Year Renewable Professional	License Logged in as
	Update Profile Logoff Contact
Introduction	Renewal Application - Introduction
Function Suitability	Welcome to the Florida On-line Application for Teacher Certification!
Name and Personal Details	This application is for those individuals who are applying to renew their Professional Certificate. You may only submit this renewal application during the last year of the validity period of the Professional Certificate. Renewal requirements must be completed during the validity period of the Professional Certificate being renewed and prior to the expiration of this certificate.
Contact Information	
Removed Subject(s)	Please click here to locate the current requirements for renewal of your Professional Certificate.
Application Questions	If you hold an educator certificate from the National Board for Professional Teaching Standards (NBPTS), you may attach a copy of the fro and back of the certificate to your file.
College Teaching Experience	Please complete the application by entering your information and following the "Next" buttons through each of the application sections.
Academic Training	Complete the Legal Disclosure Affidavit section and verify the information is correct.
Legal Disclosure	Authorize payment of non-refundable application processing fees. If you are employed in a Florida public or charter school: You must
Affidavit	authorize payment of the non-refundable application processing fees using the established payment procedures of your employing school district. Please contact your employing district for guidance on how to submit payment to complete your application.
Sealed & Expunged	If you are not currently employed in a Florida public or charter school: You must authorize payment of the non-refundable application
Criminal Offense	processing fees using your Visa or MasterCard credit card in order to submit your online application to the Bureau of Educator Certification • Submit additional documentation as directed in the "File Attachments" section, including any other educator certificates.
Professional Sanction	
US Citizenship	Your application cannot be evaluated until it is complete and received in the Bureau of Educator Certification. A complete application includes submission of the appropriate non-refundable fees. Once completed, all applications are processed in date
Race & Ethnicity	order and you will be notified in writing of your application status within 30 days of receiving your completed application.
ACTFL Record	WARNING: Giving false information in order to obtain or renew a Florida educator's certificate is a criminal offense under Florida law.
DLPT Record	Anyone giving false information is subject to criminal prosecution as well as disciplinary action by the Education Practices Commission. If you are employed in a Florida public or charter school and have certification questions or questions regarding the processing of your
GRE Test Score	application, please contact your employing school district. If you are not currently employed in a Florida public or charter school, please contact the Florida Department of Education by clicking this link.
Renewal Credit	
Renewal Credit - SWD	Press "Next" to continue.
District Affiliation	Press "Cancel" to cancel this application and return to the main menu.
Attachments	
Summary (pre-fees)	Next Cancel

1. Introduction Page

Please review important information about the following:

- Application Type;
- Requirements for Renewal;
- Legal Disclosure;
- Submission of Payment;
- Processing Timeline; and
- Warning about false information.

Click Next to proceed to the next page.

If this application is the incorrect application, you may select Cancel to return to the main menu.

5 Year Renewable Professional L	icense	Logged in as
		<u> Update Profile Logoff Contact Us</u>
Introduction Function Suitability Name and Personal Details Contact Information	Renewal Application - Function Suitability Your answers to this preliminary questionnaire are not a part of your application to be reviewed to Answer the questions and press "Next". Press "Previous" to return to the previous section. Press "Cancel" to cancel this application and return to the main menu.	by the Department of Education.
Removed Subject(s)	Question	Answer
Application Questions	Has your Professional Certificate expired?	○ Yes ○ No
College Teaching Experience	Did you complete all renewal requirements prior to the expiration of this certificate?	O Yes
Academic Training		O No
Legal Disclosure		
Affidavit		Previous Next Cancel
Sealed & Expunged		
Criminal Offense		
Professional Sanction		
US Citizenship		
Race & Ethnicity		
ACTFL Record		
DLPT Record		
GRE Test Score		
Renewal Credit		
Renewal Credit - SWD		
District Affiliation		
Attachments		
Summary (pre-fees)		
	© 2017. MicroPact Version:3.0.0.503 (vpdcl 582)	

2. Function Suitability Questions

Respond to the following three questions to determine if you are completing the correct application:

	Response		
Question	Yes	No	
Has your Professional Certificate Expired?	Error. The system will not allow you to proceed if you do not hold	Answer "no" if your Professional Certificate is valid at the time that	
Expired:	a valid certificate.	you complete the application.	
Did you complete all renewal	You must answer yes to complete	At this time, the system will not	
requirements prior to the	the application.	allow you to continue if you	
expiration of this certificate?		answer "no to this question.	

Year Renewable Professional L	icense Logged in as
	Update Profile Logoff Contac
Introduction Function Suitability Ame and Personal Details Contact Information Removed Subject(s) Application Questions College Teaching Experience Academic Training Legal Disclosure Affidavit Sealed & Expunged Criminal Offense Professional Sanction US Citizenship Race & Ethnicity ACTFL Record DLPT Record GRE Test Score Renewal Credit Renewal Credit - SWD District Affiliation	Update Profile Logoff Contact Renewal Application - Name and Personal Details • First, middle, and last name: If you have had a legal name change, please attach documentation through the "File Attachments" section dentification Number (FEIN) • Birth Date: Date should be filed out in MMDDYYYY format. SSN Statement: Collection of your Social Security Number (SSN) is required pursuant to \$1012.56, Florida Statutes, for the purpose of promoting the public policy of Florida relating to child support. Your SSN is used by the Department as a unique identifier for maintaining your certification and related personnel records as required under the same statute. Your SSN may be disclosed to the Department of Revenue, as authorized under \$1012.21, Florida Statutes, as Florida's agency for administration of the Title N-D program of the federal Social Security Act for chi support florida Educator's Certificate. Enter your personal details and press "Next" to continue. Press "Cancel" to cancel this application and return to the main menu. Title: First Name: U.S. SSN or FEIN: Birthdate: Qender: Male
Attachments Summary (pre-fees)	

3. Name and Personal Details

Review information and verify if it is correct. You may update the selection for gender.

