



TALENT ACQUISITION AND OPERATIONS, INSTRUCTIONAL

- RENEWAL OF A PROFESSIONAL CERTIFICATE
- Requirements and Process

# General Requirements

- ✓ Florida state statute and administration code require that all instructional staff employed at a Florida public school maintain a valid educator certificate.
- ✓ Renewals require completion of 120 district in-service points OR six semester hours of college credit OR a combination of in-service and college credit.
- ✓ Credit must have been earned within the validity period of the certificate to be renewed.



# Special Requirements

## STUDENT WITH DISABILITIES (SWD) TRAINING – 20 POINTS

For all renewing a FL (state-issued) certificate, the 120-point total must include 20 points in SWD training (regardless of position).

## READING TRAINING – 40 POINTS

Effective with FL Professional Certificates expiring June 30, 2025, or later and those with one or more of the following subjects on their certificate (regardless of position):

- Elementary Education, Prek/Primary, English, MG Integrated, Reading, ESOL

The 40-point Reading requirement is in addition to the 20 points in SWD training. **NOTE:** The Reading K-12 subject area exam **DOES NOT** satisfy the 40-point renewal requirement for reading endorsement or certification.



# Options

## Acceptable College Credit Equivalencies for Renewal

- Every 20 in-service points are equivalent to one semester hour of college credit.
- A passing numerical score on the [Florida subject area exam](#) specific to the coverage to be renewed is equivalent to three (3) semester hours of college credit for renewal purposes.
- When the certificate includes Exceptional Student Education, Visually Impaired, Hearing Impaired, or Speech-Language Impaired, a passing score on the corresponding Florida subject area exam satisfies the requirement for credit in teaching SWD and a total of three semester hours of renewal credit.
- A valid certificate issued by the [National Board for Professional Teaching Standards](#) will renew the Florida certificate in the subject shown on the national certificate.
- An Exceptional Needs Specialist certificate issued by the [National Board for Professional Teaching Standards](#) satisfies the requirement for credit in teaching SWD, when the Florida professional certificate includes a subject in instructing students with disabilities.
- Teaching a college level course at an acceptable institution may be accepted the same as credit earned for that course.



# Students with Disabilities (SWD) Training

***A minimum of 20 in-service points or one semester hour in students with disabilities training is required every renewal period as part of the total renewal requirements.***

## *Option 1: Independent Online Study Modules through the BEESS Portal*

An independent study course. To access go to [www.fl-pda.org](http://www.fl-pda.org) - on the right side under Independent study, select Register/Sign-in to create an account and then enroll. Broward County receives a report of course completers and will process the in-service credit. Use your Broward County email address when creating an account and enrolling in these courses

All BEESS independent study courses are:

- offered year around
- free to Florida educators
- self-paced high-quality content with a variety of learning activities

