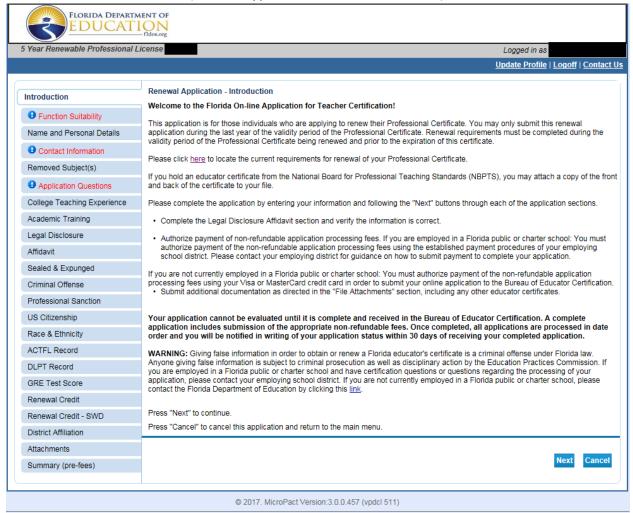
(License Type: 6001; Transaction: 2020)



1. Introduction Page

1

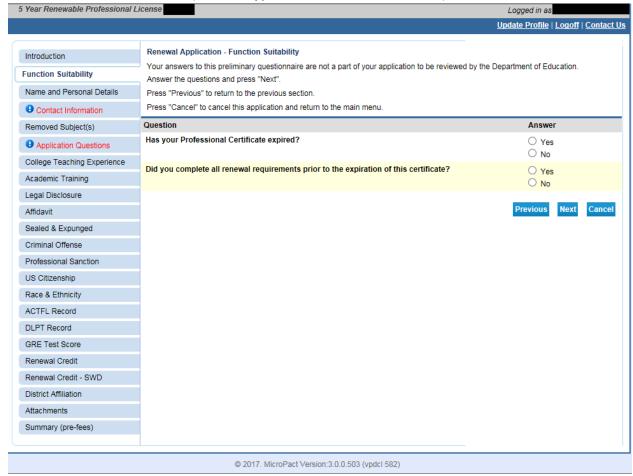
Please review important information about the following:

- Application Type;
- Requirements for Renewal;
- Legal Disclosure;
- Submission of Payment;
- Processing Timeline; and
- Warning about false information.

Click Next to proceed to the next page.

If this application is the incorrect application, you may select Cancel to return to the main menu.

(License Type: 6001; Transaction: 2020)

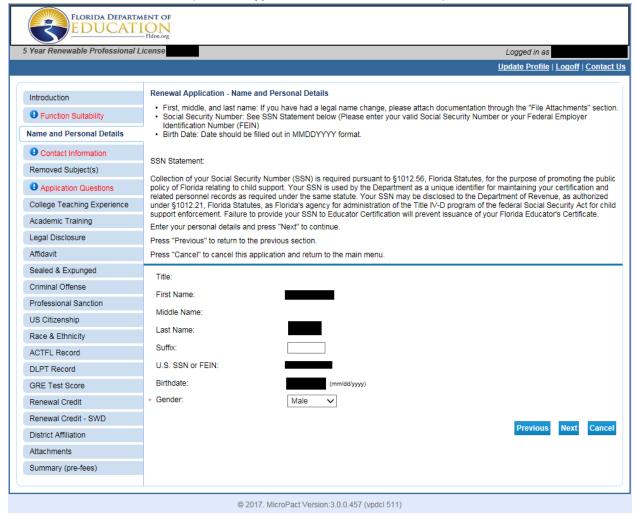


2. Function Suitability Questions

Respond to the following three questions to determine if you are completing the correct application:

	Response	
Question	Yes	No
Has your Professional Certificate Expired?	Error. The system will not allow you to proceed if you do not hold a valid certificate.	Answer "no" if your Professional Certificate is valid at the time that you complete the application.
Did you complete all renewal requirements prior to the expiration of this certificate?	You must answer yes to complete the application.	At this time, the system will not allow you to continue if you answer "no to this question.

(License Type: 6001; Transaction: 2020)



3. Name and Personal Details

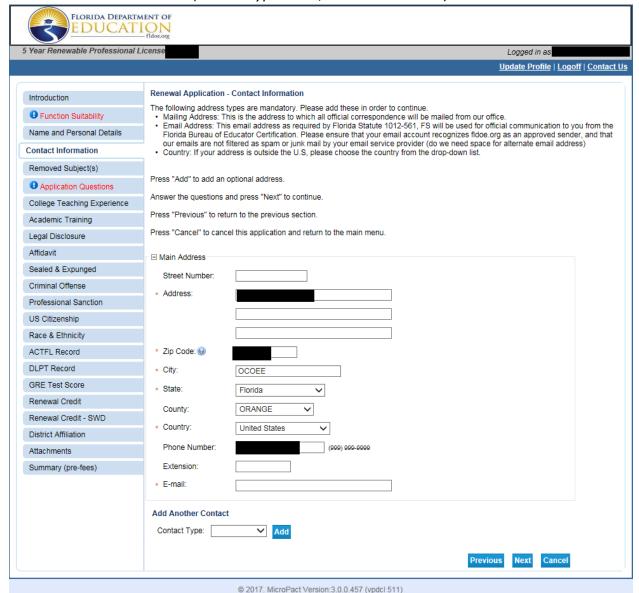
Review information and verify if it is correct. You may update the selection for gender.