If the information is incorrect:

- contact your employing district office, or
- contact the Bureau of Educator Certification if you are employed by a private school organization or you are not currently employed as an educator.

Per the instructions provided, please attach documentation of your legal name change through the Attachments section at the end of the application.

Year Renewable Professional L	License	Logged in as
		Update Profile Logoff Contact
Introduction	Renewal Application	- Contact Information
-		types are mandatory. Please add these in order to continue.
Function Suitability	 Email Address: Thi 	his is the address to which all official correspondence will be mailed from our office. is email address as required by Florida Statute 1012-561, FS will be used for official communication to you from the
Name and Personal Details	our emails are not	Educator Certification. Please ensure that your email account recognizes fidoe.org as an approved sender, and that filtered as spam or junk mail by your email service provider (do we need space for alternate email address)
Contact Information	Country: If your add	dress is outside the U.S, please choose the country from the drop-down list.
Removed Subject(s)	Press "Add" to add an	optional address
Application Questions		and press "Next" to continue.
College Teaching Experience		
Academic Training		urn to the previous section.
Legal Disclosure	Press "Cancel" to canc	el this application and return to the main menu.
Affidavit	Main Address	
Sealed & Expunged	Street Number:	
Criminal Offense	* Address:	
Professional Sanction		
US Citizenship		
Race & Ethnicity		
ACTFL Record	* Zip Code: 🕑	
DLPT Record	* City:	OCOEE
GRE Test Score	* State:	Florida V
Renewal Credit	County:	
Renewal Credit - SWD	* Country:	
District Affiliation		United States
Attachments	Phone Number:	(999) 999-9999
Summary (pre-fees)	Extension:	
	* E-mail:	
	Add Another Contact	t
	Contact Type:	Add

4. Contact Information

Please review the mailing address and email address on file with the Bureau of Educator Certification. If you need to make changes, please edit the fields.

You may add an additional contact information record by clicking Add.

Note: We recommend the use of a personal email account. Some district email servers prevent the		
receipt of automated emails.		

Year Renewable Professional L	icense			Logg	ed in as	
				Update	Profile Logo	off Contac
Introduction Function Suitability Name and Personal Details Contact Information	Renewal Application - Remove Subject(s) Press Back to return to the previous screen The records below display all of your existing You may request the removal of any of the su		ext to them			
Removed Subject(s)	Subject	Rank	Status	Effective Date	Expiry Date	Request for deletion?
Application Questions College Teaching Experience	1035/6 - Music Grades K-12	5 Year Renewable Professional	Issued		06/30/2018 evious Nex	t Cancel
Academic Training						
Legal Disclosure						
Affidavit						
Sealed & Expunged						
Criminal Offense						
Professional Sanction						
US Citizenship						
Race & Ethnicity						
ACTFL Record						
DLPT Record						
GRE Test Score						
Renewal Credit						
Renewal Credit - SWD						
District Affiliation						
Attachments						
Summary (pre-fees)						

5. Remove Subject(s)

This page lists the subject(s) currently on your professional certificate.

IMPORTANT: PLEASE READ CAREFULLY

If you are not removing subject coverages on your certificate:	If you are requesting the removal of subject coverage(s) currently on your certificate:
Click Next to proceed to the next page.	Select the checkbox next to the subject. Please contact your district for local policies regarding the deletion of subjects.
	Click Next to proceed to the next page.

Year Renewable Professional L	icense Logged in as	
	Update Profile Logoff	Contact
Introduction	Renewal Application - Application Questions	
Function Suitability	Answer the questions and press "Next" to continue.	
Name and Personal Details	Press "Previous" to return to the previous section. Press "Cancel" to cancel this application and return to the main menu.	
Contact Information	Do you hold a valid National Board for Professional Teaching Standards (NBPTS) Certificate?	
Removed Subject(s)		
Application Questions	Previous Next	Cancel
College Teaching Experience		
Academic Training		
Legal Disclosure		
Affidavit		
Sealed & Expunged		
Criminal Offense		
Professional Sanction		
US Citizenship		
Race & Ethnicity		
ACTFL Record		
DLPT Record		
GRE Test Score		
Renewal Credit		
Renewal Credit - SWD		
District Affiliation		
Attachments		
Summary (pre-fees)		

6. Application Questions

Indicate if you hold a National Board for Professional Teaching Standards (NBPTS) certificate.

Select Yes or No from the drop down menu.

NOTE: If you select Yes, please submit a copy of your certificate in the Attachments section.

