



FLORIDA DEPARTMENT OF  
**EDUCATION**  
fldoe.org

**Bureau of Educator  
Certification  
Partnership Manual**

**April 2020**



FLORIDA DEPARTMENT OF  
**EDUCATION**  
fldoe.org

The partnership manual is used by professional staff in the Bureau of Educator Certification (BEC) and by Florida public school district personnel who are responsible for providing certification information and service to their administrators, educators, prospective educators, and other constituents.

District certification officers are considered “partners” with our Bureau in assisting individuals with the Florida Educator Certification process. For district personnel, the manual is used in conjunction with the Partnership Training Program to assist districts in carrying out their statutorily authorized certification responsibilities.

The Partnership Manual serves as a training resource and reference material for BEC and district personnel. Though subject to Florida public records law, this manual is not intended for public distribution, but rather it is intended for those who are participating in or have completed certification training.

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*This Manual provides an explanation of current laws and rules governing eligibility for a Florida Educator's Certificate. To review certificate eligibility information for an individual who submitted an application under prior laws and rules, you must consult the previous edition of the Partnership Manual that corresponds with the individual's application.*

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## What's New!

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1. Effective September 6, 2017, all fingerprints must be submitted to a FDLE approved Livescan vendor. The fingerprint cards cannot be accepted by the BEC.
2. As of November 20, 2017, the Bureau of Educator Certification converted to the VERSA REGULATION (VR) and VERSA ONLINE (VO) (including VO-Staff) systems for application/form submission and evaluation. Training documents and materials can be found in your FL-ECT accounts at <http://fl-ect.fldoe.org/index.cfm>.
3. Effective July 1, 2018, the Don Hahnfeldt Veteran and Military Family Opportunity Act bill allows:
  - Fee waivers for some application types.
  - Fee waivers for initial attempts on certification examinations.
4. Effective January 1, 2019, a new Professional Development Certification Program was implemented.
  - Educators who complete the new program on or after January 1, 2019 **and** earn a highly effective rating on their most recent summative evaluation rating are exempted from the Professional Education Test.
5. Effective May 9, 2019, SB 7070 allowed:
  - Changes to the General Knowledge (GK) requirement
    - a) The GK requirement is limited to classroom teachers.
    - b) Educators have the full validity period of the Temporary Certificate to meet this requirement.
    - c) Educators may obtain a new Temporary Certificate without having to first pass the GK.
    - d) The GK is no longer required for an extension to the Temporary Certificate.
  - Extension to the Temporary Certificate
    - a) GK is no longer required before an applicant can apply for the extension.
    - b) The length of the extension is two (2) years.
    - c) Employer [district] must open application for extension and attach required documents to that application.
  - Restricted Professional Certificate
    - a) GK will not be required.
    - b) This restricted license is specifically for educators serving in a capacity other than that of classroom teachers. The following subject areas are included:
      - i. Educational Media Specialist
      - ii. School Counseling
      - iii. School Psychologist
      - iv. School Social Work
      - v. Speech-Language Impaired
    - c) To take advantage of the Restricted Professional Certificate, applicants must apply on or after March 17, 2020.
6. Effective December 22, 2019, requirements for renewal, the Reading Endorsement, Guidance and Counseling, and School Social Worker (Grades K-12) were changed:
  - **Renewal** – Some coverages will require two (2) hours of reading instruction for those with coverage areas that are eligible to teach reading or ELA to K-6 students. This change impacts educators who are renewing their Professional Certificate with a validity period that starts July 1, 2020.
  - **Reading Endorsement** – Two additional pathways are now accepted. **\*Note: These routes can only be used if the applicant submitted the application for the Reading Endorsement on or after December 22, 2019.**
    - a) Certain types of internationally recognized organizations or programs approved by those organizations can be used IF approved by FLDOE.
    - b) A passing score on the Subject Area Examination for Reading (Grades K-12) can be accepted in lieu of coursework.
  - **Specialization requirements for Guidance and Counseling (Grades K-12)**
    - a) The name has been changed to School Counseling. The name was changed for all educators who had 1021/D on their certificates.
    - b) Specialization requirements for School Counseling have been updated.
  - **Specialization requirements for School Social Worker (Grades K-12)**
    - a) The name has been changed to School Social Work.
    - b) A Master's degree is now required.

## BEC Reference and Contact Information

Florida Certification Laws Chapter 1012, Part III, Section D., Florida Statutes (F.S.)

Florida State Board of Education Certification Rules, Chapter 6A-4, Florida Administrative Code (F.A.C.)

Official versions of these statutory and rule authority resources may be accessed from the Bureau of Educator Certification's website: <http://fldoe.org/teaching/certification>.

**Customer Access Numbers: 800-445-6739 (toll free in US), 850-245-5049 (outside US).**

Contact	Area of Assistance	Phone	Email
<b>Jasmine Johnson</b>	Certification questions from districts and private school contacts; special faxes; database questions; updates to district contact list	850-245-0573	<a href="mailto:EdCertPartnerLine@fldoe.org">EdCertPartnerLine@fldoe.org</a>
<b>BECTechHelp</b>	District user technical assistance with VR/VO/FLECT accounts only	850-245-0606	<a href="mailto:BECTechHelp@fldoe.org">BECTechHelp@fldoe.org</a>
<b>FL-ECT</b>	Provides training materials for Certification requirements and the VERSA systems	850-245-0606	<a href="mailto:BECTechHelp@fldoe.org">BECTechHelp@fldoe.org</a>
<b>FL Certify</b>	Online application technical support for applicants		<a href="mailto:FLCertify@fldoe.org">FLCertify@fldoe.org</a>
<b>Ed Cert Accounting</b>	Invoicing for district renewals, additions, and duplicate certificates	850-245-0613	<a href="mailto:EdCertAccounting@fldoe.org">EdCertAccounting@fldoe.org</a>
<b>Fingerprint Records</b>	Receipt of records; alerts lifted for renewals (email only)	850-245-0651	<a href="mailto:EdCertFPRResults@fldoe.org">EdCertFPRResults@fldoe.org</a>
<b>PPS</b>	PPS clearance and probation status	850-245-0438	
<b>EPC</b>	EPC clearance	850-245-0455	

- The Florida Department of Education's website <http://www.fldoe.org> provides information on current educational topics, links to important sites, as well as contact names, phone numbers, and email addresses.
- Official communications of the Florida Department of Education are accessed and distributed through the Paperless Communications System (<http://www.fldoe.org/policy/pubs/paperless-communications.stml>). At this site, you can register and select the topics of interest to you. When documents on the selected topics are posted, you will receive an email notification with a link to a PDF of the document.
- The online certification application is accessed at: <http://flcertify.fldoe.org/datamart/mainMenu.do>.
- Teacher preparation, recruitment, retention, and professional development information may be obtained from the Bureau of Educator Recruitment, Development and Retention at 850-245-0435. The Department's teacher recruitment website is <http://fldoe.org/teaching/recruitment/>.
- Test competencies, registration, and administration information for Florida Teacher Certification Examinations are available online from a link on the BEC website or directly at <http://fldoe.org/accountability/assessments/postsecondary-assessment>.
- Information on the State University System is available at <http://www.flbog.edu/>; <http://fldoe.org/schools/higher-ed/fl-college-system/about-us/> links to Florida's State and Community Colleges; and <http://fldoe.org/about-us/independent-edu.stml> links to other independent schools.

## Contents

BEC Reference and Contact Information .....	4
The Temporary Certificate .....	7
Subject Area Specialization .....	7
Degree Majors.....	7
Course Analysis Procedures .....	10
Grade Point Average (GPA).....	10
Other Types of Temporary Certificates.....	11
The Professional Certificate .....	12
Direct Reciprocity Routes to the Professional Certificate.....	12
The Restricted Professional Certificate.....	14
Athletic Coaching Certificates .....	14
The Application Process .....	15
The CG-10 Application Form .....	16
Processing Fees.....	17
Official Transcripts .....	17
The Official Statement of Status of Eligibility (SOE).....	17
Requesting the Certificate and Submitting Fingerprints .....	18
Processing Alerts.....	20
PPS/EPC Documents from Attachments Screen .....	21
Acceptable Degrees and Credits .....	22
Notes on Foreign Trained Applicants.....	23
District Invoicing and Payment Process .....	24
Mastery of General Knowledge .....	25
Mastery of Subject Area Knowledge.....	27
Mastery of Professional Preparation and Education Competence.....	30
Snapshot of Past Professional Preparation College Course Analysis Options .....	33
Current Course Analysis Processing Guidelines .....	35
Teaching Experience .....	38
Adding a Coverage or Endorsement to a Valid Temporary or Professional Certificate.....	41
Processing Information for the Different Application Types .....	41
Adding a Coverage or Endorsement to a Valid Temporary Certificate .....	42
Adding an Endorsement to a Valid Temporary or Professional Certificate .....	43

Renewal of Florida Professional Certificate .....	44
Renewal Requirements .....	44
Renewal Application Process .....	47
For Individuals Employed in a Florida Public School District .....	47
For Individuals Not Employed in a Florida Public School District .....	48
Appropriate Categories/Topics for Renewal.....	48
NBPTS Subject Areas and Florida Subject Area Equivalents for Renewal Purposes .....	48
Renewal Method Choices .....	49
Reinstatement of a Professional Certificate .....	50
Reinstatement Requirements.....	50
Reinstatement Application Process .....	50
Changing from "Re-Application for Educator Certification" Application to "Reinstatement Application" and Vice Versa .....	50
Extensions .....	53
Extending the Three-year Temporary Certificate .....	53
Extending a Professional Certificate .....	54
Military Service Extensions .....	54
Common Abbreviations in Contact History .....	55
CT Forms .....	56
Current Laws and Rule .....	57
Effective December 22, 2019.....	57
Effective May 9, 2019 .....	58
Effective January 1, 2019 .....	59
Effective July 1, 2018 .....	60
Effective November 20, 2017 .....	61
Military Certification Fee Waivers (MCFW) .....	62
Military Certification Fee Waivers – Additional Guidance.....	63
Appendix .....	64
Versa Regulations, VO-Staff, and VO-Public .....	64

## The Temporary Certificate

### s. 1012.56, F.S., and Chapter 6A-4.004(1), F.A.C.

The three-year nonrenewable Temporary Certificate may be issued to an applicant who does not qualify for the Professional Certificate, but meets the requirements listed below. (See the end of this section for other types of Temporary Certificates.)

#### **Requirements for the Three-year Temporary Certificate**

- **A valid Official Statement of Status of Eligibility as specified in s.1012.56(1)(b), F.S., which states that the applicant has satisfied subject area specialization requirements for the subject requested.**
- **A 2.5 GPA in the subject area requested for initial certification.**
- **Full-time employment in a position for which a Florida Educator's Certificate is required in a Florida public, state-supported or nonpublic school which has a Department of Education approved system for documenting the demonstration of required professional education competence. Verification of employment shall be submitted by a Florida district superintendent or designee or the chief administrative officer of the state-supported or nonpublic school or its umbrella organization.**
- **Processing and clearance of fingerprints as specified in s.1012.32, F.S.**

## Subject Area Specialization

### s.1012.56, F.S., Chapters 6A-4.002 and 6A-4.003, F.A.C.

Subject area specialization for the Temporary Certificate may be met by any one of the following:

- For bachelor's degree level subjects with a Florida developed or other State Board approved exam: a passing score on the Florida developed or other State Board approved subject area examination for the subject earned no more than 10 years prior to the date of application;
- A degree major in the subject area and at the level specified by State Board Rule for the subject;
- Completion of requirements (typically content courses) in State Board Rule for the subject; or
- A valid certificate issued by the American Board for Certification of Teacher Excellence (ABCTE) in the subject.

### **Degree Majors**

1. The degree major is defined by the degree granting institution as provided on the official transcript [6A-4.002(2), F.A.C.].
2. Rule 6A-4.003(3), F.A.C., defines criteria for each acceptable degree level of training (bachelor, master, specialist, and doctorate). A certificate, diploma, or other award shall not be recognized as an earned degree.
3. Academic Training in Versa Regulation identifies a possible certification subject associated with the stated degree major on the official transcript. This identification is based upon the initial receipt, review, and coding of the transcript by BEC's records unit staff. Professional evaluators make the final determination on whether or not a degree major is acceptable when the application is processed and the SOE prepared.
4. **Transcript review:** The BEC is responsible for determining if a degree major is acceptable. The following guidelines facilitate this process:
  - Stated major on the transcript: Institutions place the degree major statement at different places on the official transcript. Some institutions include other designations on a transcript, such as minor, concentration, emphasis, curriculum area, or track. *A minor is never the equivalent of a major and cannot be used to determine eligibility for a certificate.* However, some of the other terms listed may be used to identify a major at that institution and require review by BEC professional staff. Examples of transcript statements:  
"Bachelor of Arts Major: Social Science"  
Note: *This is generally an acceptable major for Social Science.*  
"Bachelor of Science in Interdisciplinary Social Sciences Major: Anthropology"  
Note: *This is **not** an acceptable major for Social Science.*
  - The Guide to Acceptable Majors on the following two pages lists majors that are generally acceptable for certification subjects. Supporting coursework must always be reviewed by BEC in making a final determination.
  - **\*Please access your FL-ECT account more information on acceptable degree majors.**



- Transcripts sometimes do not include a major statement or identify the major as “Education” or “Secondary Education.” In these cases, BEC staff attempt to determine a major by reviewing the content courses of the degree program. Generally, if the degree contains 30 semester hours or more in one certification subject, it is accepted as the major. If student teaching is listed, sometimes the area of student teaching will provide the major. Final determinations are made by BEC staff during the evaluation process.

<b>Guide to Acceptable Majors for Educator Certification Specialization (<i>Note: Supporting coursework must <u>always</u> be reviewed by BEC for final determination of acceptance.</i>)</b>	
<b><u>Florida Certification Coverage</u></b>	<b><u>Frequently Acceptable Degree Major(s)</u></b>
Agriculture	Agriculture, General Agriculture, Vocational Agriculture
Arabic	Arabic
Art	Art, Art Education, Fine Arts (major, not degree type), Architecture, Interior Design, Fashion Design, Commercial Art, One Area of Art (Painting, Sculpture, etc.)
Biology	Bacteriology, Biology, Biological Sciences, Biomechanics, Botany, Dentistry, Doctor of Medicine, Physiology, Exercise Physiology, Genetics, Kinesiology, Life Science, Marine Biology, Microbiology, Zoology, Doctor of Veterinary Medicine, Doctor of Osteopathy
Business Education	Business Education, Business Administration
Chemistry	Biochemistry, Chemistry, Chemical Engineering, Pharmacy, Pharmaceutical Sciences, Doctor of Pharmacy
Chinese	Chinese
Computer Science	Computer Science, Computer Programming, Computer Technology, Computer Engineering
Dance	Dance, Dance Education
Drama	Acting, Drama, Dramatic Arts, Theatre, Theatre Arts, One Area of Drama (Directing, etc.)
Earth-Space Science	Astronomy, Climatology, Earth Science, Geology, Metallurgy, Meteorology, Oceanography, Paleontology, Physical Geography, Space Science
Educational Leadership	Educational Administration, Administration and Supervision, Educational Leadership, Educational Management and Development, School Principal (master's level)
Educational Media Specialist	Educational Media, Educational Media Technology, Instructional Media, Library Science (not Technology Education)
Elementary Education (K-6)	Elementary Education 1-6, K-6, N/K-6, K-3, K-4, K-8, K-9, Upper Elementary 4-6
Engineering and Technology Education	Industrial Arts, Industrial Technology Education, Industrial Education, Industrial Arts-Technology Education, Technology Education
English	English, Literature (English), Creative Writing, Language Arts
English to Speakers of Other Languages (ESOL)	English to Speakers of Other Languages (ESOL)
Exceptional Student Education (ESE)	Special Education, Mild and Moderate Needs, Teacher of the Handicapped, Varying Exceptionalities, Behavioral Disorders, BD/LD, Emotionally Conflicted, Emotionally Disturbed, Emotionally Handicapped, Socially and Emotionally Maladjusted, Educable Mentally Retarded, Children with Retarded Mental Development (CRMD), Intellectual Disabilities, Mentally Handicapped, Mentally Impaired, Mental Retardation, Profoundly Mentally Retarded, Severely and Profoundly Mentally Retarded, Trainable Mentally Retarded, Learning Disabilities, Specific Learning Disabilities, Motor Disabilities, Orthopedically Handicapped, Physically Handicapped, Physically Impaired
Family and Consumer Science	Home Economics, Vocational Home Economics, Family and Consumer Science
Farsi	Farsi



French	French
German	German
Greek	Greek
School Counseling	School Guidance and Counseling, School Counseling, School Guidance (master's degree level)
Haitian-Creole	Haitian-Creole
Health	Allied Health, Health, Health Education, Health Services, Nursing (BS), Public Health, Doctor of Medicine, Doctor of Dental Medicine, Doctor of Dental Science, Doctor of Osteopathy
Hearing Impaired	Deaf and Hard of Hearing, Deaf Education, Hearing Disabilities, Hearing Impaired, Hearing Science, Education of Deaf-Blind
Hebrew	Hebrew
Hindi	Hindi
Humanities	Humanities, Classical Studies
Italian	Italian
Japanese	Japanese
Latin	Latin
Marketing	Distributive Education, Marketing, Marketing Education
Mathematics	Mathematics, Mathematics Education, Engineering (Civil, Chemical, Computer, Electrical, Mechanical, Aeronautical/Aerospace, or Nuclear), Statistics, Actuarial Science
Middle Grades English	Middle Grades English, Middle Grades Language Arts, Middle School English Education, Junior High School English, English, Literature (English), Creative Writing, Language Arts Literature (English), Creative Writing
Middle Grades General Science	Middle Grades Science, Teaching Middle School Science, Junior High Science, Middle School Science Education, General Science
Middle Grades Mathematics	Middle Grades Mathematics, Teaching Middle School Mathematics, Junior High Mathematics, Middle School Mathematics Education, Mathematics, Statistics, Engineering (Civil, Chemical, Computer, Electrical, Mechanical, Aeronautical/Aerospace, or Nuclear), Actuarial Science
Middle Grades Social Science	Middle Grades Social Science, Teaching Middle School Social Science, Junior High Social Science, Middle School Social Science Education, Social Science, Social Studies, American History, History, Western Civilization, World History, Geography, Economic Geography, (and other specialized areas of geography) Economics, Civics, Government, International Relations, Political Science, Sociology, Psychology, Educational Psychology (and other specialized areas of Psychology)
Music	Applied Music, Instrumental Music, Music, Music Education, Piano or other major instrument, Vocal Music, Voice, Composition (music), Percussion
Physical Education (K-12)	Physical Education (any grade level with student teaching)
Physics	Aeronautical Engineering, Aerospace Engineering, Chemical Engineering, Civil Engineering, Electrical Engineering, Mechanical Engineering, Nuclear Physics, Physics, Thermodynamics, Nuclear Engineering
Portuguese	Portuguese
Preschool Education	Nursery School Education, Preschool Education, Birth-Age 4, Birth-Age 8
Prekindergarten/Primary Education	Early Childhood Education if NK-3, NK-4, or Birth-Age 8; P-5, N-6, NK-6, Prekindergarten/Primary Education
Reading	Reading (master's degree level)
Russian	Russian
School Psychologist	School Psychology (specialist's degree level)
School Social Work	Social Work, Social Worker, Social Welfare
Social Science	Social Science, Social Studies, American History, History, Western Civilization, World History, Geography, Economic Geography (and other specialized areas of geography), Economics, Civics, Government, International Relations, Political Science, Sociology, Psychology, Educational Psychology (and other specialized areas of Psychology)
Spanish	Spanish

Speech-Language Impaired	Communication Disorders, Speech Correction, Speech and Hearing Science, Speech-Language Impaired, Speech Pathology, Speech Pathology, Audiology (master's degree level)
Turkish	Turkish
Visually Impaired	Blind and Partially Sighted, Visual Disabilities, Visually Handicapped, Visually Impaired

### **Course Analysis Procedures**

1. Florida State Board of Education Rules 6A-4.008, F.A.C., through 6A-4.078, F.A.C., outline the requirements for acceptable majors (Plan 1) and/or specific courses (or other criteria) which must be completed to meet specialization requirements in each subject area and endorsement. Most subject areas provide a Plan 2 and sometimes additional plans for course analysis or other criteria. However, a few certification subjects have only a degree major option.
2. Specific guidelines for accepting majors, programs, and specific courses or other criteria for each certification subject and endorsement are listed in the evaluation instructions for that subject or endorsement.

**\*Please access your FL-ECT account more information on course guidelines for certification subjects/endorsements.**

3. General rules for course analysis are as follows:
  - The sample course titles provide examples of acceptable courses; others may also be appropriate. The "Notes" provide key words, information on courses that are and are not acceptable, and other course analysis information.
  - If use of a course cannot be determined by course title, but appears to be related to a specific requirement, an official course description or syllabus may be reviewed for acceptance of the course on a one-time basis.
  - Courses that clearly cover more than one specific course requirement (where the requirement is for "credit in" the area) are sometimes split to satisfy each credit requirement. This depends upon the subject being evaluated; and the number of specific credit requirements satisfied may not be greater than the total number of semester hour credits earned for the college course. Survey courses that provide only an introduction to and overview of multiple topics are generally not used to satisfy a specific course requirement but are instead used as elective credit (Example: "College Math").
  - Both the course title and prefix are reviewed to determine if a course is acceptable. Terminology may differ depending on the department offering the course.
  - K-12 teaching experience may sometimes be used in lieu of college credit on a limited basis. See section of manual on [Teaching Experience](#) and the subject evaluation guideline documents.
4. Courses below college freshman level ("remedial courses") are not acceptable for certification.
5. The GPA must be computed in a course-by-course evaluation for an initial subject area.
6. College credit awarded for CLEP, DANTES Subject Standardized Test, Excelsior, other examination, life experience, or other method is acceptable, if the credit is reflected on an official transcript from an accredited or approved institution or the American Council on Education (ACE), and the content of the course is appropriate.

