

Keys to Preventing Termination for Professional Certificate Holders

- ➔ It is your responsibility to obtain and maintain a valid Florida Educator's Certificate.
- ➔ Meet renewal requirements within the validity period of your certificate. Renewal options can be found at <http://www.fldoe.org/edcert/renew.asp>.
- ➔ Gauge your time wisely. Don't wait until the last year your certificate is valid to start taking college classes or inservice.
- ➔ Banked ESOL, ESE, and Reading college courses and inservice taken outside the validity date of the certificate can be used for renewal providing they were not earned while under a temporary certificate. Those points can only be used to renew your first professional certificate.
- ➔ Monitor your inservice record in ESS regularly to ensure you have 120 inservice points (for a certificate with four or less subject areas – point requirements may be additional for those holding certificates with more than four subjects) well before the expiration date of your certificate.
- ➔ Note that 20 points of the renewal requirement must be in a Students With Disabilities training course.
- ➔ Applications and fees must be received by the certification office prior to the deadline date of the certificate for reappointment.
- ➔ If your certificate expires and you have not met renewal requirements, you must submit an application and fee for a temporary certificate until renewal requirements have been satisfied (provided you meet current subject requirements for a temporary certificate).
- ➔ An out-of-field assignment necessitates completion of additional requirements. Plan your course of action immediately upon notification of your out-of-field assignment. <http://www.broward.k12.fl.us/certification/Out-of-Field.html>
- ➔ Always speak with a Certification Administrator if you are unclear of certification requirements.
- ➔ Do not seek or accept certification information from persons other than those authorized to provide such information. Authorization to interpret certification rules and laws has been given by the Bureau of Educator Certification to Certification Administrators from Broward County Public Schools.