

FLORIDA DEPARTMENT OF EDUCATION  
fldoe.org

5 Year Renewable Professional License [redacted] Logged in as [redacted]  
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**Introduction**

- Function Suitability
- Name and Personal Details
- Contact Information
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- 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)

**Renewal Application - Introduction**

**Welcome to the Florida On-line Application for Teacher Certification!**

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.

Please click [here](#) to locate the current requirements for renewal of your Professional Certificate.

If you hold an educator certificate from the National Board for Professional Teaching Standards (NBPTS), you may attach a copy of the front and back of the certificate to your file.

Please complete the application by entering your information and following the "Next" buttons through each of the application sections.

- Complete the Legal Disclosure Affidavit section and verify the information is correct.
- Authorize payment of non-refundable application processing fees. If you are employed in a Florida public or charter school, you must 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.

If you are not currently employed in a Florida public or charter school, you must authorize payment of the non-refundable application 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.

**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 order and you will be notified in writing of your application status within 30 days of receiving your completed application.**

**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 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 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](#).

Press "Next" to continue.  
Press "Cancel" to cancel this application and return to the main menu.

[Next](#) [Cancel](#)

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## 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.

## 2. Function Suitability Questions

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

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

Click Next to proceed to the next page.

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**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.
- Social Security Number: See SSN Statement below (Please enter your valid Social Security Number or your Federal Employer Identification Number (FEIN))
- Birth Date: Date should be filled 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 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.

Enter your personal details and press "Next" to continue.  
Press "Previous" to return to the previous section.  
Press "Cancel" to cancel this application and return to the main menu.

Title: \_\_\_\_\_  
First Name: [Redacted]  
Middle Name: \_\_\_\_\_  
Last Name: [Redacted]  
Suffix:   
U.S. SSN or FEIN: [Redacted]  
Birthdate: [Redacted] (mm/dd/yyyy)  
Gender:  Male  Female

[Previous](#) [Next](#) [Cancel](#)

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### 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.

Click Next to proceed to the next page.

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### Renewal Application - Contact Information

The following address types are mandatory. Please add these in order to continue.

- Mailing Address: This is the address to which all official correspondence will be mailed from our office.
- Email Address: This email address as required by Florida Statute 1012-561, FS will be used for official communication to you from the Florida Bureau of Educator Certification. Please ensure that your email account recognizes fldoe.org as an approved sender, and that our emails are not filtered as spam or junk mail by your email service provider (do we need space for alternate email address)
- Country: If your address is outside the U.S., please choose the country from the drop-down list.

Press "Add" to add an optional address.  
Answer the questions and press "Next" to continue.  
Press "Previous" to return to the previous section.  
Press "Cancel" to cancel this application and return to the main menu.

Main Address

Street Number:

Address:

Zip Code:

City:

State:

County:

Country:

Phone Number:  (000) 000-0000

Extension:

E-mail:

Add Another Contact  
Contact Type:

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#### 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.**

Click Next to proceed to the next page.

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Renewal Application - Remove Subject(s)  
 Press Back to return to the previous screen  
 The records below display all of your existing issued subjects  
 You may request the removal of any of the subjects below that have a check box next to them

Subject	Rank	Status	Effective Date	Expiry Date	Request for deletion?
1035/6 - Music Grades K-12	5 Year Renewable Professional	Issued	07/01/2013	06/30/2018	<input type="checkbox"/>

[Uncheck All](#) [Previous](#) [Next](#) [Cancel](#)

Removed Subject(s)  
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### 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.

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**Renewal Application - Application Questions**

Answer the questions and press "Next" to continue.  
Press "Previous" to return to the previous section.  
Press "Cancel" to cancel this application and return to the main menu.

Do you hold a valid National Board for Professional Teaching Standards (NBPTS) Certificate?

[Previous](#) [Next](#) [Cancel](#)

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## 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.

Click Next to proceed to the next page.

The screenshot shows the Florida Department of Education's Renewal Application interface. The header includes the logo and text: "FLORIDA DEPARTMENT OF EDUCATION fldoe.org". Below the header, it says "5 Year Renewable Professional License" and "Logged in as". There are links for "Update Profile", "Logoff", and "Contact Us".