If the information is incorrect:

- contact your employing district office, or
- contact the Bureau of Educator Certification if you are employed by a private school organization or you are not currently employed as an educator.

Per the instructions provided, please attach documentation of your legal name change through the Attachments section at the end of the application.

(License Type: 6001; Transaction: 2020)



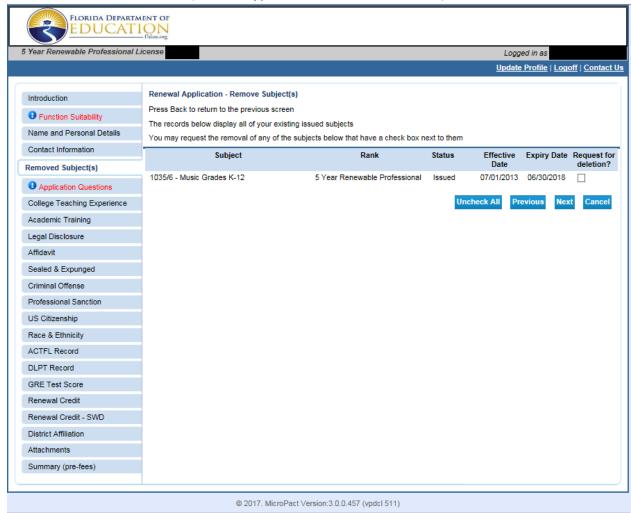
4. Contact Information

Please review the mailing address and email address on file with the Bureau of Educator Certification. If you need to make changes, please edit the fields.

You may add an additional contact information record by clicking Add.

Note: We recommend the use of a personal email account. Some district email servers prevent the receipt of automated emails.

(License Type: 6001; Transaction: 2020)



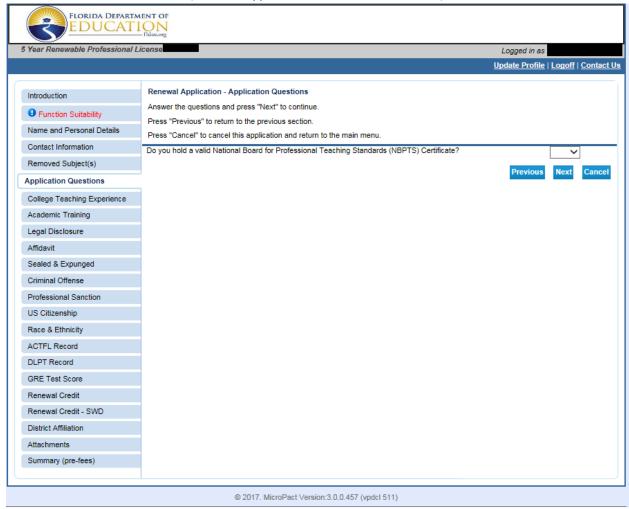
5. Remove Subject(s)

This page lists the subject(s) currently on your professional certificate.

IMPORTANT: PLEASE READ CAREFULLY

If you are not removing subject coverages on	If you are requesting the removal of subject
your certificate:	coverage(s) currently on your certificate:
Click Next to proceed to the next page.	Select the checkbox next to the subject. Please contact your district for local policies
	regarding the deletion of subjects. Click Next to proceed to the next page.

(License Type: 6001; Transaction: 2020)



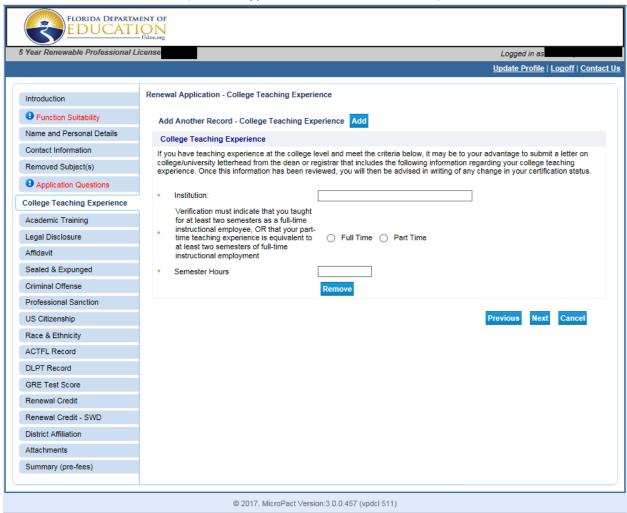
6. Application Questions

Indicate if you hold a National Board for Professional Teaching Standards (NBPTS) certificate.

Select Yes or No from the drop down menu.

NOTE: If you select Yes, please submit a copy of your certificate in the Attachments section.

