

## Instructions for Renewing an Educator's Professional Certificate for Retirees and Former Employees

The process below is only for retirees and former employees of Leon County Schools, charter schools, and DJJ schools in Leon County. Please contact the certification specialist, Christopher Harvey, for instructions if you are a current employee as the process is different.

Contact the certification specialist if you need to **add anything** to your certificate.

An educator needs at least 120 inservice points to renew their certificate. At least 20 of these points must come from training about teaching students with disabilities (SWD). For some educators, at least 40 of these points must come from training about Reading and/or at least 20 of these points must come from training about the new Florida Educational Leadership Standards (FELS). See the charts on page 3 of these instructions to see if you are required to have Reading or FELS points.

If you are using college courses and/or college teaching experience to renew your certificate, please contact the certification specialist for additional instructions before beginning the renewal process.

**1. Go to**

<https://flcertify.fldoe.org/datamart/mainMenu.do>

- 2. Log into your FDOE account.** Everyone has an account in FDOE's system. Use the "Forgot" options if you don't remember your password and/or user ID. If you cannot access your account, contact the certification specialist. **Do not create a second account.**



- 3. Select the **Renewal Application**.**
- 4. Read the Helpful Hints on the other side and refer to it while completing the application.**
- 5. On the District Affiliation screen near the end of the application, **remove** Leon – District 37 and **add** District 100.** This will allow you to pay FDOE online with a credit card. Leon County is not allowed to accept payment from educators who are no longer working for Leon County Schools, a charter school, or a DJJ school in Leon County.

Instructions continue on the next page.

For any questions regarding the certification process, please contact the certification specialist, Christopher Harvey, at [harveyc@leonschools.net](mailto:harveyc@leonschools.net).

6. Pay FDOE online with a credit card.
7. Email the certification specialist that you have submitted the renewal application.

### **Helpful Hints:**

- FDOE created a video to help you with your renewal application.  
<https://www.youtube.com/embed/5qtDI7dgF7I>
- There are many screens in the application. They are listed in blue on the left side and turn red if you don't provide the required information.
- On the Contact Information screen, make sure that your email address is correct. This is how FDOE will communicate with you and send you your new certificate. FDOE would prefer that you use your personal email address.
- Contact the certification specialist before you decide to remove any subjects from your certificate.
- There are three sections of yes/no questions on the Legal Disclosure screen. If you answer yes to any questions on this screen, you must provide details on the corresponding screen for that section later in the application. Click the blue Add button on the screen that corresponds to the section where you answered yes to enter the appropriate information.
- Do not duplicate the subjects on the Renewal Credits screen even if the subjects are grayed out. Only add subjects that are on your certificate but missing from the Renewal Credits screen.
- Don't worry if the Renewal Method is incorrect for a grayed out subject. The certification specialist will change the renewal method if necessary.
- Do not attempt to add endorsements to the Renewal Credits screen. Endorsements automatically stay on our certificate as long as you renew it. The ESOL K-12 and Reading K-12 that are listed in the Subjects dropdown menu are subject areas, not endorsements.
- Do not add multiple entries on the Renewal Credits – SWD screen even if the renewal method is incorrect. The certification specialist will change the renewal method if necessary.

Helpful Hints continue on the next page.

- You do not have to attach anything on the attachments screen.
- There are two places to click Submit. One is at the bottom of the Summary (pre-fees) screen. Once you click Submit on the Summary (pre-fees) screen, an Attestation screen appears. You have to click Submit on this screen too.
- After you submit the application, there should be a blue Pay Now button.

#### 40-Hour Reading Inservice Requirement

<b>An educator with any of the following certifications must have at least 40 of their inservice points come from training about teaching Reading to be able to renew their certificate.</b>	
Elementary Grade K-6	ESOL Grades K-12
Elementary Grades 1-6	Middle Grades Integrated Curriculum Grades 5-9
English Grades 1-6	Pre-K/Primary Age 3–Grade 3
English Grades 5-9	Primary Grades K-3
English Grades 6-12	Reading Grades K-12
ESE Grades K-12	Reading Endorsement

#### 20-Hour FELS Inservice Requirement

<b>An educator with any of the following certifications must have at least 20 of their inservice points come from training about the FELS to be able to renew their certificate.</b>	
Administration Grades 1-6	Educational Leadership (All Levels)
Administration Grades 7-12	School Principal (All Levels)
Administration Grades K-12	
Administration and Supervision Grades 1-6	Supervision Grades 1-6
Administration and Supervision Grades 7-12	Supervision Grades 7-12
Administration and Supervision Grades K-12	Supervision Grades K-12