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RE-CERTIFICATION INFORMATION

PROFESSIONAL LEARNING

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ACADEMIC SERVICES
3955 W. PENSACOLA ST.

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 for teaching students with disabilities (ESE). Log into Performance Matters (True North Logic) to check your inservice history. 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 – Create an account in the new FDOE Online Licensing Service system.

Even if you had an account in the old system, you must create a new account. Make sure 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.

Step 5 – Submit payment.

Submit a check or money order for \$75 made payable to Leon County Schools to Christopher Harvey in Professional Learning at the Howell Center.

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.

FLDOE Educator Certification Renewal Requirements

It is the responsibility of each applicant to obtain current information regarding renewal requirements from the employing school district or Bureau of Educator Certification.

Requirements for Renewal Applications Received On or After July 1, 2014

General Information

- **Six (6) semester hours of college credit to include at least one (1) semester hour in teaching students with disabilities (SWD) must be earned during each renewal period to renew your certificate.** See information below on *Acceptable College Credit Equivalencies for Renewal, Appropriate Topics for Renewal Credit*, and retaining all subjects on your certificate.
- Renewal requirements must be completed during the last validity period of the Professional Certificate and prior to expiration of the Professional Certificate. It is the responsibility of each applicant to obtain current information regarding renewal requirements from the employing school district or Bureau of Educator Certification.
- The application form and appropriate fee must be submitted during the last year of the validity period of the certificate and prior to the expiration of the Professional Certificate. However, a late renewal application may be submitted after expiration of the Professional Certificate if the following criteria are met:
 - Appropriate renewal requirements, **including the requirement for credit in teaching SWD**, are completed prior to expiration of the Professional Certificate, and
 - Renewal application form, application fee, and additional \$30.00 late fee are submitted to the Bureau of Educator Certification prior to July 1 of the year following expiration of the certificate.
- College level credits used for certificate renewal must be awarded by an [accredited or approved institution](#) (Word), or the American Council on Education (ACE), and must be reflected on an official transcript. You may view a list of Florida's accredited [state universities](#) and [state colleges and community colleges](#).
- College level credit for CLEP, DANTES Subject Standardized Test, Excelsior, other examination, life experience, or other method must be reflected on an official transcript from an [accredited or approved institution](#) (Word), or the American Council on Education (ACE).
- College remedial credit is not acceptable.
- A grade of at least "C" must be earned in each college course used for renewal. A grade of "pass" or "satisfactory" is an acceptable grade.

- In the event a subject is deleted from the certificate at the request of the certificate holder or due to noncompletion of renewal requirements, all requirements which are in effect when an application is submitted to add the subject to the certificate again must be completed.

Appropriate Topics for Renewal Credit

- Teaching students with disabilities (SWD)
- Exceptional student education
- Content specific to the subject area(s)
- Methods or education strategies specific to the subject area(s)
- Methods of teaching reading and literacy skills acquisition
- Computer literacy, computer applications, or computer education
- ESOL (English for Speakers of Other Languages)
- Drug abuse, child abuse and neglect, or student dropout prevention
- Training related to the goals of the Florida K-20 System, such as:
 - **Content** - English, economics, mathematics, science, social sciences, foreign languages, humanities, global economy, technology, ecology, first aid, health, or safety
 - **Classroom Strategies** - Cooperative learning, problem-solving skills, critical-thinking skills, classroom management, child development, collaboration techniques for working with families, social services, child guidance and counseling, teaching reading, or educational assessments, etc.
 - **School Administration Accountability** - Instructional design, leadership skills, school and community relations, school finance, school facilities, school law, or school organization
 - **Career and Adult Education Accountability** - Adult learning, principles of adult or career and technical education, career and technical education for students with special needs, or career and technical guidance

Acceptable College Credit Equivalencies for Renewal

- Twenty (20) inservice points in an approved Florida master inservice program are equivalent to one (1) semester hour of college credit.
- Sixty (60) inservice points in an approved Florida master inservice program are equivalent to three (3) semester hours of college credit.
- A passing numerical score on the [Florida subject area exam](#) specific to the coverage to be renewed is equivalent to three (3) semester hours of college credit for renewal purposes.
- When the certificate includes Exceptional Student Education, Visually Impaired, Hearing Impaired, or Speech-Language Impaired, a passing score on the corresponding Florida subject area exam satisfies the requirement for credit in teaching SWD for a total of three (3) semester hours of renewal credit.
- A valid certificate issued by the [National Board for Professional Teaching Standards](#) will renew the Florida certificate in the subject shown on the national certificate.

- An Exceptional Needs Specialist certificate issued by the [National Board for Professional Teaching Standards](#) satisfies the requirement for credit in teaching SWD, when the Florida professional certificate includes a subject in instructing students with disabilities.
- Teaching a college level course at an acceptable institution may be accepted the same as credit earned for that course.

Retention of Subjects

Retaining One Subject Coverage

Six (6) semester hours of college credit, which must include at least one (1) semester hour in teaching SWD, must be earned during the renewal period to renew your certificate. At least three (3) of the six (6) semester hours must meet the criteria in the section entitled *Appropriate Topics for Renewal Credit*.

Retaining Two Subject Coverages

Six (6) semester hours of college credit, which must include at least one (1) semester hour in teaching SWD, must be earned during the renewal period to renew your certificate. All six (6) semester hours must meet the criteria in the section entitled *Appropriate Topics for Renewal Credit* to retain each subject.

