



CERTIFICATION DEPARTMENT  
 3300 FOREST HILL BLVD., SUITE A-152,  
 WEST PALM BEACH, FL 33406

## Certification Renewal/Add-On Verification

Employee ID#	DOE#/License#	School/Department
First Name		Last name
Email		Phone

**1. Application must be submitted online to the FLDOE Website**

<https://flcertify.fldoe.org/datamart/login.do>

\*Date Application was submitted to FLDOE: \_\_\_\_\_

**2. Mark the appropriate section below and attach required documentation.**

<input type="checkbox"/> Renewal \$75  <input type="checkbox"/> Name Change (Done in DOE)	<input type="checkbox"/> Add-On \$75
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<p style="text-align: center;"><b><u>Documentation for Renewal</u></b></p> <p>The In-Service requirement for Renewal is 120 points, to include 20 in ESE. Indicate below the method of renewal:</p> <input type="checkbox"/> In-service points earned through PBC # of In-Service Points _____ # ESE Points _____ <input type="checkbox"/> Official transcript (attach or on file) <input type="checkbox"/> Subject Area Exam <input type="checkbox"/> College Teaching Experience <input type="checkbox"/> National Board cert (attach or on file)	<p style="text-align: center;"><b><u>Documentation for Add-On</u></b></p> <p>Subject to be Added: _____</p> <input type="checkbox"/> In-service points earned through PBC <input type="checkbox"/> Official transcript (attach or on file) <input type="checkbox"/> Subject Area Exam
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**3. Payment Information:**

Please pay via school cash at: [SchoolCashOnline.com](http://SchoolCashOnline.com)

**4. Return this completed form with payment receipt via email to:**

[certinfo@palmbeachschools.org](mailto:certinfo@palmbeachschools.org)

**FOR OFFICE USE ONLY**

	In-Service Points Verified		Renewal Transmitted to DOE		Spreadsheet Updated
	Bank Updated		Add-On Transmitted to DOE		
	Payment Received		PeopleSoft Updated		PPS Issues