

## Instructions for Renewing a Professional Educator's Certificate

### Step 1 – Verify that you have the required inservice points.

You must earn at least 120 inservice points during your current validity period to renew your certificate. At least 20 of these points must come from training about teaching students with disabilities (SWD). Log into Leon LEADS to check your inservice records.

### Step 2 – Go to <https://flcertify.fldoe.org/datamart/login.do>

### Step 3 – Log into the FLDOE Online Licensing Service system.

Most educators have an account in this system. If you don't have an account, then you'll need to create one.

Your certification records can only be attached to one account, so don't create a second account.

Make sure that your email address is correct. This is how FLDOE will contact you.

### Step 4 – Submit an application for renewal.

For District Affiliation, select LEON District – 37. If it's not listed, please add it. This is the only way that Leon County Schools will know that you have submitted your renewal application.

FLDOE created a video to help you with your renewal.

<https://www.youtube.com/embed/5qtDI7dgF7I>

### Step 5 – Submit payment.

Submit a check or money order for \$75 payable to Leon County Schools. Drop off or send this payment to Christopher Harvey at the main School Board office.

#### In-Person Delivery or U.S. Postal Service

Christopher Harvey  
Leon County Schools  
2757 W. Pensacola St.  
Tallahassee, FL 32304

#### School Mail

Christopher Harvey  
Labor Relations

### Step 6 – New Certificate

Once the District processes your renewal application, FLDOE will send your new certificate to you via email.

Email Christopher Harvey at [harveyc@leonschools.net](mailto:harveyc@leonschools.net) if you have any questions about your inservice records or the renewal process.