The main content area is titled "Renewal Application - College Teaching Experience". It features a sidebar on the left with various navigation options, including "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", and "Summary (pre-fees)".

The main content area has a section titled "Add Another Record - College Teaching Experience" with an "Add" button. Below this is a "College Teaching Experience" section with a text box for instructions: "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."

The form includes the following fields:

- Institution:** A text input field.
- Verification:** A text area with instructions: "Verification must indicate that you taught for at least two semesters as a full-time instructional employee, OR that your part-time teaching experience is equivalent to at least two semesters of full-time instructional employment". Below this are two radio buttons: "Full Time" and "Part Time".
- Semester Hours:** A text input field.

At the bottom of the form is a "Remove" button. At the bottom right of the main content area are three buttons: "Previous", "Next", and "Cancel".

At the bottom of the page, there is a copyright notice: "© 2017. MicroPact Version:3.0.0.457 (vpdel 511)".

## 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-time.
<b>If you accidentally click the "add" button:</b>	
Click Remove.  Click Ok to confirm that you want to delete the record, and then click Next to proceed to the next page.	Enter the number of semester hours earned by students taking the course.  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.

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Renewal Application - Academic Training

Add Another Record - Academic Training Add

Academic Training

Record each college and university separately using the **complete name** of the institution. Submit official transcripts from all institutions from which you have earned a degree or completed isolated coursework.

Name of College/University: UNIVERSITY OF CENTRAL FLORIDA-ORLANDO-FL

\* Institution:

\* Degree Sought or Earned: Bachelor's

\* Did you Receive a Degree from this Institution? (Yes or No)  Yes  No

If your answer is Yes, complete the following:

Major: MUSIC

Graduation Date: Month/Year 12/15/2003 (mm/dd/yyyy)

City/Branch Campus: ORLANDO

\* State and/or Country: Florida

Last Name while Attending School/College:

Previous Next Cancel

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## 8. Academic Training

This screen includes information about the institutions where you earned your degrees or took post-secondary 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 not 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.**

Click Next to proceed to the next page.

The screenshot shows the Florida Department of Education's online application portal. The header includes the state logo and the text 'FLORIDA DEPARTMENT OF EDUCATION' and 'fldoe.org'. Below the header, it says '5 Year Renewable Professional License' and 'Logged in as [redacted]'. Navigation links include 'Update Profile', 'Logoff', and 'Contact Us'. A left sidebar contains a menu with options like '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', and 'Summary (pre-fees)'. The main content area is titled 'Renewal Application - Legal Disclosure' and contains a 'Legal Disclosure Response' section. This section explains that Florida Law requires a YES or NO answer to questions in the Legal Disclosure section, even if previously submitted. It lists disqualifying offenses such as Driving Under the Influence (DUI) or Driving While Intoxicated (DWI). It also states that a criminal history or administrative sanction does not automatically disqualify a person, but such incidents will prompt a review. A person is ineligible for educator certification if convicted of a disqualifying offense as listed in Section 1012.315 Florida Statutes. The section then asks for responses to questions about sealed or expunged records and criminal offense records, with radio buttons for 'Yes' and 'No'.

## 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.

	<p>* Have you ever pled guilty to a criminal offense? <input type="radio"/> Yes <input type="radio"/> No</p> <p>* Have you ever entered into a pretrial diversion program or deferred prosecution program related to a criminal offense? <input type="radio"/> Yes <input type="radio"/> No</p> <p>* Are there currently charges pending against you for any criminal offense? <input type="radio"/> Yes <input type="radio"/> No</p> <p><b>PROFESSIONAL LICENSE OR CERTIFICATE SANCTION(S)</b></p> <p>* Have you ever had a professional license or certificate sanctioned or disciplined in this state or any other state? <input type="radio"/> Yes <input type="radio"/> No</p> <p>* 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? <input type="radio"/> Yes <input type="radio"/> No</p> <p>* Have you ever had a professional license or certificate suspended or revoked in this state or any other state? <input type="radio"/> Yes <input type="radio"/> No</p> <p>* 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? <input type="radio"/> Yes <input type="radio"/> No</p> <p>* 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? <input type="radio"/> Yes <input type="radio"/> No</p> <p>* 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? <input type="radio"/> Yes <input type="radio"/> No</p> <p>* 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? <input type="radio"/> Yes <input type="radio"/> No</p>
<a href="#">Previous</a> <a href="#">Next</a> <a href="#">Cancel</a>	
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## 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.

