

**FLORIDA DEPARTMENT OF EDUCATION**  
fldoe.org

5 Year Renewable Professional License [Redacted] Logged in as [Redacted]

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**Renewal Application - Introduction**

**Welcome to the Florida On-line Application for Teacher Certification!**

This application is for those individuals who are applying to renew their Professional Certificate. You may only submit this renewal application during the last year of the validity period of the Professional Certificate. Renewal requirements must be completed during the validity period of the Professional Certificate being renewed and prior to the expiration of this certificate.

Please click [here](#) to locate the current requirements for renewal of your Professional Certificate.

If you hold an educator certificate from the National Board for Professional Teaching Standards (NBPTS), you may attach a copy of the front and back of the certificate to your file.

Please complete the application by entering your information and following the "Next" buttons through each of the application sections.

- Complete the Legal Disclosure Affidavit section and verify the information is correct.
- Authorize payment of non-refundable application processing fees. If you are employed in a Florida public or charter school: You must authorize payment of the non-refundable application processing fees using the established payment procedures of your employing school district. Please contact your employing district for guidance on how to submit payment to complete your application.

If you are not currently employed in a Florida public or charter school: You must authorize payment of the non-refundable application processing fees using your Visa or MasterCard credit card in order to submit your online application to the Bureau of Educator Certification.

- Submit additional documentation as directed in the "File Attachments" section, including any other educator certificates.

**Your application cannot be evaluated until it is complete and received in the Bureau of Educator Certification. A complete application includes submission of the appropriate non-refundable fees. Once completed, all applications are processed in date order and you will be notified in writing of your application status within 30 days of receiving your completed application.**

**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 is subject to criminal prosecution as well as disciplinary action by the Education Practices Commission. If you are employed in a Florida public or charter school and have certification questions or questions regarding the processing of your application, please contact your employing school district. If you are not currently employed in a Florida public or charter school, please contact the Florida Department of Education by clicking this [link](#).

Press "Next" to continue.  
Press "Cancel" to cancel this application and return to the main menu.

[Next](#) [Cancel](#)

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## 1. Introduction Page

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.

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### Renewal Application - Function Suitability

Your answers to this preliminary questionnaire are not a part of your application to be reviewed by the Department of Education. Answer the questions and press "Next".

Press "Previous" to return to the previous section.

Press "Cancel" to cancel this application and return to the main menu.

Question	Answer
Has your Professional Certificate expired?	<input type="radio"/> Yes <input type="radio"/> No
Did you complete all renewal requirements prior to the expiration of this certificate?	<input type="radio"/> Yes <input type="radio"/> No

Previous
Next
Cancel

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## 2. Function Suitability Questions

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

Question	Response	
	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.

Click Next to proceed to the next page.

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**Introduction**

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**Name and Personal Details**

**Renewal Application - Name and Personal Details**

- First, middle, and last name: If you have had a legal name change, please attach documentation through the "File Attachments" section.
- Social Security Number: See SSN Statement below (Please enter your valid Social Security Number or your Federal Employer Identification Number (FEIN))
- Birth Date: Date should be filled out in MMDDYYYY format.

**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.

Enter your personal details and press "Next" to continue.

Press "Previous" to return to the previous section.

Press "Cancel" to cancel this application and return to the main menu.

Title: [Redacted]

First Name: [Redacted]

Middle Name: [Redacted]

Last Name: [Redacted]

Suffix: [Redacted]

U.S. SSN or FEIN: [Redacted]

Birthdate: [Redacted] (mm/dd/yyyy)

Gender: Male [v]

[Previous](#) [Next](#) [Cancel](#)

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### 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.

Click Next to proceed to the next page.

Versa  
Renewal Application (License Type: 6001; Transaction: 2020)



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### Renewal Application - Contact Information

The following address types are mandatory. Please add these in order to continue.

- Mailing Address: This is the address to which all official correspondence will be mailed from our office.
- Email Address: This email address as required by Florida Statute 1012-561, FS will be used for official communication to you from the Florida Bureau of Educator Certification. Please ensure that your email account recognizes fldoe.org as an approved sender, and that our emails are not filtered as spam or junk mail by your email service provider (do we need space for alternate email address)
- Country: If your address is outside the U.S, please choose the country from the drop-down list.

