



Florida Certification Board

Certification Reactivation and Reinstatement Application

DEFINITIONS

The Florida Certification Board (FCB) has a new and expanded policy (May 2023) for credential holders who wish to **reactivate** credentials that are in an Inactive status or **reinstate** credentials that are Expired. Requirements are based on the time interval in which the credential has lapsed.

1. **Inactive – First Quarter.** A credential that has not been renewed and is on Inactive status for three (3) months or less from the closing date of the renewal period (March 31st, June 30th, or October 31st).
2. **Inactive.** A credential that has not been renewed and is on Inactive status for greater than three (3) months and less than 36 months from the original credential expiration date.
3. **Expired.** A credential that has not been reactivated during the 36 months of Inactive status and is less than 48 months from the original credential expiration date. If a credential is Expired and beyond 48 months, a new certification application and exam are required.

Provisional credentials cannot be reactivated or reinstated.

MINIMUM REQUIREMENTS

This application must be completed and submitted to the FCB. After receipt, the FCB will determine the exact requirements for reactivation or reinstatement. Requirements vary depending on length of time in Inactive or Expired status and how the credential was originally earned. At a minimum, requirements include:

- Submission of the *Certification Reactivation and Reinstatement Application*.
- Verification of eligibility to work with vulnerable populations (background check). If no verification can be found, a new Level 2 Background Screening will be required.
- Payment (per credential) of the renewal fee, late fee, and reactivation or reinstatement fee. Fees will be assessed after a review of your application.
- Submission of continuing education hours (CEs) required for your specific credential(s). CEs must be dated between the original expiration date for the credential and the date of the *Certification Reactivation and Reinstatement Application*.

OTHER REQUIREMENTS

If the credential was earned during a grandparenting period, the following will also be required:

- Submission of documentation for credential standard requirements that were not required during the grandparenting period (i.e., On-the-Job Supervision, etc.)
- Pass the certification exam for the credential(s).

For all Child Welfare credentials, the certification exam is required: (1) for anyone with 12 months or more break in service; and (2) anyone whose test date is more than 3 years old.



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REQUIREMENTS FOR REACTIVATION

Reactivation is the process used for credentials that are Inactive. This includes the sub-categories of Voluntary Inactive, or Retired statuses.

- *Inactive – First Quarter to Certified Status:* Applicants must: pay a \$75 Reactivation Fee and the annual or biennial renewal fee for the credential; and submit CEs.
- *Inactive, Inactive – Voluntary, Retired Credential Reactivate to Certified Status:* Applicants must: pay a \$75 Reactivation fee, a \$50 Late Fee, and the annual or biennial renewal fee for the credential; and submit CEs.
- For those who are required to take the certification exam, they must pay the current exam and exam proctoring fees.

REQUIREMENTS FOR REINSTATEMENT

Reinstatement is the process used for credentials that are Expired, Suspended or Revoked. Reinstatement can only occur during a one-year period which is between 36-48 months after the original credential expiration date.

- *Expired to Certified Status:* Applicants must: pay a \$200 Reinstatement Fee and the annual or biennial renewal fee; and submit CEs.
- *Revoked or Suspended to Certified Status:* Applicants must pay the \$200 Reinstatement Fee and the annual or biennial renewal fee; pay prescribed disciplinary fees, if any; and submit compliance documentation with disciplinary sanctions imposed.
- For Applicants who are required to take the certification exam, they must pay the current exam and exam proctoring fees.

SUBMISSION

Upon completion, please submit the form directly to the FCB.

Mail: Florida Certification Board
Attn: Certification Operations
1715 South Gadsden Street
Tallahassee FL 32301

Email: admin_assist@flcertificationboard.org
Fax: 850-222-6247
Subject Line: Reactivation and Reinstatement Application

