HOW TO CALCULATE POINTS TOWARD RENEWAL OF A FLORIDA PROFESSIONAL CERTIFICATE

This guide is intended to assist you in checking your district in-service record (via the Learning Across Broward, or LAB, system), to verify that you have met state-mandated certificate renewal requirements.

Note that per state statute you must have a total of 120 in-service points AND WITHIN THE 120 POINT TOTAL must have earned a minimum of 20 in-service points in students with disabilities training.

Points to remember:

- Points eligible toward renewal must have been earned after the start date of your current certificate
- Unused banked points may also be counted
- The 20-point students with disabilities training requirement is required regardless of what subject you are assigned to teach, what position you hold, and what certification(s) you hold
- The 20-points students with disabilities training requirement must be met <u>every</u> renewal - it is not a "one time only" requirement

STEPS:

1. Sign into your LAB record via CLEVER at https://clever.com/in/broward/staff/portal
2. Select "Transcript" from the options across the top
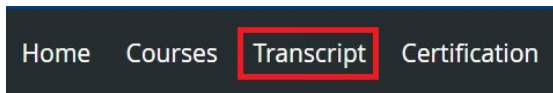
3. Review the "Transcript Details" information found at the top of the screen - this chart (also seen below) describes the specific in-service types that are found within the tabs. You will be viewing the courses under the "All" tab.

Please carefully read the following details in regards to your transcript.

- Transcript records can be displayed for a specific date range, by entering the start and end dates in the section start date and section end date fields. If no dates are entered all completed records are displayed.

- Transcript records are divided into **credit types**. Please refer to the descriptions below.

Tab	Description of displayed records
All	Lists all completed transcript records, including all credit types, during the date range, entered.
In-Service	Lists all completed transcript records that awarded in-service points (not including any endorsements, ESE SB1108, or participation hours) during the date range entered. These points can be used for instructional recertification and other District programs (i.e. Certified Achievement Program)
Reading Endorsement	Lists all completed transcript records for the Reading Endorsement during the date range entered. These points can be used for instructional recertification.
ESOL Endorsement	Lists all completed transcript records for the ESOL Category I endorsement, ESOL Category II, requirement, and ESOL Category III requirements, during the date range entered. These points can be used for instructional recertification.
Gifted Endorsement	Lists all completed transcript records for the Gifted Endorsement during the date range entered. These points can be used for instructional recertification.
ESE SB1108	Lists all completed transcript records that satisfy the ESE SB1108 requirement for instructional recertification, during the date range entered.
Participation (Training)	Lists all completed transcript records that awarded participation hours during the date range entered. These points cannot be used for instructional recertification but may be used for other District programs (i.e. Certified Achievement Program).

4. Scroll down the screen to the "Search Transcript" section. In the "Section End Date From" field, enter the start date of your current certificate and click "Search".

   Note the start date is reflected on the face of your certificate (certificate information can be found in LAB under "View Certificates"). The start date will always be a July 1st date.

Section End Date From:	Section End Date To:
mm/dd/yyyy 📅	mm/dd/yyyy 📅

   Search

5. Scroll down to the boxes that appear at the bottom of the screen. Review the box labeled "**Total:**". This section will indicate your total in-service points earned after the date you indicated and will also indicate any students with disability points earned *(more on whether the students with disability points you see in this section, referred in LAB as "ESE SB1108" points, can be applied toward your renewal below).*

Total: Point(s)	Hour(s)		Bankable Point(s)	Hour(s)		Not Bankable Point(s)	Hour(s)	
184.0		In-service			In-service	184.0		In-service
		Reading Endorsement			Reading Endorsement			Reading Endorsement
		ESOL Endorsement			ESOL Endorsement			ESOL Endorsement
		Gifted Endorsement			Gifted Endorsement			Gifted Endorsement
20.0		ESE SB1108	20.0		ESE SB1108			ESE SB1108
	3.0	Participation (Training)			Participation (Training)		3.0	Participation (Training)

   As you can see in the above example, this person has sufficient total points to renew (the minimum is 120, the total seen above is 184), and the required 20 points in "ESE SB1108" training to meet the students with disabilities training requirement. All the points listed in the "**Total:**" box were earned after the date entered when accessing the in-service transcript.

   > What if you do not see enough total in-service points listed in the "**Total:**" box? This means, based on the in-service points earned after the start date of your certificate, you have not met renewal requirements and must continue to work toward meeting requirements.

   > What if you do not have the required 20 points in students with disabilities ("ESE SB1108") points? Then take this additional step:

   >> Note the two additional boxes labeled "**Bankable**" and "**Not Bankable**"? To verify whether you have students with disabilities (or "ESE SB1108") points earned in a prior period that were not used toward a prior renewal, check the "Bankable" box. If you see at least 20 points for "ESE SB1108" listed, the points may be used for this renewal.

   >> If you still do not see the required 20 points, use this link to learn about training offered to satisfy the requirement: https://www.browardschools.com/Page/39318