



## **Wakulla County School District**

### **FLDOE Certificate Renewal Process**

- 1) The educator will make application for renewal online at <https://flcertify.fldoe.org/datamart/mainMenu.do>. List Wakulla County School District as your District Affiliation.
  - a. Steps in the renewal application are listed on WCSB district webpage.
- 2) Human Resources (Lori Sandgren) will review the online application and verification of in-service points from PAEC: ePDC.
  - a. Steps to how review your ePDC transcript are listed on WCSB webpage.
- 3) If there is a problem with in-service points, Human Resources (Lori Sandgren) will contact the educator.
- 4) Once notification of complete application is received, Human Resources (Lori Sandgren) will approve the online application.
- 5) Upon issuance of the new certificate, FLDOE will provide the renewed certificate to the educator via email. The educator will need to send a copy of the new certificate to Instructional Service (Holly Harden) and HR (Lori Sandgren).
- 6) Questions regarding the renewal certification process/professional development in-service points should be directed to Instructional Services (Holly Harden) and HR (Lori Sandgren).