### **Grade Point Average (GPA)**

1. The Grade Point Average (GPA) requirement is a separate statutory requirement for the initial certification subject, and the BEC will review for GPA only in the initial certification subject. Once GPA is met for a subject for which the applicant applies and meets specialization, no additional GPA review is conducted.
2. The applicant must meet both GPA and specialization requirements for the initial subject to qualify for a certificate.
3. GPA is not reviewed when an individual meets specialization through provisions for accepting a teacher education program, degree major, out-of-state certificate, certificate issued by NBPTS or ABCTE, or passing the SAE.
4. The GPA requirement is 2.5 on a 4.0 scale in the initial subject area. When analyzing for the GPA, all coursework necessary to meet specialization requirements is applied. Then, if the GPA is below 2.5, additional coursework in the subject area with grades of "B" or above are used to raise the GPA. A 2.45 GPA may be rounded up to a 2.5 for an acceptable GPA.
5. A grade of "Pass" in coursework taken on a Pass/Fail basis is acceptable for meeting specialization requirements. However, coursework of this type (including CLEP examination or other pass/fail credit) used to meet certification requirements is not computed into the GPA.
6. State Board Rule 6A-4.002(3) requires the use of semester hour units in transcript analysis. However, some colleges and universities use the quarter hour as the unit of credit. One quarter hour is equivalent to 2/3 semester hour.

Quarter Hour Equivalency Chart			
Quarter Hours	Semester Hours	Quarter Hours	Semester Hours
1	2/3	6	4
2	1 1/3	7	4 2/3
3	2	8	5 1/3
4	2 2/3	9	6
5	3 1/3	10	6 2/3

## Other Types of Temporary Certificates

- **Temporary Certificates based upon a bachelor's degree in Speech-Language Impaired or Speech Pathology:**

1. Two-year nonrenewable Temporary Certificate covering Speech-Language Impaired (K-12)
2. Three-year Speech-Language Associate (K-12) Certificate

See the subject evaluation guidelines for Speech-Language Impaired (K-12) for information about special conditions and limitations for issuance of these certificates.

- **Temporary Certificate in Educational Leadership based upon a bachelor's degree requires all of the following:**

1. Application and fee for Educational Leadership.
2. Passing score on the Florida Educational Leadership Exam (FELE) earned on or after January 1, 2014.
3. Three (3) years of executive management or leadership experience verified by employing Florida district or authorized private school.
4. Mentorship by a Florida state-certified school administrator verified and attested to by employing Florida district or authorized private school.
5. Special Issue Request Form CT-110S from employing Florida district or authorized private school. **Request for issuance of this certificate is solely at the discretion of the employing Florida district or authorized private school.**

An individual who holds a Professional Certificate is not eligible for the Special Educational Leadership Certificate.

This special certificate is valid for a maximum of three years. If the individual currently holds a three-year Temporary Certificate in another subject, the Special Educational Leadership Certificate is added to the current certificate and is valid for the remainder of the three-year validity period of the current certificate.

Subsequent issuance of a Professional Certificate in Educational Leadership requires an application, processing fee, a master's degree, completion of specialization requirements in State Board of Education Rule 6A-4.0082, F.A.C., mastery of general knowledge, and mastery of professional preparation and education competence.

- **Temporary Certificates no longer issued as initial certificates.**

One-year Temporary Certificate issued under laws in effect prior to July 1, 1988: These certificates may be reissued each year through the application process as long as continuity is maintained. If it is determined through the application process that an applicant has met requirements for a Professional Certificate under current laws, then the Professional Certificate is issued.

- **Exchange Teacher Certificate [6A-4.002(6), F.A.C.]**

1. One three-year nonrenewable Temporary Certificate covering "Exchange Teacher" may be issued when an individual is participating in an employing school district's reciprocal agreement between the US and another country or a nationally recognized organization. A one-for-one teacher exchange is not required.
2. All of the following are required for issuance of the Exchange Teacher Certificate:
  - Exchange Teacher Certification Application
  - \$75.00 processing fee
  - Cleared fingerprints
  - Documentation by school district of applicant's participation in exchange teacher program with the specific program clearly identified
  - CT-110 Issue Request form from school district
  - I-9 form
  - Photocopy of US social security card

3. An individual may be issued only one certificate covering Exchange Teacher. An individual may not break continuity and re-apply for a new Exchange Teacher certificate.
4. As of February 2019, the exchange teacher certificate can be extended for up to two additional years (not to exceed five years) if the following requirements are met:
  - The Exchange Teacher Certification Application is submitted.
  - The processing fee is paid.
  - The district has submitted written verification from the authorized program sponsor documenting approval by the U.S. Department of State to extend participation in the exchange program that stipulates the length of the approved extension.
  - The district submits a letter of reference on official letterhead that describes the exchange teacher's performance during the previous years of the exchange and how the host has benefited from the exchange teacher's presence.

**Please note: The district office must submit the application to extend the Exchange Teacher certificate.**

## The Professional Certificate

### Section 1012.56, Florida Statutes

**The five-year renewable Professional Educator's Certificate is the standard certificate issued by the State of Florida.**

#### **Requirements for the Professional Certificate:**

- **Complete the application process**
- **Complete the fingerprint process**
- **Demonstrate mastery of general knowledge**
- **Demonstrate mastery of subject area knowledge**
- **Demonstrate mastery of professional preparation and education competence**

#### **Notes:**

1. An applicant who meets all academic requirements for the Professional Certificate but who has not submitted processed fingerprints will be issued an Official Statement of Status of Eligibility for the Professional Certificate until the fingerprint requirement is complete. (Note: Per 6A-4.002, F.A.C., a noncitizen must be employed as a Florida educator for issuance of any certificate. An issue request form, I-9 form, and fingerprints are required to issue the Professional Certificate to the noncitizen.)
2. Florida state-approved teacher preparation program graduates may apply and qualify for the Professional Certificate rather than a Temporary Certificate in the subject area of program completion, if all testing requirements have been met. (If the individual is a U.S. citizen, fingerprinting is the only additional requirement for the certificate.)
3. Temporary Certificate to Professional Certificate Validity Period: When the applicant holds a three-year Temporary Certificate, the validity period of the Professional Certificate will begin July 1 of the year in which the applicant applies and qualifies for the Professional Certificate, except when the applicant applies in the last year of the Temporary Certificate. In the latter case, the validity period will begin when the Temporary Certificate expires.

## Direct Reciprocity Routes to the Professional Certificate

Florida Statutes provide for two direct reciprocity routes to the Professional Certificate to satisfy all academic requirements, including all tests. For US citizens, the fingerprint requirement must still be met prior to issuance of the certificate. Noncitizens must meet the employment and fingerprint requirements prior to issuance of the certificate.

1. **A valid standard certificate from another U.S. state or U.S. territory**
  - a) The certificate must be valid at the time of application for the Florida certificate. However, if the applicant renews an expired out-of-state certificate or earns a standard certificate while the SOE is still valid, it may be submitted to update the SOE and qualify for the Florida Professional Certificate. (Note: An applicant who is maintaining continuity from the Temporary Certificate to the Professional Certificate may satisfy Professional Certificate requirements with an expired standard certificate from another U.S. state or territory, if the certificate was valid prior to expiration of the Temporary Certificate).

- b) The certificate must be issued in a subject(s) for which Florida offers certification and pursuant to the same level of training required for that subject in Florida. The applicant will qualify for each of the subjects shown which meet these criteria and for which the individual submits an application and fee.
  - c) A standard certificate is one comparable to the Florida Professional Certificate. It is not always apparent when a certificate is or is not acceptable. The BEC is responsible for determining if the certificate is acceptable for reciprocity.
  - d) Certificates are acceptable from all U.S. states, the District of Columbia, the Department of Defense Educational Authority (DODEA, formerly DODDS), Guam, Puerto Rico, the U.S. Virgin Islands, American Samoa, and the Northern Marianas.
  - e) This provision applies to all academic, degreed career and technical, specialty and administrative class subjects.
  - f) A photocopy of the front and back of the valid certificate (with Florida DOE # or SSN annotated on each page) will be acceptable documentation; the copy should be attached to the application for certification.
  - g) Per State Board Rule 6A-4.002, F.A.C., the certificate should include the following: title, stage or level, subjects, ages or instructional grade levels of students, certificate validity dates, name and unique identification number.
2. **A valid standard certificate issued by the National Board for Professional Teaching Standards (NBPTS)**
- a) The NBPTS certificate must be valid at the time of application. However, if the applicant renews the expired NBPTS certificate or earns the NBPTS certificate while the SOE is still valid, it may be submitted to update the SOE and qualify for the Florida Professional Certificate. A photocopy of the valid certificate is acceptable and should be attached to the application for certification. Some NBPTS coverages (for example, World Languages Other Than English) require additional documentation to identify the specific subject (French, Spanish, etc.) since it is not identified on the certificate.
  - b) The Florida Professional Certificate will reflect the Florida subject corresponding to the NBPTS subject for which the applicant has applied. (See chart below)

NBPTS Subject	Corresponding Florida Subject
Early Childhood Generalist (Ages 3-8)	Prekindergarten/Primary Education (Grades PK-3)
Middle Childhood Generalist (Ages 7-12)	Elementary Education (Grades K-6)
Early Adolescence English	English (Grades 5-9)
Adolescence -Young Adulthood English	English (Grades 6-12)
Early Adolescence Mathematics	Mathematics (Grades 5-9)
Adolescence -Young Adulthood Mathematics	Mathematics (Grades 6-12)
Early Adolescence Social Science/History	Social Science (Grades 5-9)
Adolescence -Young Adulthood Social Science/History	Social Science (Grades 6-12)
Early Adolescence Science	General Science (Grades 5-9)
Adolescence -Young Adulthood Science	General Science (Grades 5-9)
Early and Middle Childhood OR Early Adolescence - Young Adulthood Art	Art (Grades K-12)
Early and Middle Childhood OR Early Adolescence - Young Adulthood Music	Music (Grades K-12)
Early and Middle Childhood OR Early Adolescence - Young Adulthood English as a New Language	English for Speakers of Other Languages (Grades K-12)
Early and Middle Childhood OR Early Adolescence - Young Adulthood Physical Education	Physical Education (Grades K-12)
Early Childhood - Young Adulthood Exceptional Needs Specialist: Mild/Moderate Disabilities Severe/Multiple Disabilities Early Childhood Deaf/Hard of Hearing Visual Impairments	Exceptional Student Education (K-12) Severe/Profound Disabilities Endorsement Pre-K Disabilities Endorsement Hearing Impaired (K-12) Visually Impaired(K-12)
Early Childhood - Young Adult Library Media	Educational Media Specialist (Grades K-12)
Early Adolescence – Young Adult World Languages Other Than English A World Language that directly corresponds with a World Language offered in Florida	The corresponding Florida World Language for which the individual applies

Early Adolescence - Young Adult Career and Technical Education: Agriculture and Environmental Sciences Business, Marketing, Info. Mgmt. & Entrepreneurship Family and Consumer Sciences Manufacturing and Engineering Technology Technology Education	Agriculture (6-12) Business (6-12) and/or Marketing (6-12) Family and Consumer Sciences (6-12) Engineering and Technology Education (6-12) Engineering and Technology Education (6-12)
Early-Middle Childhood Literacy-Reading Language Arts	Reading Endorsement ( <b>Not</b> acceptable for Reading K-12)
Early Childhood - Young Adulthood School Counseling	None ( <b>Not</b> acceptable for School Counseling or any other Florida subject)
Early Adolescence - Young Adulthood Health	Health (Grades K-12)

## The Restricted Professional Certificate

### Chapter 6A-4.004, F.A.C.

The five-year renewable Restricted Professional Certificate is specifically designed for instructional personnel who are serving in a capacity other than that of classroom teachers. It includes personnel in the following subject areas: Educational Media Specialist, School Counseling, School Psychologist, School Social Work, or Speech-Language Impaired.

#### **Requirements for the Restricted Professional Certificate:**

- **Complete the application process**
- **Complete the fingerprint process**
- **Demonstrate mastery of subject area knowledge**
- **Demonstrate mastery of professional preparation and education competence**

#### **Notes:**

1. The requirements are the same as those for the standard Professional Certificate with the exception of the General Knowledge (GK) exam. The GK exam is not required for the Restricted Certificate.
2. A subject area that is not covered by the Restricted Professional Certificate cannot be added to this type of certificate. For example, an applicant cannot add Elementary (grades k – 6) to the Restricted Professional Certificate.
3. When an educator applies for certification in one of the restricted subject areas (Educational Media Specialist, School Counseling, School Psychologist, School Social Work, or Speech-Language Impaired), our evaluators will review the educator's application to determine eligibility for a Temporary, Restricted, and Professional Certificate. Any remaining requirements for all three certificate types will be listed on the applicant's SOE.
4. Educators that currently have a Temporary Certificate can be evaluated for the Restricted Certificate after March 17, 2020. If they apply to upgrade to the Professional Certificate and GK mastery has not been satisfied, they will be issued the Restricted Certificate. They can apply to upgrade from the Restricted Certificate to the Professional Certificate if they wish to do so once they have taken and passed the GK exam.
5. An applicant who meets all academic requirements for the Restricted Professional Certificate but who has not submitted processed fingerprints will be issued an Official Statement of Status of Eligibility for the Restricted Professional Certificate until the fingerprint requirement is complete. (Note: Per 6A-4.002, F.A.C., a noncitizen must be employed as a Florida educator for issuance of any certificate. An issue request form, I-9 form, and fingerprints are required to issue the Restricted Professional Certificate to the noncitizen.)

## Athletic Coaching Certificates

### s.1012.55, F.S., and 6A-4.004(4), F.A.C.

Athletic Coaching certificates are issued to individuals who do not hold a valid Florida Educator's Certificate, but who are paid to coach in the public schools. For individuals who hold a valid Florida Educator's Certificate, the additional coaching certificate is not required by the state. Individuals who hold valid Florida certificates who wish to hold coaching certification, or are required to do so by their district, may apply and meet requirements to add the Athletic Coaching Endorsement to their Professional Certificate.



### Three-year Athletic Coaching Certificate

Only one three-year nonrenewable certificate covering Athletic Coaching may be issued to an individual who:

- Submits application for Athletic Coaching specifically and processing fee.
- Submits fingerprints that are processed and cleared.

### Five-year Athletic Coaching Certificate

A certificate valid for five years covering Athletic Coaching may be issued to an individual who:

- Submits an application for Athletic Coaching and processing fee.
- Satisfies specialization requirements for the Athletic Coaching Endorsement (Rule 6A-4.0282, F.A.C.).
- Submits fingerprints that are processed and cleared.

#### Notes:

1. Only one three-year coaching certificate may be issued to an individual. An individual may not re-apply for a new three-year certificate.
2. When the three-year and five-year certificates are issued without a break in continuity, additional fingerprints are not required.
3. Additional five-year certificates may be issued with a new application and fee.  
**Caveat:** *The five-year Athletic Coaching Certificate is not a renewable certificate; consequently, each five-year certificate is considered an initial certificate. Therefore, the applicant must satisfy the specialization requirements that are in effect at the time of each application.*
4. When two five-year certificates are issued without a break in continuity, additional fingerprints are not required.

**\*Please access your FL-ECT account for more information on the applications for Athletic Coaching certificates.**

## The Application Process

**s.1012.56, F.S., Chapters 6A-4.0012, 6A-4.002 and 6A-4.003, F.A.C.**

**A completed application for initial certification consists of the following:**

- A completed Application Form CG-10—including a correctly completed Legal Disclosure Form
- Current processing fee of \$75.00 per subject coverage/endorsement requested
- An official transcript that reflects a bachelor's or higher degree from an accredited or approved institution

#### Notes:

1. Only the current online or hardcopy application form, last adopted in November 2017 by the State Board of Education, is acceptable. Applicants who submit a prior version of an application will have the outdated version returned and be advised to complete the current version.
2. If the processing fee or official bachelor's (or higher) degreed transcript is not present in the file within several days of the date the application form is entered in the database, the applicant is sent a computer generated letter ("Return Letter") listing the application deficiencies. The file is not considered complete or queued for review until all required documents are on file.
3. Application deficiencies are reflected in the VR database in the Find Applications RSD. This RSD is only accessible for those using VR. Those using VR can also see an overview of some documents using the Attachments RSD or individual RSDs accessible in the Action Menu on the License Home page. The information shown in the VO-Staff application shows general information, but not all deficiencies are shown in that system.
4. The application form is valid for one year from the date it is received in the BEC. Applications that are incomplete after the one-year period expire, and any processing fees that have been submitted are forfeited.
5. **Out-of-State Certificates:** Applicants should submit copies of the front and back of valid certificates from other states and US territories with the DOE or Social Security number identified on each page. If the certificate is not included, it will not delay processing of the file, but it may delay full determination of eligibility. The applicant should attach a copy of the out-of-state certificate(s) to the online application.
6. The License Type and Application Type must be selected before the applicant can submit an application\*\*.

\*Application documents received and entered in an applicant's file are uploaded to the Attachments RSD.

**\*\*Please access your FL-ECT account for a complete list of License and Application types and for more information on navigating the VR/VO-Staff systems.**



**Educator Certification offers four different license (certification) types:**

1. **Educator Certificate (6001)** – Is used for both the Temporary Certificate and the Professional Certificate for Academic, Administrative, Degreed Vocational, and Specialty Coverages. This is also used for General and Academic/Specialty Endorsements.
  - If all requirements for the issuance of a Professional Certificate are not met when the application is processed, a three-year Official Statement of Status of Eligibility listing requirements for both the Temporary Certificate and the Professional Certificate is issued.
2. **Speech Language Impaired Certificate (6002)** – Is used only for the SLA, Temporary and Non-Renewable Professional Certificates for Speech Language Impaired. **If an applicant holds a Master's degree, they must instead choose the Educator Certificate option.**
  - If all requirements for the issuance of a certificate are not met when the application is processed, a three-year Official Statement of Status of Eligibility will be issued as stated above.
3. **Athletic Coaching Certificate (6003)** – Is used for the stand alone three-year and five-year certificate for Athletic Coaching. **This cannot be used to add the Athletic Coaching Endorsement to a valid Temporary Certificate or Professional Certificate.**
  - If all requirements for the issuance of an Athletic Coaching Certificate are not met when the application is processed, a one-year AC Deficiency Letter that is valid from the date that the application is processed will be issued.
    - Note: Applications submitted before November 20, 2017 were issued a three-year Official Statement of Status of Eligibility. Those statements are valid for three years even after the correspondence type and validity period was changed.
4. **Exchange Teacher Certificate (6004)** – Is used only for the Exchange Teacher Certificates. *Individual subjects cannot be added to Exchange Teacher Certificates.*
  - If all requirements for the issuance of the Exchange Teacher Certificate are met, the certificate itself will be issued. If not, an Exchange Letter that is valid for one year from the date of the complete application is issued.

## The CG-10 Application Form

**Note:** The paper application form is officially known as the CG-10. Please note, however that “CG-10” (or “CG-10R” for renewals and reinstatement) is not referenced at all in the online application system.

1. The paper application form must be filled out completely to be considered acceptable. The online application system will not allow submission if any of these sections are left blank. Required sections for each application are:
  - Name, address, birth date, and citizenship information
  - Type of certificate and subject(s) requested
  - Complete Legal Disclosure section
    - **Note: Even if information has been disclosed before, it must still be listed on every application submitted. The applicant must make sure to “add” complete information concerning “yes” answers on later pages of the application.**
  - Application/Legal Disclosure Affidavit(s) (see #3 below.)
2. Applicants should submit the online application whenever possible. **Note:** If the applicant does not have a valid US social security number, then they must enter **000000001** during the account creation process in the SSN field. That information is also provided in the application.
  - Social Security Number Statement: *Collection of your social security number (SSN) is required pursuant to §1012.56, Florida Statutes, for the purpose of promoting the public policy of Florida relating to child support. Your SSN is used by the Department as a unique identifier for maintaining your certification and related personnel records as required under the same statute. Your SSN may be disclosed to the Department of Revenue, as authorized under §1012.21, Florida Statutes, as Florida’s agency for administration of the Title IV-D program of the federal Social Security Act for child support enforcement. Failure to provide your SSN to Educator Certification will prevent issuance of your Florida Educator’s Certificate.*
3. For the Legal Disclosure section, a “yes” or “no” answer is required for each and every question. Additionally, if a “yes” answer is indicated for any question, all of the requested legal disclosure information must be provided even if the information has been disclosed at any time in the past. Records previously cleared by Professional Practices Services must be reported on each and every application submitted.
  - a. **Note: The hardcopy CG-10 application includes two separate affidavits (an Application Affidavit and a Legal Disclosure Affidavit) which require two separate signatures.**
  - b. **Note: The legal disclosure sections of the online application are separated. The applicant must answer ALL questions with a “yes” or “no.” If the applicant provides a “yes” answer to any of the questions, s/he must also “add” information concerning the offense(s) on the separate**

**pages for “Sealed or Expunged,” “Criminal Offense,” and/or “Professional Sanctions.”**

Failure to enter the appropriate information will severely delay processing of the application.

For the Affidavit page, the applicant must provide a “yes” answer to the questions asked. Failure to do so will require that additional documents be submitted to the BEC so that the answers can be updated in our system and may severely delay processing of the application.

4. A maximum of four subjects may be requested per paper CG-10 application form. However, only one certificate action (initial certificate, professional certificate, athletic coaching, etc.) should be requested per application form\*. **There is no limit to the number of subjects that can be selected on the online application for the Educator Certification license type.**

**\*Please access your FL-ECT account for a complete list of application subjects.**

**Note: Only one application type for one license type can be completed at one time.**

## Processing Fees

1. The current processing fee effective January 1, 2008 is \$75.00 per subject coverage and/or endorsement requested for the initial certificate, whether the first certificate is a Temporary or Professional Certificate.
2. If an applicant has held a Temporary Certificate and is applying for the initial Professional Certificate without a break in continuity, then only one \$75.00 processing fee is required to issue a Professional Certificate covering all subjects shown on the Temporary Certificate for which Professional Certificate requirements are met.
3. Please see information on [Military Certification Fee Waivers](#) as fees can be waived for several application types and [initial](#) examination fees if a waiver is granted.

