

FL DOE Steps for the Renewal Process for CHARTER SCHOOL Educators

THE STEPS BELOW MUST BE COMPLETED SIMULTANEOUSLY!

- 1)** Log onto the Florida Department of Education's (FDOE) website using this link: <http://www.fldoe.org/teaching/certification/on-line-application-status-lookup-site.stml>
 - Be sure to watch the **Bureau of Educator Certification Training** Instruction video before beginning the application.
 - Be sure to choose Brevard County (District 5) as your employer from the drop down box.
 - Do not pay for the application online – **but agree to payment**. If you choose Brevard County, you will not be prompted for payment.
- 2)** The office of Certification will submit your in-service credits for your renewal to the FDOE after our office has received your payment in the form of a money order **ONLY**, payable to Brevard Public Schools in the amount of \$75.00. Be sure your payment specifically and legibly notes your name, email address, school and "renewal".
- 3)** Report to District Security offices of BPS in Viera and complete your fingerprints. If you have questions regarding their hours/cost/procedures please contact District Security at 321/633-1000, Ext. 11246. **Be sure to contact District Security before arriving, as documentation from your school is required.**
 - When you are using college credits to renew your certificate, **which were earned during your validity period only**, your payment must include sealed official transcripts.
 - Reading, ESOL, Gifted, Autism Spectrum Disorders endorsements are automatically renewed.
 - **Confirm you have the required 120 in-service points including the 20 points in SWD on your Frontline** in service record. In the left side navigation go to My Info>Portfolio>My Portfolio to view in service points available for use this validity period.

Do **NOT** print the in-service records or send it to HR/Certification.

Helpful Hints:

YOU MUST USE MICROSOFT EDGE AS YOUR BROWSER!

* You must use a personal email address **not your school email address**. Remember the FL DOE is now paperless and they will use this email address 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 Certification, as we cannot assist with this information.

*You must **SUBMIT** the application and agree to fee payment.

*The FL DOE will send an email to you when the certificate has been renewed which you can view and print. 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 online at:

Application technical support: FLCertify@fldoe.org

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