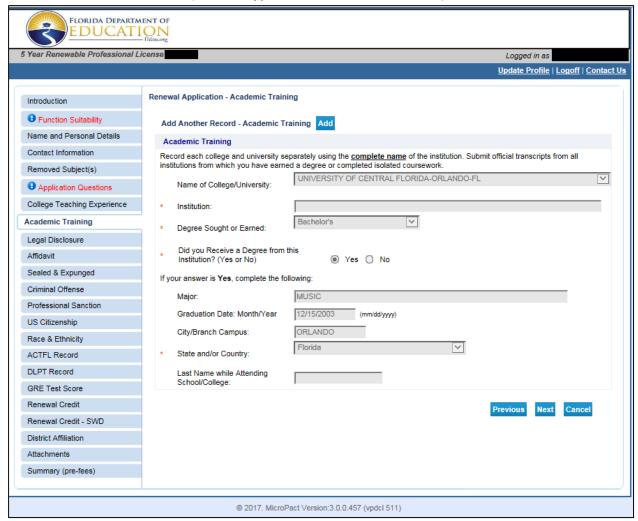
(License Type: 6001; Transaction: 2020)



7. College Teaching Experience

If you do not have college teaching experience:	If you have college teaching experience:
Click Next to proceed to the next page.	Click Add to enter a new record to display the fields
	above.
	Enter the name of the institution.
	Select the correct radio button for Full-time or Part-
If you accidentally click the "add" button:	time.
Click Remove.	
	Enter the number of semester hours earned by
Click Ok to confirm that you want to delete the	students taking the course.
record, and then click Next to proceed to the next	Provide a verification letter per the instructions on
page.	the page. You can upload the letter in the
	Attachments section at the end of the application.
	The application
	Click Next to proceed to the next page.

(License Type: 6001; Transaction: 2020)



8. Academic Training

This screen includes information about the institutions where you earned your degrees or took post-secondary coursework.

Your information may be populated based on transcript(s) that you submitted to us. Pre-populated information cannot be updated (as seen in the above screenshot).

You will <u>not</u> need to submit any official transcripts already on file. **Please only submit official transcripts** since your last certification application.

If the information is not populated, please enter information for ALL fields.

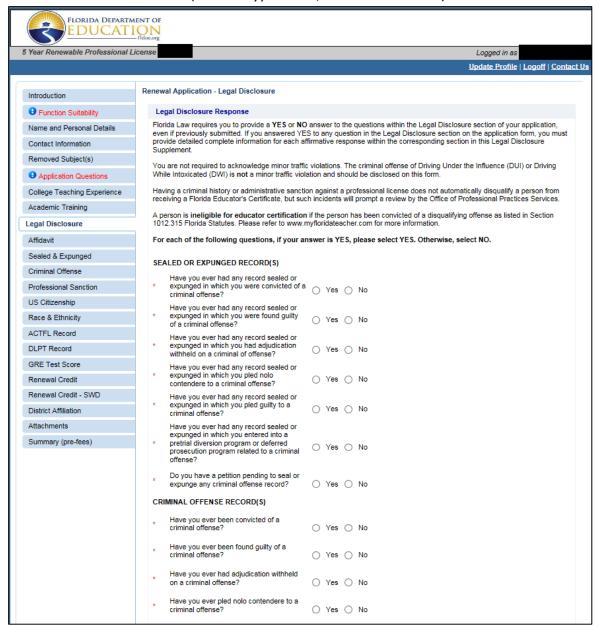
Click Add to submit additional information about your academic training.

NOTE: Entering this information does not replace an official transcript.

Click Next to proceed to the next page.

8

(License Type: 6001; Transaction: 2020)



9. Legal Disclosure

For each of the following questions, if your answer is YES, please select YES. Otherwise, select NO. Carefully review instructions on this screen.

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.

(License Type: 6001; Transaction: 2020)

Click Next to proceed to the next page.

	* 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?	○ Yes ○ No
	PROFESSIONAL LICENSE OR CERTIFICATE	SANCTION(S)
	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 representation 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 O 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?	Ves O No
		Previous Next Cancel
© 2017. MicroPact Version:3.0.0.457 (vpdcl 511)		

9. Legal Disclosure (continued)

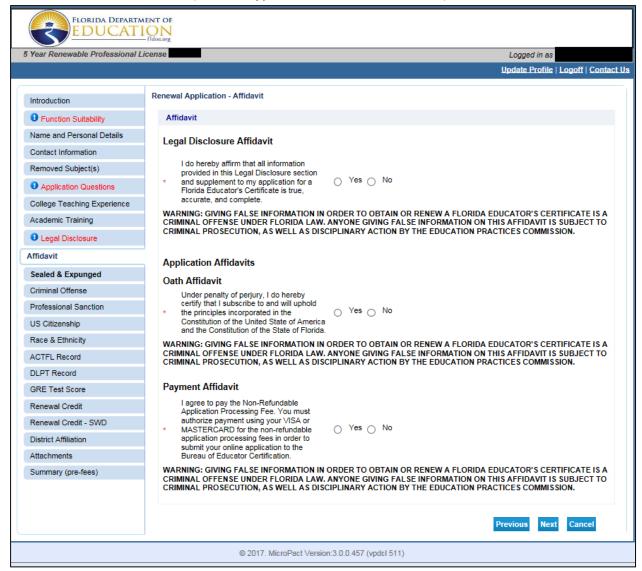
For each of the following questions, if your answer is YES, please select YES. Otherwise, select NO.