FLORIDA DEPARTM EDUCATI	ENT OF ON - fidecong
5 Year Renewable Professional L	icense Logged in as
	Update Profile Logoff Contact
Introduction Function Suitability Name and Personal Details Contact Information Removed Subject(s) Application Questions College Teaching Experience Academic Training Legal Disclosure Affidavit Sealed & Expunged Criminal Offense	Renewal Application - College Teaching Experience Add Another Record - College Teaching Experience Add College Teaching Experience If you have teaching experience at the college level and meet the criteria below, it may be to your advantage to submit a letter on college/university letterhead from the dean or registrar that includes the following information regarding your college teaching experience. Once this information has been reviewed, you will then be advised in writing of any change in your certification status. * Institution: Verification must indicate that you taught for at least two semesters as a full-time instructional employee, OR that your partime teaching experience is equivalent to at least two semesters of full-time instructional employment * Semester Hours
Professional Sanction US Citizenship Race & Ethnicity ACTFL Record DLPT Record GRE Test Score Renewal Credit Renewal Credit - SWD District Affiliation Attachments Summary (pre-fees)	Previous Next Cancel

7. College Teaching Experience

If you do not have college teaching experience:	If you have college teaching experience:
Click Next to proceed to the next page.	Click Add to enter a new record to display the fields above.
	Enter the name of the institution.
	Select the correct radio button for Full-time or Part-
If you accidentally click the "add" button:	time.
Click Remove. Click Ok to confirm that you want to delete the	Enter the number of semester hours earned by students taking the course.
record, and then click Next to proceed to the next page.	Provide a verification letter per the instructions on the page. You can upload the letter in the Attachments section at the end of the application.
	Click Next to proceed to the next page.

5 Year Renewable Professional Li	cense Logged in as	
	Update Profile Logoff Conta	ict Us
Introduction	Renewal Application - Academic Training	
Eunction Suitability	Add Another Record - Academic Training Add	
Name and Personal Details	Academic Training	
Contact Information	Record each college and university separately using the complete name of the institution. Submit official transcripts from all	
Removed Subject(s)	institutions from which you have earned a degree or completed isolated coursework.	-
Application Questions	Name of College/University:	1
College Teaching Experience	* Institution:	
Academic Training	* Degree Sought or Ferned	
Legal Disclosure	* Degree Sought or Earned:	
Affidavit	* Did you Receive a Degree from this Institution? (Yes or No)	
Sealed & Expunged	If your answer is Yes , complete the following:	
Criminal Offense		
Professional Sanction		
US Citizenship	Graduation Date: Month/Year 12/15/2003 (mm/dd/yyyy)	
Race & Ethnicity	City/Branch Campus: ORLANDO	
ACTFL Record	* State and/or Country:	
DLPT Record	Last Name while Attending	
GRE Test Score	School/College:	
Renewal Credit	Previous Next Cancel	
Renewal Credit - SWD		
District Affiliation		
Attachments		
Summary (pre-fees)		
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8. Academic Training

This screen includes information about the institutions where you earned your degrees or took postsecondary coursework.

Your information may be populated based on transcript(s) that you submitted to us. Pre-populated information cannot be updated (as seen in the above screenshot).

You will <u>not</u> need to submit any official transcripts already on file. **Please only submit official transcripts since your last certification application.**

If the information is not populated, please enter information for ALL fields.

Click Add to submit additional information about your academic training.

NOTE: Entering this information does not replace an official transcript.

FLORIDA DEPARTA			
5 Year Renewable Professional L	License Logged in as		
	Update Profile Logoff Conta		
Introduction	Renewal Application - Legal Disclosure		
Function Suitability	Legal Disclosure Response		
Name and Personal Details	Florida Law requires you to provide a YES or NO answer to the questions within the Legal Disclosure section of your application, even if previously submitted. If you answered YES to any question in the Legal Disclosure section on the application form, you mus		
Contact Information	provide detailed complete information for each affirmative response within the corresponding section in this Legal Disclosure Supplement		
Removed Subject(s)			
Application Questions	You are not required to acknowledge minor traffic violations. The criminal offense of Driving Under the Influence (DUI) or Driving While Intoxicated (DWI) is not a minor traffic violation and should be disclosed on this form.		
College Teaching Experience	Having a criminal history or administrative sanction against a professional license does not automatically disqualify a person from receiving a Florida Educator's Certificate, but such incidents will prompt a review by the Office of Professional Practices Services.		
Academic Training			
Legal Disclosure	A person is ineligible for educator certification if the person has been convicted of a disqualifying offense as listed in Section 1012.315 Florida Statutes. Please refer to www.myfloridateacher.com for more information.		
Affidavit	For each of the following questions, if your answer is YES, please select YES. Otherwise, select NO.		
Sealed & Expunged			
Criminal Offense	SEALED OR EXPUNGED RECORD(S)		
Professional Sanction	Have you ever had any record sealed or * expunged in which you were convicted of a Yes No triminal offsnee?		
US Citizenship	criminal offense?		
Race & Ethnicity	expunged in which you were found guilty Yes No of a criminal offense?		
ACTFL Record	Have you ever had any record sealed or		
DLPT Record	* expunged in which you had adjudication withheld on a criminal of offense? Ves No		
GRE Test Score	Have you ever had any record sealed or		
Renewal Credit	* expunged in which you pled nolo contendere to a criminal offense? Ves No		
Renewal Credit - SWD	Have you ever had any record sealed or		
District Affiliation	* expunged in which you pled guilty to a criminal offense? Ves No		
Attachments	Have you ever had any record sealed or expunged in which you entered into a		
Summary (pre-fees)	* pretrial diversion program or deferred prosecution program related to a criminal offense?		
	Do you have a petition pending to seal or expunge any criminal offense record? Yes No		
	CRIMINAL OFFENSE RECORD(S)		
	* Have you ever been convicted of a criminal offense?		
	* Have you ever been found guilty of a criminal offense?		
	* Have you ever had adjudication withheld on a criminal offense? O Yes O No		
	* Have you ever pled nolo contendere to a criminal offense?		

9. Legal Disclosure

For each of the following questions, if your answer is YES, please select YES. Otherwise, select NO. Carefully review instructions on this screen.

Florida Law requires you to provide a **YES** or **NO** answer to the questions within the Legal Disclosure section of your application, even if previously submitted.

