

## **BEC Renewal Application**

Hello and welcome to this short video on the Florida Teacher Certification renewal application. We're excited to help you with the renewal process as we work to ensure that the nation's best teachers are in Florida's classrooms.

This video provides tips on renewing your certification online and guidance about some important sections of the renewal application. Let's jump right in.

We'll need to access the online licensing service site. The Versa online application may be new to you.

From the Apply page on the D-O-E Educator Certification website, scroll to the bottom of the page and click "Apply Here."

All educator certification applications are completed from this site and require registration for a Versa account.

If you've forgotten your ID or password— [with a chuckle] and we all do it—click either of the links below the login fields to retrieve your password or ID.

If you don't have an account already, create one by clicking on the link in the "New User" field. It's very important that if you do already have an account, you retrieve your login information. Please do not create a new account.

After logging in, you will see the Quick Start Menu.

Click the "Select" button at the top of the screen." If you have problems with your account or the application, click the "Contact Us" button.

You'll then arrive at the renewal application, which has several sections you need to complete. It's pretty simple really. Just click "Next" once you finish each page.

We recommend you read all the information on each page. Doing so can save a lot of time for you and us.

Use the "Next" button to move through the pages.

If you try to move on without completing required fields, you'll receive an error message.

As you work through the renewal application, you'll find that most of the items are pretty obvious, but we'll highlight some important details in this video.

The first page you'll see after the introduction is the Function Suitability page.

For the second question on this page, if you will complete all your renewal credits before your certificate expires, answer "Yes"—even if you haven't completed all your credits yet.

You'll notice that a lot of information in the application has been pre-populated, such as your contact info. All you'll need to do is verify the info—or change it if it's out of date.

On the Remove Subject(s) page, there is nothing for you to do unless you want to request that a subject area be deleted from your certificate. Please check with your district before removing a subject.

The Legal Disclosure page is one of the most important pages in the application.

You must answer “yes” or “no” to every question in all three sections.

And this is important: If you answer “yes” to any question on the Legal Disclosure page, you must provide additional information on the appropriate following pages. Please don’t forget this, as it will cause delays in processing your application.

If you enter information on a record by mistake, click the “Remove” button to delete it.

Even if you were previously cleared of an offense by the department, you’ll still need to acknowledge it on your renewal application by adding a record in the appropriate section.

In the Renewal Credit section, if you wish to add additional renewal credits, click “Add” at the top of the page. The form will then appear.

In the drop-down menu, you’ll see a long list of subjects to choose from. Repeat this process for any renewal credits you wish to add.

Here’s some good news: Endorsements are automatically renewed along with the professional certificate, so they are not listed in the subjects drop-down menu.

If you want to add renewal credits for a subject area that has been repealed or retired, scroll to the bottom of the list to find those subjects. A “retired subject” doesn’t mean the applicant is retired, just the subject area.

An example of a retired subject is “Elementary Education (Grades 1 through 6),” which has been replaced by “Elementary Education (Grades K through 6).”

The next page is the Renewal Credit S-W-D page. This is where you’ll report renewal credits related to teaching students with disabilities.

Now let’s talk about the District Affiliation page.

If you’re employed by a school district, check that this is documented properly at the bottom of this page. If you are not employed by a district, the affiliated “Other Party” will be “Department of Education, District 100.”

If you need to update your district affiliation, first remove your previous affiliation by clicking on “Delete Relation.” Then you’ll be ready to add your new district affiliation.

You’ll need to know your district number. Find it by clicking the “here” link for the complete list.

Once you have your district number, click “Add” and then complete the required fields.

Now it’s time to add any relevant documents—such as official verification of college teaching experience—here on the attachments page.

Red alert! Do not attach college transcripts. Any transcripts attached here will not be evaluated. Transcripts must be submitted by the academic institution via the FASTER or SPEEDE system or an official copy mailed to the Bureau of Educator Certification. Official transcripts previously submitted to the Bureau of Educator Certification do not need to be resubmitted.

Once you submit your application, you will not be able to attach additional documents.

You're almost finished! Review your application summary and make any needed changes. You can also save a P-D-F copy. Once you are confident that your application is complete and accurate, click "Submit."

If you are affiliated with a school district, you'll contact the district to pay your renewal application fee. However, if you are not affiliated with a school district, you'll pay your fee to D-O-E, right after you click "Submit."

If you have any questions or need more information, please visit our website.

All the best on your continuing journey as a certified educator in Florida!