Carefully review instructions on this screen.

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.

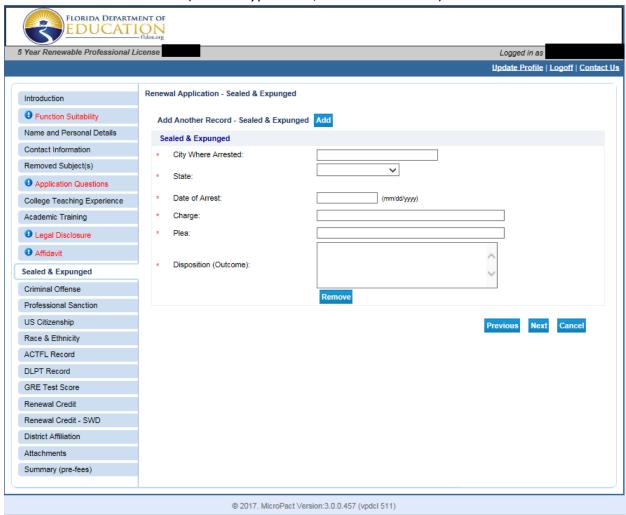
(License Type: 6001; Transaction: 2020)



10. Legal Disclosure Affidavit and Application Affidavits

Legal Disclosure Affidavit	Oath Affidavit	Payment Affidavit
Select Yes or No to 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.	Select Yes or No to certify that you will subscribe to and will uphold the principles incorporated in the Constitution of the United State of America and the Constitution of the State of Florida.	Select Yes or No to agree to pay the Non-Refundable Application Processing Fee. You must authorize payment using your VISA or MASTERCARD for the non-refundable application processing fees in order to submit your online application to the Bureau of Educator Certification.
		NOTE: If you are employed by a school district (including charter schools), select Yes and contact your employer to arrange payment. You are not required to use a Visa or Mastercard.

(License Type: 6001; Transaction: 2020)

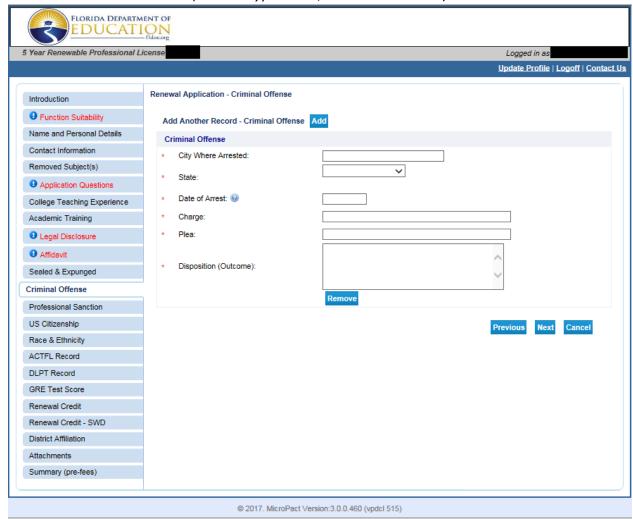


11. Sealed and Expunged

Carefully review instructions on the Legal Disclosure screen (see pages 9 and 10).

If you answered YES to any question in the Sealed and Expunged section of the Legal Disclosure on the application form:	If you answered NO to any question relating to Sealed and Expunged records:
You <u>must</u> provide detailed complete information for each affirmative response within the Sealed and Expunged section in this Legal Disclosure	Click Next to proceed to the next page.
Supplement.	If you click the "add" button in error:
Click Add to enter a new record to display the fields above.	Click Remove. Click Ok to confirm that you want to delete the record, and then click Next to proceed to the next
Enter information for all required fields.	page.
Click Add to enter additional record(s).	
Click Next to proceed to the next page.	

(License Type: 6001; Transaction: 2020)

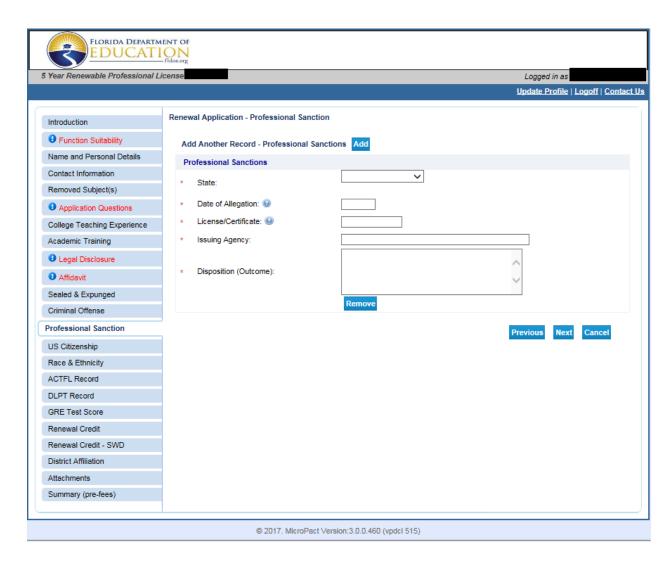


12. Criminal Offense

Carefully review instructions on the Legal Disclosure screen (see pages 9 and 10).

