

CREATE Frequently Asked Questions



When should a course and or section be created in ACIIS?

A course and or section should be created in ACIIS once you have received notice that your PD proposal has been approved and funding has been secured. **It is recommended that courses/sections are created at least 2-3 weeks prior to the start date of the professional learning event.**

How long will it take for my course to be approved in ACIIS?

48-72 hours.

Why can't participants register for my course?

If participants are not able to register for your section, please check the following prior to emailing or calling the Professional Development Office.

- Verify that the course/section has been submitted and approved through the official PD approval process in ACIIS
- Verify you have allotted enough spaces for participants under the "maximum number of participants" field
- Under settings, verify that the location is correct

When should I close out an ACIIS section?

As soon as the professional learning is complete and if required follow-up has been received by all participants. **Teachers only have 6 months to complete the survey from the end date of the course,** not the date the course is closed out.

How do I revise and resubmit a denied ACIIS section under an already approved course?

To revise a denied section, you will need to navigate through the "course request" and then select "approved courses." Once you find the course you're looking for, select "manage course." You will then scroll to the bottom and select "edit" to make changes. Once changes are made, you can resubmit for approval.

Where can I find component numbers to align professional learning?

The District's [Professional Learning Catalog](#) is listed on the [Professional Learning website](#).

How many points do teachers need to renew a professional educator's certificate?

Currently, they need [120 valid inservice points](#), with [20 of those being ESE](#) (teaching students with disabilities) to meet renewal requirements. This applies to everyone renewing a professional certificate, regardless of what they teach or what they are certified in. ([NEW requirements starting 2025](#))

Do teachers on a temporary certificate need professional development points to move to a professional certificate?

They do not. Please direct teachers on a temporary certificate to their Statement of Status of Eligibility letter that they received from the Florida Department of Education. This letter will guide their professional growth plan/coursework, or teachers can contact Michael Jacobi, jacobimh@gm.sbac.edu

Where are help guides for ACIS course management located?

"How to ACIS" guides are located the [Professional Learning website](#) on the [CREATE Success page](#).

How many ESOL points do I need?

The number of ESOL points vary by educator. For more detailed information please view the [ESOL Requirements flyer](#). If teachers have questions regarding their ESOL requirements, contact Michael Jacobi at jacobimh@gm.sbac.edu.

What ESE courses satisfy the ESE recertification renewal requirement?

[ESE Information and Coursework flyer](#) lists free, pre-approved ESE courses that can be used to satisfy the ESE renewal requirement. Educators may elect to self-pay for the [Beacon SWD: ESE for All Educators \(SB 1108\)](#) course. **Please note that each course may only be taken once during a five-year validity period.**

How many points should a professional learning opportunity be worth?

Points are awarded 1:1 for each hour of learning plus follow-up (implementation is optional). For example, a three hour learning that requires one hour of follow-up work (implementation) would typically be worth four total points.

How often do teachers receive the email reminding them to complete the survey?

A survey reminder will go out when the section is closed and then automatically sent every 30 days til the participant completes. (Up to 6 months after learning section is closed)