

**RENEWAL REQUIREMENTS FOR EDUCATORS WHO HOLD A FLORIDA 5-YEAR PROFESSIONAL CERTIFICATE** *Updated Renewal Req 080624*

**Renewal Requirements:** Earn six (6) college credits and/or 120 inservice points which must include 20 inservice points in teaching students with disabilities (SWD); and, if certified in the areas identified below, may also need 40 points in Reading and 20 points in FL Educational Leadership Standards. The requirements **DO NOT** add to the total 120 points needed, but rather specifies that a portion of the credit include these new requirements. Opportunities to obtain credit in each of the areas can be found on the Professional Development Standards and Support Department’s website at <https://www.browardschools.com/site/Default.aspx?PageID=34537>.

<b>Certification Area</b>	<b>Requirement</b>	<b>Requirement Begins With:</b>	<b>Additional Information</b>
All areas of certification	Must earn one (1) college credit or 20 inservice points in Teaching Students with Disabilities.	5-Year Professional Certificates that expire June 30, 2014, or later	Points in this area can be “banked” and used for future renewals providing credit was completed after 7/1/14.
Elementary, ESE, Prek/Primary and K-3, MG English/English 6-12, MG Integrated Curr 5-9 Reading K-12, Reading End, ESOL K-12	<b>NEW:</b> Must earn two (2) college credits and/or 40 inservice points in Reading to include the use of explicit, systematic, and sequential approaches to reading instruction, developing phonemic awareness, and implementing multisensory intervention strategies.	5-Year Professional Certificates that expire June 30, 2025, or later	Points in this area can be “banked” and used for future renewals providing credit was completed less than ten (10) years from the end date of certificate being renewed.  Ex: Certificate valid 7/1/21-6/30/26 – can use banked reading points completed on or after 7/1/16.
Educational Leadership and School Principal	<b>NEW:</b> Must earn one college credit and/or 20 inservice points in Florida’s Educational Leadership Standards.	5-Year Professional Certificates that expire June 30, 2025, or later	Points in this area cannot be banked.

**RENEWAL APPLICATION PROCESS FOR THOSE CURRENTLY EMPLOYED BY A PUBLIC SCHOOL IN BROWARD COUNTY**

**STEP 1:** Apply online to the State at <http://www.fldoe.org/teaching/certification/on-line-application-status-lookup-site.stml> to complete and submit your application. Before submitting your renewal application, verify that **District Affiliation** accurately reflects your primary district employer. If District Affiliation is incorrect, choose Delete Relation and then Add the correct District Number. **The code for Broward is 6.**

**STEP 2:** Pay your renewal fee via the district's website at <https://osp.osmsinc.com/browardfl/>. Select "Departments" from the menu at the top, then select "Certification Applications". **IMPORTANT: you must indicate your BCPS personnel number when completing the online payment process so your payment can be matched with your application.**

**STEP 3:** Email the payment confirmation page with your personnel number written on it to [certificationrequests@browardschools.com](mailto:certificationrequests@browardschools.com). If using in-service points to renew your certificate, do NOT attach a copy of your in-service record. However, if using college courses, submit the official transcripts to Talent Acquisition & Operations (Instructional) at 600 SE 3<sup>rd</sup> Avenue, Fort Lauderdale, FL 33301 with your confirmation page. If you do not provide payment confirmation to us, we will not know that you have submitted your renewal application to the State. Your payment confirmation will alert us that you have an application that needs to be processed.

**NOTE: If you are no longer employed by a public school in Broward County,** you MUST apply and pay the associated fee for renewal directly with the [Florida Department of Education](#) (FLDOE). DO NOT "affiliate" your renewal application with Broward as we are not authorized to process the application. If you have in-service points earned within Broward that need to be submitted to the FLDOE to use toward meeting your renewal requirements, please advise us by email at: [certificationrequests@browardschools.com](mailto:certificationrequests@browardschools.com).