If you answered YES to any question in the	If you answered NO to any question relating to
Criminal Offense section of the Legal Disclosure on the application form:	Criminal Offense records:
You must provide detailed complete information for each affirmative response within the Criminal	Click Next to proceed to the next page.
Offense section in this Legal Disclosure Supplement.	If you click the "add" button in error:
Click Add to enter a new record to display the fields above.	Click Remove.
Enter information for all required fields.	Click Ok to confirm that you want to delete the record, and then click Next to proceed to the next
Click Add to enter additional record(s).	page.
Click Next to proceed to the next page.	

(License Type: 6001; Transaction: 2020)

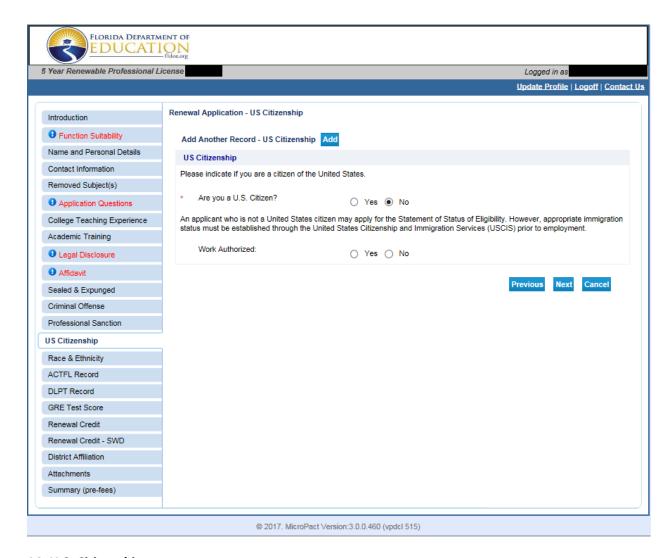


13. Professional Sanction

Carefully review instructions on the Legal Disclosure screen (see pages 9 and 10).

If you answered YES to any question in the Professional Sanction section of the Legal Disclosure on the application form:	If you answered NO to any question relating to Professional Sanction records:
You must provide detailed complete information for each affirmative response within the Professional Sanction section in this Legal Disclosure Supplement.	Click Next to proceed to the next page.
Click Add to enter a new record to display the fields above.	If you click the "add" button in error: Click Remove.
Enter information for all required fields.	Click Ok to confirm that you want to delete the record, and then click Next to proceed to the next page.
Click Add to enter additional record(s).	
Click Next to proceed to the next page.	

(License Type: 6001; Transaction: 2020)



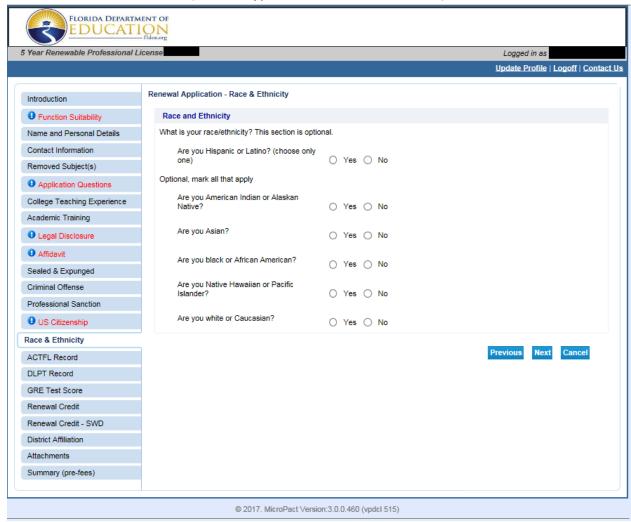
14. U.S. Citizenship

Indicate if you are a citizen of the United States. Select Yes or No.

If you are not a citizen of the United States, select Yes or No if you are authorized to work in the United States.

Click Next to proceed to the next page.

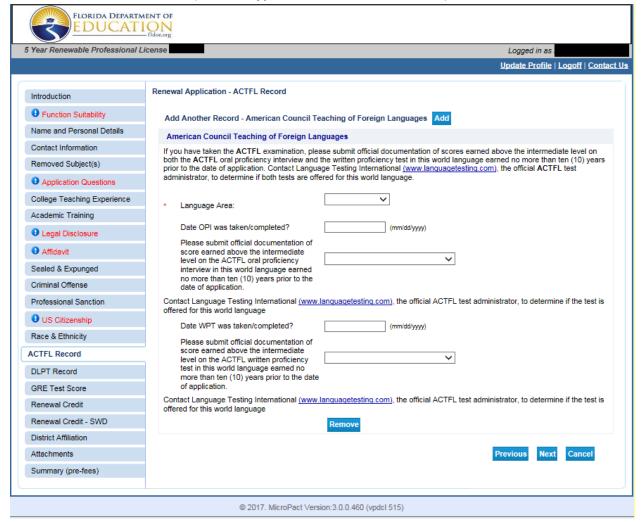
(License Type: 6001; Transaction: 2020)



15. Race and Ethnicity- OPTIONAL

Respond Yes or No to the race and ethnicity questions.

