



Human Resource Department  
Certificate Renewal Money Order Form  
Charter Schools

Form can be submitted the following ways:

**U. S. Mail:** School Board of Polk County Certification Department  
P.O. BOX 391  
Bartow, FL 33831      **or**      **Courier Mail:** District Certification Dept., Route E

**Personal Information**

SAP Number: \_\_\_\_\_ DOE# \_\_\_\_\_

Name: \_\_\_\_\_  
*Last* *First* *M.I.*

School/Department: \_\_\_\_\_ Email Address: \_\_\_\_\_

**\$75.00 Application Fee**

**Method of Renewal** (You can check more than one method of renewal)

- In-Service points
- Subject Area Exam
- College Credits
- National Board Certification ( NBPTS)
- College Teaching Experience

**NOTE: Please staple your method of renewal to this form.**



Money orders are payable to: School Board of Polk County FL. Please write your SAP # on the Money Order.

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE

**For Certification Department Use Only**

Certification Staff: \_\_\_\_\_

Date Received: \_\_\_\_\_

Date Processed: \_\_\_\_\_