

Existing Employees – Steps for Renewing an Existing Certificate

Step 1 – Log into your MyPSC account at <http://gapsc.com> (if you need help with your login name or password you can click the link and the site can help you based on your Social Security Number)

- Once logged in on the MyPSC site click the link on the left titled Personal Affirmations
- Once you have completed and submitted the Personal Affirmations section, an email will be sent to Judy Walden in the DCS Human Resources Office letting her know that you are officially requesting recertification

Step 2 – Fill out Consent Form to allow Dade County Schools to receive your fingerprinting history and submit to Judy Walden in the DCS Human Resources Office either via hand delivery or scanning and emailing (this form is on the DCS Human Resources page)

Step 3 – Fill out Certification & License Renewal Information Form and after having it signed by your Principal/Supervisor, submit to Judy Walden in the DCS Human Resources Office either via hand delivery or scanning and emailing (this form is on the DCS Human Resources page)

Step 4 – Register for fingerprinting

- Go to the Human Resources page on the county web site by clicking Departments & Programs then Human Resources.
- Click on Employee Fingerprinting
- Download the Employee Fingerprinting Process document (or follow the steps below)
- Visit the Fingerprinting registration web site at the following address:
<https://www.aps.gemalto.com/ga/index.htm> (GAPS - Georgia Applicant Processing Services)
- Click on Applicant Registration
- On the New Applicant Registration page, click Education Agencies (top right with an Apple icon)
- Under Education Agencies, click PUBLIC SCHOOLS
- Check the box to agree to the Non-Criminal Justice Applicant's Privacy Right and the Privacy Right Statement and then click CONTINUE
- Completely fill out the Information form
- For Reason for Fingerprinting, choose School Employment – Public Schools
- NOTE: For Payment Type, select Credit Card (DO NOT select Agency)
- NOTE: DO NOT check the box marked Fingerprint Card User. Leave this box UNCHECKED
- When completely filled out, click CONTINUE
- Review your information, and then click Submit
- Next, a page loads for you to input your credit card information
- Fill out form and click Pay
- Print out your receipt
- You should receive an email verifying registration and payment
- Print out the email (to take with you when being fingerprinted)
- At this point, notify Judy Walden in the DCS Human Resources Office that you have completed your registration for fingerprinting
- After DCS Human Resources approves your request for fingerprinting you will receive an email labeled Registration Approved

Step 5 – Fingerprinting

- Take note of the fingerprinting times at the Dade County Sheriff's Office (see times on the DCS Human Resources page – Monday, Wednesday, and Saturday between 2:00 PM EST and 6:00 PM EST (remember to follow masks and social distancing requirements))