

## Renewal of a Florida Professional Certificate – Requirements for Applications Received On or After July 1, 2014 *Section 1012.585, Florida Statutes, and Chapter 6A-4.0051, Florida Administrative Code*

The Florida Professional Educator's Certificate is the standard certificate issued by this state and is the highest level of certification offered. The certificate is valid for five school fiscal years and must be renewed within each validity period. The process for renewing a Professional Certificate is explained below.

### Requirements for Renewal:

- **A completed application form CG-10R with appropriate processing fee**
- **Six (6) semester hours of college credit to include one (1) semester hour in teaching students with disabilities (SWD) or the equivalent earned during the last validity period of the Professional Certificate**

### Application Process

#### For individuals employed in a Florida public school district:

1. This provision is for an individual employed by a district in any capacity during the year that the certificate is to be renewed.
2. The application must be completed and submitted to the school district personnel office during the last year of the certificate's validity period and prior to the date the certificate expires.
3. If the application is not received by the certificate expiration date, the applicant has one (1) year from the certificate expiration date to submit the completed application, the renewal processing fee, plus an additional late fee of \$30.00. Credit, however, must have been earned during the last validity period of the Professional Certificate. **NOTE: The SWD credit requirement applies to late renewal applications received on or after July 1, 2014.**
4. A renewal application is valid for one (1) year from the date it is received in the district office.

#### For individuals who are not Florida school district employees:

1. This provision includes all other individuals not employed by a Florida school district during the year the certificate is to be renewed.
2. A completed CG-10R must be submitted to the Bureau of Educator Certification in the last year of the validity period of the Professional Certificate and prior to the expiration date of the Professional Certificate.
3. If the application is not received by the certificate expiration date, the applicant has one (1) year from the certificate expiration date to submit the completed application, the renewal processing fee, plus an additional late fee of \$30.00. Credit, however, must have been earned during the last validity period of the Professional Certificate. **NOTE: The SWD credit requirement applies to late renewal applications received on or after July 1, 2014.**
4. A renewal application is valid for one (1) year from the date it is received.

### Six (6) semester hours of college credit to include one (1) semester hour in teaching SWD

1. At least six (6) semester hours of college credit **to include one (1) semester hour in teaching SWD** or the equivalent must be earned during each validity period to renew a certificate.
2. College level credit must be awarded by an acceptable institution or the American Council on Education (ACE). (For additional information about acceptable institutions, please see "Acceptable Degrees and Credits" in the Application section of the Partnership Manual.)
3. College credit awarded for CLEP, DANTES Subject Standardized Test, Excelsior, other examination, life experience, or other method is acceptable, if the credit is reflected on an official transcript from an acceptable institution or the American Council on Education (ACE), and the content of the course is appropriate.
4. A grade of at least "C" must be earned in each course used for renewal. A grade of "Pass" is acceptable in courses where grades are earned as pass/fail.
5. College remedial credit is not acceptable.
6. See "Appropriate Categories/Topics for Renewal" below.

### One (1) semester hour in teaching SWD

1. Courses in Gifted Education are NOT acceptable.
2. American Sign Language courses are NOT acceptable, unless the courses are in teaching American Sign Language to the Hearing Impaired.
3. Guidance and samples of acceptable courses on teaching SWD:

- Courses with ESE or Special Education prefixes (excluding Gifted courses)
- Introduction to ESE
- Nature and Needs of [various disabilities: EH, MH, SLD, ASD, etc.]
- Teaching Students with Disabilities
- Educating the Learning Disabled (or any other disability)
- Assessment in Exceptional Education
- Assessing Students with Disabilities
- The Special Education Curriculum
- Varying Exceptionalities
- Individualized Instruction for Exceptional Students
- Management Strategies for Students with Disabilities

