





## RENEWAL OF A PROFESSIONAL TEACHING CERTIFICATE

Professional Certificates are issued for five years and must be renewed every five years. Renewal requirements for all certified educators are: a total of credits 120 in-service points or six semester hours that must include 1 semester hour or 20 in-service points in “teaching students with disabilities (SWD)”. Gifted coursework not appropriate for SWD. **All renewal credits must be earned during the validity period of the current teaching certificate. If available banked points can be applied\***


### RENEWAL OPTIONS:

 **Renewal with in-service credits:** You must attach a copy of your in-service credit transcript. A minimum of 120 in-service credits required to include 20 ESE credits as of July 1, 2014.


~ OR ~

 **Renewing with college credit:** If using college coursework list the college/university where credit was earned. Please send an **OFFICIAL TRANSCRIPT** reflecting the courses taken for renewal. (A minimum of 6 semester hours of credit required must include the 1 credit college course in ESE)


~ OR ~

 **Renewing with a combination of in-service credits and college credits:** Under subjects to renew list the college/university where credit was earned and send an **OFFICIAL TRANSCRIPT** reflecting the course(s) taken for renewal.


~ OR ~

 **Renewing with an appropriate subject area exam:** Please check with the School Board certification office **before** you take the exam to make sure you are taking one that will count toward renewal of your certificate. Only subject area exams taken in a coverage already on your professional certificate may be used to renew. (One subject area exam is equivalent to 60 in-service credits)

~ OR ~

 **Renewing with college teaching:** Please submit letter from college which includes title and course name, where taught, how many credit hours the course is worth and signed by a college official must include 1 credit of college course teaching ESE.

~ OR ~

 **Renewing with National Board Certificate:** A valid certificate issued by the National Board of Professional Teaching Standards will renew the Florida certificate for as long as the national certificate remains valid.

## Steps to Apply for Renewal:



### COMPLETE THE APPLICATION ONLINE

1. Log onto: <https://flcertify.fldoe.org/datamart/login.do>
2. Set-up your profile
3. Log out.
4. Log back in and complete the Renewal application.
5. Affiliate yourself with Manatee County Public Schools (District 41). *Note: If you do not affiliate yourself with the district we cannot see your application.*
6. Submit the application.
7. Print the Application Summary

### SUBMIT YOUR RENEWAL PACKET FOR PROCESSING:

8. Build the Renewal packet:
  - a. Application Summary Page
  - b. Documents to support your method of renewal (*in-service records, college transcripts, test results, etc.*)
  - c. Check or money order in the amount of \$75 (made payable to SDMC).
9. Send the Renewal packet for processing to:

Teacher Certification  
Inter-office: SSC Building  
US Mail: 215 Manatee Avenue West, Bradenton, FL 34205

Once your renewal packet is received it will be processed – *please note that your renewal will not be processed until we receive the packet in its entirety to include payment.*



### HELPFUL LINKS



#### Renewal Requirements - Florida Department of Education

[www.fldoe.org/teaching/certification/fl-educator-certification-renewal-requ.stml](http://www.fldoe.org/teaching/certification/fl-educator-certification-renewal-requ.stml)