Press "Add" to add an optional address.

Answer the questions and press "Next" to continue.

Press "Previous" to return to the previous section.

Press "Cancel" to cancel this application and return to the main menu.

[-] Main Address

Street Number:

\* Address:

\* Zip Code:

\* City:

OCOE

\* State:

Florida

County:

ORANGE

\* Country:

United States

Phone Number:

 (999) 999-9999

Extension:

\* E-mail:

Add Another Contact

Contact Type:

Add

Previous

Next

Cancel

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#### 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.**

Click Next to proceed to the next page.

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**Renewal Application - Remove Subject(s)**

Press Back to return to the previous screen

The records below display all of your existing issued subjects

You may request the removal of any of the subjects below that have a check box next to them

Subject	Rank	Status	Effective Date	Expiry Date	Request for deletion?
1035/6 - Music Grades K-12	5 Year Renewable Professional	Issued	07/01/2013	06/30/2018	<input type="checkbox"/>

[Uncheck All](#) [Previous](#) [Next](#) [Cancel](#)

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## 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 your certificate:	If you are requesting the removal of subject 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.

The screenshot displays the Florida Department of Education's Versa application interface. At the top, the logo for the Florida Department of Education is visible, along with the text "5 Year Renewable Professional License" and "Logged in as [redacted]". Navigation links include "Update Profile", "Logoff", and "Contact Us".

The sidebar on the left contains the following links:

- Introduction
- Function Suitability**
- Name and Personal Details
- Contact Information
- Removed Subject(s)
- Application Questions**
- College Teaching Experience
- Academic Training
- Legal Disclosure
- Affidavit
- Sealed & Expunged
- Criminal Offense
- Professional Sanction
- US Citizenship
- Race & Ethnicity
- ACTFL Record
- DLPT Record
- GRE Test Score
- Renewal Credit
- Renewal Credit - SWD
- District Affiliation
- Attachments
- Summary (pre-fees)

The main content area is titled "Renewal Application - Application Questions". It includes instructions: "Answer the questions and press 'Next' to continue.", "Press 'Previous' to return to the previous section.", and "Press 'Cancel' to cancel this application and return to the main menu." The current question is: "Do you hold a valid National Board for Professional Teaching Standards (NBPTS) Certificate?" with a dropdown menu. Below the question are three buttons: "Previous", "Next", and "Cancel".

At the bottom of the page, the copyright notice reads: "© 2017. MicroPact Version:3.0.0.457 (vpdcl 511)".

## 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.

Click Next to proceed to the next page.

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**Renewal Application - College Teaching Experience**

**Add Another Record - College Teaching Experience** [Add](#)

**College Teaching Experience**

If you have teaching experience at the college level and meet the criteria below, it may be to your advantage to submit a letter on college/university letterhead from the dean or registrar that includes the following information regarding your college teaching experience. Once this information has been reviewed, you will then be advised in writing of any change in your certification status.

- \* Institution:
- Verification must indicate that you taught for at least two semesters as a full-time instructional employee, OR that your part-time teaching experience is equivalent to at least two semesters of full-time instructional employment
  - ☐ Full Time ☐ Part Time
- \* Semester Hours

[Remove](#)

[Previous](#) [Next](#) [Cancel](#)

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## 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-time.
If you accidentally click the “add” button:	Enter the number of semester hours earned by students taking the course.  Provide a verification letter per the instructions on the page. You can upload the letter in the Attachments section at the end of the application.  Click Next to proceed to the next page.
Click Remove.  Click Ok to confirm that you want to delete the record, and then click Next to proceed to the next page.	

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**Renewal Application - Academic Training**

[Add Another Record - Academic Training](#) **Add**

**Academic Training**

Record each college and university separately using the **complete name** of the institution. Submit official transcripts from all institutions from which you have earned a degree or completed isolated coursework.

