Help Guide: Steps Required to Apply for Renewal of the Florida Five-Year Professional Certificate

**Step 1:** Apply online to the State at [www.fldoe.org/edcert](http://www.fldoe.org/edcert) to complete and submit your application. On your first visit, click **Begin Here for Sign-up** to create a new online user account and complete **Initial Onboarding** to match your user account to your existing records. After onboarding, you will be able to log in to your account and select your Renewal application from the top of the Quick Start Menu.

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.**

**Step 2:** Pay your renewal fee via the district’s website at [https://www.browardschools.com/Page/40360](https://www.browardschools.com/Page/40360). Click on Payment Submission, and the pay online button is located at the bottom of that page.

**Step 3:** Email the payment confirmation page with your personnel number written on it to the Talent Acquisition & Operations (Instructional) Department at [Certificationrequests@browardschools.com](mailto:Certificationrequests@browardschools.com). If using inservice points to renew your certificate, do NOT attach a copy of your inservice record. However, if using college courses, submit the official transcripts to Talent Acquisition & Operations (Instructional) at 600 SE 3rd Avenue, Fort Lauderdale, FL 33301 with your confirmation page.

**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.**

**Step 4:** As a reminder, all certificate holders renewing the professional certificate must complete a one semester hour college course or 20 inservice points in “Teaching Students with Disabilities. Information on obtaining this requirement via the district’s Professional Development Standards & Support Department can be found at [https://www.browardschools.com/Page/39318](https://www.browardschools.com/Page/39318). The Broward Teacher’s Union also offers opportunities to meet this requirement. Their information can be found at [http://www.btuonline.com/](http://www.btuonline.com/).

A comprehensive outline of all renewal requirements can be found at [http://www.fldoe.org/teaching/certification/renewal-requirements/](http://www.fldoe.org/teaching/certification/renewal-requirements/).

**Step 5:** In approximately three months, 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. Be sure to check SPAM folder for possible incoming email from the Bureau of Educator Certification.

**Step 6:** Provide a copy of your certificate to your principal/administrator.

**Notes:**
- Renewals cannot be submitted until you are in the last year of your validity period. Example: Professional certificate valid 7/1/16 – 6/30/2021; submit application and pay fee on or after 7/1/2020.
- Endorsements do not get renewed. They are riders to a certificate and will be renewed automatically when you renew your subject areas.