

Professional Certificate Renewal Application For Current School Board Employees and Charter School Employees

Application Instructions

1. **Payment Method:** Indicate the method of paying the \$75.00 application fee that renews all areas listed on your current professional certificate.
2. **Personal Information:** Complete all sections – A name change can be done at same time as renewal with no additional fee. Simply complete the application with your new last name.
3. **Subjects To Be Renewed:** List the subjects on your current professional certificate to be renewed.
4. **Legal Disclosure:** Record a YES or NO answer to all questions within the Legal Disclosure section, even if previously submitted. This is a Florida Law requirement. DO NOT attach additional documentation on charges.
5. **Legal Disclosure Supplement:** Complete the name and corresponding section that you answered YES on the Legal Disclosure (page 2).
6. **Affidavit:** You must read, print your name, sign and date. It does not have to be notarized. **This section at the bottom of page 3 MUST be COMPLETED.**

General Information for Renewal

- **A minimum of 120 inservice points (or the equivalent) to include 20 inservice points (or the equivalent) in teaching students with disabilities (SWD) must be earned during each renewal period to renew your certificate.** A certificate with more than 4 academic areas may require more than the minimum of 120 inservice points (or the equivalent) to renew. Contact the District Certification Dept. if you have questions.
- **Method of renewal:**
 - **Inservice Points** – A minimum of 120 inservice points is required for renewal for those who have four or less academic areas on their professional certificate. Endorsements are not academic areas and do not require inservice points. Attach a copy of your inservice record to your renewal application from the [PDS Scheduler](#).
 - **College Credit** – One 3 semester hour course is equivalent to 60 inservice points. Attach one official transcript to the completed renewal application. Photocopies are *not* official transcripts. A grade of at least 'C' must be earned in each college course used for renewal. A grade of 'pass' or 'satisfactory' is an acceptable grade. Course(s) used for certificate renewal must be completed at an accredited college or university.
 - **Subject Area Exam** – A passing score on subject area exam *for the subject shown on the certificate* is equivalent to 60 inservice points. Passing scores are automatically submitted to the DOE.
 - **National Board Certification** – A valid NBPTS Certificate will renew the corresponding coverage on the Professional Certificate and is equivalent to 120 inservice points. Attach a copy of your valid NBPTS Certificate to the application.
 - **College Teaching Experience** – A course taught at the college level at an accredited institution is the same as a course taken for renewal. Request that the registrar at your college/university submit a letter listing the prefix, number and name for each course, the number of semester hours earned by students in each course, and the dates the courses were taught. Teaching multiple sections of the same course may only be used as one course for renewal.

General Information for Renewal (cont'd)

- **To access inservice points from the School Board website:**
 1. Type the web address: <http://pds.polk-fl.net/login.asp>
 2. Type in SAP ID or User ID
 3. Type last 4 digits of SSN or password and *click* Login
 4. *Click* Retrieve Inservice Record and Transcript
 5. *Click* Go
 6. *Click* File > Print
- **To Drop/Delete a subject from your Professional Certificate:** In the event a subject is deleted from the certificate at your request or due to non-completion of renewal requirements, all requirements which are in effect when an application is submitted to add the subject to the certificate again must be completed. If a subject is deleted which is no longer offered for certification in Florida, it **cannot** be restored to the Professional Certificate. If you wish to drop/delete a subject from your certificate at the time of renewal, you must attach to the renewal application an original signed, dated letter with your name (printed), **DOE#**, SAP#, and area you would like deleted from your certificate.
- **Late Renewal Fee** (effective July 1 of the year certificate expires): \$105.00 (includes the \$75.00 application fee and a \$30.00 late fee). All renewal requirements, **including the requirement for credit in SWD** must be completed prior to the certificate expiring. The application form, application fee, and additional \$30.00 late fee must be received prior to July 1 of the year following expiration of the certificate.
- **Current information regarding the renewal requirements can be obtained from either the District Certification Department or the [Bureau of Educator Certification](#).**

The School Board of Polk County, Florida prohibits any and all forms discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, activities, or employment. If you require any type of accommodation to complete the employment process due to a disability, please call the Human Resource Services Division at (863)-534-0781. If you are deaf or hard of hearing, please contact the Polk County School District by calling Florida Relay Service at 1-800-955-877.

