



Florida Certification Board Retirement Policy and Request Form

POLICY

FCB allows individuals who are no longer practicing to place their credential in retirement status. A retirement status lets the individual retain their certification however acknowledges that they are no longer practicing. **Retirement status does not allow the individual to practice as a certified individual.** There are two levels of retirement status – Retired and Emeritus.

All information must be TYPED. **Handwritten forms will be denied.**

RETIRED STATUS

- A. Individuals with less than 20 years practice will be granted “retired” status.
- B. Individuals must request retirement status in writing using the *Retirement Policy and Request Form*, and provide a current resume.
- C. There is no fee for transitioning a credential from active to retirement status.
- D. Individuals granted retirement status will not be required to submit annual CEUs.

EMERITUS RETIRED STATUS

- A. Individuals with 20 or more years of practice will be granted “emeritus” status. Years of practice will be verified through an updated resume and are not based on years certified.
- B. Individuals must request emeritus retirement status in writing using the *Retirement Policy and Request Form*, and provide a current resume.
- C. There is no fee for transitioning a credential from active to emeritus retirement status however individuals granted emeritus retirement status must pay 25% of the standard annual renewal fees each year.
- D. Individuals granted emeritus retirement status will not be required to submit annual CEUs.

Upon completion, please submit the form and supporting documentation directly to the FCB.

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

Email: amoore@flcertificationboard.org or
admin_assist@flcertificationboard.org
Fax: 850-222-6247
Subject Line: Retirement Request

REINSTATING TO ACTIVE STATUS

Please note individuals who wish to transfer from retired status back to active status must follow the reinstatement process for individuals with inactive credentials (see Reinstatement in the *Candidate Guide: Maintenance and Renewal*) however they will not be required to document standards or re-test.



Florida Certification Board Retirement Policy and Request Form

All information must be typed. Handwritten forms will be denied.

Section 1 – Demographic Data. Please provide the most current information.		
Last Name:	First Name:	
Phone Number:	Email Address:	
Mailing Address:		
City:	State:	Zip Code:

Section 2 – Credential Information. Please indicate the credential(s) for retirement.	
Credential Name	Credential Number

Section 3 – Retirement Option. Please select retirement status. Current resume must be attached for verification of status selected.
<p>Retired Status – no fee due</p> <p>Emeritus Status – 25% of the standard annual renewal fee due each year</p>

Section 4 – Acknowledgement and Signature	
I hereby authorize the Florida Certification Board (FCB) to transfer the Active status of the above referenced credential(s) to the requested Retirement status. I understand that by entering a retired status, I am unable to practice using the above credential(s). The retirement status will remain in effect until such time as I request, in writing, that the credential(s) be reinstated.	
Signature <i>(FCB accepts manual and electronic signatures)</i>	Date