



FLORIDA

# Educator Certification

## DISTRICT RENEWAL APPLICATION

### General Information for Renewal

Each district school board shall renew state-issued professional certificates for individuals who hold a state-issued professional certificate and are employed by that district (§1012.585, F.S.)

If you are employed by a private school, or if you are not currently employed as an educator, go to [www.fldoe.org/edcert](http://www.fldoe.org/edcert) to apply for renewal online, or request an Application Form CG-10R to be mailed to you. You cannot complete and submit this form to the Bureau of Educator Certification.

- Renewal requirements must be completed during the last validity period of the Professional Certificate and prior to expiration of the Professional Certificate. It is the responsibility of each applicant to obtain current information regarding renewal requirements from the employing school district, nonpublic school, or Bureau of Educator Certification.
- The application form and appropriate fee must be submitted during the last year of the validity period of the certificate and prior to the expiration of the Professional Certificate. However, the renewal application may be submitted after expiration of the Professional Certificate if the following criteria are met:
  - Appropriate renewal requirements are completed prior to expiration of the Professional Certificate, and
  - Renewal application form, appropriate application fee, and \$30.00 late fee, are submitted prior to July 1 of the year following expiration of the certificate.
- 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.
- In the event a subject is deleted from the certificate at the request of the certificate holder 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.
- College level credits used for certificate renewal must be completed at an accredited or approved college or university.

**NOTE: A subject which has not been renewed during two successive validity periods will be deleted from the certificate.**

***All documents submitted become part of your official Florida certification record and cannot be returned.***

**PROVIDE ALL APPLICATION MATERIALS TO:**

- When renewing using any amount of district in-service, may be submitted via school mail to:

**Professional Development**

**Team Center B, 3<sup>rd</sup> Floor, School # 3002**

- When renewing using college credit or subject area exams, may be submitted via school mail to:

**HR/Certification**

**1701 Prudential Drive, Room 509, School # 3001**

# **Instructions for Completing Your Application for Educator Certification**

## **GENERAL INSTRUCTIONS ON HOW TO COMPLETE THIS FORM.**

- Complete entire application form using a black or dark blue ink pen. Do not use pencil.
- Fill in all circles completely (i.e. ●).
- All entries should be clearly typed or hand written in UPPER CASE LETTERS within the boxes provided.
- There should be at least one blank space between each word for any entry.
- DO NOT staple, tape, or use correction fluid on the form.

**Ensure that your social security number or Florida DOE# is clearly printed on all documents submitted.**

**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 IV-D program of the federal Social Security Act for child support enforcement. Failure to provide your SSN to Educator Certification will prevent issuance of your Florida Educator’s Certificate.*

<b>Certificate Renewal Requested</b>	<b>Fee</b>
Renewal of my valid Florida Professional Certificate.	\$75.00
LATE Renewal of my <i>recently</i> expired Florida Professional Certificate. <i>NOTE: To use the late fee option, all requirements for renewal of the certificate must have been completed prior to expiration of the certificate except for submitting the application and fee.</i>	\$105.00 (\$75 plus \$30 Late Fee)

**SUBJECTS RENEWED:** Complete the table for each subject on your Professional Certificate for which you have completed credit or the equivalent during this renewal period.

- If renewing by college credit earned, enter the course information in the table and submit an OFFICIAL transcript from each college/university reflecting completion of the appropriate college credit earned.  
Each transcript shall bear the seal of the institution and the signature of the registrar. PHOTOCOPIES are **not** official transcripts.
- If renewing by Florida Inservice Credit points, have your Florida employer complete the Inservice Credit section of this form, or have them submit a completed CT116 form to verify your inservice points.
- If renewing by passing a Florida Subject Area Examination (for a subject currently on the certificate) enter this information in the table. Passing scores are automatically submitted to the Bureau of Educator Certification.
- If renewing with your NBPTS certificate, submit a copy of the certificate along with the completed renewal application.
- To use your college teaching experience to satisfy renewal requirements, 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.
- If you wish to delete a subject from your certificate, enter the subject in the table and write “delete” in any adjacent Method of Renewal column.

