

Florida Professional Educator's Certificate Renewal Checklist

***THIS CHECKLIST IS NOT YOUR OFFICIAL RENEWAL APPLICATION**

Only complete this checklist if you have completed ALL components for certification renewal

Last Name		First Name	
Email		Phone No.	
Employee ID #	Current School	MSID	WL #
DOE License#	Certificate Validity Period (YEAR)	to	Who is your PD Liaison
Subject Area(s) Certification(s)/ Endorsement(s) on Educator Certificate			

Application must be submitted online to the FLDOE Website

<https://flcertify.fldoe.org/datamart/login.do>

Application was submitted to the FLDOE on _____

***Mark ALL that apply in the section below**

<input type="checkbox"/> Renewal <input type="checkbox"/> Reinstatement <p style="text-align: center;"><u>Documentation for Renewal</u></p> <p>The in-service requirement for renewal is a total of 120 points. 20 of those points must be in SWD. Indicate below the method of renewal</p> <p>In-service points earned through:</p> <p><input type="checkbox"/> DLI - #pts _____</p> <p><input type="checkbox"/> District - #pts _____</p> <p><input type="checkbox"/> College Credit - #credits _____</p> <p><input type="checkbox"/> Official Transcript Sent to the FLDOE (Mandatory)</p>	<input type="checkbox"/> Add-On (Endorsement/Subject Area) <p style="text-align: center;"><u>Documentation for Add On</u></p> <p>List Subject(s)/Endorsements(s) to be added</p> <p style="text-align: center;">1. _____</p> <p style="text-align: center;">2. _____</p> <p style="text-align: center;">3. _____</p> <p><input type="checkbox"/> College Credit</p> <p><input type="checkbox"/> Subject Area Exam</p>	
SWD 20	FELS 20	READ 40
<input type="checkbox"/> College Teaching Experience <small>*only for professors teaching a college level course. Letter from the institution must be sent to the FLDOE directly</small>		

Return this completed form with proof of FLDOE application payment via email to:

DLIcertification@doralleadership.org

Acknowledgment:

<ol style="list-style-type: none"> 1. I have applied for certificate renewal through the FLDOE. 2. I have completed 120 in-service points. 3. 20 of my in-service points are in SWD. 4. I have met the 40 hour Reading Requirement (only those required) 5. I have met the 20 hour Ed Leadership Requirement (only those required) 6. I AM READY FOR DLI TO PROCESS MY INSERVICE POINTS 	<p style="text-align: center;">_____ Signature</p> <p style="text-align: center;">_____ Date</p>
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FOR OFFICE USE ONLY

	In-Service Points Verified	Renewal Transmitted to DOE	FDLRS/Beacon Points Awarded
		Add-On Transmitted to DOE	Bank Updated