

**Apply Online at:  
[www.fldoe.org/edcert](http://www.fldoe.org/edcert)**

Contact the office by telephone at:  
**(800) 445-6739 (U.S. residents)**  
**(850) 245-5049 (Outside U.S.)**



FLORIDA

# **Educator Certification Renewal/Reinstatement Application**

## General Information for Renewal

If you are employed by a public school district in Florida, request a district application form for certificate renewal from your district office and submit the completed application to your employing school district. Each district school board shall renew state-issued professional certificates for individuals who hold a state-issued professional certificate and are employed by that district (§1012.585, F.S.)

If you are employed by a private school, or if you are not currently employed as an educator, go to [www.fldoe.org/edcert](http://www.fldoe.org/edcert) to apply for renewal online, or you may complete this Application Form CG-10R and mail it to the Bureau of Educator Certification.

- Renewal requirements must be completed during the last validity period of the Professional Certificate and prior to expiration of the Professional Certificate. It is the responsibility of each applicant to obtain current information regarding renewal requirements from the employing school district, nonpublic school, or Bureau of Educator Certification.
- The application form and appropriate fee must be submitted during the last year of the validity period of the certificate and prior to the expiration of the Professional Certificate. However, the renewal application may be submitted after expiration of the Professional Certificate if the following criteria are met:
  - Appropriate renewal requirements are completed prior to expiration of the Professional Certificate, and
  - Renewal application form, appropriate application fee, and \$30.00 late fee, are submitted to the Bureau of Educator Certification prior to July 1 of the year following expiration of the certificate.
- A grade of at least "C" must be earned in each college course used for renewal. A grade of "pass" or "satisfactory" is an acceptable grade.
- In the event a subject is deleted from the certificate at the request of the certificate holder or due to non-completion of renewal requirements, all requirements which are in effect when an application is submitted to add the subject to the certificate again must be completed. If a subject is deleted which is no longer offered for certification in Florida, it cannot be restored to the Professional Certificate.
- College level credits used for certificate renewal must be completed at an accredited or approved college or university or the American Council on Education (ACE), and must be reflected on an official transcript.

### MAIL ALL APPLICATION MATERIALS TO:

**Florida Department of Education**  
Bureau of Educator Certification  
Room 201, Turlington Building  
325 West Gaines Street  
Tallahassee, Florida 32399-0400

# Instructions for Completing Your Application for Educator Certification

## A COMPLETE APPLICATION REQUIRES THE FOLLOWING ITEMS:

- The completed CG-10R application form (all sections)
- Appropriate non-refundable application fees (see CHART ON NEXT PAGE)
- Official documentation of your renewal credit (see SUBJECTS RENEWED section ON NEXT PAGE)


To receive an evaluation for eligibility, the Bureau of Educator Certification must receive the above items within one year (12 months) from the date the application form is received or the application form will expire and all associated fees will be forfeited.

**Ensure that your social security number or Florida DOE# is clearly printed on all accompanying documents.**

**SSN Statement:** Collection of your social security number (SSN) is required pursuant to §1012.56, Florida Statutes, for the purpose of promoting the public policy of Florida relating to child support. Your SSN is used by the Department as a unique identifier for maintaining your certification and related personnel records as required under the same statute. Your SSN may be disclosed to the Department of Revenue, as authorized under §1012.21, Florida Statutes, as Florida's agency for administration of the Title IV-D program of the federal Social Security Act for child support enforcement. Failure to provide your SSN to Educator Certification will prevent issuance of your Florida Educator's Certificate.

**All documents submitted become part of your official Florida certification record and cannot be returned.**

## GENERAL INSTRUCTIONS ON HOW TO COMPLETE THIS FORM

- Complete entire application form using a black or dark blue ink pen. Do not use pencil. Do not use a photocopy of this form.
- Fill in all circles completely (i.e. .
- All entries should be clearly typed or handwritten in UPPER CASE LETTERS within the boxes provided.
- There should be at least one blank space between each word for any entry.
- DO NOT staple, tape, or use correction fluid on the form.