## Official Transcripts

1. At least one official transcript reflecting a bachelor's or higher degree is required to complete the application. However, additional information may be requested by the processing specialist when other degrees and credits are listed on the application that may affect the eligibility determination for the subject(s) requested. It is recommended that the applicant submit official transcripts for all earned college credit and degrees at the time of application. **Note: Transcripts attached to an online application are not considered official and will not be reviewed.**
2. The official transcript used to complete the application must include the bachelor's or higher degree awarded and the degree conferral date.
3. See the [Acceptable Degrees and Credits](#) section for information on acceptable institutions and documentation required of applicants with foreign academic training. The [Notes on Foreign Trained Applicants](#) section includes additional information on acceptable degrees, degree majors, and transcript review procedures.
4. If the “Attachments Screen” in VR or the “Attachments” section of the file in VO-Staff does not include an official transcript (TRANS) entry but does have a MICROFILM or TRSC entry, it is advisable to request an official transcript from the applicant, as some documents microfilmed or scanned years ago may not be legible.
5. Many institutions no longer place the Social Security Number on the transcript unless the applicant specifically requests it. Please advise applicants to include the DOE number or Social Security Number (SSN) on all official transcripts (and other documents) sent to us. If necessary, the DOE number or SSN may be written on the document. Some student ID numbers have the same number of digits as an SSN; do not assume the student ID number is the SSN.
6. All electronic transcripts must come from the issuing institution, and only if they are users of one of the above two systems: FASTER or SPEEDE. Please contact the registrar's office at your university regarding issuance of electronic transcripts.

## The Official Statement of Status of Eligibility (SOE) **s.1012.56(1)(b), F.S.**

1. An individual who meets the minimum application requirements is issued an Official Statement of Status of Eligibility (SOE) which reflects the results of a BEC evaluation of the application and all supporting documents submitted by the applicant as evidence of qualification for a Florida certificate. BEC evaluation specialists do not review a file until the "application" is complete.

2. The SOE is valid for three years from the date it is prepared. Revisions or reprints of the SOE do not change the expiration date. Note: November 2017 three-year statements are no longer issued for Athletic Coaching or Exchange Teacher. Applications for these license types are issued a one-year AC Deficiency Letter or one-year Exchange Letter.
3. The SOE advises the applicant of three key pieces of information:
  - whether or not the applicant meets the “subject requirements” (specialization) for the subject or endorsement requested;
  - requirements that are remaining for issuance of a Temporary Certificate in that subject; and
  - requirements that are remaining for issuance of a Professional Certificate in that subject.
4. When an applicant meets requirements for a Professional Certificate in one or more of his/her application subjects, the SOE does not include information regarding a Temporary Certificate.
5. Once any SOE expires, the applicant will be evaluated based upon laws and rules in effect at the time the next application is received.
6. The SOE may include additional information such as use of teaching experience, specific coursework or test scores submitted, results of the review of specific documents, and other responses to additional correspondence received from the applicant.
7. Application and certificate deficiencies are viewable in the Applications Module. Once the correct application is chosen, more information can be found either by clicking “Deficiencies” on the Header Screen, or by clicking “Professional Rules” section of the Transaction Checklist. Public school districts can also view the actual SOE in the “Attachments” section of the account. You are able to determine the status by viewing the application(s) and/or SOE(s) on file for each subject area requested for all applications. **Note: There are two sections of the Attachments page in VERSA Regulations: The “FileNetEntity” section is the bottom section, and documents issued/received in the VERSA section is at the top.** All documents issued before November 20, 2017 are attached to “FileNetEntity.” Documents in that section are only viewable by certain personnel. All documents issued on and after November 20, 2017 are viewable in the VERSA section at the top of the page by all personnel.

**\*Please access your FL-ECT account for more information on viewing attachments in VR and VO-Staff.**

#### **Application Status Definitions from the “Attachments” section and sections of the Applications Module**

\*Note: When searching for applications in the Applications module, “open” applications are automatically shown in your search. You must choose the status of any other application (cancelled, expired, etc.) that you want to search for.

CA	<b>Cancelled.</b> This subject request has been cancelled.
EX	<b>Expired.</b> The application or SOE for this subject has expired. Applications remain on Cert/App up to one year after expiration date.
SE	<b>SOE Eligible.</b> An Official Statement has been issued reflecting eligibility for a certificate in that subject. <i>Note: You must generally view the SOE for information concerning the certificate level.</i>
SI	<b>SOE Ineligible.</b> An Official Statement has been issued reflecting ineligibility for a certificate in that subject.
NE	<b>Needs Evaluation.</b> The application is complete, but has not been reviewed by a specialist to determine Eligibility for a certificate.
WI	<b>Waiting Information.</b> The application is not complete and a letter requesting missing items has been emailed.

**\*Please access your FL-ECT account more information on finding applications in the VR and VO-Staff systems.**

## **Requesting the Certificate and Submitting Fingerprints** **s.1012.56, F.S., Chapters 6A-4.002 and 6A-4.004, F.A.C.**

### **Requesting the Certificate**

1. The Issue Request forms (also referred to as the CT-110 Form for public schools and the CT-111 Form for nonpublic schools) must be completed in full and submitted with the fingerprint information for issuance of a Temporary Certificate, and, in some instances, for issuance of a Professional Certificate.
2. The Temporary Certificate may only be issued to a qualified applicant when the certificate is requested by an employing Florida school district or nonpublic school that has an approved program for demonstration of Professional Education Competence.

**\*Please access your FL-ECT account more information requesting certificates in the VR and VO-Staff systems.**

## **Fingerprint Process**

1. An individual who meets academic qualifications for either a Temporary or Professional Certificate may be issued that certificate if the applicant also submits fingerprints which are processed by both the Florida Department of Law Enforcement (FDLE) and the Federal Bureau of Investigation (FBI) and receives appropriate clearances.
2. Citizens and Noncitizens:
  - U.S. citizen eligible for a **Professional Certificate**:  
SOE includes a message advising the applicant that the employer will assist with the fingerprint process. The message further states that, if desired, the applicant can have his/her fingerprints processed by a Livescan service provider per the *Fingerprint Processing Instructions* provided with the SOE. The SOE also includes a caveat that *fingerprints may have to be reprocessed and a second fee submitted as a condition of Florida employment*. The fingerprint processing fee varies by Livescan provider.

When the specialist processes the application and determines that the U.S. citizen is eligible for the Professional Certificate, the specialist checks for a valid fingerprint record that may already have been processed by the district and attached to the file. Valid prints will only be accessible if the school district selected the dual-response option (which sends the report to BEC and the district), or the Livescan service provider properly entered the required BEC information when the fingerprints were processed. Under these conditions, an Issue Request form is not required, and the Professional Certificate is issued for the current school year upon background screening clearance.

**If the fingerprints are processed after the SOE is prepared, an Issue Request form must be submitted. The issue request form places the file back in the work queue for processing and the specialist checks for a valid fingerprint record on the file.**

- Noncitizen eligible for a **Temporary or Professional Certificate**:  
Florida law and rule require an Issue Request form, federal I-9 form verifying legal authorization to work in U.S., and fingerprint (FP) clearance to issue a Temporary or Professional Certificate to a noncitizen. **Reminder: Federal guidelines require the latest version of the I-9 form dated July 17, 2017. Older versions are acceptable only when the form was completed on or before September 18, 2017.**
3. Fingerprint processing period: Per 2004 legislation, fingerprints must be processed within the 12-month period immediately preceding July 1st of the beginning validity year of the initial certificate. For example, to issue an initial certificate with a validity period of July 1, 2019 – June 30, 2024, the fingerprints must have been processed July 1, 2018 or later.
  4. Fingerprints for public school district applicants and employees: Digital fingerprints processed by the district may be used for employment and certification purposes, if processed within the appropriate time frame explained immediately above. The dual-response option must be selected when the prints are processed for the background screening results report to be updated on the file. Fingerprint results are received daily from the FDLE and matched to VERSA records for updating. A successful update will happen when the Name, SSN and DOB match the data system. An evaluation specialist checks for a valid fingerprint record on the file when the file is processed. (See U.S. Citizens section #2 for exception.)

In limited circumstances, fingerprints are illegible or processed based upon a name search; contact [edcertFPResults@fldoe.org](mailto:edcertFPResults@fldoe.org) for processing instructions. Districts may be required to submit a FALCON report to the fingerprint unit directly; this unit will request that information if it is needed. If the appropriate information is received, a Fingerprint Record will be created in the Versa system. Occasionally, districts request assistance identifying FP results that did not upload to the VERSA record. The district should verify their report results and ensure the correct ORI number, SSN, and date of birth are on the report; also, districts should verify that the result was not a rejection. If assistance is needed, districts must send an email to [edcertFPResults@fldoe.org](mailto:edcertFPResults@fldoe.org) with the Name, date of print, TCN, and a copy of the FALCON report to assist the office in locating the fingerprint results.

5. Fingerprints for nonpublic schools: Applicant has his/her fingerprints processed by a Livescan service provider per instructions provided by BEC. The private school or its umbrella organization submits the Issue Request form (CT-111) to request issuance of the certificate.

### **Professional Practices Services (PPS) and Fingerprint Reports**

1. Criminal Offense Records: If the application or the fingerprint reports show a criminal offense record, or a sealed/expunged record, a processing alert is placed on the file. The applicant's file is referred to Professional Practices Services (PPS) at the time the Issue Request and/or fingerprint information are received.
2. PPS Documentation and Process: If necessary, PPS will request additional documentation for their investigation from the applicant by certified letter. **If the applicant does not submit the requested documents to PPS within 90 days of receipt of that letter, the application and/or SOE are voided and all fees are forfeited.** An individual in this circumstance is not eligible for instructional employment in a Florida public school until a new application is submitted, current academic requirements are met, and PPS clearance is received.

When documents are submitted to PPS within the 90-day time frame, PPS conducts an investigation of all records and subsequently makes a recommendation to the Commissioner of Education to issue or deny the certificate. The Commissioner makes the final decision. The results of the Commissioner's decision, whether to deny or issue the certificate, are sent to the BEC via official letter, which is placed in the applicant's file.

If a copy of a denial letter is received, the processing alert remains on the file and no action is taken unless additional clearance or probation information is received from the Education Practices Commission (EPC) pursuant to the results of an appeal by the applicant.

For information about the status of an individual who is under investigation or on probation (i.e., there is a CRIM, ADMIN, TOR, or PROB processing alert on the certification file), contact PPS at 850-245-0438. For information regarding an individual who has a case pending with the EPC, contact the EPC office at 850-245-0455. The Bureau of Educator Certification does not maintain information on cases pending with PPS or EPC.

**See the *PPS/EPC Documents* chart below for more information on documents listed on the "Attachments" section of the file.**

3. When a cleared fingerprint report is received from the school district or from FDLE/FBI, or when a clearance letter is received from PPS/EPC, the processing alert is removed. This may require special review and manual release by the BEC fingerprint specialist. The file is then placed in the work queue for processing and is generally processed within 30 days.
4. The Modifier(s) section of the License Home screen in Versa Regulations and VO-Staff reflects any processing alerts that have been placed on an applicant's file. Fingerprint, criminal history, and administrative processing alerts are placed automatically by the BEC computer system based upon a new application received.
  - A Criminal History or Administrative alert is placed when there is a "yes" response to any question in the legal disclosure section of the application.
  - See the *Processing Alerts* chart below for more information about the types of processing alerts in the database.

## **Processing Alerts**

**\*Note:** If an applicant currently has or has had any alerts placed on the file, an alert box will be displayed any time a file is accessed—regardless of whether or not the applicant is cleared. If the alert has been cleared on a particular application, it will remain cleared until the Fingerprint Unit replaces the alert. If a new application is submitted, then an alert will be created, and the alert box will display this new alert until it is cleared by the FP Unit.

**Remember:** If the system will not allow you to process a file because of an alert, you must contact the Fingerprint Unit directly to request clearance at [EdCertFPResults@fldoe.org](mailto:EdCertFPResults@fldoe.org). If more information is needed, that unit will respond to you directly.

Type	Abbr.	Definition	Viewable Status Options
Administrative	ADM1, 2, 3, or 4	Indicates that the applicant responded "Yes" to the question on a CG-10 or CG-10R about a sealed/expunged record; or the applicant responded "Yes" to a question on professional sanctions; OR that a complete fingerprint report	PL - placed REF - referred to PPS for review



		from FBI and FDLE identified one or more sealed/expunged record(s); OR that an incident record was reported on the fingerprint results report; OR indicates that the applicant's certificate is not to be issued because of other circumstances	
Criminal History	CRM1, 2, 3, or 4	Indicates that the applicant responded "Yes" to the question on a CG-10 or CG-10R about this type of record	PL - placed REF - referred to PPS for review
Denial	DEN1, 2, 3, or 4	Denial of the application which may result in the non-issuance of the certificate – denials may last for various time periods up to permanent	PL - placed
Fee	FEE ALERT	Indicates that a legacy payment record has been returned to the BEC for insufficient funds. This is not used in VERSA. If a fee alert is identified, an email should be sent to <a href="mailto:edcertAccounting@fldoe.org">edcertAccounting@fldoe.org</a> for the removal	PL – placed
NASDTEC	NASDTEC ALERT	Indicates the applicant has held a certificate which has been sanctioned for disciplinary action by another state as reported through the National Association of State Directors of Teacher Education and Certification (NASDTEC)	PL - placed
Probation	PROB	Indicates an EPC action involving probation (up to 4 alerts can be placed on the record)	PL - placed
PPS	PPS1, 2, 3, or 4	Indicates applicant is being investigated by Professional Practices Services (PPS)	PL – placed REF – referred to PPS for review
Professional Sanction	SNC1, 2, 3, or 4	Indicates application legal disclosure response regarding a professional sanction (up to 4 alerts can be placed on the record)	PL - placed
Restrict	RST1, 2, 3, or 4	Indicates a limitation of scope of practice specified in Final Order	PL - placed
Revocation	TRVK – TEMPORARY PRVK - PERMANENT	For a Temporary Revocation, the applicant is eligible to apply for a new certificate once the revocation period has elapsed; however, the alert remains until a new application is received	PL - placed
Suspension	SUS1, 2, 3, or 4	Suspension of the certificate – suspensions may last for various time periods up to five years	PL - placed
	SUSR	Suspension + Revenue	
	SUF1, 2, 3, or 4	Suspension of the certificate + a Final Order	
Terminate/ Resign	TOR	Indicates termination of employment or resignation during open investigation for complaint of misconduct	PL - placed

**Remember that a file in PL status has either not yet been referred to PPS or has already been cleared.**

## PPS/EPC Documents from Attachments Screen

<b>CLEAR</b>	EPC/PPS clearance letter for a determination of no probable cause to deny or otherwise sanction the application/certificate. <b>A note of clearance will be placed in the Attachments section of the file.</b>
<b>DISP</b>	EPC/PPS note regarding probable cause, application denial, or other determinations.
<b>INVLET</b>	PPS invalidation letter for applicant's failure to provide requested documents in a timely fashion.
<b>EPCFINAL</b>	EPC Final Order which provides the conclusion or final action issued by the Education Practices Commission (EPC) following a determination of probable cause or initial denial.

## Acceptable Degrees and Credits

s.1012.56(2)(c), F.S., and Chapter 6A-4.003, F.A.C.

### **Acceptable Degrees and Credits**

To apply for a Florida Educator's Certificate, an applicant must hold at least a bachelor's degree from a U.S. "accredited or approved" institution, or an equivalent degree from a foreign institution. An individual who does not meet this requirement at the time their application is received will have their application cancelled and fees refunded.

Degrees, programs, and credits shall be determined to be acceptable for educator certification purposes based on the following:

1. **Accredited Institutions:** The institution must be accredited by an association or agency in (a) or (b).
  - a) Regional Accrediting Associations:
    - Southern Association of Colleges and Schools  
Website: <http://www.sacscoc.org/> (AL, FL, GA, KY, LA, MS, NC, SC, TN, TX, VA)
    - Middle States Association of Colleges and Schools  
Website: <http://www.msche.org/> (DE, DC, MD, NJ, NY, PA, PR, USVI)
    - New England Association of Schools and Colleges  
Website: <http://www.neasc.org/> (CT, ME, MA, NH, RI, VT)
    - North Central Association of Colleges and Schools  
Website: <http://www.ncacihe.org/> (AZ, AK, CO, IL, IN, IA, KS, MI, MN, MO, NE, NM, ND, OH, OK, SD, WV, WI, WY)
    - Northwest Commission on Colleges and Universities  
Website: <http://www.nwccu.org> (AK, ID, MT, NV, OR, UT, WA)
    - Western Association of Schools and Colleges  
Website: <http://www.wascsenior.org/> (CA, HI, American Samoa, Guam, Palau, Micronesia, Marshall Islands, Northern Marianas)
  - b) Accrediting agencies approved by the United States Department of Education

### **Notes:**

1. Current accreditation information for postsecondary institutions is available online at <https://ope.ed.gov/dapip/#/home>. This site lists an institution's US Department of Education recognized accreditations, if any. To access accreditation information from this site, type the name of the institution (and any other optional criteria desired to narrow the search); click "search" or use the enter key; and then click on the name of the institution. Another online accreditation source is <http://nces.ed.gov/collegenavigator/>.
  2. For a bachelor's degree to be considered acceptable based upon the website referenced in Note #1 above, the institution must be listed as granting a bachelor's or higher degree and must list at least one accreditation association. If no accreditation information is listed, the institution must meet one of the options in the following Approved Institutions section for the degree to be considered acceptable.
  3. For isolated credits (i.e., credits that do not culminate in a bachelor's or higher degree) to be considered as acceptable based upon the website referenced in Note #1 above, the institution must list at least one association on the "accreditation" line. If no accreditation information is listed, the institution must meet one of the options in the following Approved Institutions section for the credits to be considered acceptable.
  4. Credits earned at accredited junior or community colleges that do not award bachelor's degrees may be used for certification purposes, if the courses parallel those offered during the first and second years at a Florida public senior institution and are comparable to courses offered at Florida DOE approved community and junior colleges that do not award bachelor's degrees.
  5. For institutions previously but no longer accredited, information from the accrediting association verifying the dates the institution was fully accredited should accompany the application. Degrees and credits earned during those years are acceptable.
2. **Approved Institutions:**
    - a) An institution not listed on the website (see Note #1 above) is acceptable if it has been approved for certification purposes by the state department of education where the institution is located. Letters regarding these institutions will be kept on file in the BEC. For example, in the past, degrees and credits from Bob



Jones University in South Carolina and Robert B. Miller College in Battle Creek, Michigan were accepted under this provision. These two institutions have since gained acceptable accreditation and qualify under section (1) above.

- b) An institution which held a certificate of exemption pursuant to Section 246.085(1)(b), 2001 Florida Statutes is acceptable for certification purposes. Per the Florida Commission for Independent Education, institutions having held such exemption are Pensacola Christian College (Pensacola), Landmark Baptist College (Haines City), and Gulf Coast College and Seminary (Tallahassee/Panama City).
- c) A newly created public college or university in Florida that offers a bachelor's or higher degree is acceptable.
- d) A degree from a non-accredited institution is acceptable if that degree was accepted by an accredited institution as transfer credit or as the basis for admission into the graduate program, *which resulted in the conferral of a higher degree by the accredited institution.*
- e) An institution located outside the United States ("foreign") is acceptable if the institution awards a degree equivalent to a bachelor's or higher degree awarded by an accredited institution in the US. Isolated credits from these institutions are also acceptable, provided the credit is equivalent to college credit earned in the US. (See "Notes on Foreign Trained Applicants" below for additional information.)

### 3. **American Council on Education (ACE) Credit**

- a) College level credit awarded by ACE is acceptable for educator certification.
- b) Credit must be reported on an official transcript from an accredited or approved institution, an official ACE transcript, or an official Joint Services/ACE transcript.

## Notes on Foreign Trained Applicants

Applicants who completed academic training outside the United States should submit the documentation described below. Additional information is provided for individuals who are not citizens of the United States.

### 1. **Credential Evaluation Report of United States Equivalency**

The applicant must submit an **original** credential evaluation report that includes a statement of United States degree equivalency and a breakdown of coursework into descriptive course titles and semester-hour credits. *Documents submitted to the Bureau of Educator Certification become part of the applicant's permanent certification record and cannot be returned. Photocopies are not acceptable.* Any Credential Evaluation attached to an application is not considered official and will not be reviewed.

The credential evaluation report may be provided by one of the following:

- a) an accredited four-year college or university in the United States
- b) a current member of the National Association of Credential Evaluation Services (NACES)  
(<http://www.naces.org/members.htm>)
- c) a current member of the Association of International Credential Evaluators, Inc. (AICE)  
(<http://aice-eval.org/>)
- d) a credential evaluation agency approved by the Bureau of Educator Certification\*  
\*See <http://fldoe.org/teaching/certification/foreign-trained-grads/approved-credential-evaluation-agencie.stml> for the current list of agencies that have requested and received approval from the Bureau of Educator Certification. Criteria for approval of credential evaluation agencies are outlined in State Board of Education Rule 6A-4.003.

### 2. **Noncitizens**

An applicant who is not a United States citizen may apply for the Statement of Status of Eligibility. However, appropriate immigration status must be established through the United States Citizenship and Immigration Services (USCIS) prior to employment. The Bureau of Educator Certification cannot provide assistance with visas, since this is strictly an employment issue. Consequently, the applicant should discuss matters related to immigration status or visas with any prospective employer. Upon employment in an approved Florida school, the employer must submit appropriate documentation of immigration status to the Bureau of Educator Certification as one requirement for issuance of a Florida Educator Certificate.

## District Invoicing and Payment Process

**Contact:** [Edcertaccounting@fldoe.org](mailto:Edcertaccounting@fldoe.org)

Florida public school districts are responsible for processing certification applications for their employees for renewals, late renewals, and some additions (including the addition of some endorsements) (ss.1012.56, 1012.585, and 1012.586 F.S.). The Professional Certificate, Temporary Certificate, and Renewal sections of this manual provide detailed information regarding applications processed by districts.

