

## PARAPROFESSIONAL CERTIFICATE:

VLP Status: Lawful Presence has not been validated for this person. Submit VLP documentation

Exceptional Children Course: NO

Fields in ~~strikeout font~~ with a **RED** background have expired. If all fields have expired, the certificate has expired.

Type	Field	First Issued	Current Issued	Begin Validity	End Validity
C	CLEARANCE CERTIFICATE [FLD694]	2015-09-16	2015-09-16	2015-07-01	2020-06-30

The Clearance certificate is issued at the request of a the employing Georgia local unit of administration (LUA) to educators who satisfactorily complete fingerprint and background check requirements and do not have a certificate that is currently revoked or suspended in Georgia or any other state. All educators employed by a Georgia LUA must hold a clearance certificate. There are no academic requirements necessary to qualify for this certificate. All holders of this certificate are subject to the Georgia Code of Ethics for Educators.

PARA	PARAPROFESSIONAL EDUCATOR (High School Diploma or GED) [FLD691]	2015-09-16	2015-09-16	2015-07-01	2020-06-30
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The Paraprofessional License is issued to eligible individuals hired as Paraprofessionals. It has no assigned level. In order to renew this license, the license holder must be employed as a Paraprofessional in a Georgia local unit of administration and complete standard professional learning requirements for renewal.

### Documents to Complete:

1. Paraprofessional Certification Application
2. Fingerprint form: *If Clearance Certificate is expiring*
3. Verification of Lawful Presence: **If VLP Status has not been validated**
4. For all Paraprofessionals – High School Transcript is required if you took the GACE Paraprofessional Test; College Transcript is required for all who exempt the GACE Paraprofessional Test. This is a new requirement and is a onetime submission.

**Fingerprinting (FBI background check) – Fee: \$41.00 (money order or cashier’s check only payable to Richmond County Board of Education)**

Visit the School Safety and Security, 864 Broad Street, 1<sup>st</sup> Floor, between 10 am-12 noon or 2-4 pm daily to be fingerprinted.

Upon receipt of your complete renewal packet, Human Resources will verify an acceptable criminal background check and completion of fingerprints before applying for certificate renewal with the Georgia Professional Standards Commission. Once the GaPSC has issued the new certificate, educators may view/print the renewed certificate from your MyPSC account at <http://www.gapsc.com>.