

Certificate Renewal



Track allows individual users the ability to request reconciliation of their own certificates. Once a user has verified which points he or she would like to spend for renewal, an authorized person will need to accept the record for the certificate to be finalized.

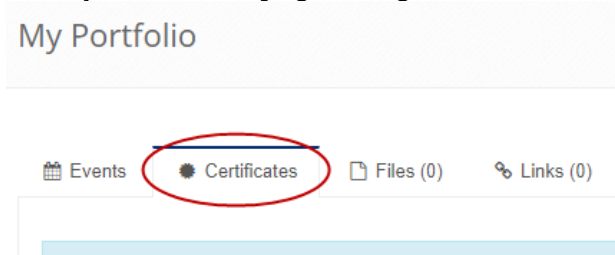
– Reconciliation

- In order to renew your certificate, you must spend a certain number of points, generally 120 points. Track will calculate the best way to spend these points or you can manually set how many points you want to use from three categories: ESE (bankable), Non-Bankable, Reading & ESOL (bankable). Non-bankable points must be used in the validity period in which they are earned, while bankable points do not expire.
- If you are missing points in the *Reconciliation* area from the current validity period or bankable points, please contact your district.

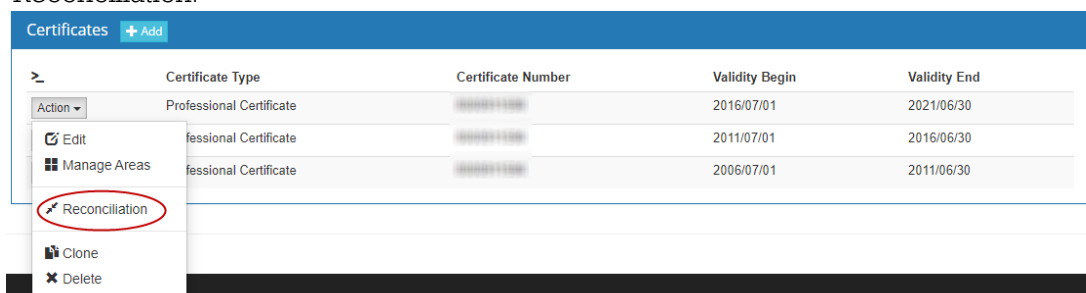
There are two options for renewing a certificate:

Option A – Auto-Calc

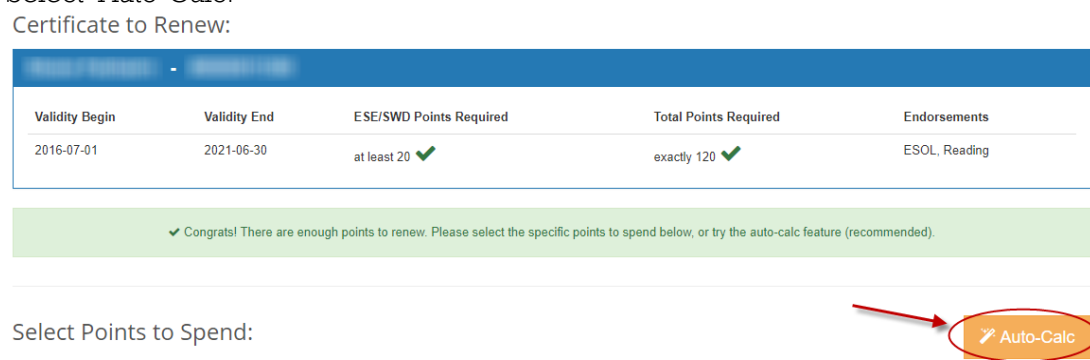
1. From your Portfolio page, navigate to the 'Certificates' tab.



2. From the 'Action' drop-down menu beside the certificate you want to renew, select 'Reconciliation.'



3. Select 'Auto-Calc.'



Certificate Renewal



The system will take 20 points from ESE and then use all non-bankable points. If there are not enough non-bankable points to equal 120 points, bankable points will be used.

4. At the bottom of the page, confirm the points spent and click 'Submit.'

Confirm & Submit:

	ESE/SWD	Total
Required	at least 20	exactly 120
Spent	20	120
Req. Met?	✓	✓

The submit button will light up when the requirements are met.

Submit →

Note: You may not submit a certificate for renewal that does not meet the requirements set by the state of Florida.