Name of College/University: UNIVERSITY OF CENTRAL FLORIDA-ORLANDO-FL

\* Institution: [REDACTED]

\* Degree Sought or Earned: Bachelor's

\* Did you Receive a Degree from this Institution? (Yes or No) ☒ Yes ☐ No

If your answer is **Yes**, complete the following:

Major: MUSIC

Graduation Date: Month/Year 12/15/2003 (mm/dd/yyyy)

City/Branch Campus: ORLANDO

\* State and/or Country: Florida

Last Name while Attending School/College: [REDACTED]

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## 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 not 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.



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**Renewal Application - Legal Disclosure**

**Legal Disclosure Response**

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.

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

**SEALED OR EXPUNGED RECORD(S)**

\* 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? ☐ Yes ☐ No

**CRIMINAL OFFENSE RECORD(S)**

\* 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

## 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.

Click Next to proceed to the next page.

	<p>* Have you ever pled guilty to a criminal offense? <input type="radio"/> Yes <input type="radio"/> No</p> <p>* Have you ever entered into a pretrial diversion program or deferred prosecution program related to a criminal offense? <input type="radio"/> Yes <input type="radio"/> No</p> <p>* Are there currently charges pending against you for any criminal offense? <input type="radio"/> Yes <input type="radio"/> No</p> <p><b>PROFESSIONAL LICENSE OR CERTIFICATE SANCTION(S)</b></p> <p>* Have you ever had a professional license or certificate sanctioned or disciplined in this state or any other state? <input type="radio"/> Yes <input type="radio"/> No</p> <p>* 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? <input type="radio"/> Yes <input type="radio"/> No</p> <p>* Have you ever had a professional license or certificate suspended or revoked in this state or any other state? <input type="radio"/> Yes <input type="radio"/> No</p> <p>* 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? <input type="radio"/> Yes <input type="radio"/> No</p> <p>* 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? <input type="radio"/> Yes <input type="radio"/> No</p> <p>* 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? <input type="radio"/> Yes <input type="radio"/> No</p> <p>* 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? <input type="radio"/> Yes <input type="radio"/> No</p>
	<a href="#">Previous</a> <a href="#">Next</a> <a href="#">Cancel</a>
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## 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.

Click Next to proceed to the next page.

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**Renewal Application - Affidavit**

**Affidavit**

**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. ☐ Yes ☐ No

**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.**

**Application Affidavits**

**Oath Affidavit**

Under penalty of perjury, I do hereby certify that I 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. ☐ Yes ☐ No

**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.**

**Payment Affidavit**

I 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. ☐ Yes ☐ No

**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.**

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## 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.
		<b>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.</b>

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Add Another Record - Sealed & Expunged **Add**

**Sealed & Expunged**

\* City Where Arrested:

\* State:

\* Date of Arrest:

\* Charge:

\* Plea:

\* Disposition (Outcome):

**Remove**

**Previous** **Next** **Cancel**

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## 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 Supplement.	Click Next to proceed to the next page.
Click Add to enter a new record to display the fields above.	<b>If you click the "add" button in error:</b>
Enter information for all required fields.	Click Remove.
Click Add to enter additional record(s).	Click Ok to confirm that you want to delete the record, and then click Next to proceed to the next page.
Click Next to proceed to the next page.	

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

The screenshot shows the 'Renewal Application - Professional Sanction' screen. On the left is a navigation menu with options like 'Introduction', 'Function Suitability', 'Name and Personal Details', 'Contact Information', 'Removed Subject(s)', 'Application Questions', 'College Teaching Experience', 'Academic Training', 'Legal Disclosure', 'Affidavit', 'Sealed & Expunged', and 'Criminal Offense'. Below these are 'Professional Sanction' sub-options: 'US Citizenship', 'Race & Ethnicity', 'ACTFL Record', 'DLPT Record', 'GRE Test Score', 'Renewal Credit', 'Renewal Credit - SWD', 'District Affiliation', 'Attachments', and 'Summary (pre-fees)'. The main area is titled 'Renewal Application - Professional Sanction' and contains an 'Add Another Record - Professional Sanctions' button. Below this is a form titled 'Professional Sanctions' with fields for:
 

- State: (dropdown menu)
- Date of Allegation: (text field)
- License/Certificate: (text field)
- Issuing Agency: (text field)
- Disposition (Outcome): (text area)

 A 'Remove' button is at the bottom of the form. At the bottom right of the main area are 'Previous', 'Next', and 'Cancel' buttons. The footer shows '© 2017. MicroPact Version:3.0.0.460 (vpdcl 515)'.

