

To: Master In-service Coordinator and Head of School

The Steps for Certificate Renewal:

- (1) Teacher: Check your certificate to confirm your renewal date. If you are within the calendar year of renewal, then you can renew your certificate. Example: Certificates expiring in June 30, 2015, may be renewed beginning July 1, 2014.
- (2) Teacher: Go to your inservice coordinator and request your MIP (Master Inservice Program) number. Then go to www.schoolmission.net, click on Master Inservice Program and then on your Association (FACCS, CGACS, ACSI). On the left side of the screen you will see a box:

Master Inservice Login

Click on Teacher and type your MIP number followed by your pin number (1111).

- (3) Teacher and Inservice Coordinator: Review your inservice transcript – count the number of inservice points you have earned between the dates of your certificate (i.e. July 1, 2009 – June 30, 2014). You cannot carry over points from another renewal period. If you have enough points, then you can go to Step 4.
- (4) Teacher: Go to www.fldoe.org. Click on Educator, then on [Educator Certification](#). The renewal form is now completely online.
- (5) Teacher and Inservice Coordinator: **Only after completing the renewal application online**, ask your inservice coordinator to contact me (bmorris@wmcarey.edu) requesting the CT116 form. Send your name, DOE number and MIP number.
- (6) If you have transcripts for college courses, the state will want you to send them directly to the DOE.
- (7) This office will mail the CT116 to the state. I will confirm that I have sent the CT116 by replying to the email you sent.
- (8) Should I call the state? The Department of Education manages 7,000 current files on any one business day (using about 13 employees). Contacting them about the CT116 form or your certificate just increases the challenge. Be patient and let them do their work.
- (9) Watch the website www.fldoe.org to see the renewal of your certificate. The process usually is completed within six weeks. When is the best time to renew? During December – February.

Contact me by email if you have questions.

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