**LEGAL DISCLOSURE:** 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. You must complete the **Affidavit** at the end of the Legal Disclosure Supplement for your application to be complete.

**AFFIDAVIT:** You must read, print your name, and affix your legal signature.



**DISTRICT APPLICATION FOR RENEWAL OF A FLORIDA EDUCATOR'S CERTIFICATE**

Official Use Only	Date Stamp
Payment Amount <input style="width: 100%;" type="text"/> Payment Number <input style="width: 100%;" type="text"/>	
Payment Method (CHECK ONE) <input type="radio"/> Check <input type="radio"/> Money Order	

**PERSONAL INFORMATION** Complete entire Application in UPPERCASE letters using only black or blue ink.

1. Social Security Number

2. Birth Date ( MM / DD / YYYY )

3. Are you a US Citizen?

 Yes     No

4. First Name

5. Middle Name

6. Last Name

7. Mailing Address



8. City

9. State

10. Zip Code

11. Phone

12. Country

13. E-mail Address:

 @ 

14. What is your gender? (Optional)

 M     F

15. Are you Hispanic or Latino?

(Optional, choose only one)

 No, not Hispanic or Latino  
 Yes, Hispanic or Latino

16. What is your race?

(Optional, mark all that apply)

 American Indian or Alaska Native  
 Asian  
 Black or African American  
 Native Hawaiian or Other Pacific Islander  
 White

**SUBJECTS TO BE RENEWED**

List Subject(s) to be Renewed and Method of Renewal for Each Subject

Subject(s) To Be Renewed	Method of Renewal				
	College Credit Earned		Florida Inservice Credit Number of Points	FL Subject Area Test	NBPTS Certificate
	Course Number	Name of Institution			

**INSERVICE CREDIT**

**Inservice Credit Completed Through an Approved Florida Master Inservice Program**

Name of District or School: \_\_\_\_\_

Inservice Program: \_\_\_\_\_

Starting Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
MM DD YYYY

Ending Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
MM DD YYYY

Includes "Banked" Inservice Points  
 (CHECK HERE)

I hereby verify that the applicant satisfactorily participated in an approved Inservice teacher education program and earned \_\_\_\_\_ points to renew the subjects shown above.

\_\_\_\_\_  
SIGNATURE OF AUTHORIZED SCHOOL OFFICIAL

\_\_\_\_\_  
POSITION OR TITLE

\_\_\_\_\_  
DATE



DISTRICT APPLICATION FOR RENEWAL OF A FLORIDA EDUCATOR'S CERTIFICATE

[Empty box for photo or signature]

PERSONAL INFORMATION

Complete in UPPERCASE letters using only black or blue ink.

Social Security Number

[Social Security Number input boxes]

First Name

[First Name input boxes]

Last Name

[Last Name input boxes]

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 the reverse side of this page 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 the reverse side of this page and submit it along with your application form.

## LEGAL DISCLOSURE SUPPLEMENT

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.

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.

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.

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](http://www.myfloridateacher.com) for more information.

First Name	Middle Name	Last Name	Former Name	Any Other Last Names / Aliases

## SEALED OR EXPUNGED RECORD(S)

City Where Arrested	State	Date of Arrest	Charge	Plea	Disposition (outcome)

## CRIMINAL OFFENSE RECORD(S)

City Where Arrested	State	Date of Arrest	Charge	Plea	Disposition (outcome)

## PROFESSIONAL LICENSE OR CERTIFICATE SANCTION(S)

State: _____	Year: _____	License or Certificate: _____
Issuing Agency: _____	Sanction and Reason: _____	
State: _____	Year: _____	License or Certificate: _____
Issuing Agency: _____	Sanction and Reason: _____	
State: _____	Year: _____	License or Certificate: _____
Issuing Agency: _____	Sanction and Reason: _____	

## AFFIDAVIT

I do hereby affirm by my signature that all information provided in this application and supplement 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 EDUCATION PRACTICES COMMISSION.**

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE