

## MEMORANDUM

TO: Recertification Candidate

FROM: Human Resources Department

SUBJECT: Recertification Procedures

The recertification process has been simplified. This applies to all candidates with professional certificates issued by GaPSC that are scheduled to **expire June 30, 2024**, whether you serve as a Paraprofessional, Teacher, Administrator, or any other certificated position. For most renewal candidates only 2 actions are required to complete certificate renewal.

1. Complete the Criminal History Record Information Consent/Inquiry Form. **\*Must be returned via pony mail with original signature. You will need to print, manually sign and date this form.**
2. Log into MyPSC to answer Personal Affirmation Questions (PAQs) for the 2023-2024 school year. *If answers were submitted prior to July 1, 2023, you must resubmit your answers for this school year.*

Failure to complete both actions listed above will result in the expiration of your certificate. Recertification requests will be processed upon receipt of both, the completed Criminal History Record Information Consent/Inquiry Form and background results. Monitor your email address on file with GaPSC. GaPSC will send an email notification when your certificate is updated. You may check your certificate status by logging into your MyPSC account.

### Additional information:

The following information should assist with answering any additional questions you may have regarding recertification:

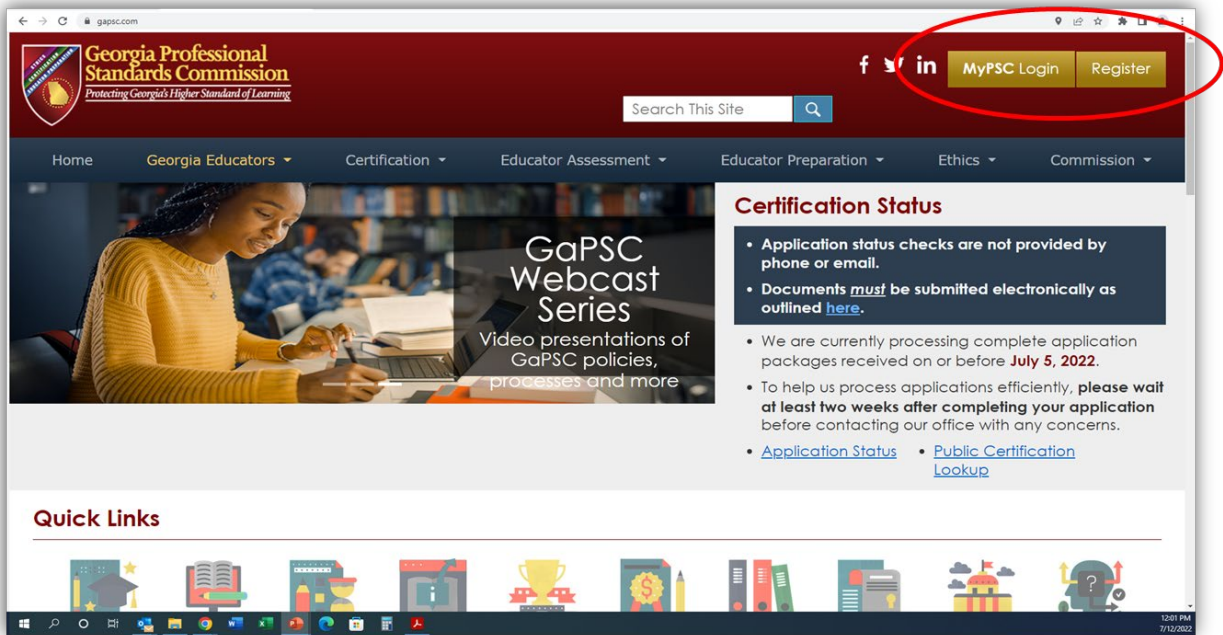
- The Criminal History Record Information Consent/Inquiry Form is included with this communication **\*Do not enter information below the bold black line, located below the <signature and date> area, at the top of the form.**
- On the Criminal History Record Information Consent/Inquiry Form circle **<270>** for the authorization validity.
- Criminal History Record Information Consent/Inquiry Form should be returned to **Human Resources, ATTN: Recertification**, via pony mail by **Wednesday, January 31, 2024**.
- If you are a **legal permanent resident** to the United States or a **qualified alien** or **non-immigrant** under the Federal Immigration and Nationality Act, you may also be required to complete a Verification of Lawful Presence Affidavit (VLP), and provide a clear, legible copy of your unexpired driver's license or other form of identification approved by GaPSC. Visit

<https://www.gapsc.com/certification/downloads/SecureVerifiableDocuments.pdf> for a list of approved forms of identification.