Retaining More than Two Subject Coverages

You may use two consecutive validity periods to renew all coverages as follows:

- **First Renewal Period**
Six (6) semester hours of college credit, which must include at least one (1) semester hour in teaching SWD, must be earned during the renewal period to renew your certificate. At least three (3) of the six (6) semester hours must meet the criteria in the section entitled *Appropriate Topics for Renewal Credit*. This will retain all subjects for the next validity period.
- **Second Renewal Period**
You must earn at least six (6) semester hours of college credit, which must include at least one (1) semester hour in teaching SWD; and you must earn three (3) semester hours in *Appropriate Topics for Renewal Credit* for each additional subject you want to retain on your certificate.

Any questions please contact Chris Harvey in Professional Learning at harveyc@leonschools.net

Adding an Endorsement to a Professional Certificate

If you are adding an endorsement for **Athletic Coaching, ESOL, Gifted, and/or Reading**, then follow these instructions unless you took all of the classes at a college or university.

- Log into your FDOE account at <https://flcertify.fldoe.org/datamart/login.do>. If you don't have an account in FDOE's new system, then you'll need to create one.
- Under Manage your license information, select **Addition of Endorsement via District Application** from the drop-down menu.
- Click Select and complete the application.
- On the Application Questions screen, select **E – Endorsement** for Subject Type and then select the endorsement you are adding for Subject. Leon County does not offer a Driver Education endorsement. You can add more than one endorsement on the same application.
- Make sure that **Leon – District 37** is the only district listed on the District Affiliation screen.
- Submit a check or money order for \$75 per endorsement payable to Leon County Schools to Chris Harvey in Professional Learning at the Howell Center. Put the name of the endorsement(s) on the memo line of the check or money order.

If you are adding any other endorsement or took all of the endorsement classes at a college or university, then follow these instructions.

- Log into your FDOE account at <https://flcertify.fldoe.org/datamart/login.do>. If you don't have an account in FDOE's new system, then you'll need to create one.
- Under Manage your license information, select **Addition of Subject to Educator Professional Certificate** from the drop-down menu.
- Click Select and complete the application.
- On the Application Questions screen, select **E – Endorsement** for Subject Type and then select the endorsement you are adding for Subject. You can add more than one endorsement on the same application.
- You will need to have an official transcript sent directly to FDOE. Most colleges and universities will transmit your transcript electronically to FDOE; however, colleges and universities can send a paper copy to the following address: Bureau of Educator Certification, Room 201, Turlington Building, 325 West Gaines Street, Tallahassee, FL 32399-0400
- You will pay FDOE online using a credit card.

If you are uncertain of the application you should use, contact Chris Harvey in Professional Learning at harveyc@leonschools.net **before** you submit the application to FDOE.

Adding a Subject to a Professional Certificate

If you are adding a subject using **only a passing score on a subject area exam**, then follow these instructions.

- Log into your FDOE account at <https://flcertify.fldoe.org/datamart/login.do>. If you don't have an account in FDOE's new system, then you'll need to create one.
- Under Manage your license information, select **Addition of Subject via District Application** from the drop-down menu.
- Click Select and complete the application.
- On the Application Questions screen, select the level of the subject being added for Subject Type and then select the subject you are adding. You can add more than one subject on the same application.
- Make sure that **Leon – District 37** is the only district listed on the District Affiliation screen.
- Submit a check or money order for \$75 per subject payable to Leon County Schools to Chris Harvey in Professional Learning at the Howell Center. Put the name of the subject(s) on the memo line of the check or money order.

If you are adding a subject that **requires college courses or a particular degree**, then follow these instructions.

- Log into your FDOE account at <https://flcertify.fldoe.org/datamart/login.do>. If you don't have an account in FDOE's new system, then you'll need to create one.
- Under Manage your license information, select **Addition of Subject to Educator Professional Certificate** from the drop-down menu.
- Click Select and complete the application.
- On the Application Questions screen, select the level of the subject being added for Subject Type and then select the subject you are adding. You can add more than one subject on the same application.
- You will need to have an official transcript sent directly to FDOE. Most colleges and universities will transmit your transcript electronically to FDOE; however, colleges and universities can send a paper copy to the following address: Bureau of Educator Certification, Room 201, Turlington Building, 325 West Gaines Street, Tallahassee, FL 32399-0400
- You will pay FDOE online using a credit card.

If you are uncertain of the application you should use, contact Chris Harvey in Professional Learning at harveyc@leonschools.net **before** you submit the application to FDOE.

Options for Demonstrating Mastery of Subject Area Knowledge

- **For Bachelor's degree level subjects:** Achievement of a passing score on the [appropriate subject area examination](#).
- **For Master's degree level subjects:** Completion of the required [degree and content courses](#) listed in State Board rule for the subject **and** achievement of a passing score on the [appropriate subject area examination](#).
- **For all subject areas:**
 - Hold a valid standard out-of-state certificate in the subject area applied for issued by a US state or territory (See [Reciprocity](#)), or
 - Hold a valid certificate issued by the National Board for Professional Teaching Standards (NBPTS) in the same subject ([See Chart](#)).

Note: Acceptability of your out-of-state certificate(s) will be determined by the Bureau through the application process.

- **For subject areas for which no Florida subject area test has been developed or approved:** Completion of the required [degree and content courses](#) listed in State Board Rule for the subject you are adding **and** verification from your employing superintendent that you have successfully demonstrated the subject matter competencies in your school environment.