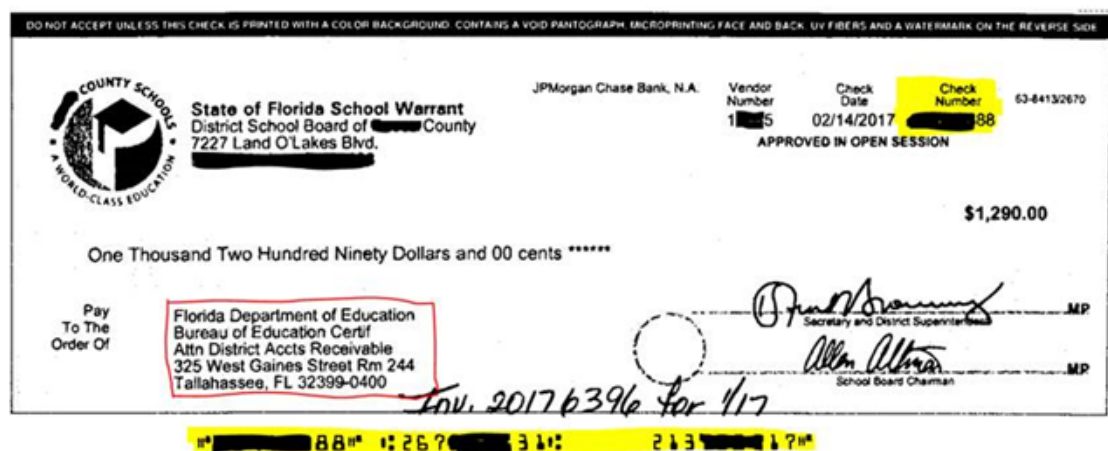
Districts receive monthly email notification of invoicing from: DBAGroup [EdCertAccounting@fldoe.org](mailto:EdCertAccounting@fldoe.org). The email notification includes a summary detailing the district obligation for the costs associated with issuance of certificates to school district employees in accordance with State Board of Education Rule 6A-4.0012(6). The invoice details are included in the attached .csv file. Delinquent invoice email notifications are sent 45 days after the initial invoice email when payment has not been submitted.

The EdCertAccounting staff review district monthly activity and send updated adjusted invoice notifications by the end of the first full week following the initial notification.

**Districts are encouraged to maintain a copy of the invoice for their historical records.**

School districts are expected to remit payment for the full amount of account debit within 30 days. If the BEC identifies a payment in excess of the balance due, the excess is credited to the district's account in the next billing cycle. Delinquent invoice notifications are posted 45 days after the account is in arrears, with payment due within 10 days of receipt of that notice. Prompt attention to this fiscal responsibility is appreciated, as these payments help to maintain the technology system, web-based application, and the generation of certificates.

When submitting payments to BEC, the district should record the invoice number(s) as a memo on the check and include a copy of the invoice(s). Checks should be made payable to the Florida Department of Education and sent to the address on the invoice. The Department's Comptroller has started using a remote electronic submission for checks and has updated instructions for handling checks. If you are adding information, such as the DOE #, before forwarding checks to the BEC office, please do not write in the yellow highlighted areas as shown in the sample check below.



The following chart illustrates fees collected by the district and the fees to be remitted to BEC for each type of application processed by the employing school district:

### **Application Fee Schedule**

<b>Application Fee Schedule as of January 1, 2008 Chapter 6A-4.0012(6), F.A.C.</b>		
Application Type	Application Fee Collected by District	Application Fee Remitted to BEC
Renewal of a Valid Professional Certificate	\$75.00	\$30.00
Late Renewal of a Professional Certificate	\$105.00 (\$75.00 basic renewal fee *plus \$30.00 late fee)	\$30.00
"Add Subject Via District" application or "Add Endorsement Via District" application	\$75.00 per coverage or endorsement	\$30.00 per subject

Per State Board of Education Rule 6A-4.0012(4), F.A.C., two (2) dollars of each seventy-five (75) dollar certification fee is designated to fund the recovery network program for educators. This deduction is taken from the application fees remitted to the BEC.

Fees collected by the district office for renewal, reinstatement, and additions are not reflected in the VERSA system. To verify whether or not payment was made to the BEC for applications to be processed by the BEC, please see FL-ECT.

**SPECIAL NOTE:** The excess fees collected result in local revenue for the school district to fund operations associated with processing certificate requests on behalf of its employees.

## **Mastery of General Knowledge** **s.1012.56, F.S.**

**Mastery of General Knowledge (GK) may be demonstrated by one of the following:**

- **Passing scores on the Florida General Knowledge Test earned no more than 10 years prior to the date of application OR passing scores on the revised Graduate Record Examination (GRE) (2011) earned on or after July 1, 2015.**
- **A valid standard certificate from another U.S. state or territory.**
- **A certificate issued by the National Board for Professional Teaching Standards (NBPTS).**
- **Two semesters of full-time or equivalent part-time college teaching experience earned at an accredited or approved institution.**
- **A valid certificate issued by the American Board for Certification of Teacher Excellence (ABCTE).**

### **1. Florida General Knowledge Test**

The Florida General Knowledge Test is divided into four sections: (1) Mathematics, (2) Reading, (3) English Language Skills, and (4) Essay. All four sections must be passed to satisfy GK, but they do not have to be passed during the same test session.

The Florida Teacher Certification Examination (FTCE) office submits passing scores electronically to the BEC by the applicant's SSN. An applicant who passed the exam under an inaccurate or no SSN must contact the FTCE office to update the testing record to reflect an accurate and valid SSN which can then be reported to the BEC.

#### **10-year GK limitation:**

When an initial application is received on or after December 31, 2014, passing scores for any and all portions of the GK test must be earned no more than 10 years prior to the date of application.

Applications received prior to December 31, 2014 do not have a 10-year limitation when:

- a) the application results in issuance of an initial Professional Certificate; or
- b) the application results in issuance of an initial Temporary Certificate; and the applicant moves directly from the Temporary to the Professional Certificate with no break in continuity

## **2. Graduate Record Examination (GRE)**

As of October 26, 2015, a passing score on the Graduate Record Examination (GRE) earned after July 1, 2015 is an acceptable alternative assessment to satisfy mastery of general knowledge. The GRE is divided into three sections: (1) Analytical Writing, (2) Quantitative Reasoning, and (3) Verbal Reasoning.

Acceptable Passing Scores	
Analytical Writing	4 out of 6
Quantitative Reasoning	147
Verbal Reasoning	151

Examinees who earn acceptable passing scores on the GRE will be responsible for providing the BEC with an official score report from the testing administrator.

## **3. A valid standard certificate from another U.S. state or territory**

- a) A photocopy of the out-of-state certificate must be submitted to BEC as verification. It can be attached to an open application.
- b) The out-of-state certificate must be a standard or Level 2 Professional Certificate.

## **4. Certificate issued by the American Board for Certification of Teacher Excellence (ABCTE)**

- a) A photocopy of the ABCTE certificate must be submitted to BEC as verification. It can be attached to an open application.
- b) The ABCTE "Reading Professional Certificate" is a special certificate that does not satisfy Mastery of GK.

## **5. College Teaching Experience**

Acceptable documentation of experience shall be a letter on college/university letterhead from and signed by the registrar or dean from the accredited or approved institution verifying: (1) the dates of instructional employment, (2) at least two semesters of full-time or equivalent part-time instructional experience, and (3) the prefix, number, and semester-hour credits of the courses taught. The letter verifying this experience should be attached to the open application.

The experience may have been earned at any time, from different institutions, and does not have to be continuous. For implementation of this statute only, a quarter term of teaching will be equal to a semester term of teaching. Summer terms are acceptable.

### **Experience is acceptable, provided that:**

- a) experience was earned in a full-time faculty position for at least two semesters, or in a part-time instructional position with the total experience equivalent to at least two semesters of full-time experience, and
- b) courses resulted in earned college level credit for the students in at least one course each semester.

## **Repeal of College Level Academic Skills Test (CLAST)**

Effective July 1, 2014, the legislature repealed the option to use passing CLAST scores in lieu of the General Knowledge Test earned prior to July 1, 2002. Only a few applicants who applied before July 1, 2014 are still able to use the CLAST test in lieu of the General Knowledge Test. Applicants who held a 2016-2019 Temporary Certificate are still able to use the CLAST if they are able to meet all requirements and apply for the upgrade before June 30, 2020. If all requirements for the upgrade to the Professional Certificate are not met on or before that date, the application must submit the "Re-Application for Educator Certification" application, and can no longer use CLAST scores.

# Mastery of Subject Area Knowledge

## s.1012.56, F.S.

### **Mastery of Subject Area Knowledge may be demonstrated by one of the following:**

- **For bachelor's degree level subjects with a Florida developed or other State Board approved exam:** a passing score on the Florida developed or other State Board approved subject area examination for the subject earned no more than 10 years prior to the date of application.
- **For subjects requiring a master's or higher degree:** completion of the subject specialization requirements outlined in State Board Rule for the subject and a passing score on the corresponding Florida developed or other State Board approved subject area examination earned no more than 10 years prior to the date of application.
- **For subjects with no Florida developed or other State Board approved exam:** completion of the subject's specialization requirements outlined in State Board Rule and verification of attainment of the essential subject matter competencies by the employing superintendent or private school administrator.
- **For all subjects:** a valid standard certificate from another U.S. state or territory in the subject requested and issued at the degree level required in State Board Rule for the subject.
- **For all comparable subjects:** a valid certificate issued by the National Board for Professional Teaching Standards (NBPTS) in the subject. See NBPTS chart in the *Direct Reciprocity Routes to a Professional Certificate* section for Florida subjects comparable to NBPTS subjects.
- **For all comparable subjects:** a valid certificate issued by the American Board for Certification of Teacher Excellence (ABCTE) in the subject. See the chart in this section for Florida subjects comparable to ABCTE subjects.
- **For select world languages:** Successful completion of the Basic Program of the Defense Language Institute.

### **1. Bachelor's Level Subjects for which there is a Florida developed or other State Board approved subject area examination (SAE):**

An individual applying for a bachelor's level subject will satisfy the mastery of subject area knowledge requirement with a passing score on the corresponding Florida developed or State Board approved SAE, provided all of the following are met:

- a) The subject area specialization requirements in State Board Rule specify that a bachelor's degree major in the subject area is acceptable to meet specialization requirements. This classifies the subject as a "bachelor's level subject."
- b) The passing score on the SAE is earned no more than 10 years prior to the date of application.
- c) The SAE is Florida developed or State Board approved. American Council on the Teaching of Foreign Languages (ACTFL) exams have been approved. The ACTFL approval only applies to Florida world language subjects for which there is no Florida developed SAE. The ACTFL exams are not approved for French, Spanish, German and Latin.
- d) See World Languages specialization lesson for acceptable ACTFL scores and documentation.
- e) As of December 20, 2016, the Defense Language Proficiency Tests (DLPT) are approved. The DLPT may be used for all world languages except Latin.
- f) For Florida developed SAEs, the Florida Teacher Certification Examination (FTCE) office submits passing scores electronically to the BEC by the applicant's SSN. An applicant who passed the exam under an inaccurate or no SSN must contact the FTCE office to update the testing record to reflect an accurate and valid SSN which can then be reported to the BEC.

**The chart below lists subjects for which mastery of subject area knowledge may be satisfied by Florida developed SAEs passed within 10 years of the date of application.**

Certificate Subject	Examination To Be Passed
Agriculture (Grades 6-12)	Agriculture (Grades 6-12)
Art (Grades K-12)	Art (Grades K-12)
Biology (Grades 6-12)	Biology (Grades 6-12)
Business Education (Grades 6-12)	Business Education (Grades 6-12)
Chemistry (Grades 6-12)	Chemistry (Grades 6-12)
Computer Science (Grades K-12)	Computer Science (Grades K-12)

Drama (Grades 6-12)	Drama (Grades 6-12)
Earth-Space Science (Grades 6-12)	Earth-Space Science (Grades 6-12)
Educational Media Specialist (Grades K-12)	Educational Media Specialist (Grades K-12)
Elementary Education (Grades K-6)	Elementary Education (Grades K-6)
English (Grades 6-12)	English (Grades 6-12)
English for Speakers of Other Languages (Grades K-12)	English for Speakers of Other Languages (Grades K-12)
Exceptional Student Education (Grades K-12)	Exceptional Student Education (Grades K-12)
Family and Consumer Science (Grades 6-12)	Family and Consumer Science (Grades 6-12)
French (Grades K-12)	French (Grades K-12)
German (Grades K-12)	German (Grades K-12)
Health (Grades K-12)	Health (Grades K-12)
Hearing Impaired (Grades K-12)	Hearing Impaired (Grades K-12)
Humanities (Grades -12)	Humanities (Grades -12)
Journalism (Grades 6-12)*	Journalism (Grades 6-12)*
Latin (Grades K-12)	Latin (Grades K-12)
Marketing (Grades 6-12)	Marketing (Grades 6-12)
Mathematics (Grades 6-12)	Mathematics (Grades 6-12)
English (Grades 5-9)	English (Grades 5-9)
General Science (Grades 5-9)	General Science (Grades 5-9)
Mathematics (Grades 5-9)	Mathematics (Grades 5-9)
Social Science (Grades 5-9)	Social Science (Grades 5-9)
Music (Grades K-12)	Music (Grades K-12)
Physical Education (Grades K-12)	Physical Education (Grades K-12)
Physics (Grades 6-12)	Physics (Grades 6-12)
Prekindergarten/Primary Education (Grades PK-3)	Prekindergarten/Primary Education (Grades PK-3)
Preschool Education (Birth-Age 4)	Preschool Education (Birth-Age 4)
Social Science (Grades 6-12)	Social Science (Grades 6-12)
Spanish (Grades K-12)	Spanish (Grades K-12)
Speech (Grades k-12)*	Speech (Grades k-12)*
Engineering and Technology Education (Grades 6-12)	Engineering and Technology Education (Grades 6-12)
Visually Impaired (Grades K-12)	Visually Impaired (Grades K-12)

\*Coverage repealed as of June 2016. Subject area tests for these coverages are no longer offered as of December 31, 2017. If an applicant holds a Temporary Certificate in a repealed coverage, they can still upgrade to the Professional Certificate in that area as long as the Subject Area Examination was passed or they must upgrade in a comparable subject (and meet the testing requirements for it).

- g) SAE Passing Score and Specialization Requirements: An individual who qualified for a Temporary Certificate in a subject with the required degree or coursework specified in the governing State Board Rule must pass the corresponding Florida developed or other State Board approved SAE to satisfy the mastery of subject area knowledge requirement for the Professional Certificate.
- h) 10-year limitation for SAEs:
  - o When an initial application for the subject is received on or after December 31, 2014, the passing score for the SAE must be earned no more than 10 years prior to the date of application.
  - o Applications received prior to December 31, 2014 for the subject do not have a 10-year limitation when:
    - i. the application results in issuance of an initial Professional Certificate; or
    - ii. the application results in issuance of an initial Temporary Certificate; and the applicant moves directly from the Temporary to the Professional Certificate with no break in continuity.
- i) SAE for expired Professional Certificate: A passing score used to obtain a now expired Professional Certificate (i.e., one that was not renewed) may not be used to attain a subsequent Professional Certificate. The passing score may, however, be used to qualify for a subsequent Temporary Certificate, if it meets the 10-year timeline outlined above.
- j) The format of the SOE: For individuals who do not meet the mastery of subject area knowledge requirement in full by one of the authorized options, the transcripts will be reviewed to determine if the applicant can qualify for a Temporary Certificate based upon the subject specialization requirements in the governing State Board Rule.
- k) If the applicant meets specialization, the Professional Certificate section of the SOE will call for a passing score on the



SAE or other State Board approved examination to satisfy the mastery of subject knowledge requirement.

- l) If the applicant does not meet specialization, the Temporary Certificate section of the SOE will advise the applicant to either complete the listed subject specialization courses OR pass the SAE. The Professional Certificate section of the SOE will call for a passing score on the SAE or other State Board approved examination to satisfy the mastery of subject knowledge requirement. The SAE for the Temporary or Professional Certificate must meet the 10-year timeline outlined above.

2. **Graduate Level Subjects for which there is a Florida developed or other State Board approved (currently none) subject area examination (SAE) in combination with subject specialization requirements in State Board Rule.**

- a) An individual applying for a subject for which the governing State Board Rule specifies a degree major at the *master's or higher level* must meet the specialization requirements in the rule *and* must earn a passing score on the corresponding SAE no more than 10 years prior to the application date to satisfy the mastery of subject area knowledge requirement. (See *10-year limitation for SAEs* below.)

These subjects include:

- Reading (K-12)
- Speech-Language Impaired
- Educational Leadership
- School Counseling
- School Psychologist

- b) **10-year limitation for SAEs:**

- i. When an initial application for the subject is received on or after December 31, 2014, the passing score for the SAE must be earned no more than 10 years prior to the date of application.
- ii. Applications received prior to December 31, 2014 for the subject do not have a 10-year limitation when:
  - a. the application results in issuance of an initial Professional Certificate; or
  - b. the application results in issuance of an initial Temporary Certificate; and the applicant moves directly from the Temporary to the Professional Certificate with no break in continuity.
- iii. The Florida Teacher Certification Examination (FTCE) office submits passing scores electronically to the BEC by the applicant's SSN. An applicant who passed the exam under an inaccurate or no SSN must contact the FTCE office to update the testing record to reflect an accurate and valid SSN which can then be reported to the BEC.
- iv. **SAE for expired Professional Certificate:** A passing score used to obtain a now expired Professional Certificate (i.e., one that was not renewed) may not be used to attain a subsequent Professional Certificate.

3. **Subjects with no Florida developed or other State Board approved Subject Area Examination (SAE): Verification of the attainment of the essential subject matter competencies.**

To satisfy the mastery of subject area knowledge requirement for a subject with no Florida developed or other State Board approved SAE, the applicant must meet the subject specialization requirements in the governing State Board rule; *and* the employing school district or private school administrator must verify that the individual has attained the essential subject matter competencies for the subject.

Acceptable verification of the essential subject matter competencies shall be the submission of the District Add-on Program Verification form in the VR or VO-Staff systems. Effective December 31, 2014, such verification of subject matter competencies in lieu of a passing score on the SAE only applies to subjects with no Florida developed or other State Board approved SAE.

These subjects include:

- Administration of Adult Education
- Dance
- Local Director of Career and Technical Education
- School Social Work
- School Principal

**\*Please access your FL-ECT account more information on submitting verification forms in the VR and VO-Staff systems.**

4. **Valid certificate issued by the American Board for Certification of Teacher Excellence (ABCTE) in a comparable Florida subject.**

- a) A photocopy of the ABCTE certificate must be submitted to BEC as verification. The photocopy can/should be attached to an open online application.
- b) The chart below lists ABCTE certificate subjects and corresponding Florida certificate subjects.
  - Note: The "Reading Professional Certificate" is a special certificate which has only limited use as detailed in the chart below.



ABCTE Certificate Subject	Comparable Florida Certificate Subject
Biology (6-12)	Biology (6-12)
Chemistry (6-12)	Chemistry (6-12)
Elementary Education (K-6)	Elementary Education (K-6)
English Language Arts (6-12)	English (6-12)
General Science (6-12)	Middle Grades General Science (5-9)
Mathematics (6-12)	Mathematics (6-12)
Physics (6-12)	Physics (6-12)
Reading Professional Certificate <i>Note:</i> This is a special ABCTE certificate. It does not satisfy GK or any portion of professional prep.	May <b>only</b> be used to meet specialization for the Reading <u>Endorsement</u> and only if applicant holds a Florida or ABCTE certificate in Elementary Education, Prekindergarten-Primary Education, or Special Education/Exceptional Student Education.
Special Education (K-6)	Exceptional Student Education (K-12)
United States History	No comparable Florida subject. <i>Note:</i> This certificate does <u>not</u> satisfy specialization or Mastery of Subject Area Knowledge for any Florida subject. However, it does satisfy GK, and part of the mastery of professional preparation and education competence requirement; but it does <u>not</u> satisfy the <u>PEC</u> . (See <a href="#">Mastery of Professional Preparation and Education Competence</a> section of the manual).

5. **Successful completion of the Basic Program of the Defense Language Institute (or passing the Defense Language Proficiency Test)**
  - a) Official transcript must be submitted to BEC as verification.
  - b) Acceptable for world languages offered by the Defense Language Institute program and comparable to a world language offered in Florida.

## Mastery of Professional Preparation and Education Competence

[s.1012.56, F.S. Rule 6A-4.006, F.A.C.](#)

**Mastery of Professional Preparation and Education Competence (PP/EC) may be demonstrated by one of the following:**

1. Completion of a Florida state-approved teacher preparation program and a passing score on the Florida Professional Education Test earned no more than 10 years prior to the date of application.
2. Completion of a Florida teacher preparation program that is not state-approved, completion of an approved professional education competence demonstration (PEC) program, and a passing score on the Florida Professional Education Test earned no more than 10 years prior to the date of application.
3. Completion of a teacher preparation program outside Florida and a passing score on the Florida Professional Education Test earned no more than 10 years prior to the date of application.
4. A valid standard certificate from another U.S. state or territory.
5. A valid certificate issued by the National Board for Professional Teaching Standards (NBPTS).
6. A valid certificate issued by the American Board for Certification of Teacher Excellence (ABCTE) and completion of an approved PEC program.
7. Two semesters of full-time or equivalent part-time college teaching experience earned at an accredited or approved institution and a passing score on the Florida Professional Education Test earned no more than 10 years prior to the date of application.
8. Completion of a Florida state-developed or state-approved District Professional Development Certification Program (PDCP) and a passing score on the Florida Professional Education Test earned no more than 10 years prior to the date of application. (see note\*)
9. Completion of a Florida state-developed or state-approved District Professional Development Certification Program (PDCP) on or after January 1, 2019. If the new program was completed on or after that date, the Professional Education Test is waived if the district also notes that the applicant was rated as highly effective. (see note\*)

10. Completion of a Florida state-approved Educator Preparation Institute (EPI) certification program and a passing score on the Florida Professional Education Test earned no more than 10 years prior to the date of application. (see note\*)
11. Completion of a Florida state-approved college Professional Training Option (PTO) for a subject content major, practical teaching experience requirement (PTER), completion of an approved PEC program, and a passing score on the Florida Professional Education Test earned no more than 10 years prior to the date of application.
12. Completion of professional preparation college courses in State Board Rule, practical teaching experience requirement (PTER), completion of an approved PEC program, and a passing score on the Florida Professional Education Test earned no more than 10 years prior to the date of application.
13. Hold a master's or higher degree in a science, technology, engineering or mathematics (STEM) field, hold 6-12 STEM certification, earn a highly effective rating based on student performance on a state or national assessment for an approved STEM high school course, and achievement of a passing score on the Florida Professional Education Test earned no more than ten (10) years from the date of application.

