


Step by Step Recertification through **Versa** the New Online Application System Through the Florida Department of Education – PCS March 2018



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EDUCATION
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5 Year Renewable Professional License

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Introduction

Function Suitability

Name and Personal Details

Contact Information

Removed Subject(s)

Application Questions

College Teaching Experience

Academic Training

Legal Disclosure

Affidavit

Sealed & Expunged

Criminal Offense

Professional Sanction

US Citizenship

Race & Ethnicity

ACTFL Record

DLPT Record

GRE Test Score

Renewal Credit

Renewal Credit - SWD

District Affiliation

Attachments

Summary (pre-fees)

Renewal Application - Introduction

Welcome to the Florida On-line Application for Teacher Certification!

This application is for those individuals who are applying to renew their Professional Certificate. You may only submit this renewal application during the last year of the validity period of the Professional Certificate. Renewal requirements must be completed during the validity period of the Professional Certificate being renewed and prior to the expiration of this certificate.

Please click [here](#) to locate the current requirements for renewal of your Professional Certificate.

If you hold an educator certificate from the National Board for Professional Teaching Standards (NBPTS), you may attach a copy of the front and back of the certificate to your file.

Please complete the application by entering your information and following the "Next" buttons through each of the application sections.

- Complete the Legal Disclosure Affidavit section and verify the information is correct.
- Authorize payment of non-refundable application processing fees. If you are employed in a Florida public or charter school: You must authorize payment of the non-refundable application processing fees using the established payment procedures of your employing school district. Please contact your employing district for guidance on how to submit payment to complete your application.

If you are not currently employed in a Florida public or charter school: You must authorize payment of the non-refundable application processing fees using your Visa or MasterCard credit card in order to submit your online application to the Bureau of Educator Certification.

- Submit additional documentation as directed in the "File Attachments" section, including any other educator certificates.

Your application cannot be evaluated until it is complete and received in the Bureau of Educator Certification. A complete application includes submission of the appropriate non-refundable fees. Once completed, all applications are processed in date order and you will be notified in writing of your application status within 30 days of receiving your completed application.

WARNING: Giving false information in order to obtain or renew a Florida educator's certificate is a criminal offense under Florida law. Anyone giving false information is subject to criminal prosecution as well as disciplinary action by the Education Practices Commission. If you are employed in a Florida public or charter school and have certification questions or questions regarding the processing of your application, please contact your employing school district. If you are not currently employed in a Florida public or charter school, please contact the Florida Department of Education by clicking this [link](#).

Press "Next" to continue.

Press "Cancel" to cancel this application and return to the main menu.

Next

Cancel

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1. Introduction Page

Please review important information about the following:

- Application Type;
- Requirements for Renewal;
- Legal Disclosure;
- Submission of Payment;
- Processing Timeline; and
- Warning about false information.

Click Next to proceed to the next page.

If this application is the incorrect application, you may select Cancel to return to the main menu.

Step by Step Recertification through **Versa** the New Online Application System Through the Florida Department of Education – PCS March 2018

5 Year Renewable Professional License
Logged in as

[Update Profile](#) | [Logoff](#) | [Contact Us](#)

- Introduction
- Function Suitability**
- Name and Personal Details
- Contact Information
- Removed Subject(s)
- Application Questions
- College Teaching Experience
- Academic Training
- Legal Disclosure
- Affidavit
- Sealed & Expunged
- Criminal Offense
- Professional Sanction
- US Citizenship
- Race & Ethnicity
- ACTFL Record
- DLPT Record
- GRE Test Score
- Renewal Credit
- Renewal Credit - SWD
- District Affiliation
- Attachments
- Summary (pre-fees)

Renewal Application - Function Suitability

Your answers to this preliminary questionnaire are not a part of your application to be reviewed by the Department of Education. Answer the questions and press "Next".

Press "Previous" to return to the previous section.

Press "Cancel" to cancel this application and return to the main menu.

Question	Answer
Has your Professional Certificate expired?	<input type="radio"/> Yes <input type="radio"/> No
Did you complete all renewal requirements prior to the expiration of this certificate?	<input type="radio"/> Yes <input type="radio"/> No

[Previous](#) [Next](#) [Cancel](#)

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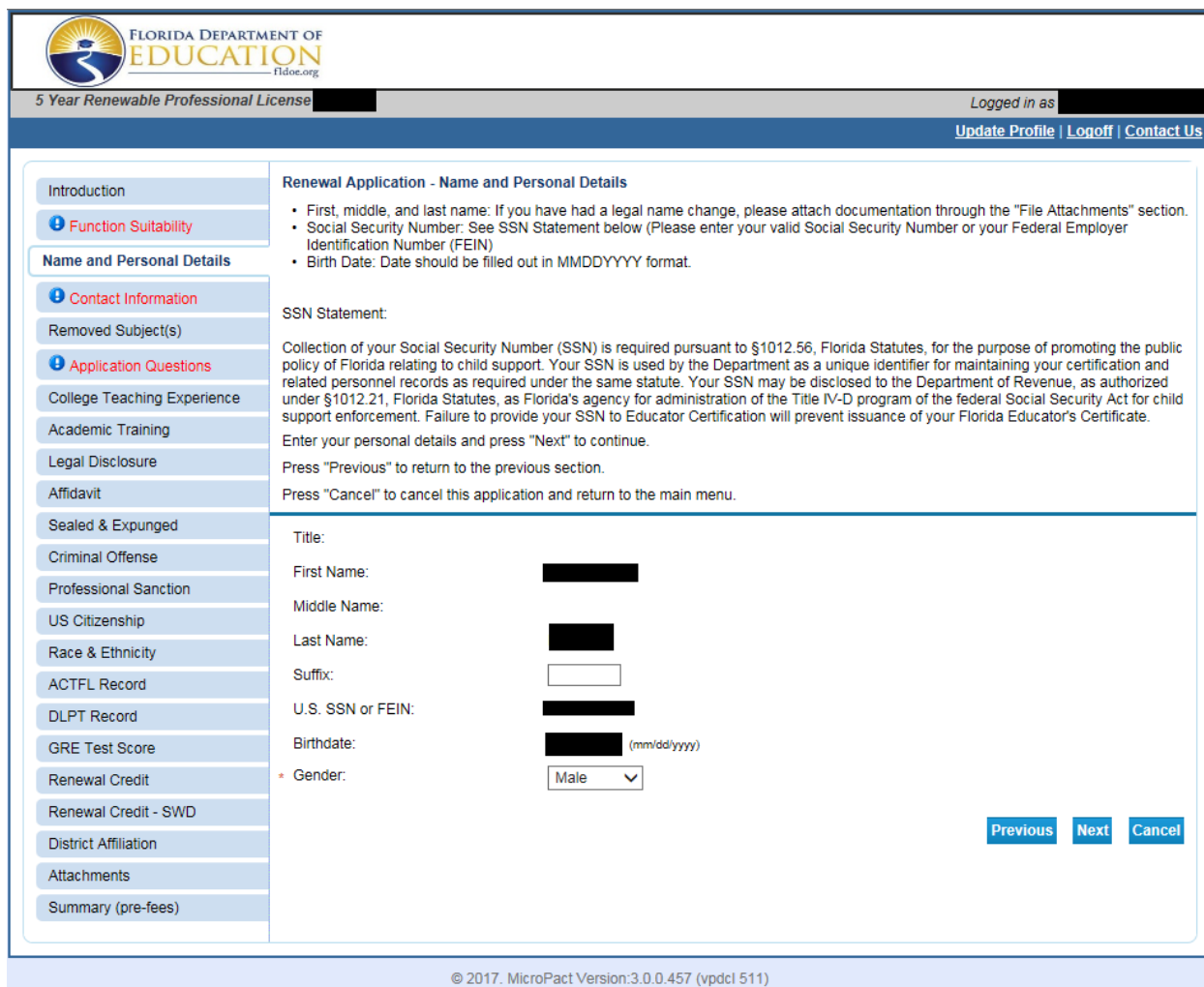
2. Function Suitability Questions