### 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 Add to enter a new record to display the fields above.  Enter information for all required fields.  Click Add to enter additional record(s).  Click Next to proceed to the next page.	Click Next to proceed to the next page.
	If you click the “add” button in error:
	Click Remove.  Click Ok to confirm that you want to delete the record, and then click Next to proceed to the next page.

The screenshot shows the 'Renewal Application - US Citizenship' page. On the left is a sidebar with a list of application sections: Introduction, Function Suitability (highlighted in red), Name and Personal Details, Contact Information, Removed Subject(s), Application Questions (highlighted in blue), College Teaching Experience, Academic Training, Legal Disclosure (highlighted in red), Affidavit (highlighted in red), Sealed & Expunged, Criminal Offense, Professional Sanction, US Citizenship (selected), Race & Ethnicity, ACTFL Record, DLPT Record, GRE Test Score, Renewal Credit, Renewal Credit - SWD, District Affiliation, Attachments, and Summary (pre-fees). The main content area is titled 'Renewal Application - US Citizenship' and contains an 'Add Another Record - US Citizenship' button. Below this is a section titled 'US Citizenship' with the instruction 'Please indicate if you are a citizen of the United States.' It includes a required question: '\* Are you a U.S. Citizen?' with radio button options for 'Yes' and 'No' (selected). A note states: 'An applicant who is not a United States citizen may apply for the Statement of Status of Eligibility. However, appropriate immigration status must be established through the United States Citizenship and Immigration Services (USCIS) prior to employment.' There is also a 'Work Authorized:' section with radio button options for 'Yes' and 'No'. At the bottom right of the main area are 'Previous', 'Next', and 'Cancel' buttons. The footer of the page reads '© 2017. MicroPact Version:3.0.0.460 (vpdcl 515)'.

#### 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.

The screenshot shows the 'Renewal Application - Race & Ethnicity' page in the Versa system. The top header includes the Florida Department of Education logo and the text '5 Year Renewable Professional License'. A navigation sidebar on the left lists various application sections, with 'Race & Ethnicity' currently selected. The main content area contains the 'Race and Ethnicity' section, which includes a heading, a note that the section is optional, and a series of questions with radio button responses. The questions are: 'Are you Hispanic or Latino? (choose only one)', 'Are you American Indian or Alaskan Native?', 'Are you Asian?', 'Are you black or African American?', 'Are you Native Hawaiian or Pacific Islander?', and 'Are you white or Caucasian?'. At the bottom right of the main content area are three buttons: 'Previous', 'Next', and 'Cancel'. The footer of the page displays the copyright information: '© 2017. MicroPact Version:3.0.0.460 (vpdcl 515)'.

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Summary (pre-fees)

**Renewal Application - Race & Ethnicity**

**Race and Ethnicity**

What is your race/ethnicity? This section is optional.

Are you Hispanic or Latino? (choose only one) ☐ Yes ☐ No

Optional, mark all that apply

Are you American Indian or Alaskan Native? ☐ Yes ☐ No

Are you Asian? ☐ Yes ☐ No

Are you black or African American? ☐ Yes ☐ No

Are you Native Hawaiian or Pacific Islander? ☐ Yes ☐ No

Are you white or Caucasian? ☐ Yes ☐ No

[Previous](#) [Next](#) [Cancel](#)

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### 15. Race and Ethnicity- OPTIONAL

Respond Yes or No to the race and ethnicity questions.

Click Next to proceed to the next page.



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**Renewal Application - ACTFL Record**

**Add Another Record - American Council Teaching of Foreign Languages** [Add](#)

**American Council Teaching of Foreign Languages**

If you have taken the ACTFL examination, please submit official documentation of scores earned above the intermediate level on both the ACTFL oral proficiency interview and the written proficiency test in this world language earned no more than ten (10) years prior to the date of application. Contact Language Testing International ([www.languagetesting.com](http://www.languagetesting.com)), the official ACTFL test administrator, to determine if both tests are offered for this world language.

