

Professional Renewal Guide 25/26 SY

1. Review Your Renewal Requirements

Identify what is needed based on the certification area(s) you hold (chart below).

Overall Renewal Requirement	All Certificate Holders	120 inservice points and/or 6 semester hours The 120 total must include SWD points, and when applicable, Reading or Educational Leadership points.
Teaching Students with Disabilities (SWD)	All Certificate Holders	20 inservice points or 1 semester hour in SWD Eligible for banking if earned on or after 7/1/14
Reading	Elementary Education, Exceptional Student Education (ESE), PreK/Primary Education, K-3 Education, Middle Grades English (5-9), English (6-12), Middle Grades Integrated Curriculum (5-9), Reading K-12, Reading Endorsement, ESOL K-12	40 inservice points or 2 semester hours covering: • Explicit, systematic, and sequential reading strategies • Development of phonemic awareness • Decoding and phonics instruction • Multisensory intervention techniques grounded in the science of reading Eligible for banking if earned within 10 years of the certificate's expiration date
Educational Leadership Standards	Educational Leadership & School Principal	At least 1 college credit or 20 inservice points aligned to Florida's Educational Leadership Standards Must be earned within the current validity period of the certificate being renewed

2. Check Your LAB Transcript

Log into LAB to confirm whether you have met the requirements or if you are short (instructions on how to read your LAB transcript attached).

3. Make a Plan (if Needed)

If you are missing the requirements of SWD, Reading, FELE or overall inservice, create a plan right away to complete them (acceptable course offerings linked on page 2).

4. Apply Online with the State of Florida

Once requirements are met, complete and submit your renewal application online through the FLDOE: [FLDOE Online Application](#).

- Before submitting, verify that **District Affiliation** accurately reflects your primary district employer. **Broward's code is 6.**

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5. Pay Your Renewal Fee to the District

After you have applied online with the State, pay your renewal fee through the district website: <https://osp.osmsinc.com/browardfl/>.

- a. o From the top menu, select Departments → Certification Applications → State of Florida Certification – Renewal.
- a. o **Important:** Include your BCPS personnel number so we can correctly match your payment to your application. This notifies us to move forward with processing your renewal application.

Processing your application with the state is contingent upon completion of all renewal requirements.

Professional Renewal Resources

- [ESE Requirements for Renewal](#)
- [Reading Requirement for Renewal](#)
- [FL Educational Leadership Standards Requirement for Renewal](#)

Please review all information provided before contacting our office. If you have a question, be specific in your request. Due to the high volume of inquiries, individual cases cannot be reviewed.