(License Type: 6001; Transaction: 2020)

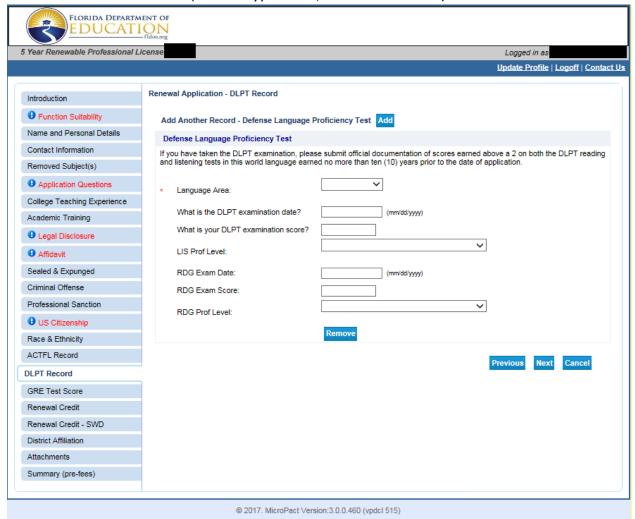


16. American Council Teaching of Foreign Languages

Note: Only applies to educators who hold select world language coverages on their professional certificate.

If you do not have ACTFL records:	If you have ACTFL records:
Click Next to proceed to the next page.	Information may be pre-populated based on official test scores.
If you click the "add" button in error:	If information is not pre-populated, click Add to enter a new record to display fields above.
Click Remove. Click Ok to confirm that you want to delete the	Note: Record does not impact renewal of professional certificate.
record, and then click Next to proceed to the next page.	Enter information for all fields.
	Click Next to proceed to the next page.

(License Type: 6001; Transaction: 2020)

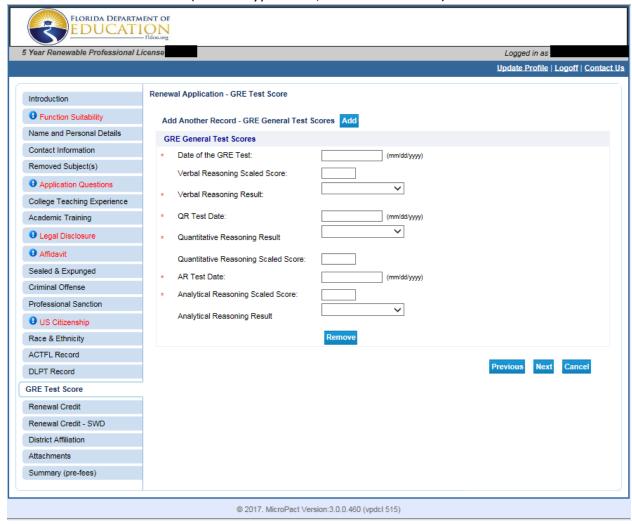


17. Defense Language Proficiency Test

Note: Only applies to educators who hold select world language coverages on their professional certificate and served in the military.

If you do not have DLPT records:	If you have DLPT records:
Click Next to proceed to the next page.	Information may be pre-populated based on
	official test scores.
If you click the "add" button in error:	If information is not pre-populated, click Add to enter a new record.
Click Remove.	enter a new record.
Click Ok to confirm that you want to delete the record, and then click Next to proceed to the next page.	Note: Record does not impact renewal of professional certificate.
	Enter information for all fields.
	Click Next to proceed to the next page.

(License Type: 6001; Transaction: 2020)

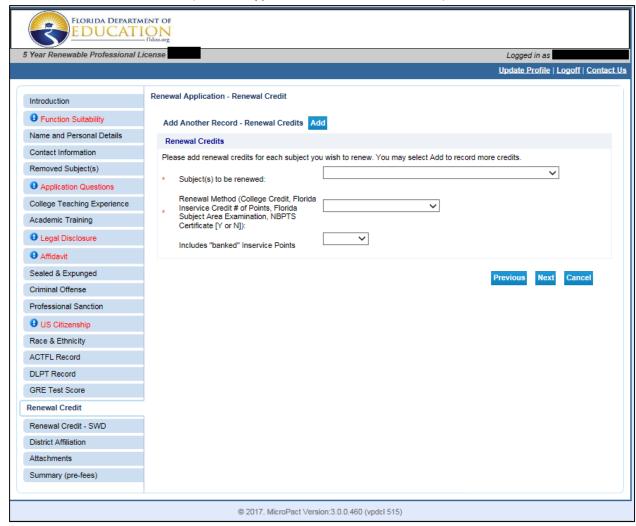


18. Graduate Record Examination (GRE) General Test Scores

Note: Only applies to educators who used GRE to satisfy the general knowledge requirement.