\* Language Area:

Date OPI was taken/completed?  (mm/dd/yyyy)

Please submit official documentation of score earned above the intermediate level on the ACTFL oral proficiency interview in this world language earned no more than ten (10) years prior to the date of application.

Contact Language Testing International ([www.languagetesting.com](http://www.languagetesting.com)), the official ACTFL test administrator, to determine if the test is offered for this world language.

Date WPT was taken/completed?  (mm/dd/yyyy)

Please submit official documentation of score earned above the intermediate level on the ACTFL written proficiency test in this world language earned no more than ten (10) years prior to the date of application.

Contact Language Testing International ([www.languagetesting.com](http://www.languagetesting.com)), the official ACTFL test administrator, to determine if the test is offered for this world language.

[Remove](#)

[Previous](#) [Next](#) [Cancel](#)

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## 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.	Note: Record does not impact renewal of professional certificate.
Click Ok to confirm that you want to delete the record, and then click Next to proceed to the next page.	Enter information for all fields.
	Click Next to proceed to the next page.

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**Renewal Application - DLPT Record**

**Add Another Record - Defense Language Proficiency Test** [Add](#)

**Defense Language Proficiency Test**

If you have taken the DLPT examination, please submit official documentation of scores earned above a 2 on both the DLPT reading and listening tests in this world language earned no more than ten (10) years prior to the date of application.

\* Language Area:

What is the DLPT examination date?  (mm/dd/yyyy)

What is your DLPT examination score?

LIS Prof Level:

RDG Exam Date:  (mm/dd/yyyy)

RDG Exam Score:

RDG Prof Level:

[Remove](#)

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## 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.	Note: Record does not impact renewal of professional certificate.
Click Ok to confirm that you want to delete the record, and then click Next to proceed to the next page.	Enter information for all fields.
	Click Next to proceed to the next page.

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**Renewal Application - GRE Test Score**

**Add Another Record - GRE General Test Scores** [Add](#)

**GRE General Test Scores**

- \* Date of the GRE Test:  (mm/dd/yyyy)
- Verbal Reasoning Scaled Score:
- \* Verbal Reasoning Result:
- \* QR Test Date:  (mm/dd/yyyy)
- \* Quantitative Reasoning Result:
- Quantitative Reasoning Scaled Score:
- \* AR Test Date:  (mm/dd/yyyy)
- \* Analytical Reasoning Scaled Score:
- Analytical Reasoning Result:

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## 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 professional certificate.
Click Ok to confirm that you want to delete the record, and then click Next to proceed to the next page.	Enter information for all fields.
	Click Next to proceed to the next page.

The screenshot displays the Florida Department of Education's online portal for renewing a 5-year professional license. The header includes the department's logo and the text 'FLORIDA DEPARTMENT OF EDUCATION' and 'fldoe.org'. Below the header, it indicates the user is logged in as a specific user. The main navigation sidebar on the left lists various sections: Introduction, Function Suitability (highlighted in red), Name and Personal Details, Contact Information, Removed Subject(s), Application Questions (highlighted in red), College Teaching Experience, Academic Training, Legal Disclosure (highlighted in red), Affidavit, Sealed & Expunged, Criminal Offense, Professional Sanction, US Citizenship (highlighted in red), Race & Ethnicity, ACTFL Record, DLPT Record, GRE Test Score, Renewal Credit (selected), Renewal Credit - SWD, District Affiliation, Attachments, and Summary (pre-fees). The main content area is titled 'Renewal Application - Renewal Credit' and features a section for 'Add Another Record - Renewal Credits' with an 'Add' button. Below this, the 'Renewal Credits' section prompts the user to add renewal credits for each subject they wish to renew. It includes three required fields: 'Subject(s) to be renewed:', 'Renewal Method (College Credit, Florida Inservice Credit # of Points, Florida Subject Area Examination, NBPTS Certificate [Y or N]):', and 'Includes "banked" Inservice Points'. Each field has a dropdown menu. At the bottom right of the form, there are 'Previous', 'Next', and 'Cancel' buttons. The footer of the page shows the copyright information: '© 2017. MicroPact Version:3.0.0.460 (vpdel 515)'.