Click Next to proceed to the next page.

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**Renewal Application - Affidavit**

**Legal Disclosure Affidavit**

I do hereby 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.  Yes  No

**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.**

**Application Affidavits**

**Oath Affidavit**

Under penalty of perjury, I do hereby certify that I 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.  Yes  No

**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.**

**Payment Affidavit**

I 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.  Yes  No

**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.**

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### 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.  <b>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.</b>

Click Next to proceed to the next page.

The screenshot displays the Florida Department of Education's Versa Renewal Application interface. The top navigation bar includes the Florida Department of Education logo and the text '5 Year Renewable Professional License'. The user is logged in as [redacted]. The main content area is titled 'Renewal Application - Sealed & Expunged' and features a form for adding records. The form includes fields for 'City Where Arrested', 'State', 'Date of Arrest', 'Charge', 'Plea', and 'Disposition (Outcome)'. There are 'Add', 'Remove', 'Previous', 'Next', and 'Cancel' buttons. The footer of the page contains the copyright information: '© 2017. MicroPact Version:3.0.0.457 (vpdc1 511)'.

## 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 Supplement.	Click Next to proceed to the next page.
Click Add to enter a new record to display the fields above.	<b>If you click the “add” button in error:</b>
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.	

## 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:						
<p>You must provide detailed complete information for each affirmative response within the Criminal Offense section in this Legal Disclosure Supplement.</p> <p>Click Add to enter a new record to display the fields above.</p> <p>Enter information for all required fields.</p> <p>Click Add to enter additional record(s).</p> <p>Click Next to proceed to the next page.</p>	<p>Click Next to proceed to the next page.</p> <tr> <td colspan="2" data-bbox="815 1570 1438 1646"><b>If you click the “add” button in error:</b></td> </tr> <tr> <td colspan="2" data-bbox="815 1654 1438 1688">Click Remove.</td> </tr> <tr> <td colspan="2" data-bbox="815 1717 1438 1814">Click Ok to confirm that you want to delete the record, and then click Next to proceed to the next page.</td> </tr>	<b>If you click the “add” button in error:</b>		Click Remove.		Click Ok to confirm that you want to delete the record, and then click Next to proceed to the next page.	
<b>If you click the “add” button in error:</b>							
Click Remove.							
Click Ok to confirm that you want to delete the record, and then click Next to proceed to the next page.							

### 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 Professional Sanction section of the Legal Disclosure on the application form:	If you answered NO to any question relating to Professional Sanction records:		
<p>You must provide detailed complete information for each affirmative response within the Professional Sanction section in this Legal Disclosure Supplement.</p> <p>Click Add to enter a new record to display the fields above.</p> <p>Enter information for all required fields.</p> <p>Click Add to enter additional record(s).</p> <p>Click Next to proceed to the next page.</p>	<p>Click Next to proceed to the next page.</p> <tr> <th data-bbox="813 1623 1440 1675">If you click the “add” button in error:</th> <td data-bbox="813 1675 1440 1858"> <p>Click Remove.</p> <p>Click Ok to confirm that you want to delete the record, and then click Next to proceed to the next page.</p> </td> </tr>	If you click the “add” button in error:	<p>Click Remove.</p> <p>Click Ok to confirm that you want to delete the record, and then click Next to proceed to the next page.</p>
If you click the “add” button in error:	<p>Click Remove.</p> <p>Click Ok to confirm that you want to delete the record, and then click Next to proceed to the next page.</p>		

#### 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.

Click Next to proceed to the next page.

