FLORIDA CERTIFICATE RENEWALS

Frequently Asked Questions

1. **What are the renewal requirements?**

    The renewal requirements are found via the Florida Department of Education's (FLDOE) website at: http://www.fldoe.org/teaching/certification/renewal-requirements/

2. **How do I know how many points I have?**

    You may use the guide for calculating points found on our website at: https://www.browardschools.com/cms/lib/FL01803656/Centricity/Domain/12647/LAB_PointsCalc_HowTo_1.26.2021.pdf

3. **How do I know if I have met the students with disabilities training requirement?**

    You may use the guide for calculating points found on our website at: https://www.browardschools.com/cms/lib/FL01803656/Centricity/Domain/12647/LAB_PointsCalc_HowTo_1.26.2021.pdf

4. **Must I meet the students with disabilities training requirement every renewal period?**

    Yes, the FLDOE requires that all teachers renewing a Florida professional certificate meet the 20-point students with disabilities training requirement every renewal period.

5. **Where can I find (a) course(s) that meet the students with disabilities training requirement?**

    For information regarding course options for satisfying the students with disabilities requirement, go to: https://www.browardschools.com/Page/39318

6. **I completed a course for students with disabilities, but my course is not showing in my LAB record. Do I have to wait for the course to show in LAB to apply for renewal?**

    If the course is the final course needed to meet renewal requirements, then you can attach a copy of the *Certificate of Completion* for the course along with a copy of your fee payment verification (see details in renewal steps on our website) to: certificationrequests@browardschools.com

7. **I completed (a) in-service course(s) that is/are not showing on my record in LAB. What do I do?**

    You will need to first contact the facilitator for the course for assistance. If you cannot contact the course facilitator for assistance, you will need to contact the Professional Development Standards and Support Department at bvu@browardschools.com. Note that points for a completed in-service course will not appear in your in-service record until the closing date has passed for the course.

8. **Do I need to submit a transcript of my in-service record?**

   No. Your district in-service record will be accessed and reviewed when you apply for renewal to verify renewal requirements have been met.

9. **What if I am using college credit to meet renewal requirements?**

   If you are using college credit you will need to attach a copy of transcripts for all college credit being applied toward your renewal along with a copy of your fee payment verification (see details in renewal steps on our website) to: certificationrequests@browardschools.com

10. **How do I apply for a renewal?**

    The complete steps and links for the renewal process are found on our website at: https://www.browardschools.com/Page/40360

11. **I am having trouble completing the renewal application. Where can I get assistance?**

    The FLDOE has created a short video on how to complete the renewal application. The video is available at: https://youtu.be/5qtDl7dgF7I. If you need further assistance with the application, please email the FLDOE at: FLCertify@fldoe.org

12. **How do I submit the renewal fee?**

    The link for payment of the renewal fee is found within the renewal process steps outlined here: https://www.browardschools.com/Page/40360

13. **How will I know that the district has received my renewal request/payment verification?**

    You will receive an email from the district Talent Acquisition and Operations (Instructional) Department once your email with the required attached payment verification is received and reviewed. In addition, you will receive an email from the FLDOE once your renewal has been processed.

14. **How long does the renewal process take?**

    Provided you have met all renewal requirements, the complete process will take approximately four to six weeks.

15. **Will I be notified if I have not satisfied renewal requirements?**

    Yes, you will be notified via email if there is a deficiency.

16. **How will I know my renewal has been processed?**

    You will receive an email from the FLDOE to advise you of certificate renewal. You will then be able to sign into your file at the FLDOE to view and/or print your renewed certificate *(note that the FLDOE does not mail out hard copy certificates)*.