Respond to the following three questions to determine if you are completing the correct application:

Question	Response	
	Yes	No
Has your Professional Certificate Expired?	Error. The system will not allow you to proceed if you do not hold a valid certificate.	Answer "no" if your Professional Certificate is valid at the time that you complete the application.
Did you complete all renewal requirements prior to the expiration of this certificate?	You must answer yes to complete the application.	At this time, the system will not allow you to continue if you answer "no" to this question.

Click Next to proceed to the next page.

Step by Step Recertification through **Versa** the New Online Application System Through the Florida Department of Education – PCS March 2018



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EDUCATION
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[Update Profile](#) | [Logout](#) | [Contact Us](#)

Introduction

Function Suitability

Name and Personal Details

Contact Information

Removed Subject(s)

Application Questions

College Teaching Experience

Academic Training

Legal Disclosure

Affidavit

Sealed & Expunged

Criminal Offense

Professional Sanction

US Citizenship

Race & Ethnicity

ACTFL Record

DLPT Record

GRE Test Score

Renewal Credit

Renewal Credit - SWD

District Affiliation

Attachments

Summary (pre-fees)

Renewal Application - Name and Personal Details

- First, middle, and last name: If you have had a legal name change, please attach documentation through the "File Attachments" section.
- Social Security Number: See SSN Statement below (Please enter your valid Social Security Number or your Federal Employer Identification Number (FEIN))
- Birth Date: Date should be filled out in MMDDYYYY format.

SSN Statement:

Collection of your Social Security Number (SSN) is required pursuant to §1012.56, Florida Statutes, for the purpose of promoting the public policy of Florida relating to child support. Your SSN is used by the Department as a unique identifier for maintaining your certification and related personnel records as required under the same statute. Your SSN may be disclosed to the Department of Revenue, as authorized under §1012.21, Florida Statutes, as Florida's agency for administration of the Title IV-D program of the federal Social Security Act for child support enforcement. Failure to provide your SSN to Educator Certification will prevent issuance of your Florida Educator's Certificate.

Enter your personal details and press "Next" to continue.

Press "Previous" to return to the previous section.

Press "Cancel" to cancel this application and return to the main menu.

Title:

First Name: [Redacted]

Middle Name:

Last Name: [Redacted]

Suffix: [Text Box]

U.S. SSN or FEIN: [Redacted]

Birthdate: [Redacted] (mm/dd/yyyy)

Gender: Male [Dropdown]

[Previous](#) [Next](#) [Cancel](#)

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3. Name and Personal Details

Review information and verify if it is correct. You may update the selection for gender.


If the information is incorrect:

- contact your employing district office, or
- contact the Bureau of Educator Certification if you are employed by a private school organization or you are not currently employed as an educator.

Per the instructions provided, please attach documentation of your legal name change through the Attachments section at the end of the application.

Click Next to proceed to the next page.

Step by Step Recertification through **Versa** the New Online Application System Through the Florida Department of Education – PCS March 2018

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EDUCATION**
fldoe.org

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[Update Profile](#) | [Logoff](#) | [Contact Us](#)

Introduction

Function Suitability

Name and Personal Details

Contact Information

Removed Subject(s)

Application Questions

College Teaching Experience

Academic Training

Legal Disclosure

Affidavit

Sealed & Expunged

Criminal Offense

Professional Sanction

US Citizenship

Race & Ethnicity

ACTFL Record

DLPT Record

GRE Test Score

Renewal Credit

Renewal Credit - SWD

District Affiliation

Attachments

Summary (pre-fees)

Renewal Application - Contact Information

The following address types are mandatory. Please add these in order to continue.

- Mailing Address: This is the address to which all official correspondence will be mailed from our office.
- Email Address: This email address as required by Florida Statute 1012-561, FS will be used for official communication to you from the Florida Bureau of Educator Certification. Please ensure that your email account recognizes fldoe.org as an approved sender, and that our emails are not filtered as spam or junk mail by your email service provider (do we need space for alternate email address)
- Country: If your address is outside the U.S, please choose the country from the drop-down list.

Press "Add" to add an optional address.

Answer the questions and press "Next" to continue.

Press "Previous" to return to the previous section.

Press "Cancel" to cancel this application and return to the main menu.

Main Address

Street Number:

* Address:

[REDACTED]

* Zip Code:

[REDACTED]

* City:

OCOE

* State:

Florida

County:

ORANGE

* Country:

United States

Phone Number:

[REDACTED]

(999) 999-9999

Extension:

* E-mail:

Add Another Contact

Contact Type:

Add

Previous

Next

Cancel

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4. Contact Information

Please review the mailing address and email address on file with the Bureau of Educator Certification. If you need to make changes, please edit the fields.

You may add an additional contact information record by clicking Add.

Note: We recommend the use of a personal email account. Some district email servers prevent the receipt of automated emails.

Click Next to proceed to the next page.

Step by Step Recertification through **Versa** the New Online Application System Through the Florida Department of Education – PCS March 2018

FLORIDA DEPARTMENT OF EDUCATION
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[Update Profile](#) | [Logoff](#) | [Contact Us](#)

Renewal Application - Remove Subject(s)
Press Back to return to the previous screen
The records below display all of your existing issued subjects
You may request the removal of any of the subjects below that have a check box next to them

Subject	Rank	Status	Effective Date	Expiry Date	Request for deletion?
1035/6 - Music Grades K-12	5 Year Renewable Professional	Issued	07/01/2013	06/30/2018	<input type="checkbox"/>

[Uncheck All](#) [Previous](#) [Next](#) [Cancel](#)

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5. Remove Subject(s)

This page lists the subject(s) currently on your professional certificate.

