

## STEPS TO OBTAIN CERTIFICATION IN FLORIDA

**Teaching Certificates** are issued by the State of Florida, Bureau of Educator Certification. There are three steps in the process of being issued a certificate in Florida.

### STEP 1: Official Statement of Status of Eligibility

- Submit an on-line application with the Bureau of Educator Certification. The website is [www.fldoe.org/edcert](http://www.fldoe.org/edcert).
- Submit an **official** bachelor's or higher degree transcript from an accredited or approved institution. \*
- Meet the subject content requirements or pass a subject area exam. ([www.fl.nesinc.com](http://www.fl.nesinc.com)) to establish eligibility.

The Bureau of Educator Certification will not begin to process your application until **all** the above items have been received. Once your file is complete, it will take approximately 75+ business days to receive your Official Statement of Status of Eligibility, depending on the time of year.

### STEP 2: Three-year Non-renewable Temporary Certificate

- Hold a valid Statement of Status of Eligibility, which reflects no deficiencies in subject area requirements.
- **Obtain employment in an instructional position.** Once you are employed, in a full-time teaching position, Human Resources will submit current fingerprints to the Bureau of Educator Certification, along with a request to issue your certificate. **The Temporary Certificate is issued only after you are employed.**

### STEP 3: Five-year Professional Certificate

- Apply and submit appropriate fee. [www.fldoe.org/edcert](http://www.fldoe.org/edcert)
- Meet all requirements listed on your Statement of Status of Eligibility. These requirements **may** include:
  1. Completion of professional preparation (education courses) requirement.
  2. Satisfy the testing requirements for general, professional, and subject area knowledge.
  3. Successfully complete an approved system for demonstration of Professional Education Competence (PEC).
  4. Satisfy the teaching experience requirement.

### **Bypassing Step 2 and Going Directly to a Professional Certificate**

#### **GRADUATES OF FLORIDA STATE-APPROVED TEACHER PREPARATION PROGRAMS**

Graduates of Florida state-approved teacher preparation program may qualify for the Professional Certificate in the subject area of program completion, if all testing requirements have been met.

#### **RECIPROCITY FOR OUT-OF-STATE TEACHERS**

Out-of-state teachers may be able to complete Step 1 and go directly to Step 3 and obtain a Professional Certificate, if certain criteria are met at the time they apply for a certificate. The applicant **MUST** hold a valid standard certificate issued by another state in a certification area comparable to one issued by Florida. A copy of the out-of-state certificate, front and back, must be sent to the Bureau of Educator certification for evaluation.

#### **PLEASE NOTE:**

Human Resources does not evaluate college transcripts.

The Statement of Status of Eligibility **IS NOT** a certificate

\*Applicants with Foreign Academic Training visit: [www.fldoe.org/edcert/foreign.asp](http://www.fldoe.org/edcert/foreign.asp)