**\*NOTE:** Program completion dependent on passing scores on the General Knowledge test and the subject area exam earned no more than 10 years prior to the date of application.

### Florida Professional Education Test

The Professional Education Test is one component of the mastery of PP/EC requirement for 9 of the 13 options listed above. The four options that do not require this test are options 4, 5, 6 and 9 above: a valid certificate from another state, a valid NBPTS certificate, a valid ABCTE certificate, and completion of the new PDCP program that began on January 1, 2019.

Documentation of this portion of the mastery of PP/EC requirement is an official passing score report if the test is required. The Florida Teacher Certification Examination (FTCE) office submits passing scores electronically to the BEC by the applicant's SSN. An applicant who passed the exam under an inaccurate or no SSN must contact the FTCE office to update the testing record to reflect an accurate and valid SSN which can then be reported to the BEC.

**\*If an applicant completed the new Professional Development Certification Program (implemented January 1, 2019) and earned a highly effective rating, the district must note that the requirement is waived when the PDCP record is submitted and include the school year the applicant received the highly effective rating.**

**\*Please see FL-ECT for more information on submitting PDCP verification in Versa Regulations.**

### 10-year Professional Education test limitation:

When an initial application is received on or after December 31, 2014, the Professional Education test may be no older than 10 years from the date of application.

Applications received prior to December 31, 2014 do not have a 10-year limitation when:

- a) the application results in issuance of an initial Professional Certificate; or
- b) the application results in issuance of an initial Temporary Certificate, and the applicant moves directly from the Temporary to the Professional Certificate with no break in continuity.

**Note:** Professional Education Test for expired Professional Certificate: A passing score used to obtain a now expired Professional Certificate (i.e., one that was not renewed) may not be used to attain a subsequent Professional Certificate.

### Demonstration of Professional Education Competence (PEC) [s.1012.56, F.S.]

The 1997 Florida Legislature eliminated the Professional Orientation Program (POP) from Florida Statutes and replaced it with a Professional Education Competence (PEC) demonstration program. The competence demonstration program must be developed and maintained by each school district and approved by the Department of Education. Private schools and private school organizations may also develop and maintain an approved PEC program.

- a) **The PEC program is not required for many mastery of PP/EC options. The following options, as numbered below, do not require the PEC program:**

- Option 1: Florida state-approved teacher preparation program
- Option 3: Teacher preparation program outside of Florida
- Option 4: Certificate from another state
- Option 5: NBPTS certificate
- Option 7: College teaching experience
- Option 8: District Professional Development Certification Program
- Option 9: New District Professional Development Certification Program implemented on January 1, 2019.
- Option 10: EPI program
- Option 11: STEM Pathway

b) **The PEC program is required for each of the following mastery of PP/EC options:**

Option 2: Florida teacher education program that is not state-approved

Option 6: ABCTE certificate

Option 11: Professional Training Option (PTO)

Option 12: Professional preparation college course option

- c) A teacher is expected to complete the PEC program in conjunction with an assignment as a regular classroom teacher (not as a substitute or paraprofessional) or other instructional personnel (such as a guidance counselor, school social worker, educational media specialist) while holding a state-issued Temporary Certificate or while holding a district-issued Career and Technical (vocational) Certificate and a bachelor's or higher degree. The certificate will generally cover the entire PEC participation period, but a limited amount of time outside the validity period is acceptable.
- d) A district's electronically submitted Professional Preparation Competence Program verification form is the acceptable verification that the program has been completed.
- e) Completion of the old Professional Orientation Program (POP) does not satisfy the PEC requirement.
- f) PEC for expired Professional Certificate: A PEC program used to obtain a now expired Professional Certificate (i.e. one that was not renewed) may not be used to attain a subsequent Professional Certificate.

**Florida State-Approved Teacher Preparation Programs (FSAP) [6A-4.003(4)(a), F.A.C.]**

- a) Documentation of completion of an FSAP is the program completion statement on the official transcript. The placement of the statement on the transcript varies by institution. The transcript should include student teaching or an internship. The FSAP statement should identify the specific certification subject/s in which the program was completed.
- b) If an approved program was completed but is not stated on the transcript, a corrected official transcript must be submitted to the BEC as official verification.

**Teacher Education Programs outside Florida and Florida Teacher Education Programs that are not State-Approved [6A-4.003(4)(c), F.A.C.]**

- a) Documentation of completion of a teacher education program is the official transcript that includes student teaching, generally at least six semester hours, and a body of supporting education coursework. Other terms for student teaching that may be shown on the transcript include "internship," "supervised teaching," or "student teaching and seminar." There are programs where student teaching is met by acceptance of teaching experience or by three semester hours of graduate credit in student teaching. In these cases, additional information or research may be needed to verify that a teacher education program was completed. BEC is responsible for making final determinations of acceptance.
- b) The transcript should also reflect the subject area in which the program was completed. Many out-of-state transcripts include a program completion statement that identifies the program's subject area(s), similar to Florida's state-approved program statements. For other institutions, the degree major and coursework must be reviewed to determine the program subject area. For secondary areas, the stated major is usually the area of program completion. However, for Elementary and Early Childhood Programs, the major may identify a content area (mathematics, social science, etc.) while the actual teacher education program is elementary or early childhood education. In these instances, BEC staff review the coursework leading up to student teaching to distinguish between the "major" and the "teacher education program."
- c) A teacher education program is acceptable for Florida certification purposes if it is completed in an area in which Florida offers certification, and it is completed at the same level of training required for that subject in Florida State Board of Education Rules. For example, a School Counseling program must be completed at the master's level or higher.
- d) An applicant who completed a Florida teacher education program that is not state-approved, must complete a PEC program while teaching under a Temporary Certificate as one requirement for the Professional Certificate.

**College Teaching Experience**

Acceptable documentation of experience shall be a letter on college/university letterhead from and signed by the registrar or dean from the accredited or approved institution verifying: (1) the dates of instructional employment, (2) at least two semesters of full-time or equivalent part-time instructional experience, and (3) the prefix, number, and semester-hour credits of the courses taught.

The experience may have been earned at any time, from different institutions, and does not have to be continuous. For implementation of this statute only, a quarter term of teaching will be equal to a semester term of teaching.

Summer terms are acceptable. Experience is acceptable, provided that:

- a) experience was earned in a full-time faculty position for at least two semesters, or in a part-time instructional position with the total experience equivalent to at least two semesters of full-time experience, and
- b) courses resulted in earned college level credit for the students in at least one course each semester.

**Florida District Professional Development Certification Programs (PDCP) [s.1012.56, F.S.]**

The 2002 Florida Legislature provided authority for the state to develop a model District Professional Development Certification Program (PDCP), formerly known as the District Alternative Certification Program (DACP), and for individual public school districts to develop a PDCP that must be approved by the state. The PDCP participant must be a Florida public school district employee teaching under a Temporary Certificate while participating in the program. Completion of this PDCP mastery of PP/EC option dependent on passing scores on all certification exams (General Knowledge test, Florida Professional Education test, and the subject area exam) earned no more than 10 years prior to the date of application. Official verification of completion of the PDCP is the district's electronic submission of the PDCP form (CT-132E) and the electronic submission of the passing score on the Florida Professional Education test by the FTCE office.

**NOTE: If we receive official verification of the completion of the new Professional Development Certification Program (PDCP) that was implemented on January 1, 2019 and the applicant earned highly effective on their most recent summative rating, the Professional Education Test requirement is waived if the district notes this information in the PDCP record.**

**Florida Educator Preparation Institute (EPI) Certification Programs [s.1004.85, F.S.]**

Per 1004.85, F.S., authority is granted for accredited or approved Florida colleges and universities or a qualified private provider to offer state-approved Educator Preparation Institute (EPI) certification programs. Documentation of program completion is the institution's submission to BEC of a complete hardcopy CT-133 form, and the electronic submission by the FTCE office of a passing score on all certification exams (General Knowledge test, Florida Professional Education test, and the subject area exam) earned no more than 10 years prior to the date of application.

**Certificate Issued by the American Board for Certification of Teacher Excellence (ABCTE)**

- a) A photocopy of the ABCTE certificate must be submitted to BEC as verification. It should be attached to the application.
- b) Note: The ABCTE "Reading Professional Certificate" is a special certificate. It does not satisfy any portion of PP/EC.
- c) An applicant who holds an ABCTE certificate must also complete a PEC program while teaching under a Temporary Certificate to qualify for the Professional Certificate.

**Science, Technology, Engineering and Mathematics (STEM) Pathway**

- a) Completion of the STEM District Verification Form per Rule 6A-4.004, F.A.C. Use Florida STEM course list to determine teacher's eligibility.
- b) Official transcript showing conferral of master's degree reflecting STEM field must be on file with BEC.
- c) Passing scores on certification exams earned no more than 10 years prior to the date of application.

## Snapshot of Past Professional Preparation College Course Analysis Options

\*See previous editions of Partnership Manuals for requirements effective before December 31, 2014\*

**Effective January 1, 2016**

15 SH of education coursework to include credit in:

- Classroom Management
- Child and Adolescent Development and Learning
- Educational Assessment
- Effective Instructional Strategies for Diverse Learners including Students with Disabilities
- Instructional Practices in Reading (applies to all academic and degreed career and technical subjects)
- Instructional Strategies for Teaching Students of Limited English Proficiency

No Special Methods requirement

One-year Practical Teaching Experience Requirement (PTER)

Can use one year of teaching in lieu of one course requirement (for a total of three SH of credit) w/exception of ESOL

**Effective December 31, 2014**  
(See Spring 2015 Partnership Manual for details.)

15 SH of education coursework to include credit in:

- Classroom Management
- Human Development and Learning
- Educational Assessment
- Effective Instructional Strategies for Diverse Learners
- Special Methods of Teaching the Subject (applies to most subjects)
- Foundations of Teaching Reading (applies to middle grades and secondary subjects)

Agriculture has the same course requirements as other subjects

One-year PTER

Can use one year of teaching in lieu of 1 course requirement (for a total of 3 SH of credit)

Passing PKP or Preschool SAE does **not** satisfy coursework

**Current Professional Preparation College Course Analysis Option Effective January 1, 2016 as prescribed in State Board Rule [6A-4.006(2), F.A.C.]**

Section 1012.56, Florida Statutes, includes an option for teachers to satisfy mastery of professional preparation and education competence (PP/EC), one of the requirements for the Professional Certificate, by completing specified college education courses, gaining practical teaching experience, passing the Professional Education test, and completing a classroom demonstration of professional education competence (PEC) program.

This college course analysis option, frequently referred to as the course-by-course option, is implemented through State Board of Education Rule 6A-4.006, F.A.C. The recent revision of this rule more closely aligns with the priority teacher competencies and requirements in the other mastery of professional preparation and education competence options.

Two components of Rule 6A-4.006, F.A.C.: The college course analysis rule includes an education coursework requirement and a practical teaching experience requirement (PTER).

Coursework exceptions: The following subjects are not required to satisfy the education coursework in this rule but are required to meet PTER:

- a) Speech-Language Impaired – Rule 6A-4.0176, F.A.C., identifies two specific education courses in lieu of those in Rule 6A-4.006, F.A.C.
- b) School Social Work – This subject is exempted from coursework, but it is **not** exempt from PTER.

GPA: Effective October 26, 2015, courses must be taken for college credit with a grade of “C” or better or “pass.”

Applying for more than one subject: In general, an individual who applies for a subject, meets specialization for that subject, and satisfies professional preparation (coursework and PTER) for that subject has satisfied professional preparation for all other subjects.

- a) Individual applies for two or more subjects (other than School Social Work): If specialization and professional preparation are met for at least one of the subjects, professional preparation is met for all of the subjects. If specialization and professional preparation are not met for at least one of the subjects, professional preparation is evaluated in full for each subject.
- b) School Social Work Exception: School Social Work is the only subject exempt from all professional preparation coursework. For this reason, processing for School Social Work differs from that of other subjects. The individual who holds a Temporary Certificate or SOE for School Social Work and applies for another subject is evaluated in full for professional preparation in the other subject. However, once the applicant is eligible for (or holds) the Professional Certificate in School Social Work, professional preparation is satisfied for all subjects.

Determining if current or prior professional preparation applies: As summarized on the preceding page, the rule governing the college course analysis option was recently revised.

1. Initial application is received after January 1, 2016: Current professional preparation as detailed in this manual applies.
2. Initial application is received prior to January 1, 2016:
  - a) Prior professional preparation applies until the SOE expires.
  - b) If a Temporary Certificate is issued while the SOE is valid, and applicant moves directly from the Temporary to the Professional Certificate with no break in continuity, prior professional preparation applies.
3. Applications for different subjects are submitted before and after January 1, 2016:

- a) Each application is evaluated under the professional preparation in effect at the time of application.
- b) If a Temporary Certificate is issued for one of the subjects, the professional preparation for that subject is then applied to both subjects. The applicant must move directly from the Temporary to the Professional Certificate with no break in continuity.
- c) If a Temporary Certificate is issued for both subjects at the same time, the older professional preparation becomes the default for both subjects, unless the applicant or district requests otherwise.

## Current Course Analysis Processing Guidelines

Fifteen (15) semester hours with credit in the following professional education areas (*Note: 15-hour total applies to all subjects; however, more than 15 hours may be needed to complete all of the specific course requirements.*):

- Classroom management with a focus on creating safe learning environments in which effective teaching and learning can take place by promoting a physically, emotionally, socially and academically secure climate for students

SAMPLE COURSE TITLES:
Classroom Management
Building Classroom Discipline and Management
Classroom Management and Teaching
Managing the Classroom
Classroom Management and Guidance
Core Classroom Management Strategies
NOTES:
<ul style="list-style-type: none"> <li>• Courses in this area must be taken at a college or university that awards bachelor's or higher degrees. Courses in this area should have an education prefix.</li> <li>• Exceptional Student Education courses relating to behavior management or behavior supports are not acceptable for this area.</li> <li>• Creating a "safe learning environment" is an integral component of classroom management and therefore does not have to be specifically identified.</li> <li>• Key Words: The titles of acceptable courses typically include the words "classroom" and "management" or "managing."</li> </ul>

- Child and adolescent development including theories and principles of learning

SAMPLE COURSE TITLES:
Learning
Developmental Psychology
Cognition
Theories of Learning
Human Growth & Development
Psychological Foundations of Education
Psychology of Learning
Adolescent Psychology
Educational Psychology
Classroom Learning Principles
Child Development
Lifespan Development
NOTES:
<ul style="list-style-type: none"> <li>• Courses in this area may be taken at a two-year college, or a college or university that awards bachelor's or higher degrees.</li> <li>• Courses may have education, psychology, or other prefixes.</li> <li>• Do not use general psychology, abnormal psychology, psychology of exceptional children, behavior, group behavior, personality dynamics, or mental hygiene.</li> </ul>

- Educational assessment practices that include analysis and application of data from statewide standardized assessments and other multiple sources to improve instruction and learning

SAMPLE COURSE TITLES:	
Measurement & Evaluation in the Classroom	
Measurement, Evaluation & Assessment in Education	
Measurement & Evaluation in Education	
Educational Measurement	
Assessment of Exceptional Individuals	
NOTES: <ul style="list-style-type: none"> <li>• The focus of this course is on <u>analysis of data</u> to improve student outcomes.</li> <li>• Courses in this area must be taken at a college or university that awards bachelor's or higher degrees.</li> <li>• Courses in this area should have an education prefix.</li> <li>• Exceptional Student Education courses are acceptable in this area.</li> <li>• Do not accept a course in Measurement in Education without additional information that the course includes the use of data to improve student achievement.</li> <li>• Do not accept courses covering <i>only</i> Test Construction.</li> <li>• Do not accept courses in Educational Research or Psychoeducational Assessment.</li> <li>• Key Words: The titles of acceptable courses frequently include the words "Evaluation" or "Assessment."</li> </ul>	

- Effective instructional techniques, strategies, and materials to meet the needs of diverse learners, including students with disabilities

SAMPLE COURSE TITLES:	
Professional Teaching Practices	
Effective Teaching in the Secondary School	
Instructional Strategies	
Middle Grades Instructional Strategies	
Secondary Classroom Methods	
Field Experiences	
Teaching Practicum	
Integrated Teaching in Elementary Education	
Teaching Students with Exceptionalities in Inclusive Settings	
Teaching Exceptional Students in Secondary Settings	
UNACCEPTABLE COURSES	
Curriculum Development	
Elementary and Secondary Curriculum	
NOTES: <ul style="list-style-type: none"> <li>• The focus of this requirement is on <u>effective teaching techniques</u>, <i>not</i> curriculum development. Therefore, a course covering <i>only</i> curriculum is not acceptable.</li> <li>• Courses in this area must be taken at a college or university that awards bachelor's or higher degrees. Courses in this area should have an education prefix.</li> <li>• Exceptional Student Education courses are acceptable in this area.</li> <li>• Appropriate grade levels for courses in this area are preschool, kindergarten, elementary, and secondary.</li> <li>• Most courses on effective instructional strategies cover teaching methods for diverse learners. Therefore, specialists do not have to check course descriptions for inclusion of strategies for diverse learners. (See next note for exception.)</li> <li>• If an individual has taken a senior institution instructional strategies course that clearly does not address diverse learners (e.g., Instructional Strategies for the Typical Learner), EDG 2701 Teaching Diverse Populations (or EDF 2085 Introduction to Diversity for Educators) may be <u>used in conjunction with</u> the upper level instructional strategies course to <i>complete</i> this requirement. EDG 2701 (or EDF 2085) by itself does not satisfy this requirement.</li> <li>• Key words: Indicators of acceptable courses are titles that include the words "Teaching," "Instructional Strategies," or "Methods."</li> </ul>	



- For certificate subject coverages classified by rule as academic or degreed career and technical, applications of research-based instructional practices in reading

SAMPLE COURSE TITLES:	
Florida Online Reading Professional Development (FORPD)* Foundations of Developmental Reading Teaching Reading in Middle and High School Methods of Teaching Reading in the Elementary School Developmental Reading RED 5047 and RED5147 at Florida public universities Content Area Reading in the Secondary School Literacy in Special Education	
<b>NOTES:</b> <ul style="list-style-type: none"> <li>• This requirement addresses the <u>foundations of research-based reading practices</u>.</li> <li>• The FORPD* course, like all other professional preparation courses, must be taken for <u>college academic credit</u> as reflected on an official transcript.</li> <li>• Completion of Competency 2 of a district Reading Endorsement add-on program <i>without earning college credit</i> does <u>not</u> satisfy this requirement.</li> <li>• Courses in this area must be taken at a college or university that awards bachelor's or higher degrees.</li> </ul>	

- Instructional strategies for teaching students of limited English proficiency including instruction in the English Language and development of the student's mastery of the four language skills of listening, speaking, reading, and writing

SAMPLE COURSE TITLES:	
Theory and Practice of Teaching ESOL TESOL Issues and Practices ESOL Curriculum/ Instruction ESOL Strategies ESOL testing/assessment ESOL 1, 2, or 3 ESOL Instruction in Content Area Methods of Teaching ESOL ESOL Foundations (or ESOL Methods)	
UNACCEPTABLE COURSES	
Teaching Diverse Populations (or Introduction to Diversity for Educators) Courses with ESOL infused Applied Linguistics Cross Cultural Studies Multicultural Perspectives Language Acquisition	
<b>NOTES:</b> <ul style="list-style-type: none"> <li>• Courses in this area must be taken at a college or university that awards bachelor's or higher degrees.</li> <li>• Teaching experience <u>CANNOT</u> be used toward this requirement.</li> </ul>	

- **Practical Teaching Experience Requirement (PTER).** This requirement may be satisfied by one of the two plans listed below.

- a. Six (6) semester hours earned in a college student teaching program or supervised internship completed in an elementary or secondary school or
- b. One (1) year of full-time teaching experience in an elementary or secondary school. See section entitled:  
See [Using Appropriate Teaching Experience](#) for additional important information on PTER.

#### SAMPLE COURSE TITLES:

Directed Teaching  
Internship  
Student Teaching  
Practice Teaching

- **Elective credit**

All college-level education courses completed at an accredited or approved junior college, community college, state college or university that are not used to satisfy a specific requirement in professional preparation may be recorded as elective credit.

