

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 those points must come from training in the area of teaching students with disabilities (SWD). Log into Leon LEADS to check your inservice records. Email Christopher Harvey at harveyc@leonschools.net if you have any questions.

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

Step 3 – Log into the FDOE Online Licensing Service system.

If you don't have an account in this system, 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 FDOE will contact you.

Step 4 – Submit an application for renewal.

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

The District created a video to help you with the application. <https://youtu.be/ppQkYgFEbmM>

■ It is time to Renew!

5 Year Renewable Professional #759293

Renewal Application

Select

Step 5 – Submit payment.

Submit a check or money order for \$75 payable to Leon County Schools to Angie Allbritton in Human Resources at the main office.

Postal Service

Angie Allbritton
Leon County Schools
2757 W. Pensacola St.
Tallahassee, FL 32304

School Mail

Angie Allbritton
Human Resources

Step 6 – New Certificate

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

If you have additional questions about the online application, please call the Bureau of Educator Certification (BEC) Contact Center at 1-800-445-6739 or email flcertify@fldoe.org.