



## Coffee County Schools

### Certificate and License Renewal Information Form

2019-2020

Please complete and return this form to the Human Resources Department along with your completed Georgia Professional Standards Commission Application for Renewal. Any additional paperwork required will be completed once you return your forms to:

**Barbara Chaney, Certification Specialist  
Human Resources Department**

All completed forms must be received in the Human Resources Department before the electronic certificate or license renewal application process can begin. The renewal process will begin upon receipt of all requested forms and a clear criminal record check.

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Employee's Name

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Employee's School or Work Location

You must be registered for a MyPSC account in order to view and/or print your certificate once it is renewed. If you have not previously registered for an account, the PSC website for registration is:

[www.mypsc.gapsc.org/Register.aspx](http://www.mypsc.gapsc.org/Register.aspx)

**Attention Employee: Please have your principal/supervisor complete the information below and return with your renewal package to Human Resources. Your renewal application will not be processed without this form.**

### Principal/Supervisor Approval

Check One:

- I certify that the employee mentioned above has made progress toward meeting his/her Professional Learning Requirements including but not limited to job-embedded learning within the school community. I also certify that Professional Learning Goals or Professional Learning Plans for this employee is on-file with the school system.
- I certify that the employee mentioned above has not made progress toward meeting his/her Professional Learning Requirements.

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Principal/Supervisor Signature

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Date