## PERSONAL INFORMATION:

1. Social Security Number: Enter only your valid Social Security Number issued to you by the United States Social Security Administration (refer to SSN Statement).
2. Birth Date: Date should be filled out in MMDDYYYY format. Use leading zeros with single digit numbers. For example, January 5, 2001, must be entered as "01052001."
3. US Citizenship: Indicate whether or not you are a U.S. citizen.
- 4-6. First, Middle and Last Name: Enter this information clearly. If you have had a legal name change please be sure to include documentation along with your application.
- 7-10. Mailing Address: Enter your complete address. This is the address to which all official correspondence will be mailed from our office.
11. Phone Number: Include area code. No parentheses necessary.
12. Country: If your address is outside the U.S., write the complete country name.
13. E-mail: Enter your valid e-mail address to which this office may send official communication.

## RENEWAL OR REINSTATEMENT REQUESTED

Service	Description of Service Requested	Fee
RENEWAL	I want to apply for RENEWAL of my Florida Professional Certificate which has not yet expired. Florida educators may submit application to their school district employer.	\$75.00
LATE RENEWAL	I want to apply for LATE RENEWAL of my Florida Professional Certificate which has recently expired (not more than one year). A late fee of \$30 is required if the application is submitted for renewal of your Professional Certificate within the first year after it has expired. NOTE: 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. Florida educators may submit application to their school district employer.	\$105.00 (\$75 plus \$30 Late Fee)
REINSTATEMENT	I want to apply for REINSTATEMENT of my expired Florida Professional Certificate. The late fee shall not be required for reinstatement of the Professional Certificate.	\$75.00 per subject
<b>Make fees payable to: FLDOE Educator Certification</b>		

**SUBJECTS RENEWED OR REINSTATED:** Complete the table for each subject on your Professional Certificate for which you have completed credit or the equivalent during this renewal period.

- If renewing by college credit earned, enter the course information in the table and submit an OFFICIAL transcript from each college/university reflecting completion of the appropriate college credit earned. Each transcript shall bear the seal of the institution and the signature of the registrar. PHOTOCOPIES are not official transcripts.
- If renewing by Florida Inservice Credit points, have your Florida employer complete the Inservice Credit section of this form, or have them submit a completed CT116 form to verify your inservice points.
- If renewing by passing a Florida Subject Area Examination (for a subject currently on the certificate) enter this information in the table. Passing scores are automatically submitted to the Bureau of Educator Certification.
- If renewing with your NBPTS certificate, submit a copy of the certificate along with the completed renewal application.
- To use your college teaching experience to satisfy renewal requirements, request that the registrar at your college/university submit a letter listing the prefix, number and name for each course, the number of semester hours earned by students in each course and the dates the courses were taught.
- If you wish to delete a subject from your certificate, enter the subject in the table and write "delete" in any adjacent Method of Renewal column.

**LEGAL DISCLOSURE:** Florida Law requires you to provide a YES or NO answer to the questions within the Legal Disclosure section of your application, even if previously submitted. You must complete the **Affidavit** at the end of the Legal Disclosure Supplement as well as on the back page for your application to be complete.

**AFFIDAVIT:** You must read, print your name, and affix your legal signature to this section.



**CG-10R APPLICATION FOR RENEWAL OR REINSTATEMENT OF A FLORIDA EDUCATOR'S PROFESSIONAL CERTIFICATE**

Florida Department of Education  
 Bureau of Educator Certification  
 Room 201, Turlington Building  
 325 West Gaines Street  
 Tallahassee, FL 32399-0400