If you answered YES to any question in the Legal Disclosure section on the application form, you must provide detailed complete information for each affirmative response within the corresponding section in this Legal Disclosure Supplement.

Click Next to proceed to the next page.

* 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?	🔿 Yes 🔿 No	
PROFESSIONAL LICENSE OR CERTIFICATE	SANCTION(S)	
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 condition?	🔿 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?		
		Previous Next Cancel
© 2017. MicroPact Versio	n:3.0.0.457 (undel 511)	
@ 2017. MICTOPACT VEISIO	1.5.0.0.457 (vpuci 511)	

9. Legal Disclosure (continued)

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

Carefully review instructions on this screen.

Florida Law requires you to provide a **YES** or **NO** answer to the questions within the Legal Disclosure section of your application, even if previously submitted.

If you answered YES to any question in the Legal Disclosure section on the application form, you must provide detailed complete information for each affirmative response within the corresponding section in this Legal Disclosure Supplement.

Year Renewable Professional	License Logged in as
	Update Profile Logoff Contac
Introduction	Renewal Application - Affidavit
Eunction Suitability	Affidavit
Name and Personal Details	Local Discharge AR July
Contact Information	Legal Disclosure Affidavit
Removed Subject(s)	I do hereby affirm that all information provided in this Legal Disclosure section
Application Questions	* and supplement to my application for a <u>Yes</u> No Florida Educator's Certificate is true,
College Teaching Experience	accurate, and complete.
Academic Training	WARNING: GIVING FALSE INFORMATION IN ORDER TO OBTAIN OR RENEW A FLORIDA EDUCATOR'S CERTIFICATE IS A CRIMINAL OFFENSE UNDER FLORIDA LAW. ANYONE GIVING FALSE INFORMATION ON THIS AFFIDAVIT IS SUBJECT TO
Legal Disclosure	CRIMINAL PROSECUTION, AS WELL AS DISCIPLINARY ACTION BY THE EDUCATION PRACTICES COMMISSION.
Affidavit	Application Affidavits
Sealed & Expunged	Oath Affidavit
Criminal Offense	Under penalty of perjury, I do hereby
Professional Sanction	certify that is ubscribe to and will uphold the principles incorporated in the Yes No
US Citizenship	Constitution of the United State of America and the Constitution of the State of Florida.
Race & Ethnicity	WARNING: GIVING FALSE INFORMATION IN ORDER TO OBTAIN OR RENEW A FLORIDA EDUCATOR'S CERTIFICATE IS A
ACTFL Record	CRIMINAL OFFENSE UNDER FLORIDA LAW. ANYONE GIVING FALSE INFORMATION ON THIS AFFIDAVIT IS SUBJECT TO CRIMINAL PROSECUTION, AS WELL AS DISCIPLINARY ACTION BY THE EDUCATION PRACTICES COMMISSION.
DLPT Record	
GRE Test Score	Payment Affidavit
Renewal Credit	I agree to pay the Non-Refundable Application Processing Fee. You must
Renewal Credit - SWD	authorize payment using your VISA or * MASTERCARD for the non-refundable Yes No
District Affiliation	application processing fees in order to submit your online application to the
Attachments	Bureau of Educator Certification.
Summary (pre-fees)	WARNING: GIVING FALSE INFORMATION IN ORDER TO OBTAIN OR RENEW A FLORIDA EDUCATOR'S CERTIFICATE IS A CRIMINAL OFFENSE UNDER FLORIDA LAW. ANYONE GIVING FALSE INFORMATION ON THIS AFFIDAVIT IS SUBJECT TO CRIMINAL PROSECUTION, AS WELL AS DISCIPLINARY ACTION BY THE EDUCATION PRACTICES COMMISSION.
	Previous Next Cancel

10. Legal Disclosure Affidavit and Application Affidavits

Legal Disclosure Affidavit	Oath Affidavit	Payment Affidavit
Select Yes or No to affirm that all information provided in this Legal Disclosure section and supplement to my application for a Florida Educator's Certificate is true, accurate, and complete.	Select Yes or No to certify that you will subscribe to and will uphold the principles incorporated in the Constitution of the United State of America and the Constitution of the State of Florida.	Select Yes or No to agree to pay the Non- Refundable Application Processing Fee. You must authorize payment using your VISA or MASTERCARD for the non- refundable application processing fees in order to submit your online application to the Bureau of Educator Certification.
		NOTE: If you are employed by a school district (including charter schools), select Yes and contact your employer to arrange payment. You are not required to use a Visa or Mastercard.

FLORIDA DEPARTM	AENT OF ON - fidoc.org	
Year Renewable Professional L	icense	Logged in as
		Update Profile Logoff Contac
Introduction	Renewal Application - Sealed & Expunged	
Function Suitability	Add Another Record - Sealed & Expung	ed Add
Name and Personal Details	Sealed & Expunged	
Contact Information	* City Where Arrested:	
Removed Subject(s)		
Application Questions	* State:	
College Teaching Experience	* Date of Arrest:	(mm/dd/yyyy)
Academic Training	* Charge:	
Legal Disclosure	* Plea:	
Affidavit		
Sealed & Expunged	* Disposition (Outcome):	Q
Criminal Offense		
Professional Sanction		Remove
US Citizenship		Previous Next Cancel
Race & Ethnicity		
ACTFL Record		
DLPT Record		
GRE Test Score		
Renewal Credit		
Renewal Credit - SWD		
District Affiliation		
Attachments		
Summary (pre-fees)		

11. Sealed and Expunged

Carefully review instructions on the Legal Disclosure screen (see pages 9 and 10).

If you answered YES to any question in the Sealed and Expunged section of the Legal Disclosure on the application form:	If you answered NO to any question relating to Sealed and Expunged records:
You <u>must</u> provide detailed complete information for each affirmative response within the Sealed and Expunged section in this Legal Disclosure	Click Next to proceed to the next page.
Supplement.	If you click the "add" button in error:
Click Add to enter a new record to display the fields above.	Click Remove. Click Ok to confirm that you want to delete the record, and then click Next to proceed to the next
Enter information for all required fields.	page.
Click Add to enter additional record(s).	
Click Next to proceed to the next page.	

Year Renewable Professional L	icense		Logged in as
			Update Profile Logoff Conta
Introduction	Renewal Application - Criminal Offense	•	
Function Suitability	Add Another Record - Criminal Offe	ense Add	
Name and Personal Details	Criminal Offense	_	
Contact Information	* City Where Arrested:		
Removed Subject(s)			
Application Questions	* State:	L	
College Teaching Experience	* Date of Arrest: 😟		
Academic Training	* Charge:		
Legal Disclosure	* Plea:		
Affidavit			~
Sealed & Expunged	* Disposition (Outcome):		
riminal Offense			*
Professional Sanction		Remove	
US Citizenship			Previous Next Cancel
Race & Ethnicity			Previous Next Cancer
ACTFL Record			
DLPT Record			
GRE Test Score			
Renewal Credit			
Renewal Credit - SWD			
District Affiliation			
Attachments			
Summary (pre-fees)			

12. Criminal Offense

Carefully review instructions on the Legal Disclosure screen (see pages 9 and 10).

If you answered YES to any question in the Criminal Offense section of the Legal Disclosure on the application form:	If you answered NO to any question relating to Criminal Offense records:	
You must provide detailed complete information for each affirmative response within the Criminal	Click Next to proceed to the next page.	
Offense section in this Legal Disclosure Supplement.	If you click the "add" button in error:	
Click Add to enter a new record to display the fields above.	Click Remove.	
Enter information for all required fields.	Click Ok to confirm that you want to delete the record, and then click Next to proceed to the next	
Click Add to enter additional record(s).	page.	
Click Next to proceed to the next page.		

Year Renewable Professional L	icense	Logged in as
car nenewable rioleoblonare		Update Profile Logoff Cor
ntroduction	Renewal Application - Professional Sanction	
Function Suitability	Add Another Record - Professional Sanc	ions Add
Name and Personal Details	Professional Sanctions	
Contact Information		✓
Removed Subject(s)	- State.	
Application Questions	 Date of Allegation: 	
College Teaching Experience	 License/Certificate: (2) 	
Academic Training	* Issuing Agency:	
D Legal Disclosure		~
Affidavit	* Disposition (Outcome):	
Sealed & Expunged		
Criminal Offense		Remove
rofessional Sanction	2	Previous Next Cancel
JS Citizenship		
Race & Ethnicity		
ACTFL Record		
DLPT Record		
GRE Test Score		
Renewal Credit		
Renewal Credit - SWD		
District Affiliation		
Attachments		
Summary (pre-fees)		

13. Professional Sanction

Carefully review instructions on the Legal Disclosure screen (see pages 9 and 10).

If you answered YES to any question in the	If you answered NO to any question relating to	
Professional Sanction section of the Legal	Professional Sanction records:	
Disclosure on the application form:		
You must provide detailed complete information for each affirmative response within the Professional Sanction	Click Next to proceed to the next page.	
section in this Legal Disclosure Supplement.		
Click Add to enter a new record to display the fields above.	If you click the "add" button in error:	
Enter information for all required fields.	Click Remove.	
Click Add to enter additional record(s).	Click Ok to confirm that you want to delete the record, and then click Next to proceed to the next page.	
Click Next to proceed to the next page.		

LDOCKII	fildee.org	
Year Renewable Professional Li	cense	Logged in as
		Update Profile Logoff Conta
	Renewal Application - US Citizenship	
Introduction	Kenewar Application - 05 Citizenamp	
Function Suitability	Add Another Record - US Citizenship	Add
Name and Personal Details	US Citizenship	
Contact Information	Please indicate if you are a citizen of the Ur	nited States.
Removed Subject(s)	Arriver a U.S. Olivera	
Application Questions	* Are you a U.S. Citizen?	🔿 Yes 🖲 No
College Teaching Experience		zen may apply for the Statement of Status of Eligibility. However, appropriate immigration ted States Citizenship and Immigration Services (USCIS) prior to employment.
Academic Training	_	and ended ended on provide the end of the en
Legal Disclosure	Work Authorized:	◯ Yes ◯ No
Affidavit		
Sealed & Expunged		Previous Next Cancel
Criminal Offense		
Professional Sanction		
JS Citizenship		
Race & Ethnicity		
ACTFL Record		
DLPT Record		
GRE Test Score		
Renewal Credit		
Renewal Credit - SWD		
District Affiliation		
Attachments		
Summary (pre-fees)		

14. U.S. Citizenship

Indicate if you are a citizen of the United States. Select Yes or No.

If you are not a citizen of the United States, select Yes or No if you are authorized to work in the United States.

	ENT OF ON fidenarg		
5 Year Renewable Professional Li	icense		Logged in as
			Update Profile Logoff Contact Us
Introduction	Renewal Application - Race & Ethnicity		
Function Suitability	Race and Ethnicity		
Name and Personal Details	What is your race/ethnicity? This section is opt	ional.	
Contact Information	Are you Hispanic or Latino? (choose only one)	Yes O No	
Removed Subject(s) Application Questions	Optional, mark all that apply		
College Teaching Experience	Are you American Indian or Alaskan Native?	🔿 Yes 🔿 No	
Academic Training			
Legal Disclosure	Are you Asian?	🔿 Yes 🔿 No	
 Affidavit 	Are you black or African American?) Yes) No	
Sealed & Expunged		0 0	
Criminal Offense	Are you Native Hawaiian or Pacific Islander?	🔿 Yes 🔿 No	
Professional Sanction			
US Citizenship	Are you white or Caucasian?	🔿 Yes 🔿 No	
Race & Ethnicity			
ACTFL Record			Previous Next Cancel
DLPT Record			
GRE Test Score			
Renewal Credit			
Renewal Credit - SWD			
District Affiliation			
Attachments			
Summary (pre-fees)			
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15. Race and Ethnicity- OPTIONAL

Respond Yes or No to the race and ethnicity questions.

Year Renewable Professional L	License Logged in as .
	Update Profile Logoff Conta
Introduction	Renewal Application - ACTFL Record
Function Suitability	Add Another Record - American Council Teaching of Foreign Languages Add
Name and Personal Details	
Contact Information	American Council Teaching of Foreign Languages If you have taken the ACTFL examination, please submit official documentation of scores earned above the intermediate level on
Removed Subject(s)	both the ACTFL oral proficiency interview and the written proficiency test in this world language earned no more than ten (10) years prior to the date of application. Contact Language Testing International (<u>www.languagetesting.com</u>), the official ACTFL test
Application Questions	administrator, to determine if both tests are offered for this world language.
College Teaching Experience	
Academic Training	* Language Area:
Legal Disclosure	Date OPI was taken/completed? (mm/dd/yyyy)
9 Affidavit	Please submit official documentation of score earned above the intermediate
Sealed & Expunged	level on the ACTFL oral proficiency
Criminal Offense	no more than ten (10) years prior to the
Professional Sanction	date of application. Contact Language Testing International (www.languagetesting.com), the official ACTFL test administrator, to determine if the test is
-	offered for this world language
US Citizenship	Date WPT was taken/completed? (mmiddlyyyy)
Race & Ethnicity	Please submit official documentation of score earned above the intermediate
CTFL Record	level on the ACTFL written proficiency
DLPT Record	test in this world language earned no more than ten (10) years prior to the date
GRE Test Score	of application. Contact Language Testing International (www.languagetesting.com), the official ACTFL test administrator, to determine if the test is
Renewal Credit	offered for this world language
Renewal Credit - SWD	Remove
District Affiliation	
Attachments	Previous Next Cancel
Summary (pre-fees)	

16. American Council Teaching of Foreign Languages

Note: Only applies to educators who hold select world language coverages on their professional certificate.

If you do not have ACTFL records:	If you have ACTFL records:
Click Next to proceed to the next page.	Information may be pre-populated based on official test scores.
If you click the "add" button in error:	If information is not pre-populated, click Add to enter a new record to display fields above.
Click Remove. Click Ok to confirm that you want to delete the	Note: Record does not impact renewal of professional certificate.
record, and then click Next to proceed to the next page.	Enter information for all fields.
	Click Next to proceed to the next page.

FLORIDA DEPARTM	ENT OF ON fide.org	
5 Year Renewable Professional Li	cense	Logged in as
		Update Profile Logoff Contact Us
Introduction Function Suitability Name and Personal Details Contact Information	Renewal Application - DLPT Record Add Another Record - Defense Language P Defense Language Proficiency Test	
Removed Subject(s)	If you have taken the DLPT examination, pleas and listening tests in this world language earned	se submit official documentation of scores earned above a 2 on both the DLPT reading ad no more than ten (10) years prior to the date of application.
Application Questions College Teaching Experience	Language Area:	
Academic Training	What is the DLPT examination date?	(mm/dd/yyyy)
Legal Disclosure	What is your DLPT examination score?	
• Affidavit	LIS Prof Level:	`
Sealed & Expunged	RDG Exam Date:	(mm/dd/yyyy)
Criminal Offense	RDG Exam Score:	
Professional Sanction	RDG Prof Level:	×
US Citizenship		Remove
Race & Ethnicity		
ACTFL Record		Previous Next Cancel
DLPT Record GRE Test Score		
Renewal Credit		
Renewal Credit - SWD		
District Affiliation		
Attachments		
Summary (pre-fees)		
		2.0.0.400 (mdo) 545)

17. Defense Language Proficiency Test

Note: Only applies to educators who hold select world language coverages on their professional certificate and served in the military.

If you do not have DLPT records:	If you have DLPT records:
Click Next to proceed to the next page.	Information may be pre-populated based on official test scores.
If you click the "add" button in error:	If information is not pre-populated, click Add to enter a new record.
Click Remove.	
Click Ok to confirm that you want to delete the record, and then click Next to proceed to the next	Note: Record does not impact renewal of professional certificate.
page.	Enter information for all fields.
	Click Next to proceed to the next page.

	ENT OF ON	
5 Year Renewable Professional Li	cense	Logged in as
		Update Profile Logoff Contact Us
Introduction	Add Another Record - GRE General Test Scores Add GRE General Test Scores	Update Profile Logoff Contact Us
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18. Graduate Record Examination (GRE) General Test Scores

Note: Only applies to educators who used GRE to satisfy the general knowledge requirement.

