

**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 July 1 of the year certificate expires)\* \$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: (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.
  - Inservice Points** – Minimum of 120 inservice points for four or less academic areas on certificate. Attach a copy from the School Board Website (see instructions below).
  - Subject area test** – Passing score on subject area exam *for the subject shown on the certificate* is equivalent to 60 inservice points. 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

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

**Application is valid from June – August**

\_\_\_ **Money Order** – Make \$75.00 money order payable to the School Board of Polk County, FL  
Print SAP # on money order.

**Please return the application to: HRS, Certification Office Route E Or**  
Polk County Schools District Certification Office PO Box 391 Bartow, FL 33831

**Personal Data** **Complete application in black or blue ink, only.**

SAP Number: _____		Social Security Number: _____ - _____ - _____			
Name: _____					
Last		First		Middle/Maiden	
Mailing Address: _____					
Street (Apt. #)		City		State	Zip
Email Address: _____	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 (Last 5 years)	Name of School	State	Subject Grade Level	No. of Months Taught per Year	Full Time (F) Part Time (P)	Public/Private School

**Subjects Renewed**

SUBJECTS RENEWED: List Subject(s) to be renewed with the method of renewal <u>attached</u> . Minimum of 120 Inservice Points -- four or less academic areas on certificate.			
Method of Renewal			
Subject(s) Renewed	College Credit	Florida Inservice Credit	Subject Area Test

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Revised: 6/1/09