The screenshot shows the Florida Department of Education's online renewal application system. At the top left is the logo for the Florida Department of Education (fldoe.org). Below the logo, it says "5 Year Renewable Professional License" followed by a redacted name. On the top right, it says "Logged in as" followed by a redacted name. Below the login information are links for "Update Profile", "Logoff", and "Contact Us".

The main content area is divided into two columns. The left column is a navigation menu with the following items: Introduction, Function Suitability (highlighted in red), Name and Personal Details, Contact Information, Removed Subject(s), Application Questions (highlighted in red), College Teaching Experience, Academic Training, Legal Disclosure (highlighted in red), Affidavit (highlighted in red), Sealed & Expunged, Criminal Offense, Professional Sanction, and US Citizenship (highlighted in red). Below this menu is a sub-menu for "Race & Ethnicity" with the following items: ACTFL Record, DLPT Record, GRE Test Score, Renewal Credit, Renewal Credit - SWD, District Affiliation, Attachments, and Summary (pre-fees).

The right column is titled "Renewal Application - Race & Ethnicity". It contains a section titled "Race and Ethnicity" with the instruction: "What is your race/ethnicity? This section is optional." Below this are five questions, each with "Yes" and "No" radio button options:

- Are you Hispanic or Latino? (choose only one)  Yes  No
- Optional, mark all that apply: Are you American Indian or Alaskan Native?  Yes  No
- Are you Asian?  Yes  No
- Are you black or African American?  Yes  No
- Are you Native Hawaiian or Pacific Islander?  Yes  No
- Are you white or Caucasian?  Yes  No

At the bottom right of the form area are three buttons: "Previous", "Next", and "Cancel".

At the bottom of the page, there is a copyright notice: "© 2017. MicroPact Version:3.0.0.460 (vpdcl 515)".

### 15. Race and Ethnicity- OPTIONAL

Respond Yes or No to the race and ethnicity questions.

Click Next to proceed to the next page.

## 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.
<b>If you click the “add” button in error:</b>	If information is not pre-populated, click Add to enter a new record to display fields above.
Click Remove.	Note: Record does not impact renewal of professional certificate.
Click Ok to confirm that you want to delete the record, and then click Next to proceed to the next page.	Enter information for all fields.
	Click Next to proceed to the next page.

The screenshot shows the Florida Department of Education's Versa system interface. At the top, it displays the logo and 'FLORIDA DEPARTMENT OF EDUCATION' with the website 'fldoe.org'. Below this, it indicates '5 Year Renewable Professional License' and 'Logged in as [redacted]'. Navigation links for 'Update Profile', 'Logoff', and 'Contact Us' are present. The main content area is titled 'Renewal Application - DLPT Record'. On the left is a sidebar with various menu items, including 'Function Suitability', 'Legal Disclosure', and 'Affidavit'. The main form area contains a section for 'Defense Language Proficiency Test' with the following fields: Language Area (dropdown), What is the DLPT examination date? (text input with '(mm/dd/yyyy)' hint), What is your DLPT examination score? (text input), LIS Prof Level (dropdown), RDG Exam Date (text input with '(mm/dd/yyyy)' hint), RDG Exam Score (text input), and RDG Prof Level (dropdown). There are 'Add', 'Remove', 'Previous', 'Next', and 'Cancel' buttons. At the bottom of the page, it says '© 2017. MicroPact Version:3.0.0.460 (vpdcl 515)'.

## 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.
<b>If you click the “add” button in error:</b>	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 page.	Note: Record does not impact renewal of professional certificate.  Enter information for all fields.  Click Next to proceed to the next page.

### 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.
<b>If you click the “add” button in error:</b>	If information is not pre-populated, click Add to enter a new record.
<p>Click Remove.</p> <p>Click Ok to confirm that you want to delete the record, and then click Next to proceed to the next page.</p>	<p>Note: Record does not impact renewal of professional certificate.</p> <p>Enter information for all fields.</p> <p>Click Next to proceed to the next page.</p>

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DLPT Record

GRE Test Score

Renewal Credit

Renewal Credit - SWD

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Summary (pre-fees)

Renewal Application - Renewal Credit

Add Another Record - Renewal Credits **Add**

**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: [Dropdown]

Renewal Method (College Credit, Florida Inservice Credit # of Points, Florida Subject Area Examination, NBPTS Certificate [Y or N]): [Dropdown]

Includes "banked" Inservice Points [Dropdown]

**Previous** **Next** **Cancel**

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## 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.
  - o 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.