EMPLOYER DATE STAMP	FLDOE DATE STAMP

**PERSONAL INFORMATION** Complete entire Application in UPPERCASE letters using only black or blue ink.

<b>1A. U.S. Social Security Number</b> <input type="text"/>	<b>1B. DOE Number</b> <input type="text"/>	<b>2. Birth Date (MM/DD/YYYY)</b> <input type="text"/>	<b>3. Are you a US Citizen?</b> Yes      No
<b>4. First Name (Given Name)</b> <input type="text"/>	<b>5. Middle Name</b> <input type="text"/>		
<b>6. Last Name (Family Name)</b> <input type="text"/>			<b>14. What is your gender?</b> (Optional) M      F
<b>7. Mailing Address (Street Number and Street Name)</b> <input type="text"/> <input type="text"/> <input type="text"/>			
<b>8. City</b> <input type="text"/>			
<b>9. State</b> <input type="text"/>	<b>10. Postal Code</b> <input type="text"/>	<b>11. Phone</b> <input type="text"/>	<b>15. Are you Hispanic or Latino?</b> (Optional, Choose only one) No, not Hispanic or Latino Yes, Hispanic or Latino
<b>12. Country</b> <input type="text"/>			
<b>13. E-mail Address (For Official Communication from Educator Certification)</b> <input type="text"/>			<b>16. What is your race?</b> (optional, mark all that apply) American Indian or Alaskan Native Asian Black or African American Native Hawaiian or Other Pacific Islander White

**17. RENEWAL OR REINSTATEMENT REQUESTED**

Service	Description of Service Requested	Fee
RENEWAL	I want to apply for RENEWAL of my Florida Professional Certificate which has not yet expired.	\$75.00
LATE RENEWAL	I want to apply for LATE RENEWAL of my Florida Professional Certificate which has recently expired (not more than one year).	\$105.00 (\$75 plus \$30 Late Fee)
REINSTATEMENT	I want to apply for REINSTATEMENT of my expired Florida Professional Certificate.	\$75.00 per subject

**18. SUBJECTS RENEWED OR REINSTATED**

List the subject(s) shown on your Professional Certificate that are to be Renewed or Reinstated

Subject(s) To Be Renewed or Reinstated	Method of Renewal					
	College Credit			Florida Inservice Credit No. of Points	FL Subject Area Test	NBPTS Certificate (Y/N)
	Course Number	Name of Institution	Last name while attending college			

**19. TEACHING EXPERIENCE RECORD (Substitute teaching experience is not acceptable)**

**List Teaching Experience Since Last Certificate Issued**

Dates of Employment (mm/dd/yyyy)		Name of Employer			Subject	Grade Level	Full-Time/ Part-Time	Public or Private School
Begin	End	School Name	County	State				

**20. LEGAL DISCLOSURE**

Florida Law requires you to provide a YES or NO answer to the questions within the Legal Disclosure section of your application, even if previously submitted. Your signature is required every time it occurs within the form for your application to be complete - within the Applicant Signature and Application Affidavit sections below and within the Legal Disclosure Affidavit section at the end of the Legal Disclosure Supplement.

**21. PAYMENT INFORMATION (Please make fees payable to FLDOE Educator Certification)**

Amount	Method	Payment Number
\$ <input type="text"/>	<input type="checkbox"/> Check <input type="checkbox"/> Cash <input type="checkbox"/> Money Order <input type="checkbox"/> Voucher	<input type="text"/>

**22. APPLICANT SIGNATURE**

I, \_\_\_\_\_, Agree to Pay \$  for the Non-Refundable Application Processing Fee.  
Applicant's Signature

**23. APPLICATION AFFIDAVIT**

I, , do hereby certify that I subscribe to and will uphold the principles incorporated in  
Print Name

the Constitution of the United States of America and the Constitution of the State of Florida.

I do hereby affirm that all information provided in my application for a Florida Educator's Certificate is true, accurate, and complete.

**WARNING: GIVING FALSE INFORMATION IN ORDER TO OBTAIN OR RENEW A FLORIDA EDUCATOR'S CERTIFICATE IS A CRIMINAL OFFENSE UNDER FLORIDA LAW. ANYONE GIVING FALSE INFORMATION ON THIS AFFIDAVIT IS SUBJECT TO CRIMINAL PROSECUTION, AS WELL AS DISCIPLINARY ACTION BY THE EDUCATION PRACTICES COMMISSION.**

\_\_\_\_\_  
Applicant's Signature        
Date

**OFFICIAL USE ONLY**

**24. INSERVICE CREDIT**

**Inservice Credit Completed Through an Approved Florida Master Inservice Program**

Name of District or School Organization:

I hereby verify that the applicant satisfactorily participated in an approved Florida Master Inservice Program and earned  points to include  teaching students with disability credit (SWD) to renew the subjects shown on preceding page.