## 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.
  - o 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.

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**Renewal Credit**

Renewal Credit - SWD

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Summary (pre-fees)

Renewal Application - Renewal Credit - SWD

Add Another Record - Renewal Credits - SWD **Add**

**Renewal Credits - SWD**

Please add any available SWD credits. You may select Add to record more credits.

\* Do you have any available SWD Credit (s)?: ☐ Yes - Current Credit ☐ Yes - Banked Credit ☐ No - I have not yet obtained credits

Includes "banked" Inservice Points ☐ Yes ☐ No

**Previous** **Next** **Cancel**

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## 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.

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**Renewal Application - District Affiliation**

If you are affiliated or employed with a district, please complete the following section. If you do not know the district number, you may click [here](#) to see a list of all districts and their number in parentheses.  
 \*\*Note: For Districts 1-9 you may only use a single digit number when entering your District Relation, if you enter a zero before the number the software will not allow you to proceed.

If you are not employed by a district, please use 100

Press "Add" to add a related license.

Press "Delete" to delete a related license.

Press "Previous" to return to the previous section.

Press "Next" when finished adding/changing the related licenses.

Press "Cancel" to cancel this application and return to the main menu.

**District Affiliation**

Relation Name: **District Affiliation** (Required: Y )

Your Role: **Individual**

Other Party Role: **District** [Delete Relation](#)

**POLK**

**District - 53**

**Registered**

If you are affiliated or employed with a district, please complete the following section. If you do not know the district number, you may click [here](#) to see a list of all districts and their number in parentheses.  
 If you are not employed by a district, please use 100

[Previous](#) [Next](#) [Add](#) [Cancel](#)

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## 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:
<p>This screen displays the name and number of your employing school district. <b>You will pay your district for your renewal.</b></p> <ol style="list-style-type: none"> <li>1. If it is correct, click Next to proceed to the next page.</li> <li>OR</li> <li>2. If an incorrect affiliation displays, click on the Delete Relation link.</li> </ol> <p>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.</p> <p>You affiliation now displays as your current district.</p> <p>Click Next to proceed to the next page.</p>	<p>Your affiliation needs to display as 100 in order to be processed properly by the Bureau of Educator Certification. <b>You will pay online.</b></p> <ol style="list-style-type: none"> <li>1. If it is correct, click Next to proceed to the next page.</li> <li>OR</li> <li>2. If an existing affiliation record displays, click on the Delete Relation link.</li> </ol> <p>On the next screen, enter 100 and click Add.</p> <p>You affiliation now displays as 100.</p> <p>Click Next to proceed to the next page.</p>

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**Renewal Application - Attachments**

**Application Attachments**  
If you hold a valid standard certificate issued by a state other than Florida, a National Board for Professional Teaching Standards (NBPTS) certificate or an American Board for Certification of Teacher Excellence (ABCTE) certificate, please attach a copy for review.

If you would like to add any of the following documents to your certification file, you may attach a copy: college teaching experience verification letter, Guidance and Counseling practicum verification letter, CPR card, medical or military extension request letters, DD214 form, or DS2019 form.  
Each document should be submitted as a separate attachment and clearly labeled as to its contents.

Locate a file with the "Browse" button and press "Attach" or "Remove" as is required.

Press "Next" when there are no more files to attach.

Press "Previous" to return to the previous screen.

Press "Cancel" to cancel this application and return to the main menu.

File Name:  [Browse...](#)

Notes:

[Attach](#) [Previous](#) [Next](#) [Cancel](#)

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## 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.**

Click Next to proceed to the next page.

The screenshot shows the 'Renewal Application - Application Summary' page. On the left is a sidebar with a list of application sections: Introduction, Function Suitability, Name and Personal Details, Contact Information, Removed Subject(s), Application Questions, College Teaching Experience, Academic Training, Legal Disclosure, Affidavit, Sealed & Expunged, Criminal Offense, Professional Sanction, US Citizenship, Race & Ethnicity, ACTFL Record, DLPT Record, GRE Test Score, Renewal Credit, Renewal Credit - SWD, District Affiliation, Attachments, and Summary (pre-fees). The main content area is titled 'Renewal Application - Application Summary' and contains instructions: 'Review the data and press "Submit" to submit this application. Press "Previous" to the return to the previous section. Press "Cancel" to cancel this application and return to the main menu.'

