



Directions for Submitting your Certificate for Renewal Credit

- If **you are employed** in a school district, you will need to submit your certificate(s) to your renewal coordinator.
- If **you are not currently employed** by a school district, you will need to submit your certificate(s) to The Office of Educator Services via the [Educator Portal](#).
 - Once you are logged in, select Create New Request, then Request a Change/Action.
 - From the dropdown menu, select Renew Professional Certificate.
 - The request will be created for you under My Current Requests. Click on each area loaded for your request and follow the prompts.

Directions for Submitting your Certificate for the Read to Succeed Endorsement

To add the Read to Succeed Endorsement to your teaching certificate, log into the [Educator Portal](#).

- Select Create New Request.
- Select Request a Change/Action.
- Select Evaluate Read to Succeed (R2S) Requirements from the dropdown menu.
- Click on each area loaded for your request and follow the prompts.