IMPORTANT: PLEASE READ CAREFULLY

If you are not removing subject coverages on your certificate:	If you are requesting the removal of subject coverage(s) currently on your certificate:
Click Next to proceed to the next page.	Select the checkbox next to the subject.
	Please contact your district for local policies regarding the deletion of subjects.
	Click Next to proceed to the next page.

Step by Step Recertification through **Versa** the New Online Application System Through the Florida Department of Education – PCS March 2018

FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

5 Year Renewable Professional License [redacted] Logged in as [redacted]

[Update Profile](#) | [Logoff](#) | [Contact Us](#)

Introduction

Function Suitability

Name and Personal Details

Contact Information

Removed Subject(s)

Application Questions

College Teaching Experience

Academic Training

Legal Disclosure

Affidavit

Sealed & Expunged

Criminal Offense

Professional Sanction

US Citizenship

Race & Ethnicity

ACTFL Record

DLPT Record

GRE Test Score

Renewal Credit

Renewal Credit - SWD

District Affiliation

Attachments

Summary (pre-fees)

Renewal Application - Application Questions

Answer the questions and press "Next" to continue.

Press "Previous" to return to the previous section.

Press "Cancel" to cancel this application and return to the main menu.

Do you hold a valid National Board for Professional Teaching Standards (NBPTS) Certificate?

[Previous](#) [Next](#) [Cancel](#)

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6. Application Questions

Indicate if you hold a National Board for Professional Teaching Standards (NBPTS) certificate.

Select Yes or No from the drop down menu.

NOTE: If you select Yes, please submit a copy of your certificate in the Attachments section.

Click Next to proceed to the next page.

Step by Step Recertification through **Versa** the New Online Application System Through the Florida Department of Education – PCS March 2018

FLORIDA DEPARTMENT OF EDUCATION
fldoe.org

5 Year Renewable Professional License [Redacted] Logged in as [Redacted]

[Update Profile](#) | [Logoff](#) | [Contact Us](#)

Introduction

Function Suitability

Name and Personal Details

Contact Information

Removed Subject(s)

Application Questions

College Teaching Experience

Academic Training

Legal Disclosure

Affidavit

Sealed & Expunged

Criminal Offense

Professional Sanction

US Citizenship

Race & Ethnicity

ACTFL Record

DLPT Record

GRE Test Score

Renewal Credit

Renewal Credit - SWD

District Affiliation

Attachments

Summary (pre-fees)

Renewal Application - College Teaching Experience

Add Another Record - College Teaching Experience [Add](#)

College Teaching Experience

If you have teaching experience at the college level and meet the criteria below, it may be to your advantage to submit a letter on college/university letterhead from the dean or registrar that includes the following information regarding your college teaching experience. Once this information has been reviewed, you will then be advised in writing of any change in your certification status.

* Institution:

Verification must indicate that you taught for at least two semesters as a full-time instructional employee, OR that your part-time teaching experience is equivalent to at least two semesters of full-time instructional employment

* ☐ Full Time ☐ Part Time

* Semester Hours

[Remove](#)

[Previous](#) [Next](#) [Cancel](#)

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7. College Teaching Experience

If you do not have college teaching experience:	If you have college teaching experience:
Click Next to proceed to the next page.	Click Add to enter a new record to display the fields above. Enter the name of the institution. Select the correct radio button for Full-time or Part-time.
If you accidentally click the “add” button:	
Click Remove. Click Ok to confirm that you want to delete the record, and then click Next to proceed to the next page.	Enter the number of semester hours earned by students taking the course. Provide a verification letter per the instructions on the page. You can upload the letter in the Attachments section at the end of the application. Click Next to proceed to the next page.

Step by Step Recertification through **Versa** the New Online Application System Through the Florida Department of Education – PCS March 2018

The screenshot displays the 'Renewal Application - Academic Training' page. On the left is a navigation menu with options like 'Introduction', 'Function Suitability', 'Name and Personal Details', 'Contact Information', 'Removed Subject(s)', 'Application Questions', 'College Teaching Experience', 'Academic Training' (selected), 'Legal Disclosure', 'Affidavit', 'Sealed & Expunged', 'Criminal Offense', 'Professional Sanction', 'US Citizenship', 'Race & Ethnicity', 'ACTFL Record', 'DLPT Record', 'GRE Test Score', 'Renewal Credit', 'Renewal Credit - SWD', 'District Affiliation', 'Attachments', and 'Summary (pre-fees)'. The main content area is titled 'Renewal Application - Academic Training' and includes a link to 'Add Another Record - Academic Training'. Below this is the 'Academic Training' section with instructions: 'Record each college and university separately using the **complete name** of the institution. Submit official transcripts from all institutions from which you have earned a degree or completed isolated coursework.' The form contains several fields: 'Name of College/University' (populated with 'UNIVERSITY OF CENTRAL FLORIDA-ORLANDO-FL'), 'Institution' (required field, empty), 'Degree Sought or Earned' (dropdown menu showing 'Bachelor's'), 'Did you Receive a Degree from this Institution? (Yes or No)' (radio buttons for 'Yes' and 'No', with 'Yes' selected), and a section for 'If your answer is Yes, complete the following:' which includes 'Major' (populated with 'MUSIC'), 'Graduation Date: Month/Year' (populated with '12/15/2003'), 'City/Branch Campus' (populated with 'ORLANDO'), 'State and/or Country' (dropdown menu showing 'Florida'), and 'Last Name while Attending School/College' (empty). At the bottom right of the form are 'Previous', 'Next', and 'Cancel' buttons. The footer of the page reads '© 2017. MicroPact Version:3.0.0.457 (vpdcl 511)'.

8. Academic Training

This screen includes information about the institutions where you earned your degrees or took post-secondary coursework.

Your information may be populated based on transcript(s) that you submitted to us. Pre-populated information cannot be updated (as seen in the above screenshot).

You will not need to submit any official transcripts already on file. **Please only submit official transcripts since your last certification application.**


If the information is not populated, please enter information for ALL fields.

Click Add to submit additional information about your academic training.

NOTE: Entering this information does not replace an official transcript.

Click Next to proceed to the next page.