Starting Date:   
mm/dd/yyyy

Ending Date:   
mm/dd/yyyy

Includes "banked" Inservice Points  
(select here)

\_\_\_\_\_  
Signature of Authorized School Official              
Position      Date



**CG-10R APPLICATION FOR RENEWAL OR REINSTATEMENT OF A FLORIDA EDUCATOR'S PROFESSIONAL CERTIFICATE**

**Florida Department of Education**  
Bureau of Educator Certification  
Room 201, Turlington Building  
325 West Gaines Street  
Tallahassee, FL 32399-0400

**PERSONAL INFORMATION**

Complete in UPPERCASE letters using only black or blue ink.

U.S. Social Security Number

DOE Number

First Name

Last Name

**LEGAL DISCLOSURE (Florida Law requires you to provide a YES or NO response)**

After answering each of the following questions, you must sign and date the **Legal Disclosure Affidavit** to complete this section of your application. Please refer to the instructions in the Legal Disclosure Supplement on the reverse side of this page for additional information regarding this section of the application form.

**SEALED OR EXPUNGED RECORDS (Report ONLY sealed or expunged records in this section)**

For each of the following questions, if your answer is YES, please select YES. Otherwise, select NO.

- YES NO Have you ever had any record sealed or expunged in which you were **convicted** of a criminal offense?
- YES NO Have you ever had any record sealed or expunged in which you were **found guilty** of a criminal offense?
- YES NO Have you ever had any record sealed or expunged in which you had **adjudication withheld** on a criminal offense?
- YES NO Have you ever had any record sealed or expunged in which you pled **nolo contendere** to a criminal offense?
- YES NO Have you ever had any record sealed or expunged in which you **pled guilty** to a criminal offense?
- YES NO Have you ever had any record sealed or expunged in which you entered into a **pretrial diversion program** or **deferred prosecution program** related to a criminal offense?
- YES NO Do you have a petition pending to seal or expunge any criminal offense record?

**SEALED or EXPUNGED records MUST BE REPORTED** pursuant to ss. 943.0585 and 943.059, Florida Statutes. However, existence of such records **WILL NOT BE DISCLOSED** nor made part of your certification file which is public record.

**CRIMINAL OFFENSE RECORD(S) (Report any record other than sealed or expunged in this section.)**

For each of the following questions, if your answer is YES, please select YES. Otherwise, select NO.

- YES NO Have you ever been **convicted** of a criminal offense?
- YES NO Have you ever been **found guilty** of a criminal offense?
- YES NO Have you ever had **adjudication withheld** on a criminal offense?
- YES NO Have you ever pled **nolo contendere** to a criminal offense?
- YES NO Have you ever **pled guilty** to a criminal offense?
- YES NO Have you ever entered into a **pretrial diversion program** or **deferred prosecution program** related to a criminal offense?
- YES NO Are there currently **charges pending** against you for any criminal offense?

**PROFESSIONAL LICENSE OR CERTIFICATE SANCTION(S)**

For each of the following questions, if your answer is YES, please select YES. Otherwise, select NO.

- YES NO Have you ever had a professional license or certificate sanctioned or disciplined in this state or any other state?
- YES NO Have you ever been DENIED a professional license or certificate in this state or any other state even if the certificate or license was later issued with conditions or limitations?
- YES NO Have you ever had a professional license or certificate suspended or revoked in this state or any other state?
- YES NO Have you ever surrendered, resigned, or relinquished a professional license or certificate in this state or any other state during or following an investigation into allegations of misconduct?
- YES NO Have you ever had a professional license or professional certificate disciplined in this state or any other state by receiving a letter of reprimand, fine, probation or any other restriction or special condition?
- YES NO Do you have any current investigative action pending in this state or any other state against a professional license or certificate or against an application for a professional license or certificate?
- YES NO Do you have any current disciplinary action pending in this state or any other state against a professional license or certificate or against an application for a professional license or certificate?