If you do not have GRE records:	If you have GRE records:
Click Next to proceed to the next page.	Information may be pre-populated based on
	official test scores.
If you click the "add" button in error:	If information is not pre-populated, click Add to
Click Remove.	enter a new record.
Click Remove.	
	Note: Record does not impact renewal of
Click Ok to confirm that you want to delete the record, and then click Next to proceed to the next	professional certificate.
page.	Enter information for all fields.
	Click Next to proceed to the next page.

FLORIDA DEPARTM	IENT OF ON fide.org
5 Year Renewable Professional Li	icense Logged in as
	Update Profile Logoff Contact Us
Introduction Function Suitability Name and Personal Details Contact Information Removed Subject(s) Application Questions College Teaching Experience Academic Training Legal Disclosure Affidavit Sealed & Expunged Criminal Offense Professional Sanction US Citizenship Race & Ethnicity ACTFL Record DLPT Record GRE Test Score Renewal Credit Renewal Credit Renewal Credit Renewal Credit - SWD District Affiliation Attachments Summary (pre-fees)	Renewal Application - Renewal Credit Add Another Record - Renewal Credits Add Another Record - Renewal Credits Please add renewal credits for each subject you wish to renew. You may select Add to record more credits. • Subject(s) to be renewed: Renewal Method (College Credit, Florida • Subject Area Examination, NBPTS Certificate (Y or N)): Includes "banked" Inservice Points Previous Next Previous Next
	© 2017. MicroPact Version:3.0.0.460 (vpdcl 515)

19. Renewal Credit

You must enter at least one record for renewal credit. All renewal credit records will be verified by district staff or BEC staff.

Click Add to enter a new record to display the fields above.

Enter the following required information:

- Select the subject to be renewed from the drop down menu.
- Select the renewal method for the subject to be renewed.
 - If you select inservice points, you will be asked to identify the inservice provider (district). If you district is not listed, select other.

Click Add to enter additional record(s) if you have multiple subjects.

Year Renewable Professional L	icense			Logged in as			
				Update Profile Logoff Contac			
Introduction	Renewal Application - Renewal Credit - SWD						
Function Suitability	Add Another Record - Renewal Credits - SW	D Add					
Name and Personal Details	Renewal Credits - SWD						
Contact Information	Renewal Credits - SWD Please add any available SWD credits. You may select Add to record more credits.						
Removed Subject(s)	-	,					
Application Questions	Do you have any available SWD Credit (s)?:	O Yes - Current Credit	 Yes - Banked Credit 	 No - I have not yet obtained credits 			
College Teaching Experience	Includes "banked" Inservice Points	⊖ Yes ⊖ No	o.out				
Academic Training	includes banked inservice Points	0 100 0 100					
Legal Disclosure				Previous Next Cancel			
 Affidavit 							
Sealed & Expunged							
Criminal Offense							
Professional Sanction							
US Citizenship							
Race & Ethnicity							
ACTFL Record							
DLPT Record							
GRE Test Score							
Renewal Credit							
Renewal Credit - SWD							
District Affiliation							
Attachments							
Summary (pre-fees)							

20. Renewal Credit SWD (Students With Disabilities)

You must enter at least one record for renewal credit for teaching Students with Disabilities (SWD). All renewal credit records will be verified by district staff or BEC staff.

Click Add to enter a new record to display the fields above.

Select the radio button for Yes- Current Credit or No- I have not yet obtained credits.

Note: Banked credit for SWD credit is not yet available.

Select the radio button for No for "includes banked inservice points".

Click Add to enter additional record(s) if you have multiple subjects.

Logged in as Update Profile Logoff Contar ewal Application - District Affiliation uu are affiliated or employed with a district, please complete the following section. If you do not know the district number, you may clice to see a list of all districts 1-9 your may only use a single digit number when entering your District Relation, if you enter a zero before the number ue are not employed by a district, please use 100 ss "Add" to add a related license. s "Pervious" to return to the previous section. s "Previous" to return to the previous section. s "Cancel" to cancel this application and return to the main menu. ict Affiliation elation Name: District Affiliation (Required: Y) our Role: Individual ther Party Role: District POLK District - 53
the intervention of the interventintext of the interventintery of the intervention of the interventin
elation Name: District Affiliation (Required: Y) our Role: Individual ther Party Role: District Delete Relation POLK
ther Party Role: District Delete Relation POLK
Registered u are affiliated or employed with a district, please complete the following section. If you do not know the district number, you may clic to see a list of all districts and their number in parentheses. u are not employed by a district, please use 100 Previous Next Add Cance

21. District Affiliation

IMPORTANT: PLEASE READ CAREFULLY. You may not have two affiliations or no affiliation.

If you work for a Florida School District (including charter schools):	If you are employed by a private school or if you are not employed by a Florida school district:
This screen displays the name and number of your employing school district. You will pay your district for your renewal.	Your affiliation needs to display as 100 in order to be processed properly by the Bureau of Educator Certification. You will pay online.
1. If it is correct, click Next to proceed to the next page.	
OR	1. If it is correct, click Next to proceed to the next page.
2. If an incorrect affiliation displays, click on the Delete	OR
Relation link.	 If an existing affiliation record displays, click on the Delete Relation link.
On the next screen, enter your district number and click Add.	
For districts, single digits for 1-9. If you do not know your district number, click on the link on the page.	On the next screen, enter 100 and click Add.
	You affiliation now displays as 100.
You affiliation now displays as your current district.	
	Click Next to proceed to the next page.
Click Next to proceed to the next page.	