Step by Step Recertification through **Versa** the New Online Application System Through the Florida Department of Education – PCS March 2018



FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

5 Year Renewable Professional License

Logged in as

[Update Profile](#) | [Logoff](#) | [Contact Us](#)

Introduction

Function Suitability

Name and Personal Details

Contact Information

Removed Subject(s)

Application Questions

College Teaching Experience

Academic Training

Legal Disclosure

Affidavit

Sealed & Expunged

Criminal Offense

Professional Sanction

US Citizenship

Race & Ethnicity

ACTFL Record

DLPT Record

GRE Test Score

Renewal Credit

Renewal Credit - SWD

District Affiliation

Attachments

Summary (pre-fees)

Renewal Application - Legal Disclosure

Legal Disclosure Response

Florida Law requires you to provide a **YES** or **NO** answer to the questions within the Legal Disclosure section of your application, even if previously submitted. If you answered YES to any question in the Legal Disclosure section on the application form, you must provide detailed complete information for each affirmative response within the corresponding section in this Legal Disclosure Supplement.

You are not required to acknowledge minor traffic violations. The criminal offense of Driving Under the Influence (DUI) or Driving While Intoxicated (DWI) is **not** a minor traffic violation and should be disclosed on this form.

Having a criminal history or administrative sanction against a professional license does not automatically disqualify a person from receiving a Florida Educator's Certificate, but such incidents will prompt a review by the Office of Professional Practices Services.

A person is **ineligible for educator certification** if the person has been convicted of a disqualifying offense as listed in Section 1012.315 Florida Statutes. Please refer to www.myfloridateacher.com for more information.

For each of the following questions, if your answer is YES, please select YES. Otherwise, select NO.

SEALED OR EXPUNGED RECORD(S)

*

Have you ever had any record sealed or expunged in which you were convicted of a criminal offense?

☐ Yes ☐ No

*

Have you ever had any record sealed or expunged in which you were found guilty of a criminal offense?

☐ Yes ☐ No

*

Have you ever had any record sealed or expunged in which you had adjudication withheld on a criminal offense?

☐ Yes ☐ No

*

Have you ever had any record sealed or expunged in which you pled nolo contendere to a criminal offense?

☐ Yes ☐ No

*

Have you ever had any record sealed or expunged in which you pled guilty to a criminal offense?

☐ Yes ☐ No

*

Have you ever had any record sealed or expunged in which you entered into a pretrial diversion program or deferred prosecution program related to a criminal offense?

☐ Yes ☐ No

*

Do you have a petition pending to seal or expunge any criminal offense record?

☐ Yes ☐ No

CRIMINAL OFFENSE RECORD(S)

*

Have you ever been convicted of a criminal offense?

☐ Yes ☐ No

*

Have you ever been found guilty of a criminal offense?

☐ Yes ☐ No

*

Have you ever had adjudication withheld on a criminal offense?

☐ Yes ☐ No

*

Have you ever pled nolo contendere to a criminal offense?

☐ Yes ☐ No

9. Legal Disclosure

For each of the following questions, if your answer is YES, please select YES. Otherwise, select NO. Carefully review instructions on this screen.

Florida Law requires you to provide a **YES** or **NO** answer to the questions within the Legal Disclosure section of your application, even if previously submitted.

If you answered YES to any question in the Legal Disclosure section on the application form, you must provide detailed complete information for each affirmative response within the corresponding section in this Legal Disclosure Supplement.

Step by Step Recertification through **Versa** the New Online Application System Through the Florida Department of Education – PCS March 2018

Click Next to proceed to the next page.

	<p>* Have you ever pled guilty to a criminal offense? <input type="radio"/> Yes <input type="radio"/> No</p> <p>* Have you ever entered into a pretrial diversion program or deferred prosecution program related to a criminal offense? <input type="radio"/> Yes <input type="radio"/> No</p> <p>* Are there currently charges pending against you for any criminal offense? <input type="radio"/> Yes <input type="radio"/> No</p> <p>PROFESSIONAL LICENSE OR CERTIFICATE SANCTION(S)</p> <p>* Have you ever had a professional license or certificate sanctioned or disciplined in this state or any other state? <input type="radio"/> Yes <input type="radio"/> No</p> <p>* Have you ever been DENIED a professional license or certificate in this state or any other state even if the certificate or license was later issued with conditions or limitations? <input type="radio"/> Yes <input type="radio"/> No</p> <p>* Have you ever had a professional license or certificate suspended or revoked in this state or any other state? <input type="radio"/> Yes <input type="radio"/> No</p> <p>* Have you ever surrendered, resigned, or relinquished a professional license or certificate in this state or any other state during or following an investigation into allegations of misconduct? <input type="radio"/> Yes <input type="radio"/> No</p> <p>* Have you ever had a professional license or professional certificate disciplined in this state or any other state by receiving a letter of reprimand, fine, probation or any other restriction or special condition? <input type="radio"/> Yes <input type="radio"/> No</p> <p>* Do you have any current investigative action pending in this state or any other state against a professional license or certificate or against an application for a professional license or certificate? <input type="radio"/> Yes <input type="radio"/> No</p> <p>* Do you have any current disciplinary action pending in this state or any other state against a professional license or certificate or against an application for a professional license or certificate? <input type="radio"/> Yes <input type="radio"/> No</p>
Previous Next Cancel	
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9. Legal Disclosure (continued)

For each of the following questions, if your answer is YES, please select YES. Otherwise, select NO.

Carefully review instructions on this screen.

Florida Law requires you to provide a **YES** or **NO** answer to the questions within the Legal Disclosure section of your application, even if previously submitted.

If you answered YES to any question in the Legal Disclosure section on the application form, you must provide detailed complete information for each affirmative response within the corresponding section in this Legal Disclosure Supplement.

Click Next to proceed to the next page.

Step by Step Recertification through **Versa** the New Online Application System Through the Florida Department of Education – PCS March 2018

FLORIDA DEPARTMENT OF EDUCATION
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[Update Profile](#) | [Logout](#) | [Contact Us](#)

Renewal Application - Affidavit

Affidavit

Legal Disclosure Affidavit

I do hereby affirm that all information provided in this Legal Disclosure section and supplement to my application for a Florida Educator's Certificate is true, accurate, and complete. ☐ Yes ☐ No

WARNING: GIVING FALSE INFORMATION IN ORDER TO OBTAIN OR RENEW A FLORIDA EDUCATOR'S CERTIFICATE IS A CRIMINAL OFFENSE UNDER FLORIDA LAW. ANYONE GIVING FALSE INFORMATION ON THIS AFFIDAVIT IS SUBJECT TO CRIMINAL PROSECUTION, AS WELL AS DISCIPLINARY ACTION BY THE EDUCATION PRACTICES COMMISSION.

Application Affidavits

Oath Affidavit

Under penalty of perjury, I do hereby certify that I subscribe to and will uphold the principles incorporated in the Constitution of the United State of America and the Constitution of the State of Florida. ☐ Yes ☐ No

WARNING: GIVING FALSE INFORMATION IN ORDER TO OBTAIN OR RENEW A FLORIDA EDUCATOR'S CERTIFICATE IS A CRIMINAL OFFENSE UNDER FLORIDA LAW. ANYONE GIVING FALSE INFORMATION ON THIS AFFIDAVIT IS SUBJECT TO CRIMINAL PROSECUTION, AS WELL AS DISCIPLINARY ACTION BY THE EDUCATION PRACTICES COMMISSION.

