDULE MY FINGERPRINT/BACKGROUND CHECK. CAN YOU SET-UP AN APPOINTMENT FOR ME?**

It is not necessary to schedule an appointment. Walk-in appointments are available Monday – Friday from 8:00 a.m. – 6:00 p.m. The cost for the background check is \$45.00 made payable by money order or cashier's check only. **Bring all completed documents with you at the time of your appointment. If you arrive after 4:30pm on Express Renewal days, renewal applications will not be provided.**



## CERTIFICATION RENEWAL FREQUENTLY ASKED QUESTIONS (CONTINUED)

### **I HAD A BACKGROUND CHECK/ FINGERPRINT LAST YEAR. CAN I USE THAT INFORMATION?**

*Generally NO.* The criminal record check **MUST** be done during the school fiscal year in which the certificate expires.

#### **Scenario 1:**

Jane Doe completed her 5 year background/fingerprint check for APS employment on 03/31/2017. Her certification expires 06/30/2018. Will she need another fingerprint performed?

YES. Her fingerprint was done outside of the school year (July 1, 2017 - June 30, 2018) in which her certification expires.

#### **Scenario 2:**

John Doe is a new hire. He was fingerprinted 07/27/2017. His certificate will expire 06/30/18. Will he need to be fingerprinted again?

NO. His fingerprint was completed in the fiscal year of his certificate expiring. He will only need to submit a Certification Update Application and VLP forms for renewal.

### **DO I HAVE TO WAIT UNTIL I COMPLETE MY BACKGROUND CHECK BEFORE SUBMITTING MY OTHER DOCUMENTS?**

Yes. All documents should be submitted at the time of fingerprint/ background appointment or at the Express Renewal session.

### **HOW DO I CHECK THE RECEIPT OF MY APPLICATION AND THE STATUS OF MY RENEWAL?**

Allow up to 5 business days of document submission to check your “MyPSC” account.

### **WHAT IS THE PURPOSE OF THE “MYPSC” ACCOUNT?**

The Georgia Professional Standards has gone paperless; therefore, any and all correspondence from the PSC, including your certificate will be communicated through this portal.

### **WHO IS REQUIRED TO SET-UP A “MYPSC” ACCOUNT?**

All certified Georgia educators are required to set-up an account. To set-up an account, go to [www.gapsc.com](http://www.gapsc.com) and click on the “register MyPSC” link. *Your account must be set-up before your certificate is renewed.*



## CERTIFICATION RENEWAL FREQUENTLY ASKED QUESTIONS (CONTINUED)

### **DO I NEED PLUs IN ORDER TO RENEW MY CERTIFICATE?**

No, PLUs are not required. A PLP/PLG must be established and the educator must make adequate progress toward meeting the plan/goals before renewal will be processed.

*Certificate holders who are employed by a Georgia LUA in a position requiring certification must have an individual Professional Learning Plan (PLP) or a Professional Learning Goal (PLG) coordinated with their supervisor and employing LUA. These PLPs or PLGs are developed and maintained locally, and must be aligned with individual educator evaluation results as well as with school and school system professional learning plans. To be acceptable for certificate renewal, the PLP or PLGs must be directly associated with the annual personnel evaluation. (For additional information, please see Rule 505-2-.36 Renewal effective date: July 1, 2017)*

### **I RECENTLY UPGRADED MY CERTIFICATE. WHY DO I HAVE TO RENEW NOW?**

Any **new** fields added to an existing certificate will have the same expiration date as the original teaching certificate; even if the new field is added the same year the certificate is due to expire.

### **I AM NATIONAL BOARD CERTIFIED. DO I HAVE TO RENEW MY CERTIFICATE?**

Although you hold National Board certification, you are still required to renew your Georgia teaching certificate every five years.

### **DO I HAVE TO PAY THE \$20.00 PROCESSING FEE FOR CERTIFICATION RENEWAL?**

No, the \$20.00 processing fee is waived if the renewal is completed through your local district.

### **HOW WILL I KNOW WHEN MY CERTIFICATE IS RENEWED?**

Upon certificate renewal, you will receive an email confirmation from the GaPSC apprising you of your new status. You may also check your "MyPSC" account to access the renewed certificate and other correspondence from the GaPSC.

### **WHAT SHOULD I DO TO OBTAIN A COPY OF MY CERTIFICATE?**

To obtain a copy of your certificate, you must first set-up your "MyPSC" account. After the account is set-up, you may access and print your certificate as needed.

*Single-sided copies ONLY; No Staples*

