

Renewing Teacher Certificates

If your 5-year Teaching Certificate or Clearance is set to expire within the next 6 months, follow these next 5 steps to ensure a smooth renewal process.

Step 1: Log into Your Certification Account

1. Visit [MyPSC Certification Portal](#).
2. Log in using your credentials and review the status of your certificate.

Step 2: Schedule Fingerprint Appointment

1. If your certificate is expiring on June 30 of the current fiscal year, schedule a fingerprinting appointment.
2. To schedule, click the link to book time with Henry Jackson:
 - a. [Book time with Jackson, Henry: Fingerprint Appointment](#)
 - b. Alternatively, you can contact him directly by phone (ext. 5544) or email for assistance.

Example: If your certificate expires on June 30, 2025 (for the 2024-2025 school year), you can begin the renewal process on January 1, 2025. Ensure the process is completed before June 30, 2025, to avoid any overlap in certification.

Step 3: Attend Fingerprint Appointment

3. **Bring the following to your appointment with Mr. Jackson:**
 - a. Completed fingerprint form.
 - b. Payment for the fingerprinting fee.

Payment Options:

- c. \$42.00 (money order or cashier's check, payable to Richmond County Board of Education).
- d. \$43.72 (payment via credit/debit card).

Step 4: Complete Personal Affirmation Questions (PAQs)

1. Log in to your MyPSC account.
2. Navigate to the **Personal Affirmation Questions (PAQs)** section and complete the questions.

Step 5: Submit Your Application for Renewal

1. In your **MyPSC Account**, go to the **Applications/Documentation/Status** tab.
2. Follow the on-screen instructions to complete and submit your application for certificate renewal.

Switching to a 30-Year Certificate

For Retired Educator Certification If you're interested in switching to the 30-year certificate, follow these steps:

1. **Obtain a Retirement Verification Letter:**
 - a. Request a **Retirement Verification Letter** from the **Teachers Retirement System (TRS)** at [TRS Contact Us](#).
 - b. Upload this letter to your online application.

After obtaining a Retirement Verification Letter:

1. **Log into your MyPSC account.**
2. Under the **Applications/Documentation/Status** section, submit a **“Retired Educator”** request.
3. **Upload the following documents** at the end of your request:
 - a. Official Retirement Verification Letter (scanned and saved as a PDF).
 - b. A \$20 processing fee, which can be paid via the **Payments** section of your MyPSC Dashboard.

Need Assistance?

If you need help with the online application process, fill out the contact form: [GaPSC - Contact Certification](#).