

SCHOOL BOARD OF POLK COUNTY, FL
Instructions for Renewing a (Five-Year) Professional Certificate
For Current School Board Employees and Charter School Employees

Application Fee: \$75.00 Renews all areas that appear on your Professional Certificate.

Late Renewal Fee (effective July 1 of the year certificate expires)* \$105.00

*A late charge of \$30.00 is required if the application is submitted after your Professional Certificate expires. The Professional Certificate may be renewed after the certificate expires if the following conditions are met:

- Requirements for renewal of the certificate must be completed prior to the expiration of the Professional Certificate, and
- The application must be submitted prior to July 1 of the year following expiration of the Professional Certificate.

Please return all three pages (3) of the application and the method of renewal to: **HRS, Certification Dept., Route E**

Instructions for completion of each section of the renewal application:

- **Personal Information:** Complete all sections - name change can be done at same time as renewal with no additional fee.
- **Subjects To Be Renewed:**
 - Complete the table for each subject on your Professional Certificate for which you have completed credit or the equivalent during this renewal period.
 - Method of renewal: **(Must be earned during validity period of certificate to be renewed.)**
 - College Credit** – One 3 semester hour course is equivalent to 60 inservice points. Attach one (1) official transcript to the completed renewal application. Photocopies are *not* official transcripts. 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. Course(s) used for certificate renewal must be completed at an accredited college or university.
 - Inservice Points** – Minimum of 120 inservice points for four or less academic areas on certificate. Endorsements are not academic areas and do not require inservice points. Attach a copy from the School Board Website (see instructions below).
 - Subject Area Exam** – A passing score on subject area exam *for the subject shown on the certificate* is equivalent to 60 inservice points. Passing scores are automatically submitted to the DOE.
 - National Board Certification** – A valid NBPTS Certificate will renew the corresponding coverage on the Professional Certificate and is equivalent to 120 inservice points. Attach a copy of your valid NBPTS Certificate to the application.
 - College Teaching Experience** – A course taught at the college level at an accredited institution is the same as a course taken for renewal. 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. Teaching multiple sections of the same course may only be used as one course for renewal.
 - To Drop/Delete a subject from your Professional Certificate: Attach to the renewal application an original signed, dated letter with your name (printed), DOE #, SAP#, and area you would like deleted from your certificate. In the event a subject is deleted from the certificate at your request 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.
- **Legal Disclosure:** – Florida Law Requires a **YES** or **NO** answer to all questions within the Legal Disclosure section, **even if previously submitted.**
 - 1) **Sealed/Expunged** - If **yes**, then you **must** complete the **Legal Disclosure Supplement** on page 3.
 - 2) **Criminal Offense Record**- If **yes**, then you **must** complete the **Legal Disclosure Supplement** on page 3.
 - 3) **Professional License or Certificate Sanction(s)** – If **yes**, then you **must** complete the **Legal Disclosure Supplement** on page 3.
- **Legal Disclosure Supplement:** Must complete the name and corresponding section that you answered **YES** on the **Legal Disclosure** (page 2).
- **Affidavit Section** – You must read, print your name, sign and date. It does not have to be notarized. **This section at the bottom of page 3 MUST be COMPLETED.**

Inservice Points Method of Renewal:

To access inservice points from the School Board website:

- 1) Type the web address: <http://pds.polk-fl.net/login.asp>
- 2) Type in SAP ID or User ID
- 3) Type last 4 digits of SSN or password and click Login
- 4) Click Retrieve Inservice Record and Transcript
- 5) Click Go
- 6) Click File - Page setup - Click on Landscape
- 7) Print Inservice Record and attach to application

School Board of Polk County, FL

Application for Renewal of a Professional Florida Educator's Certificate

Application is valid from August 1st – May 1st

Indicate the method of paying the \$75 Application Fee or \$20 fee for name change or duplicate:

Payroll Deduction - Polk County School Board Teachers and District Employees **Only**

I understand the Polk County School Board will deduct the appropriate fee from my paycheck.

Money Order – Charter School Employees, Teachers on Leave of Absence, and Substitute Teachers **Only**

Make money order payable to the **School Board of Polk County, FL** (Please print SAP # on money order.)

Please return *all three* (3) pages of the signed and completed application to: District Certification Office Route E (If you do not receive your certificate within 60 days after submission of the application, please contact the District Certification Office.)

Complete entire application in **black or blue ink, only**. Bubble in circles completely for Yes/No answers (i.e. ●).

PERSONAL INFORMATION

SAP Number: _____		*DOE #: _____	
Name: _____			
Last	First	Middle/Maiden	
Mailing Address: _____			
Street (Apt. #)	City	State	Zip
Email Address: _____			
School Name: _____	Birth Date: _____	Home Telephone: _____	U.S. Citizen? <input type="radio"/> YES <input type="radio"/> NO

What is your Gender? (Optional) <input type="radio"/> Male <input type="radio"/> Female	Are you Hispanic or Latino? (Optional, choose only one) <input type="radio"/> No, not Hispanic or Latino <input type="radio"/> Yes, Hispanic or Latino	What is your race? (Optional, mark all that apply) <input type="radio"/> American Indian or Alaska Native <input type="radio"/> Asian <input type="radio"/> Black or African American <input type="radio"/> Native Hawaiian or Other Pacific Islander <input type="radio"/> White
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SUBJECTS TO BE RENEWED

List Subject(s) to be renewed. Be sure to **attach** the method of renewal to the application.
 Place a checkmark in appropriate column of method of renewal for each subject to be renewed
Minimum of 120 Inservice Points (If you have four or less academic areas on certificate)
Endorsements do not require inservice points and automatically roll over to the renewed certificate.

Subject(s) To Be Renewed	Method Of Renewal			
	College Credit	Florida Inservice Credit	FL Subject Area Exam	NBPTS Certificate

***To locate your DOE #: Access DOE <http://www.fldoe.org/edcert/public.asp> and insert your name**

*DOE #: _____ SAP #: _____

Name: _____
Last First

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

After answering each of the following questions, you must sign the Affidavit to complete this section of your application. Please refer to the instructions in the **Legal Disclosure Supplement** on page 3 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 conditions?
- 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** provide detailed complete information for each affirmative response in the **LEGAL DISCLOSURE SUPPLEMENT** on page 3. Also, you **MUST COMPLETE** the **AFFIDAVIT** on page 3.

If you answered **NO** to any of the preceding questions, you **MUST COMPLETE** the **AFFIDAVIT** on page 3.

The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment. To file concerns, you may contact the Office of Equity & Compliance in the Human Resource Services Division at (863) 534-0513. If you require any type of accommodation to complete the application process due to a disability, please call the Human Resource Services Division at (863) 534-0781. If you are deaf or hard of hearing, please contact the Polk County School District by calling Florida Relay Service at 1-800-955-8771

*DOE #: _____ SAP #: _____

Name: _____
Last First

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 for more information.

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

SEALED/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: _____

AFFIDAVIT (REQUIRED: Read, print your name, sign and date this AFFIDAVIT for your application to be complete.)

I, _____, do hereby affirm by my signature that all information provided in this application 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