Click Next to proceed to the next page.

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Summary (pre-fees)

Renewal Application - Renewal Credit - SWD

Add Another Record - Renewal Credits - SWD Add

Renewal Credits - SWD

Please add any available SWD credits. You may select Add to record more credits.

Do you have any available SWD Credit (s)?:

Yes - Current Credit  Yes - Banked Credit  No - I have not yet obtained credits

Includes "banked" Inservice Points  Yes  No

Previous Next Cancel

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## 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.

Click Next to proceed to the next page.

The screenshot shows the 'Renewal Application - District Affiliation' page in the Versa system. The header includes the Florida Department of Education logo and the user's license information: '5 Year Renewable Professional License' and 'Logged in as'. A navigation menu on the left lists various application sections. The main content area contains instructions for completing the district affiliation section, including a note about district numbers and a 'Delete Relation' link. The form displays the following information:

- Relation Name: District Affiliation (Required: Y )
- Your Role: Individual
- Other Party Role: District
- POLK
- District - 53
- Registered

At the bottom of the form, there are buttons for 'Previous', 'Next', 'Add', and 'Cancel'. The footer of the page indicates the version: '© 2017, MicroPact Version:3.0.0.503 (vpdcl 582)'.

## 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:
<p>This screen displays the name and number of your employing school district. <b>You will pay your district for your renewal.</b></p> <ol style="list-style-type: none"> <li>If it is correct, click Next to proceed to the next page.</li> <li>OR</li> <li>If an incorrect affiliation displays, click on the Delete Relation link.</li> </ol> <p>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.</p> <p>You affiliation now displays as your current district.</p> <p>Click Next to proceed to the next page.</p>	<p>Your affiliation needs to display as 100 in order to be processed properly by the Bureau of Educator Certification. <b>You will pay online.</b></p> <ol style="list-style-type: none"> <li>If it is correct, click Next to proceed to the next page.</li> <li>OR</li> <li>If an existing affiliation record displays, click on the Delete Relation link.</li> </ol> <p>On the next screen, enter 100 and click Add.</p> <p>You affiliation now displays as 100.</p> <p>Click Next to proceed to the next page.</p>

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**Renewal Application - Attachments**

**Application Attachments**  
If you hold a valid standard certificate issued by a state other than Florida, a National Board for Professional Teaching Standards (NBPTS) certificate or an American Board for Certification of Teacher Excellence (ABCTE) certificate, please attach a copy for review.

If you would like to add any of the following documents to your certification file, you may attach a copy: college teaching experience verification letter, Guidance and Counseling practicum verification letter, CPR card, medical or military extension request letters, DD214 form, or DS2019 form.  
Each document should be submitted as a separate attachment and clearly labeled as to its contents.

Locate a file with the "Browse" button and press "Attach" or "Remove" as is required.

Press "Next" when there are no more files to attach.

Press "Previous" to return to the previous screen.

Press "Cancel" to cancel this application and return to the main menu.

File Name:

Notes:

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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.**

Click Next to proceed to the next page.

The screenshot shows the Florida Department of Education's Versa application interface. At the top left is the Florida Department of Education logo with the text "FLORIDA DEPARTMENT OF EDUCATION" and "fldoe.org". Below the logo, it says "5 Year Renewable Professional License" followed by a redacted name. On the top right, it says "Logged in as" followed by a redacted name. Below the header, there are links for "Update Profile", "Logoff", and "Contact Us".

