LEARNING ACROSS BROWARD

Checking your district in-service record (via the Learning Across Broward, or LAB, system).

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.

In addition (and beginning with certificates expiring 6/30/2025), if you have one or more the following subject areas reflected on your certificate, you will be required to complete 40 points in reading as part of the total 120-point renewal requirement:

Elementary K-6 or 1-6; Prekindergarten/Primary; Primary; English 1-6; English 6-12; Middle Grades English; Middle Grades Integrated Curriculum; Reading K-12; Reading Endorsement; ESOL K-12

Refer to the chart found on the Professional Development Standards and Support Department website for a list of courses that will satisfy the 40-point reading requirement and for a list of courses that will satisfy both the 40-point reading requirement and the 20-point students with disabilities requirement.

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 (SWD) 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-point SWD requirement must be met every 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
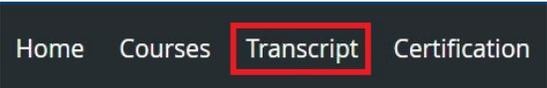
3. Review the "Transcript Details" information found at the top of the screen - this chart describes the specific in-service types found within the tabs. You will be viewing the courses under the "All" tab.

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 below 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).*

Total:				Bankable				Not Bankable		
Point(s)	Hour(s)			Point(s)	Hour(s)			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)

6. Next, select the tab for "Credit Type Summary" from the top of the web page:

You will see the following chart with guidance followed by your point totals below – here is a sample:

Credit Type Summary Information

Please carefully read the following details in regards to your credit type summary.

- The main purpose of this summary page is to display your **bankable point balance**. Hours listed below under the Bankable column is the balance remaining after points are used for recertification. *Any bankable points that are used will move over to the non-bankable column, as they are no longer available in the bank.*

- The totals reflected in this view include ALL transcript records. For the total hours earned in a specific time period, please go to your Transcript tab and search by the dates.

Column	Description
Type	Credit Type
Units	**Points:** Inservice points earned that may be used for instructional recertification and other District programs. **Hours:** Participation hours may not be used for instructional recertification but may be used for other District programs.
Accrued Non-Bankable	In-service points earned that are not bankable or have been used for instructional recertification.
Bankable	Bankable point balance in each credit type. **NOTE:** Bankable points do not expire, but, once they are used for instructional recertification they are moved to the *Non-bankable column*
Total	Sum of Accrued Non-Bankable and Bankable points for each type.
Last Reset	Data refreshed as of this date.

Credit Type Summary

"Bankable" points are those earned in the areas of ESOL, Reading, and students with disabilities training ONLY.

Type	Units	Accrued Non-Bankable	Bankable	Total	Last Reset
In-service	Point(s)	1102.0	0.0	1102.0	06/13/2022
Reading Endorsement	Point(s)	0.0	0.0	0.0	06/13/2022
ESOL Endorsement	Point(s)	0.0	0.0	0.0	06/13/2022
Gifted Endorsement	Point(s)	0.0	0.0	0.0	06/13/2022
ESE SB1108	Point(s)	0.0	20.0	20.0	06/13/2022
Participation (Training)	Hour(s)	2.0	0.0	2.0	06/13/2022

If points appear in this column, they are banked, unused, and are available to use toward renewal.

*Total Does Not Include Credit Pending Survey Completion

Points reflected under the column titled "Bankable" are banked, unused points and are available to be used toward this renewal.