

Checklists

Steps to obtain an initial Florida Educator's Certificate

- ☐ Create an account with the Florida Department of Education (FLDOE) and begin your certification application.
- ☐ Submit payment of \$75 to the FLDOE for each subject you want to add to your certificate.
- ☐ Submit official transcript(s) to the FLDOE.
- ☐ If applicable, submit one of the following valid certificates: out of state, National Board for Professional Teaching Standards (NBPTS), or American Board for Certification of Teacher's Excellence (ABCTE).
- ☐ If applicable, submit verification of college teaching experience.

Steps to upgrade to a Professional Certificate

- ☐ Complete all requirements listed on your Statement of Status of Eligibility (SOE) by the expiration date on your Temporary certificate.
- ☐ Login to your Florida Department of Education (FLDOE) account and complete the Upgrade to Professional Educator Certificate application.
- ☐ Submit \$75 payment to the FLDOE.

Florida Department of Education contact info:

Website: www.fldoe.org
Email: flcertify@fldoe.org
Phone: 1-800-445-6739

Send transcripts to:
Bureau of Educator Certification
Room 201, Turlington Building
325 West Gaines Street
Tallahassee, FL 32399-0400



MCSD contact info:
Certification Specialist: Carole Gray
Website: www.martinschools.org
Email: grayc@martin.k12.fl.us
Phone: 772-219-1200 ext.30218

How do I become a Florida Certified Teacher?



**Martin County School District
Human Resources Department**

Routes to Certification

*There are multiple routes to certification in Florida. This brochure does not list them all. Please visit the Florida Department of Education (FLDOE) website for additional info.

Option 1: for a Professional Certificate

1. Complete an education program at an approved, accredited university.
2. Apply through the FLDOE for an educator certificate.
3. Pay the application fee.
4. Submit official transcript to the FLDOE.

Option 2: for a Temporary Certificate

1. Have a Bachelor's degree in a qualified major.
2. Apply through the FLDOE for an educator certificate in that subject.
3. Pay the application fee.
4. Submit official transcript to the FLDOE.

Option 3: for a Temporary Certificate

1. Have a Bachelor's degree in any subject.
2. Pass a subject area exam.
3. Apply through the FLDOE for an educator certificate in that subject.
4. Pay the application fee.
5. Submit official transcript to the FLDOE.

See state rules chapter 6A-4 for subject specialization requirements.

Routes to Certification cont'd

Option 4: for a Professional Certificate

1. Have a valid, out of state certificate in a comparable subject for which you are applying.
2. Apply through the FLDOE for an educator certificate.
3. Pay the application fee.
4. Submit official transcript to the FLDOE.
5. Submit your out of state certificate.

I received a Statement of Eligibility. Now what?

The Statement of Eligibility (SOE) is an initial review of your application for a certificate. The SOE informs you if you are Eligible or Not Eligible for a certificate, and lists the requirements necessary to receive a Temporary and a Professional certificate.

1. Your SOE is valid for 3 years.
2. You must be hired as a teacher before your SOE expires.
3. The school district will submit a request to the FLDOE for your Temporary certificate to be issued. Your certificate will be backdated to July 1st.
4. Begin working on the requirements listed on your SOE immediately after being hired. Do NOT wait to receive the certificate.

Does MCSD offer any assistance to pay for required courses?

Yes, MCSD has a tuition waiver agreement with IRSC only. Please visit our website for additional information.

Military Fee Waivers

1. If you qualify for the military fee waiver, the initial application fee is waived.
2. Many Florida Certification Exams are free for the first attempt.

Please visit the FLDOE website for additional information about the military fee waivers.

Florida Certification Exams

Visit this website to sign up for exams.
http://www.fl.nesinc.com/FL_register.asp

The validity period of a certificate always begins on July 1st and expires on June 30th.

Temporary = 3 years, not renewable
Professional = 5 years, renewable