### **College Credit Equivalents**

#### 1. Inservice points:

- Inservice points earned from a Florida public school district or private school organization that has an approved Master Inservice Plan are acceptable as equivalent to college credit.
- Twenty (20) inservice points are equivalent to one (1) semester hour of college credit. Sixty (60) inservice points are equivalent to three (3) semester hours of college credit.
- ESE professional development components in the following focus areas are acceptable for teaching SWD:
  - 100 Instructional Strategies
  - 101 Classroom Management
  - 102 Assessment
  - 105 Curriculum
- ESE professional development components in the following focus areas are not acceptable for teaching SWD:
  - 103 Procedural/Legal Requirements
  - 104 Working with Aides/Volunteers/Mentors
- One (1) or more acceptable inservice points in teaching SWD may be accumulated to satisfy the total of at least 20 inservice points in teaching SWD.

#### 2. Subject Area Examination:

- A passing score on the subject area examination *for the subject shown on the certificate* is equivalent to three (3) semester hours of college credit. The SAE must be taken in the subject area at the appropriate level. SAEs in other areas may not be used as elective credit. There is no limit on the number of SAEs that may be taken during one validity period for subjects shown on the certificate.
- SAE used to add a subject to the Professional Certificate may also be used for 3 semester hours of renewal credit.
- An ESE SAE (i.e., Exceptional Student Education K-12, Hearing Impaired K-12, Visually Impaired K-12 or Speech-Language Impaired K-12) that corresponds with the ESE coverage on the certificate satisfies 3 semester hours of renewal credit and the credit for teaching SWD.
- Educators with the old subjects of EH, MH, PH, SLD, and VE may use the Exceptional Student Education K-12 SAE for 3 semester hours of renewal credit and the credit in teaching SWD. However, the renewed certificate will retain the old subject, unless and until the educator applies to add Exceptional Student Education K-12 to the certificate.

#### 3. National Board Certification:

- A certificate issued by the National Board for Professional Teaching Standards (NBPTS) corresponding to at least one subject on the Florida certificate, as shown on the following NBPTS chart, equates to 6 semester hours of renewal credit.
- The NBPTS certificate may be used for renewal as long as it is valid during any part of the validity period of the Florida certificate. A photocopy of the valid national certificate submitted with each renewal application shall be acceptable verification.
- An NBPTS Exceptional Needs Specialist certificate satisfies the teaching SWD requirement when the Florida professional certificate includes an ESE coverage.

4. College Teaching: A course taught at the college level at an accredited or approved institution is the same as a course taken at the college level for renewal. Verification of course name, prefix, number, semester hours and dates taught should be submitted on college letterhead by the registrar or dean. Teaching multiple sections of the same course may only be used as one course for renewal.

### **Renewing Certificates with One, Two, or More Than Two Subject Areas**

1. Professional Certificates with one subject: Six (6) semester hours of college credit, which must include at least one (1) semester hour in teaching SWD, must be earned during the renewal period to renew the certificate. At least three (3) of the six (6) semester hours must meet the criteria in the section entitled *Appropriate Categories/Topics for Renewal*.

2. Professional Certificates with two subjects: Six (6) semester hours of college credit, which must include at least one (1) semester hour in teaching SWD, must be earned during the renewal period to renew the certificate. All six (6) semester hours must meet the criteria in the section entitled *Appropriate Categories/Topics for Renewal* to retain each subject.
3. Professional Certificates with more than two subjects: At least six (6) semester hours or equivalent, which must include at least one (1) semester hour in teaching SWD, must be earned each validity period. For each subject on the certificate, three (3) semester hours of appropriate renewal credit or equivalent must be earned over the course of two successive validity periods to renew all subjects. Any subject(s) for which credit is not earned at least once during the two successive validity periods according to this provision may be deleted at the time of renewal. *Note: Certificates with more than nine (9) coverages and endorsements should be referred to the BEC for processing because this is the maximum space allotted on the printed certificate.*

**Banking of ESOL and Reading Credit**

The 1998 and 2004 Legislatures passed bills that enable individuals who take college credit or inservice points in English to Speakers of Other Languages (ESOL) or teaching of Reading to “bank” the credit for renewal as follows:

1. For individuals who hold a Professional Certificate: ESOL or Reading credit or inservice earned *in excess of the six (6) semester hours of credit required for renewal* may be banked for subsequent validity periods.
2. For individuals who hold a Temporary Certificate: ESOL or Reading credit earned during the validity of the Temporary Certificate may be used to renew the *first* Professional Certificate. The Temporary Certificate and the Professional Certificate must be issued for consecutive school years. The ESOL or Reading credit that is banked may not be included within a degree program.