Payment Affidavit

I agree to pay the Non-Refundable Application Processing Fee. You must authorize payment using your VISA or MASTERCARD for the non-refundable application processing fees in order to submit your online application to the Bureau of Educator Certification. ☐ Yes ☐ No

WARNING: GIVING FALSE INFORMATION IN ORDER TO OBTAIN OR RENEW A FLORIDA EDUCATOR'S CERTIFICATE IS A CRIMINAL OFFENSE UNDER FLORIDA LAW. ANYONE GIVING FALSE INFORMATION ON THIS AFFIDAVIT IS SUBJECT TO CRIMINAL PROSECUTION, AS WELL AS DISCIPLINARY ACTION BY THE EDUCATION PRACTICES COMMISSION.

[Previous](#) [Next](#) [Cancel](#)

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10. Legal Disclosure Affidavit and Application Affidavits

Legal Disclosure Affidavit	Oath Affidavit	Payment Affidavit
Select Yes or No to affirm that all information provided in this Legal Disclosure section and supplement to my application for a Florida Educator's Certificate is true, accurate, and complete.	Select Yes or No to certify that you will subscribe to and will uphold the principles incorporated in the Constitution of the United State of America and the Constitution of the State of Florida.	Select Yes or No to agree to pay the Non-Refundable Application Processing Fee. You must authorize payment using your VISA or MASTERCARD for the non-refundable application processing fees in order to submit your online application to the Bureau of Educator Certification.
		NOTE: If you are employed by a school district (including charter schools), select Yes and contact your employer to arrange payment. You are not required to use a Visa or Mastercard.

Step by Step Recertification through **Versa** the New Online Application System Through the Florida Department of Education – PCS March 2018

Click Next to proceed to the next page.


11. Sealed and Expunged

Carefully review instructions on the Legal Disclosure screen (see pages 9 and 10).

If you answered YES to any question in the Sealed and Expunged section of the Legal Disclosure on the application form:	If you answered NO to any question relating to Sealed and Expunged records:
<p>You <u>must</u> provide detailed complete information for each affirmative response within the Sealed and Expunged section in this Legal Disclosure Supplement.</p> <p>Click Add to enter a new record to display the fields above.</p> <p>Enter information for all required fields.</p>	<p>Click Next to proceed to the next page.</p>
	<p>If you click the “add” button in error:</p> <p>Click Remove.</p> <p>Click Ok to confirm that you want to delete the record, and then click Next to proceed to the next page.</p>

Step by Step Recertification through **Versa** the New Online Application System Through the Florida Department of Education – PCS March 2018

Click Add to enter additional record(s).	
Click Next to proceed to the next page.	



**FLORIDA DEPARTMENT OF
EDUCATION**
fldoe.org

5 Year Renewable Professional License [REDACTED]

Logged in as [REDACTED]

[Update Profile](#) | [Logoff](#) | [Contact Us](#)

Introduction

Function Suitability

Name and Personal Details

Contact Information

Removed Subject(s)

Application Questions

College Teaching Experience

Academic Training

Legal Disclosure

Affidavit

Sealed & Expunged

Criminal Offense

Professional Sanction

US Citizenship

Race & Ethnicity

ACTFL Record

DLPT Record

GRE Test Score

Renewal Credit

Renewal Credit - SWD

District Affiliation

Attachments

Summary (pre-fees)

Renewal Application - Criminal Offense

Add Another Record - Criminal Offense
Add

Criminal Offense

- * City Where Arrested:
- * State:
- * Date of Arrest:
- * Charge:
- * Plea:
- * Disposition (Outcome):

Remove

Previous
Next
Cancel

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12. Criminal Offense

Carefully review instructions on the Legal Disclosure screen (see pages 9 and 10).

If you answered YES to any question in the Criminal Offense section of the Legal Disclosure on the application form:	If you answered NO to any question relating to Criminal Offense records:
You must provide detailed complete information for each affirmative response within the Criminal Offense section in this Legal Disclosure Supplement.	Click Next to proceed to the next page.
Click Add to enter a new record to display the fields above.	If you click the “add” button in error:
Enter information for all required fields.	Click Remove.

Step by Step Recertification through **Versa** the New Online Application System Through the Florida Department of Education – PCS March 2018

Click Add to enter additional record(s).	Click Ok to confirm that you want to delete the record, and then click Next to proceed to the next page.
Click Next to proceed to the next page.	

13. Professional Sanction

Carefully review instructions on the Legal Disclosure screen (see pages 9 and 10).

If you answered YES to any question in the Professional Sanction section of the Legal Disclosure on the application form:	If you answered NO to any question relating to Professional Sanction records:
You must provide detailed complete information for each affirmative response within the Professional Sanction section in this Legal Disclosure Supplement.	Click Next to proceed to the next page.
	If you click the “add” button in error:

Step by Step Recertification through **Versa** the New Online Application System Through the Florida Department of Education – PCS March 2018

<p>Click Add to enter a new record to display the fields above.</p> <p>Enter information for all required fields.</p> <p>Click Add to enter additional record(s).</p> <p>Click Next to proceed to the next page.</p>	<p>Click Remove.</p> <p>Click Ok to confirm that you want to delete the record, and then click Next to proceed to the next page.</p>
--	--

The screenshot shows the Florida Department of Education's Versa application system. The header includes the Florida Department of Education logo and the text "5 Year Renewable Professional License". The user is logged in as [redacted]. The navigation bar includes links for "Update Profile", "Logoff", and "Contact Us".

The main content area is titled "Renewal Application - US Citizenship". It features a sidebar with navigation links: Introduction, Function Suitability, Name and Personal Details, Contact Information, Removed Subject(s), Application Questions, College Teaching Experience, Academic Training, Legal Disclosure, Affidavit, Sealed & Expunged, Criminal Offense, Professional Sanction, US Citizenship, Race & Ethnicity, ACTFL Record, DLPT Record, GRE Test Score, Renewal Credit, Renewal Credit - SWD, District Affiliation, Attachments, and Summary (pre-fees). The "US Citizenship" link is highlighted.

The main content area contains the "Add Another Record - US Citizenship" button and the "US Citizenship" section. The section includes the text "Please indicate if you are a citizen of the United States." and a form with the question "Are you a U.S. Citizen?" with radio buttons for "Yes" and "No". Below this, there is a note: "An applicant who is not a United States citizen may apply for the Statement of Status of Eligibility. However, appropriate immigration status must be established through the United States Citizenship and Immigration Services (USCIS) prior to employment." and a "Work Authorized:" section with radio buttons for "Yes" and "No".

