

# EDUCATOR CERTIFICATION NOTICE

## Renewal of Professional Teaching Certificate

DATE STAMP

Name: \_\_\_\_\_

Location: \_\_\_\_\_

Educators are to complete this form and send to the Personnel Department upon completion of their renewal application in the Florida Department of Education's Versa system.

Renewals and additions are to be handled in separate transactions, typically additions would be processed prior to renewals. Contact the Personnel Department regarding the proper submission order if you are renewing and adding a coverage or endorsement to your certificate.

### SECTION I – To be completed by the educator applying for renewal.

Coverage(s) Renewing: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Submitted Online: \_\_\_\_\_

Are you deleting any coverage or endorsement?  Yes  No

If Yes, what coverage(s) or endorsement(s)? \_\_\_\_\_  
\_\_\_\_\_

Renewal Method: *(check one)*

- District In-Service Points
- Florida Teacher Certification Exam – A copy of the Passing FTCE Report must be attached.
- College Credits – An official sealed transcript must be sent to the FLDOE and to the Personnel Department.
- NBPTS – A copy of the valid National Board Teaching Certificate must be uploaded in Versa and attached.

**I certify that I have completed all points for the renewal of my Professional Teaching Certificate. I have attached a check, in the amount of \$75.00 payable to the SCHOOL BOARD OF NASSAU COUNTY, and I acknowledge that my renewal will not be processed if my points are not satisfied, if my application to renew is incomplete, or if my payment is not valid.**

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_