FLORIDA DEPARTM	ENT OF ON - fidoe.org	
5 Year Renewable Professional L	icense	Logged in as
		Update Profile Logoff Contact Us
Introduction Function Suitability Name and Personal Details Contact Information Removed Subject(s) Application Questions College Teaching Experience Academic Training Legal Disclosure Affidavit Sealed & Expunged Criminal Offense Professional Sanction US Citizenship Race & Ethnicity ACTFL Record DLPT Record GRE Test Score Renewal Credit Renewal Credit Renewal Credit - SWD District Affiliation Attachments Summany (on fean)	certificate or an American If you would like to add an verification letter, Guidanc form, or DS2019 form. Each document should be Locate a file with the "Bro Press "Next" when there a Press "Previous" to return	Attachments s rd certificate issued by a state other than Florida, a National Board for Professional Teaching Standards (NBPTS) Board for Certification of Teacher Excellence (ABCTE) certificate, please attach a copy for review. ny of the following documents to your certification file, you may attach a copy: college teaching experience ce and Counseling practicum verification letter, CPR card, medical or military extension request letters, DD214 e submitted as a separate attachment and clearly labeled as to its contents. wwe" button and press "Attach" or "Remove" as is required. are no more files to attach.
Summary (pre-fees)		
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22. Attachments (OPTIONAL)

Please upload documents concerning your renewal application in this section.

Clearly label the type of document in the notes section.

Sample documents include, but are not limited to,:

- Legal Name Change Documents
- Copy of National Board Certificate
- College Teaching Experience Verification Letter

Do not attach official transcripts.

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5 Year Renewable Professional L	icense				Logged in as	
					Update Profile Logoff Contact I	
Introduction	Renewal Application - Ap	plication Summary				
Function Suitability	Review the data and press					
Name and Personal Details	Press "Previous" to the return to the previous section. Press "Cancel" to cancel this application and return to the main menu.					
Contact Information	Fress Gancer to cancer th	is application and return	no me main menu.			
Removed Subject(s)		License Type:	5 Year Renewable F	Professional		
Application Questions	Application Details	Application Date:	09/20/2017	Toressional		
College Teaching Experience		1				
Academic Training		1				
Legal Disclosure	Application Questions				Edit	
Affidavit	quotions					
Sealed & Expunged		1				
Criminal Offense	Personal Details	Full Name:			Edit	
Professional Sanction		Professional Qualifie				
US Citizenship		Social Security Numl Birthdate:	Gender:	Male Race:	Hispanic	
Race & Ethnicity						
ACTFL Record		1				
DLPT Record	General	Main Address			Edit	
GRE Test Score	Addresses		OCOEE ORANGE			
Renewal Credit			34761	E		
Renewal Credit - SWD			US			
District Affiliation		Phone Number:				
Attachments		E-mail:				
Summary (pre-fees)						
	Academic Training	Name of College/Uni	versity:	UNIVERSITY OF CE FLORIDA-ORLANDO		

23. Summary (pre-fees)

Review your entries on the page.

Click edit if you need to make any changes prior to submitting your application.

Once you verify that all the information you entered is correct, click Submit at the bottom of the page.

You will be able to print a PDF summary of your application on the final screen (see page 26).

5 Year Renewable Professional License Logged in as			
	Update Profile Logoff Contact Us		
5 Year Renewable Professional L Introduction Function Suitability Name and Personal Details Contact Information Removed Subject(s) Application Questions College Teaching Experience Academic Training Legal Disclosure Affidavit Sealed & Expunged Criminal Offense Professional Sanction US Citizenship Race & Ethnicity ACTFL Record DLPT Record GRE Test Score			
Renewal Credit			
Renewal Credit - SWD			
District Affiliation			
Attachments			
Summary (pre-fees)			
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24. Renewal Application- Attestation

Click the checkbox to affirm that all of the information that you have provided in this application is true, accurate, and complete.

Warning: Giving false information in order to obtain or renew a Florida Educator's Certificate is a criminal offense under Florida law. Anyone giving false information on this affidavit is subject to criminal prosecution, as well as disciplinary action by the Educator Practices Commission.

Click Submit to proceed to the final page.

FLORIDA DEPARTMENT OF EDUCATION Fidee.org	
5 Year Renewable Professional License #	Logged in as
	Update Profile Logoff Contact Us
Fee and Summary Report Your application data has been submitted. Click on "View PDF Summary Report" and print this report for your records. Press "Previous" to return to the main menu. ATTENTION: If you are currently employed in a Florida Public or Charter school, you must authorize payment of the non-refundable established payment procedures of your employing school district. Please contact your employing district for guidance on how to support the payment procedures of your employing school district. Please contact your employing district for guidance on how to support the payment procedures of your employing school district. Please contact your employing district for guidance on how to support the payment procedures of your employing school district. Please contact your employing district for guidance on how to support the payment procedures of your employing school district. Please contact your employing district for guidance on how to support the payment procedures of your employing school district. Please contact your employing district for guidance on how to support the payment procedures of your employing school district. Please contact your employing district for guidance on how to support the payment procedures of your employing school district. Please contact your employing district for guidance on how to support the payment procedures of your employing school district.	

25. Fee and Summary Report

At this time you may print your PDF Summary Report.

A PDF Summary will be sent to the email address on file if you selected to receive email communication.

You may also view your PDF Summary on your Quick Start Menu documents section.

If you are employed by a school district:	If you are employed by a private school organization or no longer employed by a school district:
You will contact your employing school district for more information about their payment procedures.	You will submit online payment using a Visa or Mastercard for the total of \$75.00 for a renewal submitted prior to the expiration date on your valid certificate.
You will pay \$75.00 for a renewal submitted prior to the expiration date on your valid certificate.	