

EDUCATOR CERTIFICATION NOTICE

Renewal of Professional Teaching Certificate

DATE STAMP

Name: _____

Location: _____

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

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

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

Coverage(s) Renewing: _____

Date Submitted Online: _____

Are you deleting any coverage or endorsement? Yes No

If Yes, what coverage(s) or endorsement(s)? _____

Renewal Method: *(check one)*

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

I certify that I have completed all points for the renewal of my Professional Teaching Certificate. I have attached the signed PAYROLL DEDUCTION AUTHORIZATION FORM, and I acknowledge that my renewal will not be processed if my points are not satisfied or if my application to renew is incomplete.

SIGNATURE: _____

DATE: _____