

IMPORTANT INFORMATION REGARDING YOUR TEACHING CREDENTIALS
2024 Renewals and Additions

Several hundred teachers renewing in June of 2023 waited until the last minute to begin the renewal process and found they were locked out of their DOE account for weeks! This caused a great deal of frustration and anxiety on the part of the teachers and unnecessary work for our office and the DOE.

We are strongly recommending that you begin the renewal process NOW. If you have the required renewal points on your record, **please submit the application and payment form NOW.**

If you do not have the minimum of 120 in-service points with 20 in Students with Disability, **please take steps to earn those points NOW.** See the SWD Options flyer in our SharePoint in the Renewals, Additions & Upgrades section. As soon as you have the points, **start the process right away. DO NOT WAIT.**

VERY IMPORTANT:

If you do not know your UserID and Password to log in to your DOE account-<https://flicertify.fl DOE.org/datamart/login.do> Click on Forgot UserID and enter the email address associated with your DOE account. If you do not know the email address you have on file with DOE, contact your Certification Representative (see below). Once you have confirmed your UserID, click on Forgot Password and reset.

Under no circumstances should you click on Begin Here for Sign Up – this is only for new users that have never had a certificate before.

As soon as you can log in to your DOE account, submit the application – apps are valid for a year. After the application has been submitted, see our SharePoint and click on Payment Information to submit the Payroll Deduction form to Certification@hcps.net

That's it! You're done! Save yourself the frustration and do it NOW!

****If you have a District Certificate, the application will be emailed to you, please complete, and return with payment as soon as you receive it!**

Certification SharePoint: Staff Hub>See District Offices>Human Capital>Certification

Certification Representatives:

Adams-Cannella & Adult Ed sites	Michelle.Cano1@hcps.net	(813) 840-7171
Carrollwood-Folsom	Christine.Armstrong-Bast@hcps.net	(813) 840-7174
Forest Hills-Lomax	Victoria.McGuireDavis@hcps.net	(813) 840-7173
Lopez-Plant City HS	Ronda.Poe@hcps.net	(813) 840-7172
Potter-Summerfield Crossings	Wil.Incle@hcps.net	(813) 840-7170
Sumner-Youth Services	Ronalda.emerson@hcps.net	(813) 840-7175
Ancillary Sites	Charlene.Coleman@hcps.net	(813) 840-7169
Charter Schools A-I	Janine.Hefelfinger@hcps.net	(813) 840-7176
Charter Schools J-Z	Erin.Barnhart@hcps.net	(813) 840-7185