

Renewing Your Teaching Certificate and PD Points Frequently Asked Questions

How many inservice points do I need to renew my Professional Educator's Certificate?

You must earn 100 [inservice points](#) and 20 ESE points for a total of 120 points per 5-year validity period, more details can be found at [FLDOE](#). For questions about [Temporary](#) Certificates, please contact [Tiffany Walker](#).

Which ESE points will count towards renewal?

The FLDOE specifies that [ESE points](#) earned as a Teacher can be banked after July 1, 2014, meaning any unused ESE points earned after July of 2014 will carry forward towards your next renewal period.

How do I see my inservice and ESE credits for this validity period?

To see how many points you have this validity period please [view your credit bank in MyPGS](#).

How do I search for available Professional Development on MyPGS?

To search for PD in MyPGS click on the "Search PD" tab. Click [here for more details](#).

I have attended a VCS training, why are my points not showing in MyPGS?

Please contact your section's facilitator to see why the points were not awarded. It is possible that the facilitator did not award points for certain trainings, has not closed the roster, marked you absent, or did not receive a follow-up activity that was necessary for you to submit before you can be marked complete.

I have attended workshops/clinics/professional development outside of VCS- how do I get points for this?

For PD within your validity period- please fill out the PLIEE form in the Forms tab of the [PLSI](#) website and attach the certificate of completion or agenda showing dates and hours of training. Send this to [Sarah Dowdell](#) so that she can enter your points.

I have completed or taught a college course during my validity period, can this be converted into points?

Yes, up to 6 semester hours of college/university [classes that you have taught](#) or classes that you have [completed and earned at least a C](#) during your current validity period may be converted to inservice points. One semester hour equals 20 points. Please attach required verification to the application in the links above and send this to Sarah Dowdell.

How do I get my PD from my previous out-of-county school entered on MyPGS?

If you wish to have inservice credits you earned in another Florida school district transferred to Volusia County you must [contact your previous county](#) to request this. The school will send the official transfer form to Sarah Dowdell at sdowdell@volusia.k12.fl.us or mailed to:

Sarah Dowdell
Professional Learning & School Improvement
Volusia County School District
PO Box 2118
DeLand FL 32721-2118

I am ready to renew my Teaching Certificate, what do I do next?

Employees can go to [ePortal](#), click HR, then follow the instructions on the Certs & Licenses tab; using this method will notify HR. Non-employees can recertify through the [FLDOE](#) and email Teacher-Certification@volusia.k12.fl.us to let HR know to upload your points to the DOE.