RENEWAL OF PROFESSIONAL CERTIFICATE STEPS FOR EMPLOYEES

1. Create an Account and Onboard your application. This process links your history from the old software system to the new software system and provides a temporary password. You are a NEW USER. If you need assistance, instructions with visual slides are on the Certification Department website. <https://flcertify.fldoe.org/datamart/login.do>
2. Complete Renewal of Professional Certificate Application

Be sure you are affiliated with District 17, Escambia, before submitting your application. If you are not affiliated with District 17, click the delete link on the right hand side of the last page of the application and type in District 17. If you need assistance, instructions with visual slides of each page, of the application, are on the Certification Department website. You are also welcome to visit the McDaniel Building, Certification Department, to complete your application online and one of us will assist you. <http://www.fl.doe.org/teaching/certification/>

1. Pay for your Renewal Application. The Bureau of Educators’ requires districts to collect the $75.00 renewal fee, for their employees. Once payment is received, the Certification Department, will complete your renewal application by verifying for accuracy and adding your inservice and/or college credit.

Payment Options:

Payroll Deduction Form via Skyward (See visual instructions on the Certification Department website).

OR

Drop off a check or money order made out to ECSD, at the McDaniel Bldg.,Certification Department, 75 N. Pace Blvd., Pensacola, FL

Questions:

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