#### SAMPLE COURSE TITLES/CATEGORIES:

Vocational Education  
Adult Education  
Elementary Education  
Teaching Diverse Populations (or Introduction to Diversity for Educators)  
Seminar in Education  
Educational Leadership  
Any course with an education prefix  
Higher Education  
Exceptional Child Education  
Counseling in the Elementary School  
Teacher Effectiveness Training  
Introduction to Education or Introduction to Teaching Profession)  
Introduction to Guidance  
Introduction to Educational Technology

## Teaching Experience

### General Information on Use of Elementary/Secondary Teaching Experience

- Florida State Board of Education Rule 6A-4.002(5), F.A.C., provides for the use of appropriate teaching experience earned in an elementary or secondary school in lieu of college credit. The procedures for the use of teaching experience are provided below.
  1. One year of teaching experience may be applied in lieu of three semester hours of undergraduate college credit to satisfy one specific course requirement in a course-by-course evaluation for any certification subject coverage or endorsement, with the exception of ESOL.
  2. Limitations: An applicant may use a total of three years of teaching experience in lieu of college credit during the current and continuous certification period of SOEs and certificates. If the applicant breaks continuity, the three years are restored and available for use in lieu of college credit if/when the individual reapplies and effectively begins a new certification period.  
\*No more than two of those three years may be applied in one subject area, and per Rule 6A-4.002, F.A.C., no more than one of those three years may be applied in the professional preparation course analysis option. Teaching experience may not be used in lieu of credit for inservice add-on programs, renewal requirements, reinstatement requirements, graduate credit, ESOL, or to satisfy an entire subject area.
  3. Full-time experience earned during one school fiscal year: The school fiscal year is July 1 – June 30. One year of experience is equal to ninety-nine (99) days (1 day over half the year) of full-day teaching experience. For school districts outside the state of Florida, one year may be equal to one day over half of that school district's school year. Part-time experience is acceptable if 451 clock hours are earned during

one school year. To use courses taught in block scheduling, the applicant must meet the overall requirement of one year of experience (at least 99 days). However, the specific course taught may have ended before the 99th day, if taught in a block schedule.

4. Earned in a public elementary, middle, or secondary school: Private school experience is only appropriate if the experience is covered by a certificate issued by the state where the experience is gained. Experience earned outside the US ("foreign" experience) is acceptable only if it is verified as public school experience. Experience in private schools in US territories is acceptable, if covered by a certificate issued by the territory where the experience was gained. Experience earned in Department of Defense Education Authority schools (DODEA, formerly DODDS) is considered public school experience.
5. Other assignments included in "teaching" experience: Experience as a school guidance counselor, school psychologist, school social worker, school administrator, media specialist, or district level curriculum supervisor is acceptable as teaching experience. Experience earned as a teacher's aide, other paraprofessional, or substitute teacher is not acceptable.
6. JROTC and career and technical (vocational) experience. JROTC or career and technical (vocational) teaching experience in a public (in-state or out-of-state) elementary or secondary school is acceptable teaching experience. As with other acceptable public school teaching experience, it does not have to be covered by a state or district certificate. The experience can be used to satisfy PTER and in lieu of one professional preparation course per standard guidelines.
7. Birth through four years. The experience is acceptable when it meets any one of the following criteria:
  - Experience teaching children below kindergarten age is acceptable if the experience was gained in a Florida public school. Note: Florida charter schools are public schools.
  - Experience teaching children below kindergarten age in a Florida private school is acceptable if the school offers an approved professional education competence program, and the experience is covered by a Florida certificate.
  - Experience teaching children below kindergarten age is acceptable if the program is within an elementary school that is a public school, state-supported school, or a contractor for a public school system. Note: Rhonda Forbes (850.245.9920) of the Education Information and Accountability Services office maintains the FLDOE's list of state-supported schools.
  - Private school experience teaching children below kindergarten age is acceptable if earned in an elementary school while the teacher holds a certificate issued by the state where the experience was gained.

#### **Use of Elementary/Secondary Teaching Experience in Professional Preparation Course Analysis**

##### General:

- Standard provisions regarding the use of teaching experience, outlined in the preceding section, apply to its use in professional preparation (e.g., private school experience must be covered by state certificate, 99 full-time days within fiscal year equals one year, etc.)
- One-year limit: State Board Rule 6A-4.002, F.A.C., limits the use of teaching experience in professional preparation to one year of acceptable elementary or secondary experience in lieu of a maximum of three semester hours of college credit. The one year may only be applied to one professional preparation course requirement or as elective credit. It cannot be split to satisfy more than one course requirement.

##### Professional Preparation Courses:

- Teaching experience in any subject at the elementary, middle or secondary grade level may be applied as elective credit or in satisfaction of any one of the following professional preparation course requirements: classroom management, child and adolescent development, educational assessment, or effective instructional practices.

##### Reading Instructional Practices

- Teaching experience as the Reading teacher at the elementary, middle, or secondary level is acceptable to satisfy this requirement. Teaching experience as the regular Elementary Education classroom teacher is also acceptable to satisfy this requirement.
- **Instructional Practices for Teaching LEP/ELL students (ESOL) - Teaching experience cannot be used in this area.**

##### Distinguishing PTER from Course Credit:

- One year of teaching experience is required to satisfy the practical experience in teaching requirement (PTER).
- Any acceptable full-time teaching experience in an elementary or secondary school will satisfy PTER for any certification subject.
- A year of teaching experience is required for PTER, and if needed, the same or a different year of experience may also be used within the course analysis as three semester hours of credit, to satisfy one specific course

requirement or as elective credit. However, when experience is being used for both PTER and course credit, it still only adds a maximum of three semester hours of credit to the professional preparation evaluation.

- To satisfy the required total of 15 semester hours in education coursework, the applicant must have earned at least 12 semester hours of college credit. If necessary, one year of teaching experience can be used to satisfy the remaining three semester hours of credit.

#### Use of Elementary/Secondary Teaching Experience for Subject Specialization Course Requirements

- The course taught must match the requirement satisfied (e.g., one year of teaching geometry in a middle or high school will satisfy the requirement for credit in geometry).
- Teaching one full-credit course during one school year within a full-time schedule will satisfy up to three semester hours of credit for a course requirement.
- A maximum of two years of appropriate and available teaching experience may be used for a subject.

#### Experience may not be used for ESOL.

- Subject-specific teaching experience information is included within each subject's processing guidance document.
- When a year of experience is used in lieu of a course for a specialization area, the course hours are not figured into the GPA.

### **College Teaching Experience**

- **Course-by-Course Experience:** Teaching an individual college course is considered the same as taking the course for credit and therefore may be used on a course-by-course basis to satisfy individual course requirements for subject specialization, professional preparation course analysis, renewal credit, or reinstatement credit.
  1. For this course-by-course use of college teaching, the experience may be gained while teaching on a part-time or full-time basis.
  2. There is no limit on the use of this type of experience.
  3. Acceptable verification shall be a letter on college/university letterhead from and signed by the registrar or dean of the accredited or approved institution that includes the course name, prefix and number, dates it was taught, and the number of semester hours earned by students in the course.
- **Full-time or Equivalent Part-time Experience:** Two semesters of full-time or equivalent part-time college teaching experience in a college instructional position satisfies Mastery of General Knowledge and, with a passing score on the Professional Education Test earned no more than 10 years prior to the date of application, also satisfies Mastery of Professional Preparation and Education Competence.

When there is evidence of possible acceptable college teaching experience on the application or elsewhere in the file, but there is no official documentation on file, the processing specialist will request appropriate verification in the SOE. If documentation is provided and the experience is acceptable, the SOE is revised. If not acceptable, the applicant is advised by letter.

Acceptable documentation of experience shall be a letter on college/university letterhead from and signed by the registrar or dean from the accredited or approved institution verifying:

1. the dates of instructional employment,
2. at least two semesters of full-time or equivalent part-time instructional experience, and
3. the prefix, number, and semester-hour credits of the courses taught.

The experience may have been earned at any time, from different institutions, and does not have to be continuous. For implementation of this statute only, a quarter term of teaching will be equal to a semester term of teaching. Summer terms are acceptable.

#### *Experience is acceptable, provided that:*

1. experience was earned in a full-time faculty position for at least two semesters, or in a part-time instructional position with the total experience equivalent to at least two semesters of full-time experience, and
2. courses resulted in earned college level credit for the students in at least one course each semester.

## Adding a Coverage or Endorsement to a Valid Temporary or Professional Certificate

To add a coverage to a valid renewable Professional Certificate the applicant must:

- Submit a complete “Addition of Subject to Professional Certificate,” “Addition of Subject to Temporary Certificate,” or “Add Subject Via District” application, and
- Satisfy the mastery of subject knowledge requirements for that coverage by one of the methods listed in s.1012.56, F.S.

See the [Mastery of Subject Area Knowledge](#) section of this manual.

## Processing Information for the Different Application Types

- “Addition of Subject to Professional Certificate” or “Addition of Subject to Temporary Certificate” applications
  - a) The applicant is required to submit payment (to BEC) in this online application. It is processed by the Bureau of Educator Certification. It cannot be processed by district offices. All required documents must be submitted to the Bureau of Educator Certification by the applicant and/or the district certification office.
  - b) **This application must be submitted if the applicant is not employed with a Florida district and/or has not yet completed a district add-on program for the addition of an endorsement.**
- “Add Subject Via District” application –this application is only for district employees who want to add certain coverages to a Professional Certificate.

**Please see FL-ECT for more information on adding coverages/endorsements to a certificate and a list of subjects that cannot be added to a certificate by a district.**

- The applicant is **not** given the option to submit payment in this online application. It should be processed by the district office after the district receives payment for the application.
  - If the applicant should have instead chosen the “Addition of Subject to Temporary Certificate” or “Addition of Subject to Professional Certificate” applications, please contact the district liaison so that the “Add Subject Via District” application can be cancelled and the applicant can instead submit the correct application.
  - In the event that the applicant has an alert on the file, clearance must be given by the fingerprint unit before the subject can be added.
1. Florida law requires public school districts to process some coverage additions to Professional Certificates for their employees as follows:
    - The district addition must be for a bachelor’s degree area and must be based solely on passing an authorized subject area examination earned no more than 10 years prior to the date of application.
    - The certificate is then re-issued with the same validity period to reflect all previous subjects and the addition subject.
    - This district processing requirement does not apply to Professional Certificates that include only level 7 non-degreed career and technical subjects.
    - *Note: An SAE passed during the current validity period of the Professional Certificate and used to add the subject to the Professional Certificate may also be used for three semester hours of renewal credit.*
  2. When an individual submits the “Addition of Subject to Professional Certificate” or “Addition of Subject to Temporary Certificate” applications to the BEC for the addition of a subject to a valid Professional Certificate, the following procedures are followed by BEC staff:
    - If the applicant is eligible for the addition, the Certificate is re-issued with the same validity period to reflect all previous subjects with the addition of the new subject.
    - If the applicant is not eligible, a Statement of Status of Eligibility (SOE) is issued valid for three years from the processing date that advises the applicant of the deficiencies. If documentation of completion of all requirements is received before the SOE expires, the subject is added to the valid Temporary or Professional Certificate.
  3. Bachelor’s degree areas for which a subject area examination (or a State Board approved alternative test) has been developed: Standard processing for all areas is that specialization courses are not required and no course analysis is performed. Therefore, for these subject areas, the SOE advises the applicant to submit a passing score on the Florida subject area examination earned no more than 10 years prior to the date of application.

*Note: An SAE passed during the current validity period of the Professional Certificate and used to add the subject to the Professional Certificate may also be used for three semester hours of renewal credit.*

4. Additional professional preparation courses, such as special methods of teaching the subject or foundations of teaching reading, are not required for additions to a Professional Certificate. There are no additional professional preparation requirements when adding a subject to a valid Professional Certificate issued in any academic, degreed career and technical, specialty, or administrative class subject.
5. Addition of an academic or degreed career and technical coverages to a valid state-issued Professional Certificate covering only level 7 subject/s:
  - Level 7 subjects are non-degreed career and technical subjects denoted by a 7 as the last digit of the subject code (e.g., Local Director of Career and Technical Education (1071/7), Automotive Mechanic (506/7), Respiratory Technician (679/7), etc.)
  - Level 7 subjects, which were initially issued by the state prior to July 1, 1990, were not issued based upon the same academic requirements as the regular Professional Certificate. Therefore, an individual with a state-issued level 7 career and technical Professional Certificate seeking state certification in an academic or degreed career and technical subject must demonstrate mastery of (1) general knowledge, (2) subject area knowledge, and (3) professional preparation/education competence for issuance of a Professional Certificate in the new subject.
  - If an applicant meets all requirements for a Professional Certificate in the academic or degreed career and technical subject (mastery of GK, subject knowledge, and PP/EC), the academic or degreed career and technical coverage is added to the currently valid level 7 Professional Certificate. If the level 7 Professional Certificate has since expired, the validity period for the Professional Certificate covering only the academic or degreed career and technical coverage is established per standard procedure for an applicant moving from a Temporary to a Professional Certificate.
  - If all requirements for the addition of the academic or degreed career and technical subject are not met, the processing specialist prepares a standard SOE for the academic or degreed career and technical subject outlining requirements for the Temporary Certificate (specialization and issue request) and the Professional Certificate (mastery of GK, subject knowledge, and PP/EC).
  - If an applicant meets all requirements for a Temporary Certificate in the academic or degreed career and technical subject (specialization and issue request), a separate Temporary Certificate covering only the academic or degreed career and technical subject is issued.
  - Please see the Processing Notes section of the Local Director of Career and Technical Education lesson for detailed processing information and scenarios specific to this subject.

## Adding a Coverage or Endorsement to a Valid Temporary Certificate

### **Coverages and endorsements may NOT be added to the following certificates:**

- Two-year Temporary Certificates covering Speech-Language Impaired issued at the bachelor's level
- Five-year nonrenewable Professional Certificate covering Speech-Language Impaired
- Three-year Temporary Certificate covering Speech-Language Associate
- Three-year and five-year Athletic Coaching certificates

**An individual who holds a valid three-year Temporary Certificate may add a subject to that certificate by meeting the following requirements:**

- **Submitting an "Addition of Subject to Temporary Certificate" application and appropriate fee.**
- **Meeting the subject area specialization requirements for that subject by one of the methods listed on the first page of The Temporary Certificate section of this manual.**

### **Notes:**

1. When an individual applies for the addition of a subject to the Temporary Certificate, the following procedures are followed by BEC staff:
  - If the applicant is eligible, the subject is added to the currently valid Temporary Certificate, and an SOE is prepared advising the applicant of remaining requirements for issuance of a Professional Certificate in the subject.
  - If the applicant is not eligible, an SOE is prepared advising applicant of (1) the requirements to add the subject to the Temporary Certificate, including the SAE option, if applicable, and (2) the requirements for issuance of a Professional Certificate in the subject.
2. Adding a subject does not change the validity period of the certificate. "Back-to-back" Temporary Certificates may not be issued in the same or different subjects.
3. The applicant may choose to complete Professional Certificate requirements for all Temporary Certificate subjects, only the original subject(s), or only the addition subject(s).



## Adding an Endorsement to a Valid Temporary or Professional Certificate

To add an endorsement to a valid Temporary or Professional Certificate the applicant must:

- Submit a complete “Addition of Subject to Professional Certificate,” “Addition of Subject to Temporary Certificate,” or “Add Endorsement Via District” application, and
- Complete endorsement subject requirements by one of the options listed below.

Remember: An endorsement on a valid Florida certificate must ride with a full subject coverage. An endorsement cannot stand alone on a certificate. An endorsement represents a body of content knowledge, training to teach a specific grade level or special population of students, or training to teach under specific circumstances. Some endorsements can only be added to certificates that include specific coverages. Check the endorsement’s specialization rule for any restrictions.

### “Addition of Subject to Professional Certificate” or “Addition of Subject to Temporary Certificate” applications

- a) The applicant is required to submit the payment (to BEC) for this online application. It is processed by the Bureau of Educator Certification. It cannot be processed by district offices. All required documents must be submitted to the Bureau of Educator Certification by the applicant and/or the district certification office for the addition.
- b) **This application must be submitted if the applicant is not employed with a Florida public school district, has not yet completed a district add-on program, or is not applying for one of the endorsements listed under the “Add Endorsement Via District” application.**

### “Add Endorsement Via District” application

- a) The applicant is not given the option to submit payment in this online application. It should be processed by the district office after the district receives payment for the application. This application can only be processed if the applicant completed a district add-on program for the following endorsements: the Athletic Coaching Endorsement, the English for Speakers of Other Languages Endorsement, the Reading Endorsement\*\*, the Driver Education Endorsement, or the Gifted Endorsement. For all other endorsements, the applicant must submit the “Addition of Subject to Professional Certificate” application even if a district add-on program for these specific endorsements has been completed.
- b) If the applicant is going to apply for any other endorsement, s/he must submit the “Addition of Subject to Professional Certificate” or “Addition of Subject to Temporary Certificate” applications and submit the required fee to the BEC. In this case, the district must submit verification of the completion of the add-on program to the BEC, if applicable.
- c) In the event that the applicant has an alert on the file, clearance must be given by the fingerprint unit before the subject can be added.

**\*\*If the applicant submits this application for the Reading Endorsement after December 22, 2019, s/he is able to pass the Subject Area Examination for Reading (Grades K-12), and the district is able to process the “Add Endorsement Via District” application for that specific endorsement.**

### Notes:

1. Subject requirements for the addition of an endorsement may be met by one of the following:
  - Completing appropriate college courses and credits as listed in the governing State Board of Education Rule.
  - Completing a Florida State-Approved Program for the endorsement.
  - Completing a Florida district’s approved add-on program. See information below concerning inservice.
  - A valid standard certificate from another US state or territory which reflects the endorsement as a subject coverage or endorsement on that state’s certificate.
  - An NBPTS certificate in the endorsement area.
  - For the Reading Endorsement only: a passing score on the Subject Area Examination for Reading (Grades K-12) can be used to add the Reading Endorsement to a certificate if the applicant applied for this endorsement on or after December 22, 2019. The system will not provide the option to use the Subject Area Examination if the application was submitted before that date.
2. Florida District Approved Inservice Add-on Programs [6A-4.003(4)(b), F.A.C.]
  - Per 2004 legislation, public school districts are responsible for processing employee endorsement additions to Temporary and Professional Certificates based on completion of the district’s approved endorsement add-on program.
    - *Excluding Autism Spectrum Disorders, Orientation & Mobility, PK Disabilities, and Severe or*

- Profound Disabilities endorsements
    - *Excluding* additions to the following certificates: Athletic Coaching, SLI temp, SLI non-renewable pro, SLA Associate, and Level 7 Career and Technical Certificates (denoted by a 7 as the last digit of the subject code)
- The certificate is then re-issued with the same validity period to reflect all previous subjects and the addition subject.
- This district processing requirement does not apply to Professional Certificates that include only level 7 non-degreed career and technical subjects.
- *Note: An SAE passed during the current validity period of the Professional Certificate and used to add the subject to the Professional Certificate may also be used for three semester hours of renewal credit.*
- When an applicant completes an approved add-on program, the district must submit the District Add-on program verification form electronically to the BEC to verify that the program is complete. This applies to additions processed by either the district or the BEC. The BEC has no authority to accept individual inservice components in lieu of college credit courses.
- Inservice add-on programs do not provide school districts with the authority to use teaching experience in lieu of certification requirements. Appropriate college credit may be used by a district in lieu of inservice components, but **not** teaching experience.
- District add-on programs may not be used to meet requirements for initial certification. They may only be used for the addition of an endorsement to a valid Florida certificate.

## Renewal of Florida Professional Certificate

### s.1012.585, F.S., and Chapter 6A-4.0051, F.A.C.

#### **Requirements for Renewal:**

- **A completed "Renewal Application" (also known as the CG-10R) with appropriate processing fee.**
- **Six (6) semester hours of college credit to include one (1) semester hour in teaching students with disabilities (SWD) or the equivalent earned during the last validity period of the Professional Certificate.**

## Renewal Requirements

### **Six (6) semester hours of college credit to include one (1) semester hour in teaching SWD**

1. At least six (6) semester hours of college credit to include one (1) semester hour in teaching SWD or the equivalent must be earned during each validity period to renew a certificate.
2. College level credit must be awarded by an acceptable institution or the American Council on Education (ACE). (For additional information on acceptable institutions, please see [Acceptable Degrees and Credits](#) in the *Application* section of this manual.)
3. College credit awarded for CLEP, DANTES Subject Standardized Test, Excelsior, other examination, life experience, or other method is acceptable, if the credit is reflected on an official transcript from an acceptable institution or the American Council on Education (ACE), and the content of the course is appropriate.
4. A grade of at least "C" must be earned in each course used for renewal. A grade of "Pass" is acceptable in courses for which grades are earned as pass/fail.
5. College remedial credit is not acceptable.
6. See [Appropriate Categories/Topics for Renewal](#) for more information.

### **Note: Renewal/Reinstatement for the 2020-2025 validity period**

- Applicants who are renewing their certificates in the coverage areas below must take two credit hours (or 40 hours of professional development) in the use of explicit, systematic, and sequential approaches to reading instruction, developing phonemic awareness, and implementing multisensory intervention: **Elementary Education (K-6), Prekindergarten/Primary Education (age 3 through grade 3), Elementary Education (grades 1-6), Primary Education (grades K-3), English (grades 1-6), Middle Grades English (grades 5-9), Middle Grades Integrated Curriculum (grades 5-9), English (6-12), Reading (K-12), Reading (Endorsement), and English for Speakers of Other Languages (ESOL) (grades K-12).**
- **Coursework that meets these criteria and the SWD requirement can be used for both purposes.**
- This change impacts those who are renewing their Professional Certificates with a validity period that starts July 1, 2020 or after, meaning that educators who have certificates with a validity period beginning July 1, 2020 would have until June 2025 to complete the requirements.