At the bottom of the form, there are three buttons: "Previous", "Next", and "Cancel".

The footer of the page contains the text "© 2017. MicroPact Version:3.0.0.460 (vpdel 515)".

14. U.S. Citizenship

Indicate if you are a citizen of the United States. Select Yes or No.

If you are not a citizen of the United States, select Yes or No if you are authorized to work in the United States.

Click Next to proceed to the next page.

Step by Step Recertification through **Versa** the New Online Application System Through the Florida Department of Education – PCS March 2018

The screenshot displays the 'Versa' application system interface for the Florida Department of Education. At the top, the logo and 'FLORIDA DEPARTMENT OF EDUCATION' are visible, along with a '5 Year Renewable Professional License' status and a 'Logged in as' field. Navigation links for 'Update Profile', 'Logoff', and 'Contact Us' are present. A left sidebar contains a menu with options like 'Introduction', 'Function Suitability', 'Name and Personal Details', 'Contact Information', 'Removed Subject(s)', 'Application Questions', 'College Teaching Experience', 'Academic Training', 'Legal Disclosure', 'Affidavit', 'Sealed & Expunged', 'Criminal Offense', 'Professional Sanction', 'US Citizenship', and a 'Race & Ethnicity' section which is currently expanded to show 'ACTFL Record', 'DLPT Record', 'GRE Test Score', 'Renewal Credit', 'Renewal Credit - SWD', 'District Affiliation', 'Attachments', and 'Summary (pre-fees)'. The main content area is titled 'Renewal Application - Race & Ethnicity' and contains a 'Race and Ethnicity' section with the instruction 'What is your race/ethnicity? This section is optional.' Below this, there are five questions, each with 'Yes' and 'No' radio button options: 'Are you Hispanic or Latino? (choose only one)', 'Are you American Indian or Alaskan Native?', 'Are you Asian?', 'Are you black or African American?', and 'Are you Native Hawaiian or Pacific Islander?'. A final question, 'Are you white or Caucasian?', also has 'Yes' and 'No' options. At the bottom right of the form area are 'Previous', 'Next', and 'Cancel' buttons. The footer indicates '© 2017. MicroPact Version:3.0.0.460 (vpdcl 515)'.

15. Race and Ethnicity- OPTIONAL

Respond Yes or No to the race and ethnicity questions.

Click Next to proceed to the next page.

Step by Step Recertification through **Versa** the New Online Application System Through the Florida Department of Education – PCS March 2018

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5 Year Renewable Professional License [Redacted] Logged in as [Redacted]

[Update Profile](#) | [Logoff](#) | [Contact Us](#)

Renewal Application - ACTFL Record

[Add Another Record - American Council Teaching of Foreign Languages](#) **Add**

American Council Teaching of Foreign Languages

If you have taken the ACTFL examination, please submit official documentation of scores earned above the intermediate level on both the ACTFL oral proficiency interview and the written proficiency test in this world language earned no more than ten (10) years prior to the date of application. Contact Language Testing International (www.languagetesting.com), the official ACTFL test administrator, to determine if both tests are offered for this world language.

* Language Area:

Date OPI was taken/completed? (mm/dd/yyyy)

Please submit official documentation of score earned above the intermediate level on the ACTFL oral proficiency interview in this world language earned no more than ten (10) years prior to the date of application.

Contact Language Testing International (www.languagetesting.com), the official ACTFL test administrator, to determine if the test is offered for this world language

Date WPT was taken/completed? (mm/dd/yyyy)

Please submit official documentation of score earned above the intermediate level on the ACTFL written proficiency test in this world language earned no more than ten (10) years prior to the date of application.

Contact Language Testing International (www.languagetesting.com), the official ACTFL test administrator, to determine if the test is offered for this world language

Remove

Previous **Next** **Cancel**

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16. American Council Teaching of Foreign Languages

Note: Only applies to educators who hold select world language coverages on their professional certificate.

If you do not have ACTFL records:	If you have ACTFL records:
Click Next to proceed to the next page.	Information may be pre-populated based on official test scores.
If you click the “add” button in error:	If information is not pre-populated, click Add to enter a new record to display fields above.
Click Remove.	Note: Record does not impact renewal of professional certificate.
Click Ok to confirm that you want to delete the record, and then click Next to proceed to the next page.	Enter information for all fields.
	Click Next to proceed to the next page.

Step by Step Recertification through **Versa** the New Online Application System Through the Florida Department of Education – PCS March 2018

The screenshot shows the 'Renewal Application - DLPT Record' page. On the left is a navigation menu with options like 'Introduction', 'Function Suitability', 'Name and Personal Details', 'Contact Information', 'Removed Subject(s)', 'Application Questions', 'College Teaching Experience', 'Academic Training', 'Legal Disclosure', 'Affidavit', 'Sealed & Expunged', 'Criminal Offense', 'Professional Sanction', 'US Citizenship', 'Race & Ethnicity', 'ACTFL Record', 'DLPT Record', 'GRE Test Score', 'Renewal Credit', 'Renewal Credit - SWD', 'District Affiliation', 'Attachments', and 'Summary (pre-fees)'. The 'DLPT Record' section is active, showing a form to 'Add Another Record - Defense Language Proficiency Test'. The form includes fields for 'Language Area', 'DLPT examination date', 'DLPT examination score', 'LIS Prof Level', 'RDG Exam Date', 'RDG Exam Score', and 'RDG Prof Level'. There are 'Add', 'Remove', 'Previous', 'Next', and 'Cancel' buttons. A footer note states: '© 2017. MicroPact Version:3.0.0.460 (vpdc1 515)'.

17. Defense Language Proficiency Test

Note: Only applies to educators who hold select world language coverages on their professional certificate and served in the military.

If you do not have DLPT records:	If you have DLPT records:
Click Next to proceed to the next page.	Information may be pre-populated based on official test scores.
If you click the “add” button in error:	If information is not pre-populated, click Add to enter a new record. Note: Record does not impact renewal of professional certificate. Enter information for all fields. Click Next to proceed to the next page.
Click Remove.	
Click Ok to confirm that you want to delete the record, and then click Next to proceed to the next page.	

Step by Step Recertification through **Versa** the New Online Application System Through the Florida Department of Education – PCS March 2018

The screenshot displays the 'Renewal Application - GRE Test Score' page in the Versa system. On the left is a sidebar with various navigation options. The main content area is titled 'Renewal Application - GRE Test Score' and includes a section for 'Add Another Record - GRE General Test Scores'. This section contains a form with the following fields:

- Date of the GRE Test:** A date input field with a '(mm/dd/yyyy)' placeholder.
- Verbal Reasoning Scaled Score:** A text input field.
- Verbal Reasoning Result:** A dropdown menu.
- QR Test Date:** A date input field with a '(mm/dd/yyyy)' placeholder.
- Quantitative Reasoning Result:** A dropdown menu.
- Quantitative Reasoning Scaled Score:** A text input field.
- AR Test Date:** A date input field with a '(mm/dd/yyyy)' placeholder.
- Analytical Reasoning Scaled Score:** A text input field.
- Analytical Reasoning Result:** A dropdown menu.