If you answered YES to any of the preceding questions, you must complete all information within the **Legal Disclosure Supplement on the reverse side of this page**. Please provide detailed information for each affirmative response and submit this form to complete your application.

**LEGAL DISCLOSURE SUPPLEMENT**

Florida Law requires you to provide a YES or NO answer to the questions within the Legal Disclosure section of your application, even if previously submitted. If you answered YES to any question in the Legal Disclosure section on the application form, you must provide detailed complete information for each affirmative response within the corresponding section in this Legal Disclosure Supplement.

You are not required to acknowledge minor traffic violations. The criminal offense of Driving Under the Influence (DUI) or Driving While Intoxicated (DWI) is **not** a minor traffic violation and should be disclosed on this form.

Having a criminal history or administrative sanction against a professional license does not automatically disqualify a person from receiving a Florida Educator's Certificate, but such incidents will prompt a review by the Office of Professional Practices Services.

A person is **ineligible for educator certification** if the person has been **convicted of a disqualifying offense** as listed in Section 1012.315, Florida Statutes. Please refer to [www.myfloridateacher.com](http://www.myfloridateacher.com) for more information.

First Name	Middle Name	Last Name	Former Name	Any Other Last Names / Aliases

**SEALED OR EXPUNGED RECORD(S)**

City Where Arrested	State	Date of Arrest	Charge	Plea	Disposition (outcome)

**CRIMINAL OFFENSE RECORD(S)**

City Where Arrested	State	Date of Arrest	Charge	Plea	Disposition (outcome)

**PROFESSIONAL LICENSE OR CERTIFICATE SANCTION(S)**

State: _____	Year: _____	License or Certificate: _____
Issuing Agency: _____	Sanction and Reason: _____	
State: _____	Year: _____	License or Certificate: _____
Issuing Agency: _____	Sanction and Reason: _____	
State: _____	Year: _____	License or Certificate: _____
Issuing Agency: _____	Sanction and Reason: _____	

**LEGAL DISCLOSURE AFFIDAVIT**

I,  do hereby affirm that all information provided in this Legal Disclosure section and supplement to my application for a Florida Educator's Certificate is true, accurate, and complete.

Print Name

**WARNING: GIVING FALSE INFORMATION IN ORDER TO OBTAIN OR RENEW A FLORIDA EDUCATOR'S CERTIFICATE IS A CRIMINAL OFFENSE UNDER FLORIDA LAW. ANYONE GIVING FALSE INFORMATION ON THIS AFFIDAVIT IS SUBJECT TO CRIMINAL PROSECUTION, AS WELL AS DISCIPLINARY ACTION BY THE EDUCATION PRACTICES COMMISSION.**

\_\_\_\_\_  
Applicant's Signature

Date



## Appropriate Categories for Renewal

The following topics are appropriate for renewing your Professional Certificate:

- Content specific to the subject area(s)
- Methods or education strategies specific to the subject area(s)
- Methods of teaching reading and literacy skills acquisition
- Computer literacy, computer applications, and computer education
- Teaching students with disabilities (SWD) or Exceptional student education
- ESOL (English for Speakers of Other Languages)
- Drug abuse, child abuse and neglect, or student dropout prevention
- Training related to the goals of the Florida K-20 System, such as:

**CONTENT** – English, economics, mathematics, science, social sciences, foreign languages, humanities, global economy, technology, ecology, first aid, health, or safety

**CLASSROOM STRATEGIES** – Cooperative learning, problem-solving skills, critical-thinking skills, classroom management, child development, collaboration techniques for working with families, social services, child guidance and counseling, teaching reading, or educational assessments, etc.

**SCHOOL ADMINISTRATION ACCOUNTABILITY** – Instructional design, leadership skills, school and community relations, school finance, school facilities, school law, or school organization, etc.