### **One (1) semester hour in teaching SWD**

1. Courses in Gifted Education are NOT acceptable, unless a course is in teaching gifted students with disabilities.
2. American Sign Language courses are NOT acceptable, unless a course is in teaching American Sign Language to the Hearing Impaired.
3. Guidance and samples of acceptable courses on teaching SWD:
  - Courses with ESE or Special Education prefixes (Excluding Gifted courses. See Note 1 above for exception.)
  - Introduction to ESE
  - Nature and Needs of [various disabilities: EH, MH, SLD, ASD, etc.]
  - Teaching Students with Disabilities
  - Educating the Learning Disabled (or any other disability)
  - Assessment in Exceptional Education
  - Assessing Students with Disabilities
  - The Special Education Curriculum
  - Varying Exceptionalities
  - Individualized Instruction for Exceptional Students
  - Management Strategies for Students with Disabilities

### **College Credit Equivalents**

1. Inservice points:
  - Inservice points earned from a Florida public school district, a charter school consortium with an approved Master Inservice Plan (MIP), or a private school organization with an approved MIP are acceptable as renewal credit.
  - Twenty (20) inservice points are equivalent to one (1) semester hour of college credit. Sixty (60) inservice points are equivalent to three (3) semester hours of college credit.
  - ESE professional development components in the following focus areas are acceptable for teaching SWD credit:
    - 100 Instructional Strategies
    - 101 Classroom Management
    - 102 Assessment
    - 105 Curriculum
  - ESE professional development components in the following focus areas are not acceptable for teaching SWD credit:
    - 103 Procedural/Legal Requirements
    - 104 Working with Aides/Volunteers/Mentors
  - Inservice points in teaching SWD may be earned and accumulated by participating in different sessions relating to students with disabilities to satisfy the total of at least 20 inservice points in teaching SWD.
2. Subject Area Examination (SAE):
  - A passing score on a Florida developed or other State Board approved (e.g., ACTFL) subject area examination for the subject shown on the certificate and passed within the last validity period is equivalent to three (3) semester hours of college credit. The SAE must be taken in the subject area at the appropriate level. SAEs in other areas may not be used as elective credit. There is no limit on the number of SAEs that may be taken during one validity period for subjects shown on the certificate.
  - An SAE used to add a subject to the Professional Certificate during the last validity period may also be used for three semester hours of renewal credit.
  - An ESE SAE (i.e., Exceptional Student Education K-12, Hearing Impaired K-12, Visually Impaired K-12 or Speech-Language Impaired K-12) that corresponds with the ESE coverage on the certificate satisfies three semester hours of renewal credit and the credit for teaching SWD.
  - Educators with the old subjects of EH, MH, PH, SLD, and VE may use the Exceptional Student Education K-12 SAE for three semester hours of renewal credit and the credit in teaching SWD. However, the renewed certificate will retain the old subject, unless and until the educator applies to add Exceptional Student Education K-12 to the certificate. To use the SAE to subsequently add Exceptional Student Education to the Professional Certificate, the passing score must have been earned no more than 10 years prior to the date of the addition application.
3. National Board Certification:
  - A certificate issued by the National Board for Professional Teaching Standards (NBPTS) corresponding to at least one subject on the Florida certificate, as shown on the [NBPTS chart](#), equates to six semester hours of renewal credit, not including the SWD requirement unless a NBPTS Exceptional Needs Specialist certificate (see bullet #3 in this section)
  - The NBPTS certificate may be used for renewal as long as it is valid during any part of the validity period of the Florida certificate. A photocopy of the valid NBPTS certificate submitted with the renewal application shall be acceptable verification.

- An NBPTS Exceptional Needs Specialist certificate satisfies six semester hours of renewal credit including the teaching SWD requirement when the Florida Professional Certificate includes an ESE coverage.
- 4. **College Teaching:** A course taught at the college level at an accredited or approved institution is the same as a course taken at the college level for renewal. Verification of course name, prefix, number, semester hours, and dates taught should be submitted on college/university letterhead from and signed by the registrar or dean. Teaching multiple sections of the same course may only be used as one course for renewal.

#### **Renewing Certificates with One, Two, or More Than Two Subject Areas**

1. Professional Certificates with one subject: Six (6) semester hours of college credit, which must include at least one (1) semester hour in teaching SWD, must be earned during the renewal period to renew the certificate. At least three (3) of the six (6) semester hours must meet the criteria in the section entitled [Appropriate Categories/Topics for Renewal](#).
2. Professional Certificates with two subjects: Six (6) semester hours of college credit, which must include at least one (1) semester hour in teaching SWD, must be earned during the renewal period to renew the certificate. All six (6) semester hours must meet the criteria in the section entitled [Appropriate Categories/Topics for Renewal](#) to retain each subject.
3. Professional Certificates with more than two subjects: At least six (6) semester hours or equivalent, which must include at least one (1) semester hour in teaching SWD, must be earned each validity period. For each subject on the certificate, three (3) semester hours of appropriate renewal credit or equivalent must be earned over the course of two successive validity periods to renew all subjects. Any subject(s) for which credit is not earned at least once during the two successive validity periods according to this provision may be deleted at the time of renewal.

#### **Banking of ESOL and Reading Credit**

The 1998 and 2004 Legislatures passed legislation that permits individuals who earn college credit or inservice points in English for Speakers of Other Languages (ESOL) or teaching of Reading to "bank" the credit for renewal as follows:

1. For individuals who hold a Professional Certificate: ESOL or Reading credit or inservice earned in excess of credit required for renewal may be banked for renewal credit in subsequent validity periods.
2. For individuals who hold a Temporary Certificate: ESOL or Reading credit earned during the validity of the Temporary Certificate may be used to renew the first Professional Certificate. There must be no break in continuity between the Temporary and Professional Certificates. The ESOL or Reading credit may not be included within a degree program.

#### **Banking of SWD Credit**

Legislation effective July 1, 2014 permits individuals who earn college credit or inservice points in teaching Students with Disabilities (SWD credit) to "bank" the credit for renewal as follows:

1. For individuals who hold a Professional Certificate with a validity period that includes the 2014-2015 or later school year: SWD credit or inservice earned during the validity period in excess of credit required for renewal may be banked for renewal credit in subsequent validity periods.
2. For individuals who hold a Temporary Certificate that includes the 2014-2015 or later school year: SWD credit earned during the validity of the Temporary Certificate may be used to renew the first Professional Certificate. There must be no break in continuity between the Temporary and Professional Certificates. The SWD credit may not be included within a degree program.

#### **Deleting Subject/s at Applicant's Request when Renewing a Certificate**

1. When an applicant either chooses on the "Renewal Application" that s/he would like to delete a subject, or contacts the BEC or district office to request that a subject be cancelled before the certificate is renewed, the applicant does not have to pay the standard \$20.00 deletion fee. The \$75.00 renewal fee covers the cost of issuing the renewed certificate reflecting the requested deletion/s.
2. This provision *only* applies at the time of renewal. Requests for deletions at other times require submission of a "Removal of Subject(s) Request" application and \$20.00 deletion fee per subject to be deleted.
3. Note: An applicant who requests deletion of a subject and subsequently wants to add the subject back to the certificate must submit an additional application and processing fee and must meet subject requirements in effect at the time s/he applies for the addition. Passing scores on certification exams must have been earned no more than ten (10) years prior to the date of the application. Also, the subject must still be authorized by the State Board.

## Renewal Application Process

### **For Individuals Employed in a Florida Public School District**

1. The "Renewal Application" is automatically opened in the Versa system on or after July 1 of the last year of the Professional Certificate's validity period. The applicant will see "It's time to renew!" in their online account once the "Renewal Application" is available. It should be submitted prior to the date the certificate expires.
2. The "Renewal Application" can be submitted even if all required credit has not yet been earned, but all credit must be earned before the certificate expires.
3. Endorsements are automatically renewed, and so are not listed on the "Renewal Application."
4. Though the system will not allow the applicant to submit the application unless it is complete, the applicant must be sure to complete some optional sections and submit or attach some documents that are not required by the system. Please note the following information:
  - a) Name Change: The online application system will not allow an applicant to change his/her name in the "Renewal Application". S/he must make sure to attach the required documents concerning the name change to the application.
  - b) Deleting a Subject: A subject may be deleted at no additional charge at the time of renewal if the applicant clicks the "request for deletion?" box next to the subject to be deleted in the application.
    - i. **Note**: There is a "remove subjects" page in the application for this purpose, if applicable.
  - c) If the applicant enters college teaching experience or chooses that s/he would like to use college teaching experience for renewal credit, the college teaching experience letter must be attached to the application or submitted before the application expires.
  - d) The applicant must truthfully and accurately complete the Legal Disclosure page of the application and **make sure to enter the required information concerning the charges on separate pages of the application.**
    - i. **The district office must submit a template to the FP Unit Directly to ensure that an applicant is complete or previously cleared if the applicant entered any affirmative answers on the application—even if the incident has been cleared in the past—before the application is processed.**
  - e) Entering Renewal Credit: There are two separate sections where renewal credit must be entered.
    - i. Renewal Credit – The applicant must choose the subject(s) to be renewed and also choose their renewal method. The applicant can only choose one subject at a time. **Note**: the application system does not require that the applicant choose all of their renewed subjects.
    - ii. Renewal Credit SWD – The applicant must select one of the three options: **Yes-Current Credit, Yes-Banked Credit, or NO-I have not yet obtained credits.**
5. The applicant must choose the correct district affiliation (employing district) on the application. If that process is completed correctly, the application will be directly routed to the district renewal queue for processing. In the event that an applicant chooses a district on the application, **s/he is not provided the option to pay online. The applicant is advised on the Fee and Summary Report page (the last page of the application) that s/he must contact the district for guidance on how to submit payment.**
  - i. **Note**: If the applicant chooses the BEC as their district affiliation and also submits payment in their online account, the application will be processed by the BEC. Any inservice points to be used for renewal must be submitted to the BEC in that event.
6. The "Renewal Application" is valid for one (1) year from the date it is submitted.
7. If the application is not received by the certificate expiration date, the applicant has one (1) year from the certificate expiration date to submit the "Late Renewal Application", the renewal processing fee, plus an additional late fee of \$30.00. All required credit, however, must have been earned during the validity period of the Professional Certificate.
8. The "Renewal Application" is the only application that can be submitted multiple times. The applicant should make sure to view and/or update the district affiliation section of the "Renewal Application" and also submit the "Renewal Application" **only one time.**
  - a) The "Renewal Application" is automatically made available to the district that the applicant lists on the affiliation page. If the applicant does not view and/or update this page directly, contact the Partner Line at [EdCertPartnerLine@fldoe.org](mailto:EdCertPartnerLine@fldoe.org) to request that the affiliation be changed so that the application can be processed by the district, if applicable.
  - b) In the event that the applicant both affiliates with the BEC and pays the fee online, the application must be processed by the BEC.
  - c) In the event that the applicant affiliates with a district, but is no longer employed by a district, contact the BEC to ensure that the affiliation is changed to this office AND advise the applicant that the payment must be mailed to the BEC.



### **For Individuals Not Employed in a Florida Public School District**

1. This provision includes all other individuals not employed by a Florida school district during the year the certificate is to be renewed.
2. A completed "Renewal Application" must be submitted to the Bureau of Educator Certification in the last year of the validity period of the Professional Certificate and prior to the expiration date of the Professional Certificate.
3. If the application is not received by the certificate expiration date, the applicant has one (1) year from the certificate expiration date to submit the "Late Renewal Application," the renewal processing fee, plus an additional late fee of \$30.00. All required credit, however, must have been earned during the last validity period of the Professional Certificate.
4. The "Renewal Application" is valid for one (1) year from the date it is submitted.

### **Appropriate Categories/Topics for Renewal**

(See preceding sections for SWD credit guidance and samples.)

<b>Appropriate Categories/Topics for Renewal - General Training</b>		
Teaching students with disabilities	Cooperative learning strategies	Social services training
Exceptional Student Education	Critical thinking skills	Evaluation/assessment techniques
Content specific to certification subjects	Curriculum design and development	Experiences with young children and families
At-risk students	Drug or substance abuse	Global economy
Building self-esteem	Ecology	Informal evaluation techniques
Child abuse and neglect	Effective teacher training	Integration of curriculum
Classroom management	Skill building techniques	Learning strategies
Library services	Methods or education strategies	Methods of teaching reading
Multicultural education	Problem solving skills	School and community relations
Student dropout prevention	Strategies for teaching LEP students	ESOL
Teaching and testing performance outcomes	Technology	Research of effective school design and development

<b>School Administration Accountability</b>	
Instructional design	School law
Leadership skills	School organization
School and community relations	School finance
School facilities	

<b>Career and Technical (Vocational) and Adult Education</b>	
Adult learning	Vocational education for special needs
Principles of adult education	Vocational guidance
Principles of vocational education	

### **NBPTS Subject Areas and Florida Subject Area Equivalents for Renewal Purposes**

**\*Please note that this chart differs from the NBPTS chart in the *Direct Reciprocity Routes to the Professional Certificate* section of this manual.**

<b>NBPTS Coverage</b>	<b>Equivalent Florida Coverage</b>
Early Childhood Generalist (Ages 3-8)	Early Childhood, Primary (K-3), Pre-kindergarten Primary (PK-3), Elementary Education (1-6) and (K-6)
Middle Childhood Generalist (Ages 7-12)	Elementary Education (1-6) and (K-6)



Early and Middle Childhood or Early Adolescence - Young Adulthood Art	Art (K-12), all formerly issued Art coverages and grade levels
English as a New Language	ESOL (coverage K-12)
Early and Middle Childhood OR Early Adolescence - Young Adulthood Physical Education	Physical Education (K-8), (6-12), and (K-12)
Early Childhood - Young Adulthood Exceptional Needs Specialist	Any exceptional child area or areas, <u>including the SWD credit requirement</u>
Early Adolescence (Ages 11-15) Generalist	Any Middle Grades (5-9) subject(s), Elementary Education
Early Adolescence or Adolescence and Young Adulthood (Ages 11 - 18): English Language Arts Mathematics Science Social Studies/History	English (6-12), English (5-9), MGIC** (5- 9), Speech (6-12)*, Journalism (6-12)*  Mathematics (6-12), Mathematics (5-9), MGIC**(5-9)  Biology (6-12), Chemistry (6-12), Earth-Space Science (6-12), Physics (6-12), General Science (5-9), MGIC** (5-9)  Social Science (6-12), Separate Areas of Social Science (6-12), Social Science (5-9), MGIC** (5-9)
Adolescence and Young Adulthood Career Education	Corresponding degreed career and technical area as shown on NBPTS certificate
Early Childhood - Young Adult Library Media	Educational Media Specialist (PK-12)
World Languages Other Than English (for a World Language offered in Florida)	Corresponding world language as shown on NBPTS certificate
Early and Middle Childhood or Early Adolescence - Young Adulthood Music	Music (K-12), all formerly issued music coverages
Early Childhood - Young Adult School Counseling	School Counseling
Early-Middle Childhood Literacy-Reading Language Arts	Early Childhood, Primary (K-3), Pre-kindergarten Primary (PK-3), Elementary Education (1-6) and (K-6), English (6-12), English (5-9), MGIC** (5-9), Reading (K-12)
Early Adolescence - Young Adulthood Health	Health (K-12)
<b>*Coverage repealed as June 23, 2016</b> <b>**Coverage repealed as of 2011.</b>	

## Renewal Method Choices

Code	Explanation
SAE	Subject Area Examination
CC	College Credit
CTE	College teaching experience
ISP	Inservice Points
NBPTS	NBPTS
EXC	School of Excellence Employment
L8R	Credit Later Required
<i>Note: The credit must still be earned before the certificate expires.</i>	

## Reinstatement of a Professional Certificate

Florida State Board of Education Rule 6A-4.004(8), F.A.C., provides that certificates that have expired are permanently invalid. In addition, requirements completed for issuance of the expired Professional Certificate may not be used to meet requirements for issuance of a new Professional Certificate.

The 1997 Florida Legislature amended Florida Statutes to enable an individual to reinstate a Professional Certificate. The 2000 Florida Legislature increased the reinstatement period from three to five years from the date the Professional Certificate expires. The re-write of the Florida School Code by the 2002 Florida Legislature allows for reinstatement of an expired Professional Certificate regardless of the date the certificate expired for applications received January 7, 2003, and after.

### Reinstatement Requirements

- Submit a completed "Reinstatement Application" with \$75.00 processing fee.
- Complete six (6) semester hours of college credit or 120 inservice points from an approved Master Inservice Plan (MIP) to include one (1) semester hour of college credit or 20 inservice points in teaching students with disabilities (SWD).
- Submit a passing score on the Florida developed or other State Board approved subject area examination (SAE) in each subject from the expired certificate that will be shown on the reinstated certificate.
- Submit cleared fingerprints.

### Reinstatement Application Process

The online "Reinstatement Application" may be submitted to the BEC after the Professional Certificate has expired.

1. When an individual applies for reinstatement, a Reinstatement Deficiency Letter is issued for one year from the date the application is received. Documentation of completed requirements must be submitted to the BEC during that time frame. An applicant will have to re-apply if requirements are not completed and documentation is not submitted before the date the application expires.
2. A processing fee of \$75.00 is required for each reinstated certificate that is issued. Even if more than one subject is to be reinstated, the fee is \$75.00 total if all requirements for all subjects are submitted at the same time. If the applicant reinstates one subject at a time, an application and \$75.00 fee are required for each certificate issued.
3. Individuals who have an expired Professional Certificate and submit a "Re-Application for Educator Certification" application to apply for a Temporary Certificate will be sent an Official Statement of Status of Eligibility based upon current requirements. The SOE will include the following message:  
Florida Statutes provide the option for an individual with an expired Professional Certificate to reinstate the expired certificate. You may review the requirements and apply for reinstatement online at <http://www.fldoe.org/teaching/certification/renewal-requirements/reinstatement.shtml>

A Temporary Certificate may be issued while the individual is completing requirements for reinstatement, if specialization is met under current rules and an issue request and cleared fingerprints are received. The applicant must meet all requirements under current laws for a new certificate, including passing the General Knowledge Test to maintain employment, if reinstatement requirements are not completed.

### **Changing from "Re-Application for Educator Certification" Application to "Reinstatement Application" and Vice Versa**

An individual who has submitted a "Re-Application for Educator Certification" application may contact our office prior to processing to request that the "Re-Application for Educator Certification" application be cancelled for a refund of the fee paid so that they can instead submit the "Reinstatement Application" and fee. However, if the SOE is processed, the individual must reapply for reinstatement.

### **College Credit or Inservice Points**

1. College credit or inservice points completed for reinstatement must be earned within the five-year period immediately preceding the school year during which the reinstatement application is submitted and/or prior to the expiration of the reinstatement application. Note: Banked inservice points cannot be used for reinstatement.

Example: Application for reinstatement is received 10/1/19 (this is the 19-20 school year). The applicant may use credit earned from 7/1/14 through 10/1/20, and the certificate will be reinstated for the 2019-2024 school years, even if the last course is completed after 6-30-2020.

2. Only college-level credit (including courses taken or taught in a college/university) or inservice points are appropriate. Other college credit equivalents used for renewal (e.g., subject area tests) are not applicable.
  3. The college credit or inservice earned for reinstatement may be taken in the same categories as for renewal.
  4. The guidelines and samples for college credit or inservice in teaching SWD are the same as for renewal.
- Note: For reinstatement, the SWD credit requirement cannot be satisfied with an ESE subject area examination.

### **Subject Area Examination (SAE)**

1. A passing score on the Florida developed or other State Board approved subject area examination must be earned within the five-year period immediately preceding the school year during which the reinstatement application is submitted and/or prior to the expiration of the reinstatement application.
2. See two subject area examination charts on the following page for required Florida developed tests and required other State Board approved tests.
3. For reinstatement, the applicant must satisfy both the subject area examination requirement and the college credit requirements.
4. For reinstatement, the SWD credit requirement cannot be satisfied with an ESE subject area examination.
5. A subject area test used to add a subject to the expired Professional Certificate may not be used for reinstatement. However, a subject area test originally intended solely for renewal of the expired Professional Certificate may be used if passed within the appropriate reinstatement time frame.

### **Reinstatement of Specific Subject Areas**

1. Subjects no longer issued by the BEC may not be reinstated. An expired Professional Certificate which reflected only non-degreed or adult coverages that are no longer issued may not be reinstated. The reinstatement application will be cancelled and the fee refunded.
2. Subjects no longer issued which have an equivalent coverage that is currently issued and for which there is a Florida developed or other State Board approved subject area examination may be reinstated as shown on the charts on the following pages. The charts include the most common areas. Other degreed coverages that are related to a current subject (such as Algebra or Business Law) may also be reinstated with the appropriate related subject area examination (Math 6-12 or Business Education 6-12, respectively). A Reinstatement Deficiency Letter with information on available options will be issued to the applicant.
3. Subject areas currently issued for which there is no Florida developed or other State Board approved subject area test will be reinstated with the six (6) semester hours of college credit including one (1) semester hour in SWD. Subjects include:
  - Dance
  - School Social Work
  - Administration of Adult Education
  - School Principal
  - Local Director of Career and Technical Education
4. Endorsements will be reinstated along with the subject coverage(s) if the applicant "adds" the endorsements to the application. If an endorsement is required to ride with a specific coverage, that coverage must be reinstated for the endorsement to also be shown on the reinstated certificate. If the applicant does not "add" expired endorsements to the "Reinstatement Application", they will have to submit the "Addition of Subject to Professional Certificate" application and fee (and meet current requirements) to add the endorsement to the certificate.
5. Former subject coverages which are now endorsements will be converted to endorsements at reinstatement and will be reflected on the reinstated Professional Certificate without passing a subject area test. If the only subject on an expired certificate was a coverage that is now an endorsement, the Professional Certificate may be reinstated in the bachelor's level area of the applicant's choice for which the appropriate SAE is passed. At the time of reinstatement of the new coverage, the endorsement will also be reinstated. Examples would include the Driver Education Endorsement and the Gifted Endorsement.
6. An individual whose expired certificate reflects only degreed subjects which are not listed on the charts on the following pages and are not comparable to any currently issued subjects (examples - Bible, General Academics) may still reinstate in the bachelor's level area of his/her choice. The applicant is sent a letter advising that the subject area(s) shown on the expired certificate is no longer issued in Florida. The applicant is further advised that s/he may reinstate the expired certificate in any of the currently available bachelor's level degreed areas for which the appropriate subject area examination is passed.

