ADOM TRANSFER OF IN-SERVICE POINTS REQUEST FORM

Please, fill out this form to request your in-service points to be transferred to your new district or to be submitted to the FLDOE (if not currently active at a district). Mail completed request form along with processing fee.

Name:	
Last four digits of Social:	FLDOE Certificate Number:
Email address:	Phone number:
Expiration date of your current FLDOE certificate:	
Name of previous ADOM school:	
Years at previous ADOM school: From	to
Are you currently active at another distric	t? Yes No
Signature:	Date:

Note that only the points <u>accrued during the validity period</u> of your Professional Certificate will be transferred. You will need to <u>ask the certification coordinator</u> at your new district for <u>their email address</u> since, for the Transfer of Points form to be valid, it needs to be emailed directly from district to district.

If currently active at another district, please provide:

Name of Certification Coordinator at your current district:

Email Address of Certification Coordinator at current district:

If not currently active at another district, we can only submit the points you have accrued on RML. If you are short on points for renewal, you will need to earn your missing points with college classes. Once you take your classes, mail your college transcript to the FLDOE.

There is a \$25 processing fee

Please make check payable to **Archdiocese of Miami**, on the memo write: **MIP OCS**mail this form along with check for processing to:

Archdiocese of Miami.
Office of Catholic Schools.
9401 Biscayne Blvd. Miami Shores, FL 33138