

## **New FL DOE Renewal Process for BPS Educators – Charter Schools**

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.

Section Completed Date From:

Section Completed Date To:

Section End Date From:

Section End Date To:

- 2) 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. 246.
- 3) Send a personal check or money order in the amount of \$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 you are employed at, with the check/money order.
- 4) 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 [Sharon Doran](mailto:Sharon.Doran@brevardschools.org) **or** [Dinah Kramer](mailto:Dinah.Kramer@brevardschools.org) stating you have completed the application process via the FL DOE website. Here are their email addresses: [Doucett-Doran.Sharon@Brevardschools.org](mailto:Doucett-Doran.Sharon@Brevardschools.org) **or** [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)