

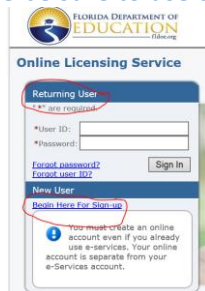
2020-2021 FL DOE Renewal Process for BPS Educators – Charter Schools

- 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.
- 2) When you are using college credits to renew your certificate, **which were earned during your validity period only**, please send official, sealed transcripts to our offices.
 - Reading, ESOL, Gifted endorsements are automatically renewed.
- 3) 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:
<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"/>	
- 4) Report to District Security offices of BPS in Viera and complete your fingerprints. If you have questions regarding their hours/cost/procedures please contact District Security at 321/633-1000, Ext. 11246. **Be sure to contact District Security before arriving, as documentation from your school is required.**
- 5) Send a money order for \$75.00 payable to Brevard Public Schools via courier to Sharon Doran/ESF-HR-Certification. Be sure to provide your school email address, and the name of the Charter School where you are employed with the money order.

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 the office of Certification, as we cannot assist with 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 updated 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:

Application technical support: FLCertify@fldoe.org

General certification questions: 1-800-445-6739 or edcert@fldoe.org