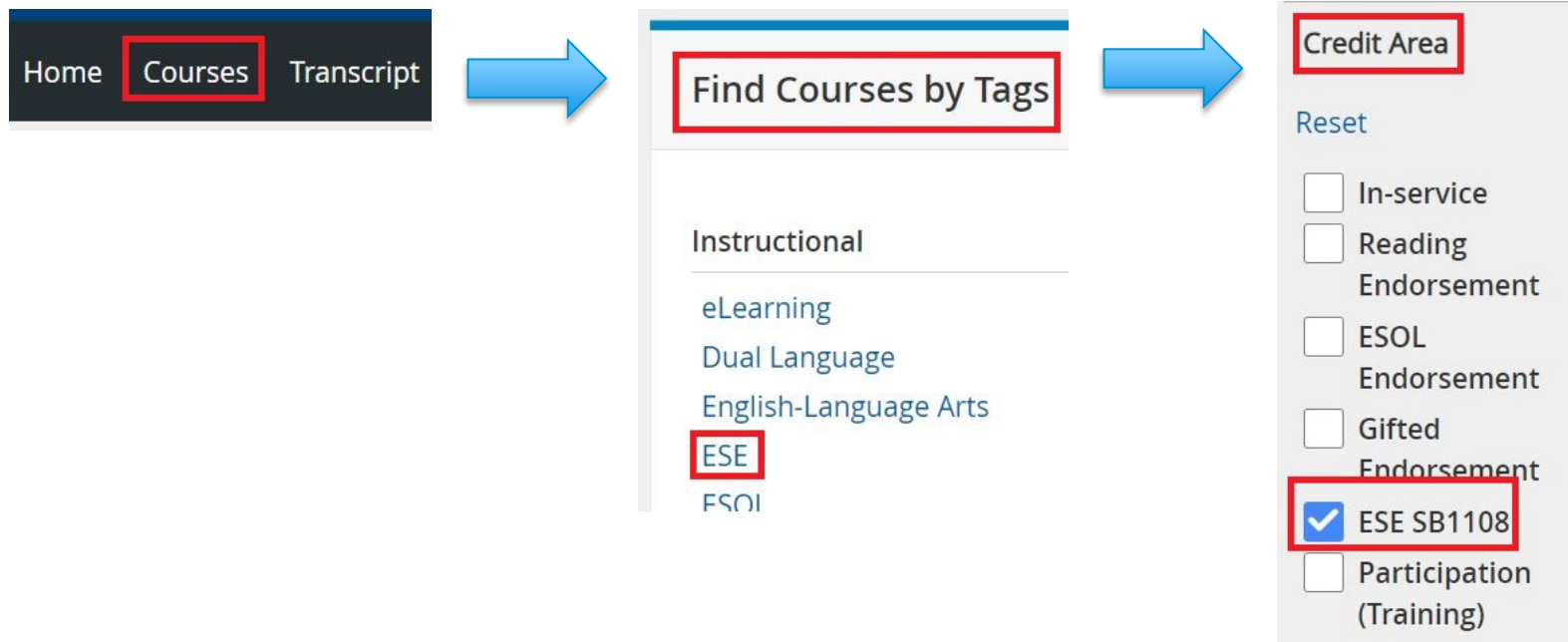
To verify which courses meet the SWD requirement, contact Carol Beitler, FDLRS Program Specialist at 754.321.3400.



# Students with Disabilities (SWD) Training (cont'd)

## Option 2: Learning Across Broward (LAB) Courses

Login to LAB (Learning Across Broward) and select "Courses" from the options at the top, then scroll down to "Find Courses by Tags", select "ESE" from the list and then check "ESE SB1108" to find a course that meets your professional learning goals.



# Reading Training

*Beginning with FL professional certificates expiring June 30, 2025, and later, a minimum of 40 in-service points or two semester hours in:*

*“evidence-based instruction and interventions per Rule 6A-6.053, F.A.C., specifically designed for students with characteristics of dyslexia, including the use of explicit, systematic, and sequential approaches to reading instruction, developing phonological and phonemic awareness, decoding, and implementing multisensory intervention strategies”*

*is required every renewal period as part of the total renewal requirements for those with certificates in one or more of the following subjects:* Elementary Education, Prek/Primary, English, MG Integrated, Reading, ESOL.

**Remember:** The K-12 Reading Certification Exam DOES NOT satisfy the 40-point renewal requirement for reading endorsement or certification.



# Reading Training (cont'd)

PD Courses that Satisfy Both the 20-hour SWD and the 40- hour Reading Requirement Simultaneously

### BESE Portal

- Exploring Structured Literacy (40 Points)
  - Differentiating Reading Instruction (60 Points)
- <https://www.browardschools.com/Page/39318>

### Broward Virtual University (BVU) classes - register via LAB

- BVU Reading endorsement Competency 4 Differentiated Reading Instruction (60 Points) - cannot take this course unless competencies 1-3 are completed

**UF Flamingo Literacy Matrix Classes** - email BCPS Reading Endorsement via outlook at [ler\\_reading\\_endorsement@browardschools.com](mailto:ler_reading_endorsement@browardschools.com) to request a registration form

- UF Comp 4 Intervention - cannot take this course unless competencies 1-3 are completed

PD Courses Appropriate to Meet the New 40-hour Reading Renewal Requirement

### BESE Portal

- Differentiating Reading Instruction Comp 4 (60 Points)
- <https://www.browardschools.com/Page/39318>

### Broward Virtual University (BVU) classes – register via LAB

- BVU Reading Endorsement Comp 1 Foundations of Literacy (60 points)
- BVU Reading Endorsement Comp 2 Application of Research-Based Practices (60 points)
- BVU Reading Endorsement Comp 3 Foundations of Literacy Assessment (60 points)
- BVU Reading Endorsement Comp 4 Differentiated Reading Instruction (60 points)
- BVU Reading Endorsement Comp 5 Application of Research-Based Practices (60 points)

**UF Flamingo Literacy Matrix classes** – email BCPS Reading Endorsement via outlook at [ler\\_reading\\_endorsement@browardschools.com](mailto:ler_reading_endorsement@browardschools.com) to request a registration form.