**VOCATIONAL AND ADULT EDUCATION ACCOUNTABILITY** – Adult learning, principles of adult or vocational education, vocational education for students with special needs, or vocational guidance

## Retention of Subjects

Six (6) semester hours of college credit or equivalent must be earned during each renewal period to renew your certificate. At least one (1) semester hour or equivalent must be in teaching students with disabilities (SWD). See information below for retaining all subjects on your certificate.

**RETAINING ONE SUBJECT COVERAGE** – At least three (3) of the six (6) semester hours or equivalent must meet the criteria in the section entitled “Appropriate Categories for Renewal.”

**RETAINING TWO SUBJECT COVERAGES** – All six (6) semester hours or equivalent must meet the criteria in the section entitled “Appropriate Categories for Renewal” to retain each subject.

**RETAINING MORE THAN TWO SUBJECT COVERAGES** – You may use two consecutive validity periods to renew all coverages as follows:

- **First Renewal Period**

At least three (3) of the six (6) semester hours or equivalent must meet the criteria in the section entitled “Appropriate Categories for Renewal” in at least one subject area on your certificate, including SWD credit. This will retain all subjects for the next validity period.

- **Second Renewal Period**

Three (3) semester hours or equivalent must be earned for each additional subject you want to retain on your certificate. The credit must meet the criteria in the section entitled

"Appropriate Categories for Renewal." A minimum of six (6) semester hours or equivalent is required to renew the certificate, including SWD credit. If you have more than four subjects you want to retain, you must complete more than six (6) semester hours or equivalent during the second validity period, including SWD credit.

**NOTE: A subject which has not been renewed during two successive validity periods will be deleted from the certificate.**

## College Credit Equivalency

- Sixty (60) inservice points in an approved Florida master inservice program are equivalent to three (3) semester hours of college credit.
- A passing numerical score on the Florida subject area test specific to the coverage to be renewed is equivalent to three (3) semester hours of college credit for renewal purposes.
- A valid certificate issued by the National Board for Professional Teaching Standards will renew the Florida certificate in the subject shown on the national certificate.
- Teaching a college level course at an acceptable institution may be accepted the same as credit earned for that course.

## Reinstatement of Expired Professional Certificates

You may apply for reinstatement of an expired Professional Certificate. To do so, you must submit to the Bureau of Educator Certification:

- An application for reinstatement of designated coverages (Form CG-10R),
- Appropriate non-refundable application fees,
- Documentation of 6 semester hours of appropriate college credit or 120 inservice points, including SWD credit, completed during the 5 years immediately preceding reinstatement of the certificate, and
- A passing score on the subject area test for each subject from the expired certificate to be shown on the reinstated certificate. Tests must be completed during the 5 years immediately preceding reinstatement of the certificate.

Requirements for reinstatement of an expired certificate may not be satisfied by subject area tests or college credits completed for issuance of the certificate that has expired.

***If your certificate has expired for more than one year, fingerprints will also be required.***

**Apply Online**  
**Check Applicant Status**  
**[www.fldoe.org/edcert](http://www.fldoe.org/edcert)**

**E - MAIL ADDRESS**

edcert@fldoe.org

**TELEPHONE INQUIRY**

1-800-445-6739 (U.S. residents)

1-850-245-5049 (Outside U.S.)

**CORRESPONDENCE INQUIRY:**

Bureau of Educator Certification  
Room 201, Turlington Building  
325 West Gaines Street  
Tallahassee, Florida 32399-0400

**NOTE: *It is essential that you include either your social security number or Department of Education number FBC 9, to receive assistance through any form of correspondence.***



## Florida Educator Certification Application

You may use this form to apply for:

- Renewal of your valid Florida Professional Certificate
- Reinstatement of an expired Florida Professional Certificate

Apply online and get detailed certification information  
[www.fldoe.org/edcert](http://www.fldoe.org/edcert)

Florida Department of Education  
Bureau of Educator Certification  
Room 201, Turlington Building  
325 West Gaines Street  
Tallahassee, FL 32399-0400

