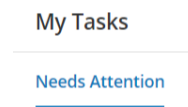
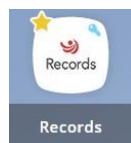
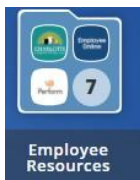


### **Certificate Renewal**

- To check your MyPLC transcript:
  - Go to MyPLC
  - On the top menu bar, click on Transcript.
  - Scroll down to your credit bank, prior to your actual 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 with your transcript and in-service points, please contact [pdc@yourcharlotteschools.net](mailto:pdc@yourcharlotteschools.net) or 941-255-7675.
- The validity period is 5 years prior to your current expiration date. Example, if 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 PDC by the end of the 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): Click [here](#) for course offerings:
  - 40 Reading (If required): Click [here](#) for course offerings: *[Reduces generic in-service by 40 hours]*
  - 20 Leadership (HB 1537): Click [here](#) for course offering. Individuals who hold a certificate in Educational Leadership only. *[Reduces generic in-service by 20 hours]*
- 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 with FLDOE**

1. Complete the renewal application found at the link [here](#). For additional information, see video instructions found [here](#). Select “Yes” when asked if you agree to pay; however, **DO NOT submit payment to FLDOE.**
2. [Click here](#) to submit \$75.00 recertification fee through the Charlotte County Public Schools PayPal account. **Save a copy of your receipt to your desktop, you will need to upload your receipt when you complete the Certificate Renewal form in Records.**  
[If problem with PayPal – The workaround is to choose **OTHER FEES** and type in the amount.]
3. Go to ClassLink>Employee Resources>Records. You should have a Task called “Certificate Renewal”. Complete the form and click submit as final.



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 [ccps.certification@yourcharlotteschools.net](mailto:ccps.certification@yourcharlotteschools.net) or call Pam Pezzullo 941-255-0808, ext. 2074.