

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 and complete.

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

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

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 – Select Employees/New Hires-Steps for Fingerprinting. Follow instructions to register and schedule an appointment.

Please note that employee fingerprinting is performed at the Dade County Probate Court building. You must schedule an appointment (instructions in Step 4) before arrival.