Option B

1. Verify that you have the total points required, including the *20 ESE points*.

Certificate to Renew:

Validity Begin	Validity End	ESE/SWD Points Required	Total Points Required	Endorsements
2016-07-01	2021-06-30	at least 20 ✓	exactly 120 ✓	ESOL, Reading

✓ Congrats! There are enough points to renew. Please select the specific points to spend below, or try the auto-calc feature (recommended).

Select Points to Spend:

Auto-Calc

The system will take 20 points from ESE and then use all non-bankable points. If there are not enough non-bankable points to equal 120 points, bankable points will be used.

2. At the bottom of the page, confirm the points spent and click 'Submit.'

Confirm & Submit:

	ESE/SWD	Total
Required	at least 20	exactly 120
Spent	20	120
Req. Met?	✓	✓

The submit button will light up when the requirements are met.

Submit →

Note: You may not submit a certificate for renewal that does not meet the requirements set by the state of Florida.

Certificate Renewal



- Once you submit your certificate for renewal, it must be approved. Once it has been approved, you will be able to view the details of the renewal on the 'Reconciliation History' screen. It will show when it was approved and by whom and the points spent towards the recertification.

To view the 'Reconciliation History' screen, click the 'Action' drop-down menu next to the certificate you renewed and select 'Reconciliation.'

A screenshot of a web application interface showing a table of certificates. The table has columns for 'Action', 'Certificate Type', 'Certificate Number', 'Validity Begin', and 'Validity End'. There are three rows of 'Professional Certificate' entries. The 'Action' dropdown menu for the first row is open, showing options: 'Edit', 'Manage Areas', 'Reconciliation' (highlighted with a red circle), 'Clone', and 'Delete'. Below the table, there is a list of bankable areas and a copyright notice for the Florida Learning Alliance.

Action	Certificate Type	Certificate Number	Validity Begin	Validity End
Action ▼	Professional Certificate	[REDACTED]	2016/07/01	2021/06/30
Action ▼	Professional Certificate	[REDACTED]	2011/07/01	2016/06/30
Action ▼	Professional Certificate	[REDACTED]	2006/07/01	2011/06/30

Bankable Areas: Baker - Dixie - FSDB - FSU Lab School - Gilchrist - Glades - Hamilton - Hardee - Hendry - Highlands - K12 Florida, LLC - Lafayette - Levy - Madison - P.K. Yonge - Putnam - Suwannee - Union

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This will bring up the 'Reconciliation History' page.

Reconciliation History

A screenshot of the 'Reconciliation History' page. At the top, there is a breadcrumb trail: Home / Users / [REDACTED] / Portfolio / Certs / Reconciliation #2. Below this, there is a form with fields for 'Certificate #', 'Submitted By', 'Submitted On', 'Verified By', and 'Verified On' (with a timestamp). There is also a 'Notes' field and an 'Actions' button labeled 'Clone Certificate'. Below the form is a table with columns 'Event', 'Bankable Area', and 'Points Spent'. The table lists four events: 'Clinical Educator Training', 'Teaching & Learning EETT Summer Institute 8.5.08', 'Action Research for EETT 08-09', and 'PDA ~ Differentiating Science Instruction 4/12/13'. A 'Total' row at the bottom shows 120 points spent.

Home / Users / [REDACTED] / Portfolio / Certs / Reconciliation #2

Certificate # [REDACTED]
Submitted By [REDACTED]
Submitted On [REDACTED]
Verified By [REDACTED]
Verified On 2019-10-31 10:57:26
Notes ssdfsfwefwegf
Actions [Clone Certificate](#)

Event	Bankable Area	Points Spent
Clinical Educator Training session Auto-generated (1754-01-01 00:00:00 - 1754-01-01 00:00:00)	Non-Bankable	20
Teaching & Learning EETT Summer Institute 8.5.08 session 39759-1 (2008-08-05 08:00:00 - 2009-06-08 17:00:00)	Non-Bankable	64
Action Research for EETT 08-09 session 43448-1 (2008-10-29 08:00:00 - 2009-04-23 17:00:00)	Non-Bankable	16
PDA ~ Differentiating Science Instruction 4/12/13 session 60014-1 (2013-01-07 16:10:00 - 2013-04-12 16:10:00)	ESE/SWD	20
Total		120