



FLORIDA PROFESSIONAL EDUCATOR'S CERTIFICATE RENEWAL CHECKLIST

Use the *Checklist* below to assist you with the process of renewing your *5-Year Florida Professional Educator's Teaching Certificate*.

(Note: Steps 1-5 **must** be completed *prior to June 30th* in order to renew your teaching certificate.)

Step	Action	Completed	
		YES	NO
1	<p>Obtain the minimum requirement of 120 in-service points of which 20 in-service points must be in Teaching Students with Disability.</p> <p>(Note: Access the <i>FAQ'S to Renew Your 5-Year Professional Educator's Certificate</i> under the <u>Methods of Renewal</u> section of the District's <i>Office of Certification/Compliance/Substitute Services</i> webpage.)</p>	<input type="checkbox"/>	<input type="checkbox"/>
2	<p>Access the <i>Staff Portal</i>, click the Certification tab to complete and submit the <i>Renewal Payment Form</i>.</p>	<input type="checkbox"/>	<input type="checkbox"/>
3	<p>Create a <i>VERSA Educator Account</i> and onboard.</p>	<input type="checkbox"/>	<input type="checkbox"/>
4	<p>Review the step-by-step instructions on <i>How to Complete the FLDOE Renewal Application</i>.</p>	<input type="checkbox"/>	<input type="checkbox"/>
5	<p>Submit the <i>VERSA Renewal Online Application</i> with the <i>Florida Department of Education (FLDOE)</i>. (Note: Select District Affiliation: 53-Polk)</p>	<input type="checkbox"/>	<input type="checkbox"/>

For additional information, visit *Office of Certification/Compliance/Substitute Services* on the Polk County Schools website.

Send your additional questions/concerns to:

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