

Renewal Application Instructions

1. Go to <https://flcertify.fldoe.org/datamart/mainMenu.do>.
2. Log in to your existing certification online account. Use the links if you have forgotten your password or user ID. Only create a new account using "Begin Here for Sign Up" if you have not logged in since 2017.
3. Locate the "It's Time to Renew" section of your online account homepage. You will see your license information at the top right hand corner. If you do not see your license information, complete the technical assistance form. Link below.

The screenshot displays the Florida Department of Education's online account interface. At the top, the logo and name 'FLORIDA DEPARTMENT OF EDUCATION' are visible. Below the header, there are links for 'Update Profile', 'Logoff', and 'Contact Us'. The main content area is titled 'Quick Start Menu' and includes a 'License Information' box on the right showing 'License Number' and 'License Type: 5 Year Renewable Professional'. The 'Quick Start Menu' contains several sections: 'It is time to Renew!' (highlighted with a red box and a red arrow pointing to a 'Select' button), 'Manage your license information' (with a 'Choose Application' dropdown and a 'Select' button), and 'Start a New Application' (with a 'What are you applying for?' dropdown and a 'Select' button). A 'Note to those applying for Speech Language Impaired (SLI):' is also present, followed by a 'Choose Application' dropdown and a 'Select' button.

4. Click the **Select** button to begin the application.
5. Work through the application by clicking the **Next** button.
6. Select **(66) Walton County** as your district affiliation.
7. Review your responses in the application summary.
8. Submit the application.
9. **Submit \$75.00 payment directly to the district.**

Helpful tips

- Provide details for any of your "Yes" responses in the legal disclosure section, even previously cleared offenses *must* be reported.
- On the subject page, select *only* subjects you would like to remove from your certificate. Check with your employer to make sure they approve of this change.
- Inservice records or completion certificates do not need to be attached to your application.

BEC Renewal video: <https://www.youtube.com/watch?v=5qtDI7dgF7I>
Renewal Information: <http://www.fldoe.org/teaching/certification/renewal-requirements/>

Have certification questions (non -technical questions)? Call 1-800- 445-6739
Need technical assistance? <http://www.fldoe.org/teaching/certification/staff-contact/technical-contact-us.shtml>