If you do not have GRE records:	If you have GRE records:
Click Next to proceed to the next page.	Information may be pre-populated based on
	official test scores.
If you click the "add" button in error:	If information is not pre-populated, click Add to
	enter a new record.
Click Remove.	
	Note: Record does not impact renewal of
Click Ok to confirm that you want to delete the	professional certificate.
record, and then click Next to proceed to the	
next page.	Enter information for all fields.
	Click Next to proceed to the next page.

(License Type: 6001; Transaction: 2020)



19. Renewal Credit

You must enter at least one record for renewal credit. **All renewal credit records will be verified by district staff or BEC staff.**

Click Add to enter a new record to display the fields above.

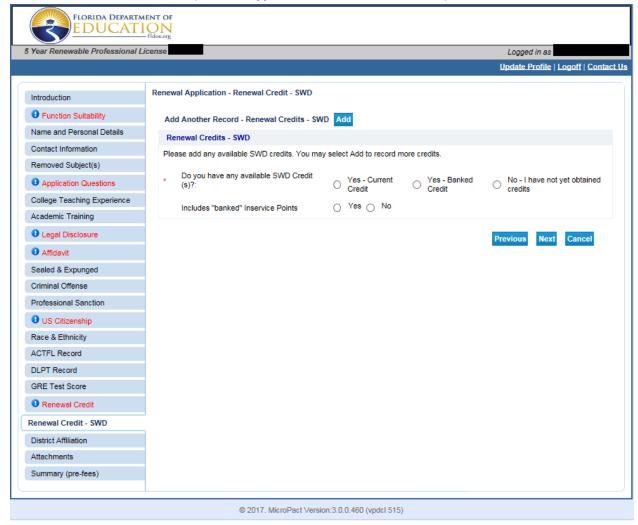
Enter the following required information:

- Select the subject to be renewed from the drop down menu.
- Select the renewal method for the subject to be renewed.
 - If you select inservice points, you will be asked to identify the inservice provider (district). If you district is not listed, select other.

Click Add to enter additional record(s) if you have multiple subjects.

Click Next to proceed to the next page.

(License Type: 6001; Transaction: 2020)



20. Renewal Credit SWD (Students With Disabilities)

You must enter at least one record for renewal credit for teaching Students with Disabilities (SWD). All renewal credit records will be verified by district staff or BEC staff.

Click Add to enter a new record to display the fields above.

Select the radio button for Yes- Current Credit or No- I have not yet obtained credits.

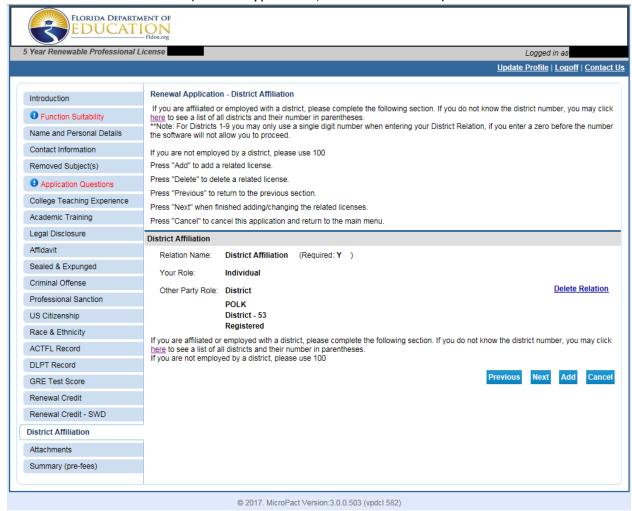
Note: Banked credit for SWD credit is not yet available.

Select the radio button for No for "includes banked inservice points".

Click Add to enter additional record(s) if you have multiple subjects.

Click Next to proceed to the next page.

(License Type: 6001; Transaction: 2020)

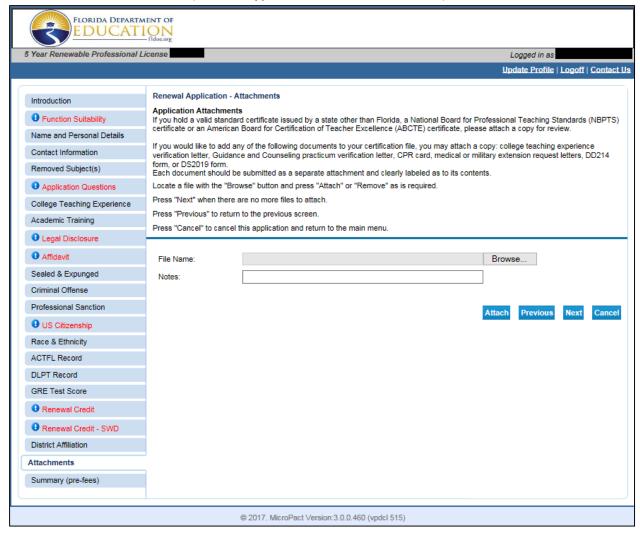


21. District Affiliation

IMPORTANT: PLEASE READ CAREFULLY. You may not have two affiliations or no affiliation.

