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MEMORANDUM

TO: School District Superintendents
Directors of Personnel
Certification Contacts

FROM: David C. Ashburn

DATE: March 26, 2002

SUBJECT: Renewal Application Forms (CG-10R)

The Office of the General Counsel of the Department of Education has requested that school districts be advised that all applications submitted to a school district certification office for the purpose of renewing a Florida Professional Educator's Certificate **must** be completed and submitted using the *CG-10R Application Form (July 2001)*. This July 2001 version is the only form officially approved in State Board of Education Rule for the purpose of certification renewal, and no other version of this form is valid.

It has come to our attention that several previous versions of the CG-10R have been or are currently in use by school district offices for the purposes of certification renewal. Due to changes in the State Board of Education Rule, the current *CG-10R Application Form (July 2001)* is the only form containing appropriate language for the complete and accurate disclosure of criminal offense records and related previous history of offenses. Therefore, it is necessary that all school district offices immediately discontinue the acceptance of previous versions of the CG-10R form from applicants, and accept only the *CG-10R Application Form (July 2001)* for renewal of Florida Educator Professional Certificates.

A photo-ready copy of the *CG-10R Application Form (July 2001)* has been attached to this communication so that school district officials may replicate the form for its distribution to the

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employees of their respective school districts as necessary for certification renewal. Please do not make any alterations to this form. However, feel free to attach any special instructions necessary for completion and submission to the appropriate Florida school district office. You may also request a supply of the renewal form used by the Bureau of Educator Certification be sent to you. However, that form does include information that is not pertinent to renewals on site in school districts.

Thank you for your cooperation. Please do not hesitate to contact the individual shown above for more information or if you have questions.

Enclosure

da/dcl