

RENEWAL INSTRUCTIONS FOR RETIREES And BPS SUBSTITUTES

- Confirm you have met the FL DOE renewal requirements of 120 in-service points including 20 points in SWD (formerly ESE) **OR** 6 college credit hours including the 1 college credit hour in SWD (formerly ESE).
 - You may confirm your in-service points with our offices of Professional Learning and Development via phone call to 321/633-1000, Ext. 11269, or email [Delia \(Itzel\) Copley](mailto:Delia.Itzel.Copley)
 - If you are using college coursework these courses must have been completed during your current validity period; may NOT be the same course you completed in the past; it must be a course you will receive a letter grade for and a minimum of a “C”; must be educational in nature; and must be a course(s), which is earned at an accredited US DOE college/university. You must submit official, sealed transcripts to the FL DOE.
- Log onto the Florida Department of Education’s (FL DOE) website using this link: <http://www.fldoe.org/teaching/certification/on-line-application-status-lookup-site.stml>
 - **YOU MUST USE MICROSOFT EDGE AS YOUR BROWSER!**
- Be sure to choose FL DOE District 100 – **DO NOT CHOOSE BREVARD.**
- Be sure to pay for the renewal online.
- If you are using in-service points earned, please email Raquel Figueroa **OR** Elizabeth (Beth) Squires once you have completed the above steps. Here are their email addresses: [Raquel Figueroa](mailto:Raquel.Figueroa) **OR** [Elizabeth \(Beth\) Squires](mailto:Elizabeth.Beth.Squires)
- Please do **NOT** email both individuals.
- The Brevard Public Schools office of Certification will submit your in-service credits for your renewal to the FL DOE.

Helpful Hints:

*Use Microsoft Edge Only – Chrome, Safari, Edge, or Firefox will **NOT** work!

* You must use a personal email address. Remember the FL DOE is now paperless, and this email address will be used to communicate with you.

*You must select “**receive emails**” in order to receive any documents including your certificate from the FL DOE.

*You **MUST** complete the LEGAL DISCLOSURE WITH **ALL** INFORMATION, including entering complete information if you answer YES to any question. **Failure to provide detailed information, regardless of the date and type of infraction, will delay the processing of your certificate up to 6 months.** Do not contact the office of Certification, as we cannot assist with this.

*Reading, ESOL, Gifted endorsements are automatically renewed.

*You must **SUBMIT** the application.

*The FLDOE will send an email to you when the certificate has been renewed so that you can view and print. You will only have 90 days to do this or will have to pay for a copy to be sent. Check your spam, junk, or clutter folders as in some cases the email is there.

*If you have difficulty with this online process, please contact the FL DOE directly:

Application technical support: FLCertify@fldoe.org

General certification questions: 1-800-445-6739 or Education.Certification@fldoe.org