

# NCPA/VCA Certification Statement Instructions

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Effective July 1, 2026

## Who Needs to Complete This?

Starting July 1, 2026, the following programs must complete and submit the Georgia NCPA/VCA Qualified Entity Certification Statement (hereinafter “Statement”):

- Licensed childcare providers
- Support Centers
- Exempt or Informal Providers receiving CAPS payments
- DECAL-licensed Head Start programs
- Any organization requiring DECAL background checks

Important: If the Statement is not completed and approved, your program cannot submit or approve background checks after July 1, 2026.

## How to Complete the Statement

### Step 1: Access the Statement

Log in to your KOALA account, go to your **Background Check** page, and select the Georgia NCPA/VCA Qualified Entity Certification Statement Link.

### Step 2: Select Statement Type

The selection ‘New’ will be selected for you. Note: A future release will allow the selection for ‘Terminate’ and ‘Modification’.

### Step 3: Review Qualified Entity Information

Confirm your entity/program name, phone number, address, and county.

### Step 4: Select Services

Choose all services your program provides or plans to provide, such as care, education, supervision, or recreation.

### Step 5: Identify Staff Being Screened

Confirm applicable categories such as employees, volunteers, contractors, and others you hire now or may hire in the future.

## Step 6: Sign the Statement

Your program's Statement must be signed by Qualified Entity Point of Contact (POC) (the Director) and the Qualified Entity Agency Head (the Owner). The Director and Owner must sign. The type of Owner who signs will depend on your business type.

- For programs owned by an individual person, that person will sign as owner.
- For Corporations the owner will be one of the corporate officers listed with the Georgia Secretary of State (but not the Registered Agent unless they are also an officer).
- For LLCs the owner will be a member or manager of the LLC- if none then an Organizer.
- For Partnerships any Partner may sign as owner.
- For Board Sponsored programs any Board Member may sign as owner.
- For Government Owned and Operated programs, the Statement may be signed by a Mayor, County Manager/Commissioner or other appropriate government authority.
- For Colleges and Universities, the President, a Dean or other school official overseeing the program may sign as owner.

You can check Georgia's Secretary of State website <https://ecorp.sos.ga.gov/BusinessSearch> where you can search by the corporation's or LLC's name to find the corporation's listed officers.

Type the owner's name into the owner signature line and enter the owner's email address in the box provided,

If your program currently has a GAPS number with GBI enter the number in the area provided. If your program does not have a GAPS number please view the instructions for obtaining one at [dec.al.ga.gov](http://dec.al.ga.gov) under the documents tab on the criminal records page. Failure to apply for a GAPS number could cause delay or denial of your certification statement and your ability to get background checks.

## Step 7: Submit the Statement

Submit the Statement in KOALA. DECAL will review the Statement for accuracy and notify you by email.

## What Happens Next?

While under review, your KOALA account will show a 'Submitted Online' status. Once DECAL Legal and GBI both approve the statement you will receive confirmation and regain the ability to submit and approve background checks within DECAL KOALA.