



CERTIFICATION DEPARTMENT
 3300 FOREST HILL BLVD., SUITE A-152,
 WEST PALM BEACH, FL 3340

Vocational Certification Renewal & Temp To Pro App

Employee ID #	License #	Sch/Dept.
First Name:		Last Name:
Email:	Phone	

Renewal fee \$75 - Please pay via school cash at: SchoolCashOnline.com

School cash payment [instructions](#):

Documentation for Renewal - Mark the appropriate section below and attach required documentation. The In-Service requirement for Renewal is 120 points. Indicate below the method of renewal:

- In-service points earned through PBC
- Official transcript (attach or on file)
- College Teaching Experience – Verification letter attached
- No points need for **JROTC** renewal

Documentation for Add-on: Subject to be added _____

- Official transcript (attach or on file)
- Supporting documents, must have CC Specialist approval to add.

**** Return this completed form with payment receipt and documentation via email to: Certinfo@palmbeachschools.org**

FOR OFFICE USE ONLY

	In-Service Points Verified		PeopleSoft Updated		PPS Issues
	Payment Received		Spreadsheet Updated		