The main content area is divided into a left sidebar and a main panel. The sidebar contains a list of menu items: Introduction, Function Suitability (with a red exclamation mark), Name and Personal Details, Contact Information, Removed Subject(s), Application Questions (with a red exclamation mark), College Teaching Experience, Academic Training, Legal Disclosure (with a red exclamation mark), Affidavit (with a red exclamation mark), Sealed & Expunged, Criminal Offense, Professional Sanction, US Citizenship (with a red exclamation mark), Race & Ethnicity, ACTFL Record, DLPT Record, GRE Test Score, Renewal Credit (with a red exclamation mark), Renewal Credit - SWD (with a red exclamation mark), District Affiliation, Attachments, and Summary (pre-fees) (highlighted in blue).

The main panel is titled "Renewal Application - Application Summary". It contains the following text: "Review the data and press 'Submit' to submit this application. Press 'Previous' to return to the previous section. Press 'Cancel' to cancel this application and return to the main menu." Below this text are four summary cards, each with an "Edit" button:

- Application Details:** License Type: 5 Year Renewable Professional; Application Date: 09/20/2017
- Application Questions:** (Empty field)
- Personal Details:** Full Name: [Redacted]; Professional Qualifier: [Redacted]; Social Security Number: [Redacted]; Birthdate: [Redacted]; Gender: Male; Race: Hispanic
- General Addresses:** Main Address: [Redacted] OCOEE, Florida; ORANGE; 34761; US; Phone Number: [Redacted]; E-mail: [Redacted]
- Academic Training:** Name of College/University: UNIVERSITY OF CENTRAL FLORIDA-ORLANDO-FL

### 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 [redacted] Logged in as [redacted]  
Update Profile | Logoff | Contact Us

**Renewal Application - Attestation**  
Press "Previous" to return to the previous section.  
Press "Submit" to continue.  
Press "Cancel" to cancel this application and return to the main menu.

**WARNING: GIVING FALSE INFORMATION IN ORDER TO OBTAIN OR RENEW A FLORIDA EDUCATORS 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.**

I have reviewed this application and affirm that all of the information which I have provided in this application is true, accurate, and complete.

[Previous](#) [Submit](#) [Cancel](#)

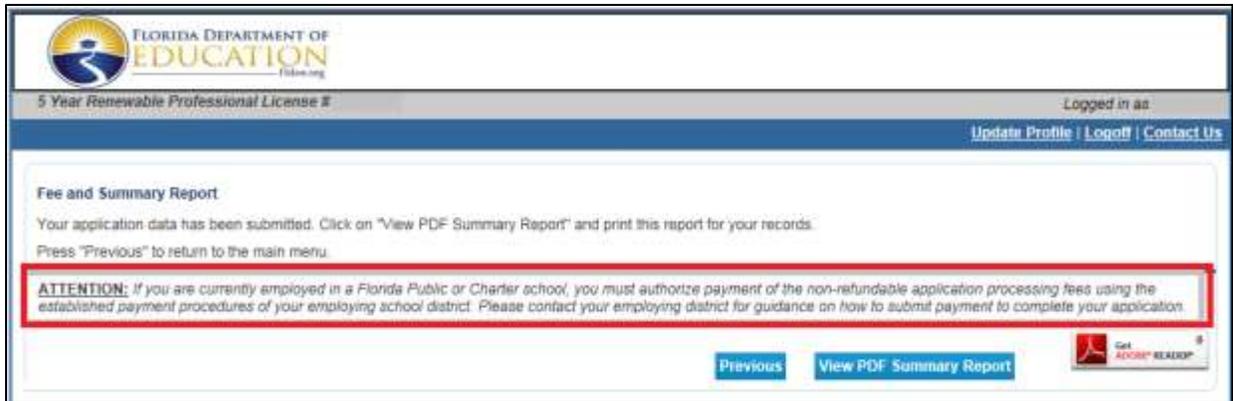
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## 24. Renewal Application- Attestation

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.



## 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.

<b>If you are employed by a school district:</b>	<b>If you are employed by a private school organization or no longer employed by a school district:</b>
<p>You will contact your employing school district for more information about their payment procedures.</p> <p>You will pay \$75.00 for a renewal submitted prior to the expiration date on your valid certificate.</p>	<p>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.</p>