Name: _____ * DOE #: _____ SAP #: _____
Last First

Complete entire application in **black or blue ink, only**. Bubble in circles completely for Yes/No answers (i.e. ●).

4. LEGAL DISCLOSURE (Florida Law requires you to provide a YES or No response)

After answering each of the following questions, you must sign the Affidavit to complete this section of your application. Please refer to the instructions in the Legal Disclosure Supplement on page 3 for additional information regarding this section of the application form.

SEALED OR EXPUNGED RECORDS (Report ONLY sealed or expunged records in this section)

For each of the following questions, if your answer is YES, please select YES. Otherwise, select NO.

- YES NO Have you ever had any record sealed or expunged in which you were **convicted** of a criminal offense?
- YES NO Have you ever had any record sealed or expunged in which you were **found guilty** of a criminal offense?
- YES NO Have you ever had any record sealed or expunged in which you had **adjudication withheld** on a criminal offense?
- YES NO Have you ever had any record sealed or expunged in which you pled **nolo contendere** to a criminal offense?
- YES NO Have you ever had any record sealed or expunged in which you **pled guilty** to a criminal offense?
- YES NO Have you ever had any record sealed or expunged in which you entered into a **pretrial diversion program** or **deferred prosecution program** related to a criminal offense?
- YES NO Do you have a petition pending to seal or expunge any criminal offense record?

SEALED or EXPUNGED records MUST BE REPORTED pursuant to ss. 943.0585 and 943.059, Florida Statutes. However, existence of such records **WILL NOT BE DISCLOSED** nor made part of your certification file which is public record.

CRIMINAL OFFENSE RECORD(S) (Report any record other than sealed or expunged in this section.)

For each of the following questions, if your answer is YES, please select YES. Otherwise, select NO.

- YES NO Have you ever been **convicted** of a criminal offense?
- YES NO Have you ever been **found guilty** of a criminal offense?
- YES NO Have you ever had **adjudication withheld** on a criminal offense?
- YES NO Have you ever pled **nolo contendere** to a criminal offense?
- YES NO Have you ever **pled guilty** to a criminal offense?
- YES NO Have you ever entered into a **pretrial diversion program** or **deferred prosecution program** related to a criminal offense?
- YES NO Are there currently **charges pending** against you for any criminal offense?

PROFESSIONAL LICENSE OR CERTIFICATE SANCTION(S)

For each of the following questions, if your answer is YES, please select YES. Otherwise, select NO.

- YES NO Have you ever had a professional license or certificate sanctioned or disciplined in this state or any other state?
- YES NO Have you ever been **DENIED** a professional license or certificate in this state or any other state even if the certificate or license was later issued with conditions or limitations?
- YES NO Have you ever had a professional license or certificate suspended or revoked in this state or any other state?
- YES NO Have you ever surrendered, resigned, or relinquished a professional license or certificate in this state or any other state during or following an investigation into allegations of misconduct?
- YES NO Have you ever had a professional license or professional certificate disciplined in this state or any other state by receiving a letter of reprimand, fine, probation or any other restriction or special conditions?
- YES NO Do you have any current investigative action pending in this state or any other state against a professional license or certificate or against an application for a professional license or certificate?
- YES NO Do you have any current disciplinary action pending in this state or any other state against a professional license or certificate or against an application for a professional license or certificate?

If you answered **YES** to any of the preceding questions, you **MUST** provide detailed complete information for each affirmative response in the **LEGAL DISCLOSURE SUPPLEMENT** on page 3. Also, you **MUST COMPLETE** the **AFFIDAVIT** on page 3.

If you answered **NO** to any of the preceding questions, you **MUST COMPLETE** the **AFFIDAVIT** on page 3.

The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment. To file concerns, you may contact the Office of Equity & Compliance in the Human Resource Services Division at (863) 534-0513. If you require any type of accommodation to complete the application process due to a disability, please call the Human Resource Services Division at (863) 534-0781. If you are deaf or hard of hearing, please contact the Polk County School District by calling Florida Relay Service at 1-800-955-8771

