

Instructions for Renewing an Educator's Professional Certificate

The process below is only for current Leon County Schools employees, charter school employees, and DOJ employees in Leon County. Please contact the certification specialist, Christopher Harvey, for instructions if you are a retiree or former employee as the process is different.

Contact the certification specialist if you need to **add anything** to your certificate.

An educator needs at least 120 inservice points to renew their certificate, and at least 20 of these points must come from training about teaching students with disabilities (SWD). A specific amount of Reading inservice points is not needed to renew a certificate in the 23-24 school year.

If you are using college courses and/or college teaching experience to renew your certificate, please contact the certification specialist for additional instructions before beginning the renewal process.

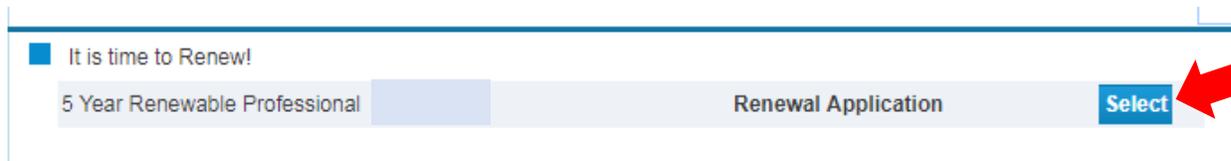
1. Go to

<https://flcertify.fldoe.org/datamart/mainMenu.do>

2. Log into your FDOE account. Everyone has an account in FDOE's system. Use the "Forgot" options if you don't remember your password and/or user ID. If you cannot access your account, contact the certification specialist. **Do not create a second account.**



3. Select the **Renewal Application**.



4. Read the Helpful Hints on the other side and refer to it while completing the application.
5. Submit a check or money order for \$75 payable to **Leon County Schools**. Drop off or send your payment to Christopher Harvey at the main School Board office.

In-Person Delivery or U.S. Postal Service

Christopher Harvey
Leon County Schools
2757 W. Pensacola St.
Tallahassee, FL 32304

School Mail

Christopher Harvey
Employee Relations

For any questions regarding the certification process, please contact the certification specialist, Christopher Harvey, at harveyc@leonschools.net.

Helpful Hints:

- FDOE created a video to help you with your renewal application.

<https://www.youtube.com/embed/5qtDI7dgF7I>

- There are 20 screens in the application. They are listed in blue on the left side and turn red if you don't provide the required information.
- On the Contact Information screen, make sure that your email address is correct. This is how FDOE will communicate with you and send you your new certificate. FDOE would prefer that you use your personal email address.
- Contact the certification specialist before you decide to remove any subjects from your certificate.
- There are three sections of yes/no questions on the Legal Disclosure screen. If you answer yes to any questions on this screen, you must provide details on the corresponding screen for that section later in the application. Click the blue Add button on the screen that corresponds to the section where you answered yes to enter the appropriate information.
- Do not duplicate the subjects on the Renewal Credits screen even if the subjects are grayed out. Only add subjects that are on your certificate but missing from the Renewal Credits screen.
- Don't worry if the Renewal Method is incorrect for a grayed out subject. The certification specialist will change the renewal method if necessary.
- Do not attempt to add endorsements to the Renewal Credits screen. Endorsements automatically stay on our certificate as long as you renew it. The ESOL K-12 and Reading K-12 that are listed in the Subjects dropdown menu are subject areas, not endorsements.
- Do not add multiple entries on the Renewal Credits – SWD screen even if the renewal method is incorrect. The certification specialist will change the renewal method if necessary.
- On the District Affiliation screen, make sure that Leon – District 37 is your only district affiliation. If it is not, delete any other relations and add Leon – District 37. This is the only way that your application will be routed to Leon County Schools for processing.
- You do not have to attach anything on the attachments screen.
- There are two places to click Submit. One is at the bottom of the Summary (pre-fees) screen. Once you click Submit on the Summary (pre-fees) screen, an Attestation screen appears. You have to click Submit on this screen too.