

FL DOE Steps for the Renewal Process for BPS Educators

STEPS 1, 2 AND 3 BELOW MUST BE COMPLETED SIMULTANEOUSLY!

1) Log onto the Florida Department of Education's (FL DOE) 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.
- The Brevard Public Schools office of Certification will submit your in-service credits for your renewal to the FL DOE after our offices have received your Payroll form and Level II Background form and have verified you have met the requirements to renew your certificate.
- When you are using college credits to renew your certificate, **which were earned during your validity period only**, please note this on the Payroll form and send official, sealed transcripts to our offices if HR has not previously received them.
- Reading, ESOL, Gifted endorsements are automatically renewed.

2) Confirm you have the required 120 in-service points including the 20 points in SWD (formerly ESE) on your ProGOE transcript, using the correct validity dates and clicking the blue Search button, as shown below.

Do **NOT** print the transcript or send it to HR/Certification.

This is the responsibility of the teacher and if needed should receive assistance from the school's ProGOE site rep.

Section Completed Date From:	Section Completed Date To:
<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="mm/dd/yyyy"/>
Section End Date From:	Section End Date To:
<input type="text" value="07/01/2016"/>	<input type="text" value="06/30/2021"/>
<input type="button" value="Search"/>	

3) Complete the Payroll Authorization Deduction form and the Level II Background form which can be obtained from your school secretary, and send **both** completed forms to Sharon Doran/H.R./Certification.

Helpful Hints:

*Use Internet **Explorer 11 ONLY** – Chrome, Safari, Edge or Firefox will **NOT** work!

*If this is the **first time** on the **NEW FL DOE** website you will choose the [Begin Here For Sign-up](#).

*If this is **NOT** your first time on the **NEW FL DOE** website be sure to use the [Returning User Sign In](#) area.

*If this is your first time logging onto the **NEW FL DOE** website, you may be required to list your academic information, but will not be required to send new transcripts.

* 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 to **“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 edcert@fldoe.org