



**OCSB Educator
Certification**
Renewal / Addition Application

Date Received

1. Social Security Number _____
2. Last Name _____
3. First Name _____
4. DOE Number _____

5. Mailing Address:
(Street Number, Street Name, City, State, Zip)

Check the appropriate box.

<input type="checkbox"/> Renewal of Professional Certificate (Professional Certificates Only)	<input type="checkbox"/> Add Subject or Endorsement
Subject(s) to be Renewed (list all) _____ _____ _____ _____ _____	Subject _____ Subject Code _____ See chart for appropriate code.
Method for Renewal (select one) <input type="radio"/> District Inservice Points (120 credits including 20 SWD) <input type="radio"/> College Credit (official transcripts required)	SAE Reported to DOE Is a passing score for your SAE visible on your DOE account? <input type="radio"/> Yes <input type="radio"/> No

HR Use Only	
<input type="checkbox"/> 120 Inservice Completed	DOE Upload Date _____
<input type="checkbox"/> 20 SWD Completed →	Completion Date _____
<input type="checkbox"/> SAE Passed	_____
_____ HR Personnel Signature	

Employee Signature

Date

Educator Certification

Renewal / Addition Application & Instructions

GENERAL INSTRUCTIONS ON HOW TO APPLY.

1. Create an account on the DOE website at <https://flcertify.fldoe.org/>
 - a. Select Okeechobee as your District affiliation.
2. Complete this entire OCSB Educator Certification Application form.
 - a. All entries should be clearly typed or hand printed within the boxes provided.

Renewal of a Professional Certificate

3. If renewing by college credit, submit an OFFICIAL transcript to DOE from each college/university reflecting completion of the appropriate college credit earned. PHOTOCOPIES are not official transcripts.
4. If renewing by inservice points, ensure you have 120 credits including 20 credits of SWD.
 - a. You can view your inservice points in Employee Access. Click on “Employee Information” and select "Personal Information". Next, click on “Professional Development” under the "Personnel" tab. Total your points for your current certification period only.
5. Apply for renewal on the DOE website. Select “District Application” for your renewal.
6. Complete this application and return it to HR with your payment of \$75.
DO NOT SUBMIT YOUR PAYMENT TO DOE

Adding a Subject or Endorsement

1. If adding ESOL or Reading, select “District Add-on Program” for your renewal.
2. If adding a subject, submit verification of your SAE passing score with this application.
3. If you completed a college program, official transcripts are required.
4. Complete this application and return it to HR with your payment of \$75.
DO NOT SUBMIT YOUR PAYMENT TO DOE

All Checks Should Be Made Payable to Okeechobee County Schools

Academic Coverages	Grade Levels	Subject Code
Art	K-12	1001/6
Biology	6-12	1003/1
Chemistry	6-12	1004/1
Computer Science	K-12	1006/6
Drama	6-12	1008/1
Earth-Space Science	6-12	1009/1
Elementary Education	K-6	1013/K
English	6-12	1015/1
English for Speakers of Other Languages (ESOL)	K-12	1016/6
Exceptional Student Education	K-12	1077/6
Foreign Language – French	K-12	1017/6
Foreign Language – German	K-12	1019/6
Foreign Language – Latin	K-12	1030/6
Foreign Language – Spanish	K-12	1054/6
Health	K-12	1022/6
Hearing Impaired	K-12	1023/6
Humanities	K-12	1026/6
Journalism	6-12	1029/1
Mathematics	6-12	1031/1
Middle Grades English	5-9	1015/C
Middle Grades General Science	5-9	1033/C
Middle Grades Mathematics	5-9	1031/C
Middle Grades Social Science	5-9	1052/C
Music	K-12	1035/6
Physical Education	K-12	1036/6
Physics	6-12	1038/1
PreKindergarten/Primary Education	PK-3	1041/H
Preschool Education (Birth through Age 4)	0-4 Yrs	1042/A
Social Science	6-12	1052/1
Speech	6-12	1056/1
Visually Impaired	K-12	1059/6

Specialty Coverages	Grade Levels	Subject Code
Educational Media Specialist	PK-12	1012/D
Degreed Vocational Coverages	Grade Levels	Subject Code
Agriculture	6-12	1067/1
Business Education	6-12	1068/1
Family and Consumer Science	6-12	1069/1
Marketing	6-12	1072/1
Technology Education	6-12	1070/1
General Endorsements	Subject Code	
Athletic Coaching	1002/E	
Driver Education	1061/E	
English for Speakers of Other Languages (ESOL)	1016/E	
Reading	1046/E	
Academic/Specialty Endorsements	Subject Code	
American Sign Language	1079/E	
Autism Spectrum Disorders	1078/E	
Gifted	1062/E	