

DADE COUNTY BOARD OF EDUCATION
P.O. BOX 188 TRENTON, GA 30752

CERTIFICATION & LICENSE RENEWAL INFORMATION FORM

Please complete and return this form to the Human Resource Department along with your Employee Fingerprinting Consent Form and Verification of Lawful Presence (if not completed prior to this renewal of certification).

Employee's Name _____
Employee's School or Work Location _____
Employee's Position _____

Attention Employee – Your principal/supervisor must sign this form before returning your renewal package to Human Resource. Failure to submit ALL required documentation and completed background check will delay renewal process.

Principal/Supervisor Approval

I certify that Professional Learning Requirement have been met by the employee mentioned above: including but not limited to job-embedded learning within the school community. I also certify that Professional Learning Goals or Professional Learning Plans have been met and the plan or goal for this employee is on file with the school system.

Principal/Supervisor Signature

Date