Buttons for 'Add', 'Remove', 'Previous', 'Next', and 'Cancel' are located at the bottom of the form area. The footer of the page indicates '© 2017. MicroPact Version:3.0.0.460 (vpdcl 515)'.


18. Graduate Record Examination (GRE) General Test Scores

Note: Only applies to educators who used GRE to satisfy the general knowledge requirement.

If you do not have GRE records:	If you have GRE records:
Click Next to proceed to the next page.	Information may be pre-populated based on official test scores.
If you click the “add” button in error:	If information is not pre-populated, click Add to enter a new record.
Click Remove.	
Click Ok to confirm that you want to delete the record, and then click Next to proceed to the next page.	<p>Note: Record does not impact renewal of professional certificate.</p> <p>Enter information for all fields.</p>

Step by Step Recertification through **Versa** the New Online Application System Through the Florida Department of Education – PCS March 2018

	Click Next to proceed to the next page.
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5 Year Renewable Professional License [REDACTED]

Logged in as [REDACTED]

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Introduction

Function Suitability

Name and Personal Details

Contact Information

Removed Subject(s)

Application Questions

College Teaching Experience

Academic Training

Legal Disclosure

Affidavit

Sealed & Expunged

Criminal Offense

Professional Sanction

US Citizenship

Race & Ethnicity

ACTFL Record

DLPT Record

GRE Test Score

Renewal Credit

Renewal Credit - SWD

District Affiliation

Attachments

Summary (pre-fees)

Renewal Application - Renewal Credit

Add Another Record - Renewal CreditsAdd

Renewal Credits

Please add renewal credits for each subject you wish to renew. You may select Add to record more credits.

*

Subject(s) to be renewed:

*

Renewal Method (College Credit, Florida Inservice Credit # of Points, Florida Subject Area Examination, NBPTS Certificate [Y or N]):

*

Includes "banked" Inservice Points

PreviousNextCancel

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19. Renewal Credit

You must enter at least one record for renewal credit. **All renewal credit records will be verified by district staff or BEC staff.**

Click Add to enter a new record to display the fields above.

Enter the following required information:

- Select the subject to be renewed from the drop down menu.
- Select the renewal method for the subject to be renewed.
 - o If you select inservice points, you will be asked to identify the inservice provider (district). If you district is not listed, select other.

Click Add to enter additional record(s) if you have multiple subjects.

Step by Step Recertification through **Versa** the New Online Application System Through the Florida Department of Education – PCS March 2018

Click Next to proceed to the next page.

The screenshot displays the Florida Department of Education's Versa application system. The header includes the Florida Department of Education logo and the text "5 Year Renewable Professional License" and "Logged in as". The left sidebar contains a list of application sections: Introduction, Function Suitability, Name and Personal Details, Contact Information, Removed Subject(s), Application Questions, College Teaching Experience, Academic Training, Legal Disclosure, Affidavit, Sealed & Expunged, Criminal Offense, Professional Sanction, US Citizenship, Race & Ethnicity, ACTFL Record, DLPT Record, GRE Test Score, Renewal Credit, Renewal Credit - SWD, District Affiliation, Attachments, and Summary (pre-fees). The main content area is titled "Renewal Application - Renewal Credit - SWD" and contains a section for "Renewal Credits - SWD". This section includes a prompt to "Add Another Record - Renewal Credits - SWD" with an "Add" button. Below this, it asks "Do you have any available SWD Credit (s)?" with three radio button options: "Yes - Current Credit", "Yes - Banked Credit", and "No - I have not yet obtained credits". There is also a question "Includes 'banked' Inservice Points" with "Yes" and "No" radio buttons. At the bottom right of the form are "Previous", "Next", and "Cancel" buttons. The footer of the page indicates the version: "© 2017. MicroPact Version:3.0.0.460 (vpdcl 515)".

20. Renewal Credit SWD (Students With Disabilities)

You must enter at least one record for renewal credit for teaching Students with Disabilities (SWD). **All renewal credit records will be verified by district staff or BEC staff.**

Click Add to enter a new record to display the fields above.

Select the radio button for Yes- Current Credit or No- I have not yet obtained credits.

Note: Banked credit for SWD credit is not yet available.

Select the radio button for No for “includes banked inservice points”.

Click Add to enter additional record(s) if you have multiple subjects.

Step by Step Recertification through **Versa** the New Online Application System Through the Florida Department of Education – PCS March 2018

Click Next to proceed to the next page.

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5 Year Renewable Professional License [Redacted] Logged in as [Redacted]

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Renewal Application - District Affiliation

If you are affiliated or employed with a district, please complete the following section. If you do not know the district number, you may click [here](#) to see a list of all districts and their number in parentheses.
****Note:** For Districts 1-9 you may only use a single digit number when entering your District Relation, if you enter a zero before the number the software will not allow you to proceed.

If you are not employed by a district, please use 100
 Press "Add" to add a related license.
 Press "Delete" to delete a related license.
 Press "Previous" to return to the previous section.
 Press "Next" when finished adding/changing the related licenses.
 Press "Cancel" to cancel this application and return to the main menu.

District Affiliation

Relation Name: **District Affiliation** (Required: Y)

Your Role: **Individual**

Other Party Role: **District** [Delete Relation](#)
POLK
District - 53
Registered

If you are affiliated or employed with a district, please complete the following section. If you do not know the district number, you may click [here](#) to see a list of all districts and their number in parentheses.
 If you are not employed by a district, please use 100

[Previous](#) [Next](#) [Add](#) [Cancel](#)

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21. District Affiliation

IMPORTANT: PLEASE READ CAREFULLY. You may not have two affiliations or no affiliation.

If you work for a Florida School District (including charter schools):	If you are employed by a private school or if you are not employed by a Florida school district:
<p>This screen displays the name and number of your employing school district. You will pay your district for your renewal.</p> <ol style="list-style-type: none"> 1. If it is correct, click Next to proceed to the next page. OR 2. If an incorrect affiliation displays, click on the Delete Relation link. <p>On the next screen, enter your district number and click Add. For districts, single digits for 1-9. If you do not know your district number, click on the link on the page.</p>	<p>Your affiliation needs to display as 100 in order to be processed properly by the Bureau of Educator Certification. You will pay online.</p> <ol style="list-style-type: none"> 1. If it is correct, click Next to proceed to the next page. OR 2. If an existing affiliation record displays, click on the Delete Relation link. <p>On the next screen, enter 100 and click Add.</p> <p>You affiliation now displays as 100.</p>

Step by Step Recertification through **Versa** the New Online Application System Through the Florida Department of Education – PCS March 2018

You affiliation now displays as your current district.