**Deleting Subject/s at Applicant’s Request when Renewing a Certificate**

1. When an applicant requests in writing (on the hardcopy CG-10R or separate document) at the time of renewal the deletion of one or more subjects or endorsements shown on the certificate to be renewed, the applicant does not have to pay the standard \$20.00 deletion fee. The \$75.00 renewal fee covers the cost of issuing the renewed certificate reflecting the requested deletion/s.
2. This provision *only* applies at the time of renewal. Requests for deletions at other times require submission of a CG-10 application and \$20.00 deletion fee per subject to be deleted.

**Appropriate Categories/Topics for Renewal (See preceding sections for guidance/samples on teaching SWD.)**

▪ General Training:

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| <ul style="list-style-type: none"> <li>teaching students with disabilities</li> <li>exceptional student education</li> <li>content specific to the certificate subjects</li> <li>at risk students</li> <li>building self esteem</li> <li>child abuse and neglect</li> <li>child development</li> <li>classroom management</li> <li>collaboration techniques dealing with families, school, or social services</li> <li>computer literacy, computer application, and computer education</li> <li>content courses in economics, English, math, science, social science, foreign languages, and humanities (art, music, culture)</li> <li>cooperative learning strategies</li> <li>critical thinking skills</li> <li>curriculum design and development</li> <li>drug or substance abuse</li> <li>ecology</li> <li>effective teacher training</li> <li>skill building techniques</li> <li>social services training</li> </ul> | <ul style="list-style-type: none"> <li>evaluation or assessment techniques for students, programs, materials, and processes</li> <li>experiences with young children and families</li> <li>first aid, health and safety</li> <li>global economy</li> <li>informal evaluation techniques</li> <li>integration of curriculum</li> <li>learning strategies</li> <li>library services for special populations</li> <li>methods or education strategies (general or specific to the subject areas)</li> <li>methods of teaching reading and literacy skills acquisition</li> <li>multicultural education</li> <li>problem solving skills</li> <li>school and community relations</li> <li>student dropout prevention</li> <li>strategies for teaching LEP students</li> <li>ESOL (English for Speakers of other Languages)</li> <li>teaching and testing performance outcomes</li> <li>team building techniques</li> <li>technology</li> <li>research of effective school design and development</li> <li>special needs of students</li> </ul> |
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▪ School Administration Accountability:

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| <ul style="list-style-type: none"> <li>instructional design</li> <li>leadership skills</li> <li>school and community relations</li> </ul> | <ul style="list-style-type: none"> <li>school facilities</li> <li>school law</li> <li>school organization</li> <li>school finance</li> </ul> |
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▪ Vocational and Adult Education Accountability:

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| <ul style="list-style-type: none"> <li>adult learning</li> <li>principles of adult educ</li> <li>principles of voc educ</li> </ul> | <ul style="list-style-type: none"> <li>voc ed for special needs students</li> <li>vocational guidance</li> </ul> |
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## NBPTS Subject Areas and Florida Subject Area Equivalents for Renewal Purposes

*(Please note that this chart differs from the NBPTS chart in the “Direct Routes to the Professional Certificate” section of this manual.)*