The application data is organized into several sections, each with an 'Edit' button:

- Application Details:** License Type: 5 Year Renewable Professional; Application Date: 09/20/2017.
- Application Questions:** (Empty field with an 'Edit' button).
- Personal Details:** Full Name: [Redacted]; Professional Qualifier: [Redacted]; Social Security Number: [Redacted]; Birthdate: [Redacted]; Gender: Male; Race: Hispanic.
- General Addresses:** Main Address: [Redacted] OCOEE, Florida ORANGE 34761 US; Phone Number: [Redacted]; E-mail: [Redacted].
- Academic Training:** Name of College/University: UNIVERSITY OF CENTRAL FLORIDA-ORLANDO-FL.

At the bottom of the sidebar, the 'Summary (pre-fees)' section is highlighted.

### 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).



5 Year Renewable Professional License

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US Citizenship

Race & Ethnicity

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DLPT Record

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Renewal Credit

Renewal Credit - SWD

District Affiliation

Attachments

Summary (pre-fees)

**Renewal Application - Attestation**

Press "Previous" to return to the previous section.  
Press "Submit" to continue.  
Press "Cancel" to cancel this application and return to the main menu.

**WARNING: GIVING FALSE INFORMATION IN ORDER TO OBTAIN OR RENEW A FLORIDA EDUCATORS 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.**

☐ I have reviewed this application and affirm that all of the information which I have provided in this application is true, accurate, and complete.

Previous

Submit

Cancel

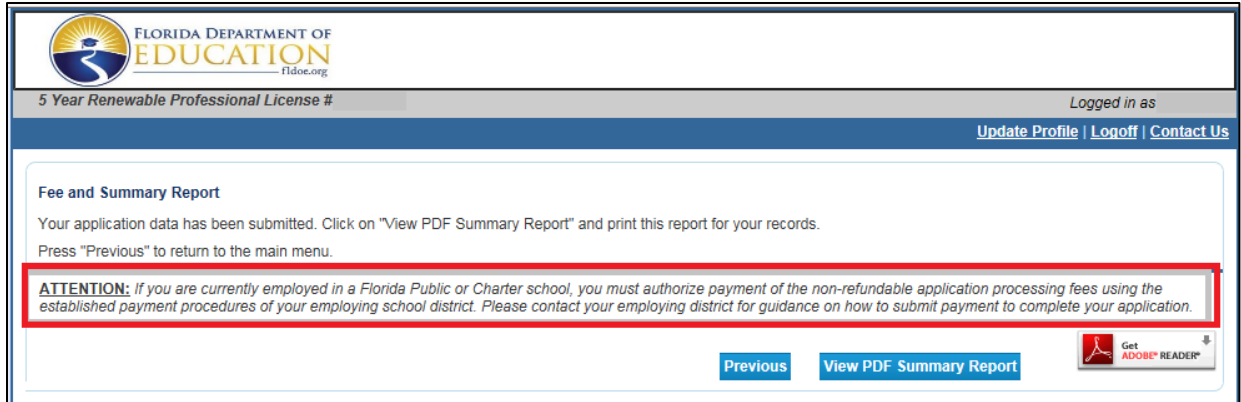
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## 24. Renewal Application- Attestation

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.



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**Fee and Summary Report**

Your application data has been submitted. Click on "View PDF Summary Report" and print this report for your records.  
Press "Previous" to return to the main menu.

**ATTENTION:** If you are currently employed in a Florida Public or Charter school, you must authorize payment of the non-refundable application processing fees using the established payment procedures of your employing school district. Please contact your employing district for guidance on how to submit payment to complete your application.

[Previous](#) [View PDF Summary Report](#)

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## 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:
<p>You will contact your employing school district for more information about their payment procedures.</p> <p>You will pay \$75.00 for a renewal submitted prior to the expiration date on your valid certificate.</p>	<p>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.</p>