

CHARTER SCHOOL: RENEWAL REQUIREMENTS FOR EDUCATORS WHO HOLD A FLORIDA 5-YEAR PROFESSIONAL CERTIFICATE

Renewal Requirements: To renew your certificate, you must complete six (6) college credits and/or 120 in-service points, which must include 20 points in teaching students with disabilities (SWD). If you are certified in specific areas (listed below), you may also be required to earn 40 points in Reading and 20 points aligned to the Florida Educational Leadership Standards. These requirements are not in addition to the 120 total points but must be included within them. **You can find opportunities to earn these credits on the LAB Support at: [LAB Support for Renewal](#) for SWD and reading and [Leadership Development & Teacher Support](#) for educational leadership.**

Certification Area	Requirement	Requirement Begins With:	Additional Information
All areas of certification	Must earn one (1) college credit or 20 in-service points in Teaching Students with Disabilities.	5-Year Professional Certificates that expire June 30, 2014, or later	Points in this area can be “banked” and used for future renewals providing credit was completed after 7/1/14.
Elementary Education K-6, Elementary Education 1-6, English 1-6, English Middle Grades 5-9, English 6-12, ESOL K-12, Exceptional Student Education, Middle Grades Integrated Curriculum 5-9, Prek/Primary Education, Primary K-3, Reading K-12, and Reading End	Must complete two (2) college credits and/or 40 in-service points in Reading, which must include instruction in explicit, systematic, and sequential reading strategies, development of phonemic awareness, and the use of multisensory intervention techniques.	5-Year Professional Certificates that expire June 30, 2025, or later	Points in this area can be “banked” and used for future renewals providing credit was completed less than ten (10) years from the end date of certificate being renewed. Ex: Certificate valid 7/1/22-6/30/27 – can use banked reading points completed on or after 7/1/17.
Educational Leadership and School Principal	Must earn one college credit and/or 20 in-service points in Florida’s Educational Leadership Standards.	5-Year Professional Certificates that expire June 30, 2025, or later	Points in this area cannot be banked.

RENEWAL APPLICATION PROCESS FOR THOSE CURRENTLY EMPLOYED BY A PUBLIC SCHOOL IN BROWARD COUNTY

STEP 1: Apply online to the Florida Department of Education (FLDOE) at <http://www.fldoe.org/teaching/certification/on-line-application-status-lookup-site.stml>. Before submitting your renewal application, verify that **District Affiliation** accurately reflects your primary district employer. If District Affiliation is incorrect, choose Delete Relation and then Add the correct District Number. **The code for Broward is 6. *STOP: If you are using a combination of in-service points and college credit, refer to the note section below.**

STEP 2: Pay your renewal fee via the district’s website at <https://osp.osmsinc.com/browardfil/>. Select "Departments" from the menu at the top, then select "Certification Applications". **IMPORTANT: You must indicate your BCPS personnel number used with Learning Across Broward (not charter school employee number) when completing the online payment process so your payment can be matched with your application.**

STEP 3: Email your payment confirmation with your personnel number included to certificationrequests@browardschools.com. Without payment confirmation, we will not be notified that your renewal application needs processing. If using in-service points, **do not** attach your in-service record since our office is able to verify your points in Learning Across Broward (LAB).

NOTE: If using a combination of in-service points and college credit, you MUST apply and pay the associated fee for renewal directly with the [Florida Department of Education](#) and have official college credit transcripts sent directly to FLDOE. DO NOT "affiliate" your renewal application with Broward as we are not authorized to process the application. If you have in-service points earned within Broward that need to be submitted to the FLDOE to use toward meeting your renewal requirements, please advise us by email at: certificationrequests@browardschools.com with email subject line Submit CT 116.