NBPTS Certificate	Florida Certificate Renewed
<b>Early Childhood Generalist (Ages 3-8)</b>	Early Childhood, Primary (K-3), Pre-kindergarten Primary (PK-3), Elementary Education (1-6) and (K-6)
<b>Middle Childhood Generalist (Ages 7-12)</b>	Elementary Education (1-6) and (K-6)
<b>Early and Middle Childhood or Early Adolescence - Young Adulthood Art</b>	Art (K-12), all formerly issued Art coverages and grade levels
<b>English as a New Language</b>	ESOL (coverage K-12)
<b>Early and Middle Childhood OR Early Adolescence - Young Adulthood Physical Education</b>	Physical Education (K-8), (6-12), or (K-12)
<b>Early Childhood - Young Adulthood Exceptional Needs Specialist</b>	Any exceptional child area or areas, <b>including the teaching SWD requirement</b>
<b>Early Adolescence (Ages 11-15) Generalist</b>	Any Middle Grades (5-9) subject(s), Elementary Education (1-6) and (K-6)
<b>Early Adolescence or Adolescence and Young Adulthood (Ages 11 - 18):</b> English Language Arts  Mathematics  Science  Social Studies/History	English (6-12), English (5-9), MGIC (5-9), Speech (6-12), Journalism (6-12) Mathematics (6-12), Mathematics (5-9), MGIC (5-9) Biology (6-12), Chemistry (6-12), Earth-Space Science (6-12), Physics (6-12), General Science (5-9), MGIC (5-9) Social Science (6-12), Separate Areas of Social Science (6-12), Social Science (5-9), MGIC (5-9)
<b>Adolescence and Young Adulthood Career Education</b>	Corresponding degreed vocational area as shown on NBPTS certificate
<b>Early Childhood - Young Adult Library Media</b>	Educational Media Specialist
<b>World Languages Other Than English -French, Spanish, German, Japanese, Latin</b>	Corresponding foreign language as shown on NBPTS certificate
<b>Early and Middle Childhood or Early Adolescence - Young Adulthood Music</b>	Music (K-12), all formerly issued music coverages
<b>Early Childhood - Young Adult School Counseling</b>	Guidance and Counseling
<b>Early-Middle Childhood Literacy-Reading Language Arts</b>	Early Childhood, Primary (K-3), Pre-kindergarten Primary (PK-3), Elementary Education (1-6) and (K-6), English (6-12), English (5-9), and MGIC
<b>Early Adolescence - Young Adulthood Health</b>	Health (K-12)

## Renewal Method Codes

Code	Explanation
6	Inservice Credit
8	Endorsement/Subject Carried Over
9	College Credit Earned/College Course Taught

Code	Explanation
C	Subject Area Test
NB	NBPTS Certificate
DROP	Subject to be Deleted from Certificate

## Extending a Professional Certificate

A Professional Certificate may be extended one time for one year based on extraordinary circumstances beyond the control of the applicant that prevented him/her from completing renewal requirements.

To issue a one-year extension, an application, fee and explanatory letter from the applicant must be submitted to the Bureau, even if the individual is employed in a Florida school district. The letter will be reviewed for approval by the Bureau Chief. If circumstances are medical in nature, a brief doctor's note should be attached to the letter. One year is added to the validity period of the Professional Certificate and the certificate is re-issued with a six-year validity period.

It is also required that the next renewal application be submitted to the Bureau, rather than the employing school district, because the district renewal program will not issue the subsequent Professional Certificate for the adjusted validity period.

## Military Service Extensions

**s.1012.585(4),FS**

Section 1012.585(4) of Florida Statutes authorizes an extension to a Temporary or Professional Certificate for the person who is "called into or volunteers for actual wartime service or required peacetime military service training" for a period of time equal to time spent in military service. This provision is implemented as follows:

1. The certificate must be valid when applicant begins military assignment.
2. After applicant completes military service, s/he submits application, processing fee (no late fees for military extensions), and copy of DD-214 separation paper to BEC.
3. For an extension to a Temporary Certificate, the employing school district should submit a written request for extension to BEC.
4. The certificate is extended in one-year increments for the period of service documented on DD-214. Any fraction of a year rounds up to one full year. For example, 1 to 365 days of service equals a 1 year extension, 366 to 730 days of service equals a 2 year extension, 2 years and 1 month of service equals a 3 year extension.
5. The processing specialist places a note on the file documenting the military extension.