- a On the VLP affidavit, **check only one statement**, about your citizenship status. **Checking all 3 statements with cause your request to be rejected by GaPSC and delay certificate renewal.**
  - b A notary should witness you signing your affidavit. If your location doesn't have a notary, contact the Human Resources. We can provide this service. However, the affidavit should remain blank until visiting the Human Resources Department for notary service.
  - c The affidavit must accompany a clear legible copy of your unexpired driver's license or other form of approved identification. If this item is missing or difficult to read, the renewal request will be considered incomplete.
- For candidates with expiring **non-renewable induction or provisional certificates, your certificate conversion process will begin after March 1, 2024.** Prior to March 1, 2024, you must ensure that all requirements for certification have been met. If you are unable to meet all requirements for certification by June 30, 2024, it is your responsibility to contact the Human Resources Department for assistance. We ask that you contact us via email at [Certifications@bcsdk12.net](mailto:Certifications@bcsdk12.net). Allow 2 to 3 working days for a response.
  - Contract Teachers hired by **Intalage, TPG** or any other 3<sup>rd</sup> party provider of educational services should contact their employing company for assistance with certificate renewal. Intalage employees may contact Nasreen Haque at 404.725.1693 or via email at [nasreen@intalage.com](mailto:nasreen@intalage.com).

## How to log into or register for a MyPSC Account

Visit [www.gapsc.com](http://www.gapsc.com) to **log into** or **register** for a MyPSC account.



# Bibb County School District

484 Mulberry Street  
Macon, Georgia 31201  
(478) 765-8560

## CRIMINAL HISTORY RECORD INFORMATION CONSENT/INQUIRY FORM

I hereby give consent for the Bibb County School District to conduct an inquiry and receive any Georgia criminal history record information pertaining to me which may be contained in the files of any state or local criminal justice agency in Georgia.

|                           |             |                      |                               |
|---------------------------|-------------|----------------------|-------------------------------|
| <b>Full Name (Print):</b> |             | <b>Maiden:</b>       |                               |
| <b>Address:</b>           |             |                      |                               |
| <b>Sex</b>                | <b>Race</b> | <b>Date of Birth</b> | <b>Social Security Number</b> |
|                           |             |                      |                               |

- This authorization is valid for **90 180 270** (circle one) days from date of signature.
- I, \_\_\_\_\_ give consent to the above named to perform periodic criminal history background checks for the duration of my employment with this company.
- Have you ever been arrested or convicted of ANY crime? **Y** or **N**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

Date of Inquiry: \_\_\_\_\_ Time of Inquiry: \_\_\_\_\_  AM  PM Operator's Initials: \_\_\_\_\_

### Purpose of Background check; (check one)

|                          |  |
|--------------------------|--|
| <input type="checkbox"/> | Employment-Non-Criminal Justice (E) - Provide <i>Georgia</i> Criminal History Record Information   |
| <input type="checkbox"/> | Employment with Mentally Disabled (M) - Provide <i>Georgia</i> Criminal History Record Information |
| <input type="checkbox"/> | Employment with Elder Care (N) - Provide <i>Georgia</i> Criminal History Record Information        |
| <input type="checkbox"/> | Employment with Children (W) - Provide <i>Georgia</i> Criminal History Record Information          |
| <input type="checkbox"/> | Public Record (P) - Provide <i>Georgia</i> <i>Felony Convictions</i> Only                          |

### Purpose Code Used: (check one)

|                          |                                    |
|--------------------------|------------------------------------|
| <input type="checkbox"/> | NO Georgia CHRI results available. |
| <input type="checkbox"/> | Georgia CHRI attached/released.    |

### The inquiry resulted in the following: (check all that apply)

|                          |  |
|--------------------------|--|
| <input type="checkbox"/> | NO NCIC/GCIC Warrant results available.                  |
| <input type="checkbox"/> | Possible NCIC/GCIC Warrant- Contact Agency listed below. |
| Wanting Agency Name:     |  |
| Agency Phone Number:     |  |

\_\_\_\_\_  
**Agency Designee Signature and Title**

\_\_\_\_\_  
**Date**