

Renewal Application Instructions

1. Go to <https://flcertify.fldoe.org/datamart/login.do>
2. Log in to your existing certification online account. Use the links if you have forgotten your password or user ID. Only create a new account using “Begin Here for Sign Up” if you have not logged in since 2017.
3. Locate the “It’s Time to Renew” section of your online account homepage. You will see your license information at the top right hand corner. If you do not see your license information, complete the technical assistance form. Link below.

The screenshot shows the Florida Department of Education's online account homepage. At the top, there is a logo for the Florida Department of Education and a 'Logged in as' status bar with links for 'Update Profile', 'Logoff', and 'Contact Us'. Below this is a 'Quick Start Menu' with the instruction: 'To start choose an option and you will return to this Quick Start menu after you have finished.' The menu includes three main sections: 1. 'It is time to Renew!' with a '5 Year Renewable Professional' license type and a 'Renewal Application' button, which is highlighted with a red box and a red arrow pointing to a 'Select' button. 2. 'Manage your license information' with a '5 Year Renewable Professional' license type and a 'Choose Application' dropdown menu, with a 'Select' button. 3. 'Start a New Application' with a 'What are you applying for?' section. A note for those applying for Speech Language Impaired (SLI) is provided, along with a 'Select Board' dropdown and a 'Choose Application' dropdown, both with 'Select' buttons.

4. Click the **Select** button to begin the application.
5. Work through the application by clicking the **Next** button.
6. Select **4** as your district affiliation.
7. Review your responses in the application summary.
8. Submit the application.
9. **Submit \$75.00 payment directly to the district HR department.**
10. **Verify your PD 120 points (20 ESE included). Once you have submitted your application contact the Assistant Superintendent’s Secretary to validate your in-service points and submit them to the Human Resources Department.**

Helpful tips

- Provide details for any of your “Yes” responses in the legal disclosure section, even previously cleared offenses *must* be reported.
- On the subject page, select *only* subjects you would like to remove from your certificate. Check with your employer to make sure they approve of this change.
- Inservice records or completion certificates do not need to be attached to your application.

BEC Renewal video: <https://www.youtube.com/watch?v=5qtDl7dgF7I>
Renewal Information: <http://www.fldoe.org/teaching/certification/renewal-requirements/>
Have certification questions (**non -technical questions**)? Call 1-800- 445-6739
Need technical assistance?
<http://www.fldoe.org/teaching/certification/staff-contact/technical-contact-us.stml>