

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

(The \$75 application fee renews all areas that appear on your Professional Certificate. The fee is not \$75 for each individual area.)

Late Fee (effective 7/1/08)*

\$30.00 \$ _____

Total Fee(s):

\$ _____

- * 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.

Below are instructions for completion of each section of the renewal application:

Please return the application and method of renewal to: HRS, Certification Dept., Route E

Personal Information Section - Complete all sections - name change request may occur at same time with no additional fee.

Teaching and/or Administrative Experience – List last 5 years of teaching and/or administrative experience.

Subjects Renewed Section:

- 1) List academic coverages that appear on the certificate.
- 2) Request in writing to drop subject area coverage.
- 3) Method of renewal:

College Credit – Attach one (1) official transcript to the completed renewal application.

Inservice Points – Attach a copy from the School Board Website.

Subject area test – Dept. of Education receives the test score from the testing office. Please attach a copy of the test score.

Legal Disclosure – Florida Law Requires a YES or NO response to each of the sections.

- 1) **Sealed/Expunged** - If **yes**, must complete arrest section.
- 2) **Criminal Offense Record**- If **yes**, must complete arrest section.
- 3) **Professional Sanction** - Must list state, year, license or certificate, issuing agency and reason in which such action occurred.

Affidavit Section - Must be signed and dated.

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

- *The Polk County Public School System is an equal opportunity employer. Discrimination on the basis of race, color, sex, age, religion, national origin, disability or veteran's status is prohibited.*
- *If you require any type of accommodation to complete the employment process due to a disability, please call (863)534-0689.*
- *Please address equity concerns to Patricia Hunter, Senior Coordinator, Equity and Compliance, (863)534-0513.*

School Board of Polk County, FL

Application for Renewal of a Professional Florida Educator's Certificate

ATTENTION *****THIS APPLICATION IS VALID 12/01/07 - 5/31/08*****

Indicate the method of paying the \$75 Application Fee:

(The \$75 application fee renews all areas that appear on your Professional Certificate. The fee is not \$75 for each individual area.)

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

I understand the Polk County School Board will deduct the \$75 renewal 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 the application to: District Certification Office Route E

Personal Data

Name:					
Last	First	Middle/Maiden			
Mailing Address:					
Street (Apt. #)	City	State	Zip		
Email Address:					
Social Security Number:					
SAP Number:		Birth Date:	Home Telephone:	U.S. Citizen?	Yes No

Teaching/Administrative Experience Record

TEACHING AND/OR ADMINISTRATIVE EXPERIENCE (List last 5 years)						
Dates of Employment	Name of School	State	Subject Grade Level	No. of Months Taught per Year	Full Time (F) Part Time (P)	Public/Private School
2003-Present						

Subjects Renewed

SUBJECTS RENEWED: List Subject(s) to be renewed with the method of renewal. (Enclose 1 official transcript for college credit. Applicant shall attach inservice credit transcript.)			
	Method of Renewal		
Subject(s) Renewed	College Credit	Florida Inservice Credit	Subject Area Test

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