If you work for a Florida School District (including charter schools):	If you are employed by a private school or if you are not employed by a Florida school district:
This screen displays the name and number of your employing school district. You will pay your district for your renewal.	Your affiliation needs to display as 100 in order to be processed properly by the Bureau of Educator Certification. You will pay online.
1. If it is correct, click Next to proceed to the next page.	
OR	1. If it is correct, click Next to proceed to the next page.
2. If an incorrect affiliation displays, click on the Delete	OR
Relation link.	If an existing affiliation record displays, click on the Delete Relation link.
On the next screen, enter your district number and click Add.	
For districts, single digits for 1-9. If you do not know your district number, click on the link on the page.	On the next screen, enter 100 and click Add.
	You affiliation now displays as 100.
You affiliation now displays as your current district.	, ,
	Click Next to proceed to the next page.
Click Next to proceed to the next page.	

(License Type: 6001; Transaction: 2020)



22. Attachments (OPTIONAL)

Please upload documents concerning your renewal application in this section.

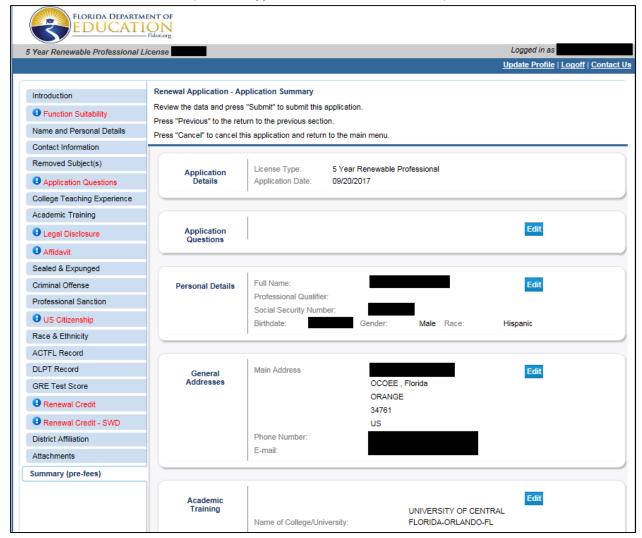
Clearly label the type of document in the notes section.

Sample documents include, but are not limited to,:

- Legal Name Change Documents
- Copy of National Board Certificate
- College Teaching Experience Verification Letter

Do not attach official transcripts.

(License Type: 6001; Transaction: 2020)



23. Summary (pre-fees)

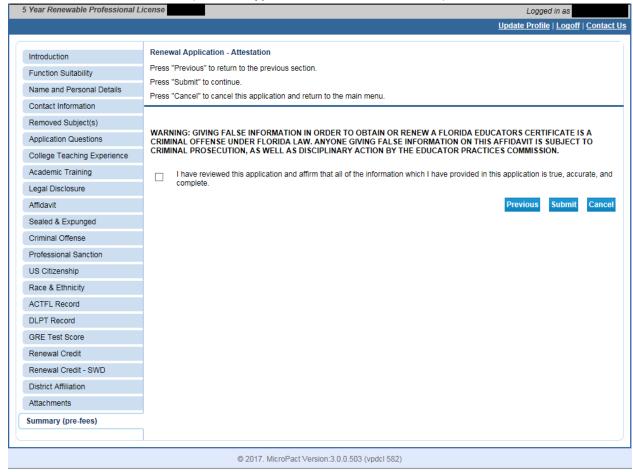
Review your entries on the page.

Click edit if you need to make any changes prior to submitting your application.

Once you verify that all the information you entered is correct, click Submit at the bottom of the page.

You will be able to print a PDF summary of your application on the final screen (see page 26).

(License Type: 6001; Transaction: 2020)



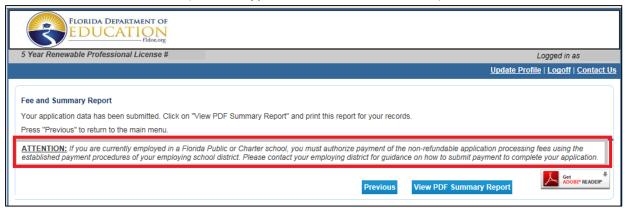
24. Renewal Application- Attestation

Click the checkbox to affirm that all of the information that you have provided in this application 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 Educator Practices Commission.

Click Submit to proceed to the final page.

(License Type: 6001; Transaction: 2020)



25. Fee and Summary Report

At this time you may print your PDF Summary Report.

A PDF Summary will be sent to the email address on file if you selected to receive email communication.

You may also view your PDF Summary on your Quick Start Menu documents section.

If you are employed by a school district:	If you are employed by a private school organization or no longer employed by a school district:
You will contact your employing school district for more information about their payment procedures.	You will submit online payment using a Visa or Mastercard for the total of \$75.00 for a renewal submitted prior to the expiration date on your valid certificate.
You will pay \$75.00 for a renewal submitted prior to the expiration date on your valid certificate.	