

# TIPS TO MAINTAIN YOUR FLORIDA TEACHING CERTIFICATE

## Temporary Certificate Holders

## Professional Certificate Holders

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Read the Statement of Status of Eligibility (SOE) from the Florida Department of Education carefully. It advises you of a teacher's eligibility for a Florida Educator's Certificate and any further requirements that must be completed in entirety for issuance of a Professional Certificate. (Visit <http://www.broward.k12.fl.us/certification/SOEnorafter.pdf> for an in depth explanation of the items listed on the SOE).

Must meet the minimum renewal requirements within the validity period of their current certificate.

<http://www.fldoe.org/edcert/renew.asp#AfterJuly>

The dates on the SOE do not supersede the dates of the certificate. Therefore, if the SOE shows an expiration date of November 17, 2016, and the certificate shows a validity period of 7/1/13 to 6/30/16, the date for completion of all requirements (except General Knowledge which has an earlier deadline) is by no later than the end of May 2016 (for reappointment clearance purposes).

Options for renewal include:

- A minimum of 120 in-service points for up to four subject areas, to include 20 points in teaching students with disabilities
- Six credit hours of appropriate course work to include at least one credit in teaching students with disabilities
- Passing score on subject area exam (subject area must be reflected on the certificate).
- Valid National Board Certificate (valid during the validity of the certificate to be renewed and in the same subject area held on the state certificate).
- College teaching experience at the college level is the same as a course taken at the college level for renewal. Verification of course name, prefix, number, semester hours and dates taught should be submitted on college letterhead by the registrar. Teaching multiple sections of the same course may only be used as one course for renewal.

A combination of any of the above may be used to meet requirements for renewal as long as the overall total of 120 in-service points is met and 20 of those points are in teaching students with disabilities.

<http://www.fldoe.org/edcert/renew.asp#AfterJuly>

State Board of Education Rules do not allow for an extension to the three-year temporary certificate. Therefore, all requirements must be completed within the validity on the certificate.

Professional certificates with more than two subjects: At least six (6) semester hours must be earned each validity period (more credit may be required if more than four subjects). Teachers are given two validity periods to renew all subjects on the certificate. Any subject(s) for which credit is not earned at least once during the two successive validity periods will be deleted at the time of renewal.

Per Florida Statute, s.1012.56(s), fs, the General Knowledge requirement must be satisfied within one calendar year of the date of employment under the temporary certificate to continue employment. Individuals who have entered into their second contract year at the end of the one calendar year time period may continue to be employed through the end of the school year in which they have been contracted.

If a teacher is not eligible for renewal, the teacher may submit an application and fee to obtain a temporary certificate (if eligible under current subject area requirements). If the teacher does not meet renewal requirements within one year following the date of the expired certificate, the teacher will have to meet additional requirements to reinstate the professional certificate.

An out-of-field assignment necessitates completion of additional requirements. Teachers must plan a course of action upon signing the Out-of-Field Agreement. <http://www.broward.k12.fl.us/certification/Out-of-Field.html>

A late fee of \$30 is required if the application is submitted for renewal of a Professional Certificate after it has expired. To utilize the late fee option, all requirements for renewal of the certificate must have been completed prior to expiration of the certificate except for submitting the application and fee. The \$30 late fee is in addition to your \$75 fee for a total fee of \$105.

ESOL and Reading credit or in-service points may be banked and used for renewal (restrictions exist on credit earned prior to temporary or professional certificate issuance).

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