- UF Comp 1 Foundations of Reading (60 points)
- UF Comp 2 Instructional Practices (60 points)
- UF Comp 3 Assessment of Reading (60 points)
- UF Comp 4 Intervention (60 points)
- UF Comp 5 Demonstration of Accomplishment (60 points)





# The Application Process for Florida Certificate Renewals

Step	Instructions
1	Apply online to the state at <a href="http://www.fldoe.org/teaching/certification/on-line-application-status-lookup-site.stml">http://www.fldoe.org/teaching/certification/on-line-application-status-lookup-site.stml</a> Before submitting your Renewal application, verify that <b>District Affiliation</b> accurately reflects your primary district employer. <b>The code for Broward is 6.</b>
2	Pay your renewal fee via the district's website at <a href="https://osp.osmsinc.com/browardfl/">https://osp.osmsinc.com/browardfl/</a> . Select "Departments" from the menu at the top, then select "Certification Applications".
3	Email the payment confirmation page with your personnel number written on it to TAO at <a href="mailto:Certificationrequests@browardschools.com">Certificationrequests@browardschools.com</a> . If using college courses, submit transcripts to Talent Acquisition & Operations (Instructional) at 600 SE 3 <sup>rd</sup> Avenue, Fort Lauderdale, FL 33301. <b>If you do not provide payment confirmation to us, we will not know that you have submitted your renewal application to the State. Your payment confirmation will alert us that you have an application that needs to be processed.</b>
4	In approximately eight weeks, you will receive an email from the Florida Department of Education notifying you that your certificate has been renewed and is available for you to download. <i>Be sure to check your SPAM folder for possible incoming email from the Bureau of Educator Certification.</i>
5	Provide a copy of your certificate to your principal/administrator.



# The Application Process for Broward Certificate Renewals

Step	Instructions
1	Download and complete a <a href="#">Broward Certificate Application</a> and save as a pdf file.
2	Pay your renewal fee via the district's website at <a href="https://osp.osmsinc.com/browardfl/">https://osp.osmsinc.com/browardfl/</a> . Select "Departments" from the menu at the top, then select "Certification Applications".
3	Submit the pdf files for the completed Broward Certificate Application, payment confirmation page, and any scanned copies of transcripts or licenses (if applicable) to: <a href="mailto:certificationrequests@browardschools.com">certificationrequests@browardschools.com</a>



## General Notes/Reminders:

- If using in-service to meet renewal requirements, you must verify the in-service appears in your LAB record. *Note that TAO does not manage in-service for the district. If you completed a course and do not see the points reflected in your LAB record, please contact the facilitator for the course or contact the Professional Development Standards and Support Department at [bvu@browardschools.com](mailto:bvu@browardschools.com)*
- The Florida Department of Education DOES NOT advise the district of who has applied for renewal or who has been issued a renewed certificate. You must ensure that you communicate with our department.
- If you have completed SWD training and have the Certificate of Completion but the points do not yet appear in your in-service record, please submit a scanned copy of the Certificate of Completion to [certificationrequests@browardschools.com](mailto:certificationrequests@browardschools.com)
- **DO NOT FORGET** to advise our office that you have applied for renewal and paid the associated fee by submitting a copy of the payment verification to [certificationrequests@browardschools.com](mailto:certificationrequests@browardschools.com)



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Individuals with disabilities requesting accommodations under the Americans with Disabilities Act Amendments Act of 2008, (ADAAA) may call Equal Educational Opportunities/ADA Compliance Department at 754-321-2150 or Teletype Machine (TTY) 754-321-2158.

[browardschools.com](http://browardschools.com)