Click Next to proceed to the next page.

Click Next to proceed to the next page.

The screenshot shows the 'Renewal Application - Attachments' section of the Versa application system. On the left is a navigation menu with various categories, including 'Function Suitability', 'Name and Personal Details', 'Contact Information', 'Removed Subject(s)', 'Application Questions', 'College Teaching Experience', 'Academic Training', 'Legal Disclosure', 'Affidavit', 'Sealed & Expunged', 'Criminal Offense', 'Professional Sanction', 'US Citizenship', 'Race & Ethnicity', 'ACTFL Record', 'DLPT Record', 'GRE Test Score', 'Renewal Credit', 'Renewal Credit - SWD', 'District Affiliation', 'Attachments', and 'Summary (pre-fees)'. The main content area is titled 'Renewal Application - Attachments' and contains instructions for uploading documents. It states that if a user holds a valid standard certificate from another state (NBPTS or ABCTE), they should attach a copy. It also lists documents that can be added: college teaching experience verification letter, Guidance and Counseling practicum verification letter, CPR card, medical or military extension request letters, and DD214 form. Each document should be submitted as a separate attachment and clearly labeled. Instructions for using the 'Browse' button and pressing 'Next', 'Previous', or 'Cancel' are provided. At the bottom of the main content area, there are four buttons: 'Attach', 'Previous', 'Next', and 'Cancel'. The footer of the page indicates the version is 3.0.0.460 (vpdcl 515).

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Renewal Application - Attachments

Application Attachments

If you hold a valid standard certificate issued by a state other than Florida, a National Board for Professional Teaching Standards (NBPTS) certificate or an American Board for Certification of Teacher Excellence (ABCTE) certificate, please attach a copy for review.

If you would like to add any of the following documents to your certification file, you may attach a copy: college teaching experience verification letter, Guidance and Counseling practicum verification letter, CPR card, medical or military extension request letters, DD214 form, or DS2019 form.

Each document should be submitted as a separate attachment and clearly labeled as to its contents.

Locate a file with the "Browse" button and press "Attach" or "Remove" as is required.

Press "Next" when there are no more files to attach.

Press "Previous" to return to the previous screen.

Press "Cancel" to cancel this application and return to the main menu.

File Name: Browse...

Notes:

Attach Previous Next Cancel

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22. Attachments (OPTIONAL)

Please upload documents concerning your renewal application in this section.

Clearly label the type of document in the notes section.

Sample documents include, but are not limited to,:

- Legal Name Change Documents
- Copy of National Board Certificate
- College Teaching Experience Verification Letter

Do not attach official transcripts.

Step by Step Recertification through **Versa** the New Online Application System Through the Florida Department of Education – PCS March 2018

Click Next to proceed to the next page.

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5 Year Renewable Professional License [REDACTED] Logged in as [REDACTED]

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Renewal Application - Application Summary
Review the data and press "Submit" to submit this application.
Press "Previous" to return to the previous section.
Press "Cancel" to cancel this application and return to the main menu.

Application Details	License Type: 5 Year Renewable Professional Application Date: 09/20/2017
Application Questions	Edit
Personal Details	Full Name: [REDACTED] Edit Professional Qualifier: [REDACTED] Social Security Number: [REDACTED] Birthdate: [REDACTED] Gender: Male Race: Hispanic
General Addresses	Main Address: [REDACTED] Edit OCOE , Florida ORANGE 34761 US Phone Number: [REDACTED] E-mail: [REDACTED]
Academic Training	Name of College/University: UNIVERSITY OF CENTRAL FLORIDA-ORLANDO-FL Edit

Summary (pre-fees)

23. Summary (pre-fees)

Review your entries on the page.

Click edit if you need to make any changes prior to submitting your application.

Once you verify that all the information you entered is correct, click Submit at the bottom of the page.

You will be able to print a PDF summary of your application on the final screen (see page 26).

Step by Step Recertification through **Versa** the New Online Application System Through the Florida Department of Education – PCS March 2018

5 Year Renewable Professional License [redacted] Logged in as [redacted]

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Renewal Application - Attestation

Press "Previous" to return to the previous section.
Press "Submit" to continue.
Press "Cancel" to cancel this application and return to the main menu.

WARNING: GIVING FALSE INFORMATION IN ORDER TO OBTAIN OR RENEW A FLORIDA EDUCATORS CERTIFICATE IS A CRIMINAL OFFENSE UNDER FLORIDA LAW. ANYONE GIVING FALSE INFORMATION ON THIS AFFIDAVIT IS SUBJECT TO CRIMINAL PROSECUTION, AS WELL AS DISCIPLINARY ACTION BY THE EDUCATOR PRACTICES COMMISSION.

☐ I have reviewed this application and affirm that all of the information which I have provided in this application is true, accurate, and complete.

[Previous](#) [Submit](#) [Cancel](#)

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24. Renewal Application- Attestation

Click the checkbox to affirm that all of the information that you have provided in this application is true, accurate, and complete.

Warning: Giving false information in order to obtain or renew a Florida Educator's Certificate is a criminal offense under Florida law. Anyone giving false information on this affidavit is subject to criminal prosecution, as well as disciplinary action by the Educator Practices Commission.

Click Submit to proceed to the final page.

Step by Step Recertification through **Versa** the New Online Application System Through the Florida Department of Education – PCS March 2018

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5 Year Renewable Professional License # _____

Logged in as _____

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Fee and Summary Report

Your application data has been submitted. Click on "View PDF Summary Report" and print this report for your records.
Press "Previous" to return to the main menu.

ATTENTION: If you are currently employed in a Florida Public or Charter school, you must authorize payment of the non-refundable application processing fees using the established payment procedures of your employing school district. Please contact your employing district for guidance on how to submit payment to complete your application.

[Previous](#) [View PDF Summary Report](#)

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25. Fee and Summary Report

At this time you may print your PDF Summary Report.

A PDF Summary will be sent to the email address on file if you selected to receive email communication.

You may also view your PDF Summary on your Quick Start Menu documents section.

If you are employed by a school district:	If you are employed by a private school organization or no longer employed by a school district:
<p>You will contact your employing school district for more information about their payment procedures.</p> <p>You will pay \$75.00 for a renewal submitted prior to the expiration date on your valid certificate.</p>	<p>You will submit online payment using a Visa or Mastercard for the total of \$75.00 for a renewal submitted prior to the expiration date on your valid certificate.</p>