

## RENEWAL INSTRUCTIONS FOR RETIREES And BPS SUBSTITUTES

- Confirm you have met the FL DOE renewal requirements of 120 in-service points including 20 points in SWD (formerly ESE) **OR** 6 college credit hours including the 1 college credit hour in SWD (formerly ESE).
  - You may confirm your in-service points with our offices of Professional Learning and Development via phone call to 321/633-1000, Ext. 11175.
  - When you are using college credits to renew your certificate, **which were earned during your validity period only**, you must submit official, sealed transcripts to the FL DOE.
- **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 FL DOE District 100 – DO **NOT** CHOOSE BREVARD.
  - Be sure to provide payment online during the application process.
  - Be sure to submit the application.
- Reading, ESOL, Gifted endorsements are automatically renewed.
- If you are using in-service points earned with Brevard Public Schools during your validity period or Banked points, please email Sharon Doran **OR** Dinah Kramer, once you have completed the above steps. Here are their email addresses: Sharon Doran – [Doucett-Doran.Sharon@Brevardschools.org](mailto:Doucett-Doran.Sharon@Brevardschools.org) **OR** Dinah Kramer – [Kramer.Dinah@Brevardschools.org](mailto:Kramer.Dinah@Brevardschools.org) **Please do NOT email both individuals.** 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 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. 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 this.
- \*You must **SUBMIT** the application and fee payment.
- \*The FLDOE 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:  
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)