



Professional Certificate Renewal 2024-2025

- To check your PAEC transcript:
 - Go to PAEC ePDC
 - Enter your email address and password
 - On the menu page, scroll down and click on transcript
 - The table below your transcript is a full record of all professional development taken. Your credit bank indicates your current validity period.
 - For questions or additional assistance please contact proflearning@gcpsmail.com.
- The validity period is 5 years prior to your current expiration date. Example, if a certificate expires on 6/30/2025 your validity period is 7/1/2020 to 6/30/2025.
- During the last school year of your validity period, you will receive confirmation of your in-service points and status towards renewal from OPLS by the end of August. This information will be sent to you via email to your school account.

In-service credit hours required for renewal: (120 total hours)

- **100 Generic In-service**

- **20 ESE/SWD (SB 1108) (Required for all renewals.)**

- The self-paced courses listed below that meet this requirement can be found at fl-pla.org. (**Please note that in-service points for each course may vary, therefore the number of courses needed to meet the requirement varies.**)
- *Effective Teaching Strategies for Students with Disabilities*
- *Teaching Students with Disabilities*
- *Teaching Students with Disabilities in Physical Education*
- *Reading Difficulties, Disabilities and Dyslexia*
- *Structured Literacy through a Multi-Sensory Approach*
- *Math Difficulties, Disabilities, and Dyscalculia*
- *Child Outcomes Summary Process (Pre-K)*
- *Developmentally Appropriate Practices in Inclusive Pre-K Settings*
- *Increasing Outcomes for All Pre-K Children*
- *Strategies to Support PreK Activities and Routines*
- *Multi-Tiered System of Supports: An Introduction*
- *Integrating Standards Aligned Instruction Across Tiers*
- *Leadership for Inclusion of Students with Disabilities*
- *Leading Within an MTSS*
- *Building Inclusive Schools*
- *Positive Behavior Interventions and Support and the Classroom*

- **40 Reading (6A-4.0051)** (Required for the following coverages:
 - Elementary Education (K-6)
 - Prekindergarten/Primary Education (age 3 through grade 3)
 - Elementary Education (grades 1-6)
 - Primary Education (grades K-3)
 - English (grades 1-6)
 - Middle Grades English (grades 5-9)
 - Middle Grades Integrated Curriculum (grades 5-9)
 - English (6-12)
 - Reading (K-12)
 - Reading (Endorsement)
 - English for Speakers of Other Languages (ESOL) (grades K-12)
 - The self-paced courses listed below that meet this requirement can be found at fl-pla.org. (***)Please note that in-service points for each course may vary, therefore the number of courses needed to meet the requirement varies.(***)
 - *Reading Difficulties, Disabilities and Dyslexia*
 - *Structured Literacy through a Multi-Sensory Approach*
- **20 Leadership (HB 1537)** Required for educators who hold a certificate in Educational Leadership and/or have School Principal coverage on their certificate.
 - The self-paced course listed below that meets this requirement can be found at fl-pla.org.
 - *Leadership for Inclusion of Students with Disabilities*
- On the date your certificate expires, your generic in-service credits are wiped clear and you will begin a new accumulation toward the next renewal. Any in-service hours in ESOL, Reading, and ESE credits earned above what was used for renewal are “banked” for later use. When you opt to use those banked credits towards a renewal, they are subtracted from the bank and cannot be used again.

Applying for Recertification

1. Complete the Google form via the link: <https://forms.gle/6Wyd3wJCZ54HccQm6> to initiate the renewal process with the Office of Professional Learning Services (OPLS). Please note that no verification form will be sent to HR for processing until this step is completed.
2. Complete the renewal application at <https://flcertify.fldoe.org/datamart/mainMenu.do>. Select “Yes” when asked if you agree to pay; however, **DO NOT submit payment to FLDOE.**
3. Submit a \$75.00 recertification fee to the Human Resources Department at the district office.

4. FLDOE will email you after your application has been processed. You can go back into your online account to check the status. FLDOE no longer mails certificates. For questions or additional assistance with the recertification process, please email proflearning@gcpsmail.com.