



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.fl DOE.org/edcert](http://www.fl DOE.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:**

# 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.

| Certificate Renewal Requested   | Fee                                   |
|---|---------------------------------------|
| Renewal of my valid Florida Professional Certificate.   | \$75.00                               |
| LATE Renewal of my <i>recently</i> expired Florida Professional Certificate.<br><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<br>(\$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.





