

## **New FL DOE Renewal Process for BPS Educators**

Here are the Steps for Renewal:

- 1) 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 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:

 

Section End Date From:

 

Section End Date To:

 

- 2) Complete the Payroll Authorization Deduction form and the Level II Background form which can be obtained from your school secretary, and send the completed forms to Sharon Doran/H.R./Certification.
- 3) Once you have completed steps 1 and 2 above complete these next steps:
  - 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 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 should not be prompted for payment.
  - Send an email to your Certification contact stating you have completed the application process via the FL DOE website:
    - **Elementary Schools:** Sharon Doran at [Doucett-Doran.Sharon@Brevardschools.org](mailto:Doucett-Doran.Sharon@Brevardschools.org)
    - **Secondary Schools:** Dinah Kramer at [Kramer.Dinah@brevardschools.org](mailto:Kramer.Dinah@brevardschools.org)
  - The Brevard Public Schools office of Certification will submit your in-service credits for your renewal to the FL DOE.

### **Helpful Hints:**

- \*Use Internet Explorer 11 – Chrome 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.
- \* You must to use a personal email address not your school email address. Remember the FL DOE is now paperless and this email address will be used 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 will delay the processing of your certificate.
- \*Reading, ESOL, Gifted endorsements are automatically renewed.
- \*You must **SUBMIT** the application.
- \*The FLDOE will send an email to you when the certificate has been renewed so that you can view and print. You will only have 90 days to do this or will have to pay for a copy to be sent. 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](mailto:FLCertify@fldoe.org)  
General certification questions: 1-800-445-6739 or [edcert@fldoe.org](mailto:edcert@fldoe.org)