**SAE Chart #1**

Coverage Shown on Expired Certificate	Florida Developed Test to Take and Coverage Shown on Reinstated Certificate
Administration	Educational Leadership
Administration/Supervision	Educational Leadership
Agriculture	Agriculture (6-12)
Art	Art (K-12)
Art Education	Art (K-12)
Biology	Biology (6-12)
Business Education	Business Education (6-12)
Chemistry	Chemistry (6-12)
Computer Science	Computer Science (K-12)
Drama	Drama (6-12)
Early Childhood	Pre-kindergarten/Primary Education (PK-3) or Elementary Education (K-6)
Earth Science	Earth-Space Science (6-12)
Earth-Space Science	Earth-Space Science (6-12)
Economics	Social Science (5-9) or Social Science (6-12)
Educational Leadership	Educational Leadership
Educational Media Specialist	Educational Media Specialist (PK-12)
Elementary Education	Elementary Education (K-6)
Emotionally Handicapped	Exceptional Student Education (K-12)
English	English (5-9) or English (6-12)
English to Speakers of Other Languages (ESOL) (K-12)	ESOL (K-12)
Family and Consumer Science	Family and Consumer Science (6-12)
French	French (K-12)
General Home Economics	Family and Consumer Science (6-12)
Geography	Social Science (5-9) or Social Science (6-12)
Geology	Earth-Space Science (6-12)
German	German (K-12)
Guidance	School Counseling (PK-12)
Guidance and Counseling	School Counseling (PK-12)
Health	Health (K-12)
Health Education	Health (K-12)
Hearing Disabled	Hearing Impaired (K-12)
Hearing Impaired	Hearing Impaired (K-12)
History	Social Science (5-9) or Social Science (6-12)
Home Economics	Family and Consumer Science (6-12)
Humanities	Humanities (K-12)
Industrial Arts	Engineering and Technology Education (Grades 6-12)
Industrial Arts-Technology Education	Engineering and Technology Education (Grades 6-12)
Instrumental Music	Music (K-12)
Journalism	English (5-9) or Social Science (6-12)
Junior High School	English (5-9), or English (6-12), or General Science (5-9), or Mathematics (5-9), or Mathematics (6-12), or Social Science (5-9), or Social Science (6-12)
Latin	Latin (K-12)
Marketing	Marketing (6-12)
Mathematics	Mathematics (5-9) or Mathematics (6-12)
Media Specialist	Educational Media Specialist (PK-12)
Mentally Handicapped	Exceptional Student Education (K-12)
Middle Grades Integrated Curriculum	English (5-9), or English (6-12), or General Science (5-9), or Mathematics (5-9), or Mathematics (6-12), or Social Science
Music	Music (K-12)
Music Education	Music (K-12)
Physical Education	Physical Education (K-12)
Physically Impaired	Exceptional Student Education (K-12)

Physics	Physics (6-12)
Political Science	Social Science (5-9) or Social Science (6-12)
Preschool Education	Preschool Education (Birth through age 4)
Primary Education	Pre-kindergarten/Primary Education (PK-3) or Elementary Education (K-6)
Psychology	Social Science (5-9) or Social Science (6-12)
Reading	Reading (K-12)
School Psychologist	School Psychologist (PK-12)
Science	General Science (5-9)
Social Science	Social Science (5-9) or Social Science (6-12)
Social Studies	Social Science (5-9) or Social Science (6-12)
Sociology	Social Science (5-9) or Social Science (6-12)
Spanish	Spanish (K-12)
Specific Learning Disabilities	Exceptional Student Education (K-12)
Speech	English (5-9) or Social Science (6-12)
Speech Correction (issued based upon a master's degree)	Speech-Language Impaired (K-12)
Speech Correction (issued based upon a bachelor's degree)	Exceptional Student Education (K-12)
Speech-Language Impaired	Speech-Language Impaired (K-12)
Technology Education (6-12)	Engineering and Technology Education (Grades 6-12)
Varying Exceptionalities	Exceptional Student Education (K-12)
Visual Disabilities	Visually Impaired (K-12)
Visually Impaired	Visually Impaired (K-12)
Vocal Music	Music (K-12)
Vocational Agriculture	Agriculture (6-12)

### **SAE Chart #2**

<b>Coverage Shown on Expired Certificate</b>	<b><u>Other State Board Approved Test to Take and Coverage Shown on Reinstated Certificate</u></b>
World Language <i>other than</i> French, Spanish, German, and Latin	OPI & WPT portions of the ACTFL test for the World Language subject on the expired certificate. See World Language specialization document in the Resources section of <a href="#">FL-ECT</a> for guidance on acceptable passing scores.
World Language <i>other than</i> Latin	Score of two (2) or above on Listening and Reading subtests of the Defense Language Proficiency Test (DLPT).

## Extensions

### Extending the Three-year Temporary Certificate s.1012.56, F.S.

Three-year Temporary Certificates cannot be renewed. While Florida Statute provides the Commissioner authority to grant one two-year extension, the Commissioner exercises this option on a very limited basis and *only* when all of the following conditions set forth in statute are met:

1. The individual must have experienced *extraordinary, extenuating* circumstances beyond his/her control that prevented the requirements for the Professional Certificate from being completed. Appropriate documentation verifying of any one of the following reasons must accompany the request:
  - a) Medical
  - b) Extenuating Circumstances
  - c) Military Spouse of Active Duty Service Member
  - d) Highly Effective **final** rating as verified by the district
  - e) Completion of two-year mentorship program.

2. The GK is not a requirement for an extension request.
3. The district must open the "Extension for Temporary" application. The applicant will be able to submit the payment for the application in his/her online account within 24-48 hours of the application being opened. **Note:** A *military waiver does not cover the fee.*
4. The superintendent must request the extension from the Commissioner of Education, who must approve the extension. That request and additional supporting documentation must be attached to the open "Extension for Temporary" application. Since the review and approval process is facilitated by the BEC, the letter to the Commissioner with supporting documentation may be submitted directly to the BEC.
5. At this time, an "Extension to Temp" letter is issued after the application is processed only if the extension is granted. That letter will also state that the "Upgrade to Professional Educator Certificate Application" must still be submitted. **Extension letters are not yet generated if an applicant is not eligible for an extension, though the remaining requirements are noted in the applicant's online account.**

## Extending a Professional Certificate

### s.1012.56, F.S.

A Professional Certificate may be extended for one year based on extraordinary circumstances beyond the control of the applicant that prevented him/her from completing renewal requirements. An applicant cannot request consecutive (back-to-back) extensions.

To issue the one-year extension the "Medical Extension Request for Professional Educator" application, fee and explanatory letter from the applicant must be submitted to the BEC, even if the individual is employed in a Florida school district.

- The "Medical Extension Request for Professional Educator" application and fee should be submitted online. The applicant will be able to choose the reason for the extension request in the application. **This application is not for Military Service Extensions.**
- Supporting documentation (letter on letter head from treating physician, personal letter with brief description of circumstances at hand, etc.) must be attached to the application.
- This application must be submitted even if the circumstances are not medical in nature.
- If circumstances are medical in nature, a brief doctor's note should be attached to the letter.

If the request is approved, one year is added to the validity period of the Professional Certificate and the certificate is re-issued with a six-year validity period. Note: At this time, a PDF copy of the extended certificate is not issued. S/he must print the copy of the extended certificate from the online account. **Extension letters are not yet generated if an applicant is not eligible, though the remaining requirements are noted in the applicant's online account.**

**Requests for late renewal of an extended Professional Certificate will be processed similarly to requests for late renewal of a non-extended certificate. Refer to BEC Policy Memo 2016-003.**

## Military Service Extensions

### s.1012.585, F.S.

Section 1012.585(4) of Florida Statutes authorizes an extension to a Temporary or Professional Certificate for the person who is "called into or volunteers for actual wartime service or required peacetime military service training" for a period of time equal to time spent in military service. This provision is implemented as follows:

1. The certificate must be valid when applicant begins military assignment.
2. After applicant completes military service, s/he must submit the "Military Extension Request", processing fee, and a copy of DD-214 separation paper to BEC.
3. For an extension to a Temporary Certificate, a written request for extension from the employing school district to the BEC is recommended.
4. The certificate is extended in one-year increments for the period of service documented on the DD-214. Any fraction of a year rounds up to one full year. For example, one to 365 days of service equals a one-year extension, 366 to 730 days of service equals a two-year extension, and two years and one month of service equals a three-year extension.
5. At this time, an "Extension to Temp" letter is issued after the application is processed only if the extension is granted. If the extension is granted, the applicant can log into their online account to view and print a copy of the certificate—a PDF copy of a certificate granting a Military Extension is not emailed. The applicant receives a letter listing that the extension has been granted, upgrade requirements must be met, and the application for the upgrade must be submitted. **Extension letters are not yet generated if an applicant is**



not eligible for an extension, though the remaining requirements are noted in the applicant's online account.

## Common Abbreviations in Contact History

Common Abbreviations in Contact History			
<b>APP</b>	Application	<b>ADULT ED</b>	Adult Education
<b>APPL</b>	Applicant	<b>ASD</b>	Autism Spectrum Disorders Endorsement
<b>BEC</b>	Bureau Of Educator Certification	<b>ASL</b>	American Sign Language Endorsement
<b>CCD</b>	Course Code Directory	<b>ATH COACH OR AC</b>	Athletic Coaching
<b>CERT</b>	Certificate	<b>BIO</b>	Biology
<b>CERT VERIF</b>	Certificate Verification	<b>BUS ED</b>	Business Education
<b>CONLOG</b>	Contact History	<b>CHEM</b>	Chemistry
<b>CRED EVAL</b>	Credential Evaluation	<b>COACH</b>	Three-Year or Five-Year Coaching Certificate
<b>CF</b>	Corrflow	<b>COMP SCI</b>	Computer Science
<b>DIST</b>	District	<b>E/S SCI</b>	Earth-Space Science
<b>DOE</b>	Department of Education	<b>ED LDSHP</b>	Educational Leadership
<b>DOH</b>	Department of Health	<b>ED MEDIA</b>	Educational Media Specialist
<b>DP</b>	Void Duplicate (Contact History)	<b>EM</b>	Email
<b>END</b>	Endorsement	<b>ELEM ED</b>	Elementary Education
<b>EPC</b>	Education Practices Commission	<b>ESOL</b>	English for Speakers of Other Languages
<b>FAM/CON SCI</b>	Family & Consumer Science	<b>ESOL END</b>	English for Speakers of Other Languages Endorsement
<b>FSAP</b>	Florida State-Approved Program	<b>FL</b>	Florida
<b>FTCE</b>	Florida Teacher Certification Examination(s)	<b>FX</b>	Fax
<b>GEN SCI</b>	General Science	<b>GK</b>	General Knowledge Test
<b>GUID</b>	School Counseling	<b>INSERV OR MIP</b>	Inservice or Master Inservice Points
<b>IR OR ISSREQ</b>	Issue Request	<b>HI</b>	Hearing Impaired
<b>LT</b>	Letter	<b>LOC DIR</b>	Local Director of Career and Technical Education
<b>MG</b>	Middle Grades	<b>MATH</b>	Mathematics
<b>OOF</b>	Out-of-field	<b>MGGS</b>	Middle Grades General Science
<b>OFTR</b>	Official Transcript	<b>MGIC</b>	Middle Grades Integrated Curriculum
<b>OSCERT</b>	Out-of-State Certificate	<b>OM DIS</b>	Orientation & Mobility Disabilities
<b>OT</b>	Other (Contact History)	<b>OV</b>	Office Visitor (Contact History)
<b>PEC</b>	Professional Preparation Competence Program	<b>PE OR PHYS ED</b>	Physical Education
<b>PH</b>	Phone (Contact History)	<b>PK DIS</b>	Prekindergarten Disabilities
<b>PPS</b>	Office of Professional Practices Services	<b>PRK/P OR PKP</b>	Prekindergarten/Primary Education
<b>PREV CON LOG</b>	Previous Conversation Log	<b>RDG</b>	Reading
<b>PRO</b>	Professional Certificate	<b>RDG END</b>	Reading Endorsement
<b>PRO ED</b>	Professional Education Test	<b>SCH PRIN</b>	School Principal
<b>PRO(F) PREP</b>	Professional Preparation	<b>SCH PSYCH</b>	School Psychologist
<b>PTER</b>	Professional Teaching Experience Requirement	<b>SEV/PROF</b>	Severe or Profound Disabilities
<b>RE-EVAL</b>	Re-evaluation	<b>SOC SCI</b>	Social Science
<b>REQ</b>	Requested	<b>SLI</b>	Speech-Language Impaired

<b>REQTS</b>	Requirement	<b>TECH ED</b>	Engineering and Technology Education
<b>SAE</b>	Subject Area Examination	<b>VI</b>	Visually Impaired
<b>SCH</b>	School	<b>Trans</b>	Transcript
<b>SEC</b>	Secondary	<b>Univ</b>	University
<b>SOE</b>	Official Statement of Status of Eligibility	<b>Verif Let</b>	Verification Letter
<b>SPEC METH</b>	Special Methods		
<b>SSN</b>	Social Security Number		
<b>TC</b>	Telephone Call (Contact History)		
<b>TCH EXP</b>	Teaching Experience		
<b>TEMP</b>	Temporary Certificate		

## CT Forms

Though still commonly referred to as CT Forms, each CT Form has a different transaction name in VERSA. Please access FL-ECT for information on form submission.

CT Form	Transaction Name	Versa Code	Details	DOE Verif? Y or N
<b>CT-110</b>	Submit Issue Request and/or I-9	3100	If an I-9 is required, it will be uploaded as an attachment.	<b>Y</b>
<b>CT-111</b>	Submit Issue Request and/or I-9	3100	This form is submitted by private schools only.	<b>Y</b>
<b>CT-112</b>	Submit District Error Report	3250	This is uploaded as an attachment.	<b>Y</b>
<b>CT-113</b>	Submit Teaching Experience	3040		<b>Y</b>
<b>CT-114</b>	Submit District Verification	3220	This is the subject area competence verification (for subjects without a subject area exam).	<b>Y</b>
<b>CT-115</b>	Submit District Add-on Program	3230	This form is used to add endorsements to a certificate.	<b>Y</b>
<b>CT-116</b>	Submit Renewal/Reinstatement Credits(s)	3110/3120	This is used for submission of both renewal credits and SWD credits.	<b>Y</b>
<b>CT-118</b>	Submit PEC	3070	Professional Education Competence Program	<b>Y</b>
<b>CT-125</b>	Submit School Principal Program	3130	Must hold a Florida Professional Certificate in Educational Leadership first.	<b>Y</b>
<b>CT-132</b>	Submit Professional Development Certification Program	3130	Verification of completion of the district Professional Development Certification Program (alt cert program).	<b>Y</b>

CT-133	EPI Form	N/A	Institutions will still submit the paper form to the BEC.	y
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## Current Laws and Rule

\*Note: Please see previous versions of the Partnership Manuals issued in 2017 for rules/laws implemented before that time.

### Effective December 22, 2019

<b><u>General Knowledge:</u></b>	<ul style="list-style-type: none"> <li>• FL GK Test</li> <li>• CLAST option eliminated</li> <li>• Two semesters of college teaching experience: full-time or equivalent part-time</li> <li>• Out-of-state standard certificate</li> <li>• NBPTS Certificate</li> <li>• ABCTE Certificate</li> <li>• GRE passed after 7/1/15 for GK (effective 10/26/2016)</li> <li>• SB 7070 – Educators have full validity period of Temporary Certificate to pass GK; a new Temporary Certificate can be issued without an educator first having to pass the GK; The GK is no longer required for an extension to the Temporary Certificate.</li> </ul>
<b><u>Subject Knowledge</u></b>	<ul style="list-style-type: none"> <li>• Passing score on SAE after 7-1-2002</li> <li>• Passing score on SAE and specialization</li> <li>• Specialization and verification of subject competencies (Dance, School Social Work, Administration of Adult Ed., Local Director of Career and Technical)</li> <li>• ACTFL for World Languages except Spanish, French, German, Latin</li> <li>• Out-of-state standard certificate</li> <li>• NBPTS Certificate</li> <li>• ABCTE Certificate</li> <li>• New specialization rule for Administration of Adult Education</li> <li>• <b>A passing score on the Subject Area Examination for Reading (Grades K-12) can be used in lieu of previous required coursework for the Reading Endorsement</b></li> <li>• <b>Name of Guidance and Counseling (Grades K-12) changed to School Counseling (Grades K-12); updated/new pathways available</b></li> <li>• <b>School Social Work (Grades K-12) now requires Master's degree for specialization that includes 300+ hours of field placement</b></li> </ul>
<b><u>Professional Prep &amp; Educ. Competence:</u></b>	<ul style="list-style-type: none"> <li>• FSAP and Professional Education Test (PET)</li> <li>• Out-of-state Teacher Education program and PET</li> <li>• Out-of-state standard certificate</li> <li>• NBPTS Certificate</li> <li>• FL PDCP + GK + PET</li> <li>• EPI + GK + PET + SAE</li> <li>• Revised 15 semester hours of Professional Preparation courses (no special methods required, ESOL required for all subjects, Reading required for all subjects except administrative and specialty, only courses with "C" or higher), one-year PTER, PEC, PET</li> <li>• Two semesters of college teaching experience: full-time or equivalent part-time + PET</li> <li>• ABCTE Certificate + PEC</li> <li>• Professional Training Option, PTER, PEC, PET</li> <li>• New PDCP program approved. Educators who complete program on or after January 1, 2019 and earn a highly effective rating on their most recent summative evaluation are <u>exempted</u> from the PET</li> </ul>
<b><u>Reciprocity</u></b>	<ul style="list-style-type: none"> <li>• Out-of-state standard certificate</li> <li>• NBPTS Certificate</li> </ul>
<b><u>Other</u></b>	<ul style="list-style-type: none"> <li>• 10-year limitation on tests</li> </ul>

	<ul style="list-style-type: none"> <li>• ACTFL replaces CT-114</li> <li>• Paperless certificates</li> <li>• SWD credit requirement for renewal &amp; reinstatement</li> <li>• Banking SWD Points in addition to Reading &amp; ESOL points</li> <li>• Three-year Temp</li> <li>• GK mastery for employment</li> <li>• Three-year SOE</li> <li>• ACE credit/transcripts acceptable</li> <li>• Special Educational Leadership Temporary Certificate option</li> <li>• Official Credential Evaluation for foreign degree/credit</li> <li>• Fingerprint Cards no longer accepted—Fingerprints must be submitted to BEC using Livescan service with ORI# FL92120Z</li> <li>• New VERSA REGULATIONS and VERSA ONLINE systems—all documents issued before this date are not available in applicant's online accounts.</li> <li>• Fee no longer charged for duplicate certificate</li> <li>• Military waivers allowed for fees for <u>some</u> applications and test fees</li> <li>• Extension of Temporary Certificate is two years—GK no longer required for extension</li> <li>• <b>Restricted Licenses available for the following coverages: Educational Media Specialist, School Counseling, Psychologist, School Social Work, or Speech-Language Impaired. (The GK is not required for this certificate type.)</b></li> <li>• <b>Renewal/Reinstatement – some coverages will require 2 hours of reading instruction for those renewing for the 2020-2025 validity period</b></li> </ul>
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Effective May 9, 2019

<b><u>General Knowledge:</u></b>	<ul style="list-style-type: none"> <li>• FL GK Test</li> <li>• CLAST option eliminated</li> <li>• Two semesters of college teaching experience: full-time or equivalent part-time</li> <li>• Out-of-state standard certificate <b><u>OR</u></b> NBPTS Certificate <b><u>OR</u></b> ABCTE Certificate</li> <li>• GRE passed after 7/1/2015 for GK (effective 10/26/2016)</li> <li>• <b>SB 7070 – Educators have full validity period of Temporary Certificate to pass GK; a new Temporary Certificate can be issued without an educator first having to pass the GK; The GK is no longer required for an extension to the Temporary Certificate.</b></li> </ul>
<b><u>Subject Knowledge</u></b>	<ul style="list-style-type: none"> <li>• Passing score on SAE after 7/1/2002</li> <li>• Passing score on SAE and specialization</li> <li>• Specialization and verification of subject competencies (Dance, School Social Work, Administration of Adult Education, Local Dir. of Career and Technical)</li> <li>• ACTFL for World Languages except Spanish, French, German, Latin</li> <li>• Out-of-state standard certificate <b><u>OR</u></b> NBPTS Certificate <b><u>OR</u></b> ABCTE Certificate</li> <li>• New specialization rule for Administration of Adult Education</li> </ul>
<b><u>Professional Prep &amp; Educ. Competence:</u></b>	<ul style="list-style-type: none"> <li>• FSAP and PET</li> <li>• Out-of-state Teacher Education program and PET</li> <li>• Out-of-state standard certificate <b><u>OR</u></b> NBPTS Certificate</li> <li>• FL PDCP + GK + PET</li> <li>• EPI + GK + PET + SAE</li> <li>• Revised 15 semester hours of Pro. Prep. courses (no special methods required, ESOL required for all subjects, Reading required for all subjects except administrative and specialty, only courses with "C" or higher), one year PTER, PEC, PET</li> <li>• Two semester college teaching experience: full-time or equivalent part-time + PET</li> <li>• ABCTE Certificate + PEC</li> <li>• Professional Training Option, PTER, PEC, PET</li> <li>• New PDCP program approved. Educators who complete program on or after January 1, 2019 <u>and</u> earn a highly effective rating on their most recent summative evaluation are <u>exempted</u> from the PET</li> </ul>
<b><u>Reciprocity</u></b>	<ul style="list-style-type: none"> <li>• Out-of-state standard certificate</li> </ul>

<b><u>Other</u></b>	<ul style="list-style-type: none"> <li>• NBPTS Certificate</li> <li>• 10-year limitation on tests</li> <li>• ACTFL replaces CT-114</li> <li>• Paperless certificates</li> <li>• SWD credit requirement for renewal &amp; reinstatement</li> <li>• Banking SWD pts. in addition to Reading &amp; ESOL pts.</li> <li>• Three-year Temp</li> <li>• GK mastery for employment (cont.)</li> <li>• Three-year SOE</li> <li>• ACE credit/transcripts acceptable</li> <li>• Special Educational Leadership Temporary Certificate option</li> <li>• Official Credential Evaluation for foreign degree/credit</li> <li>• Fingerprint Cards no longer accepted—Fingerprints must be submitted to BEC using Livescan service with ORI# FL92120Z</li> <li>• New VERSA REGULATIONS and VERSA ONLINE systems—all documents issued before this date are not available in applicant's online accounts.</li> <li>• Fee no longer charged for duplicate certificate</li> <li>• Military waivers allowed for fees for <u>some</u> applications and test fees</li> <li>• Extension of Temporary Certificate is two years—GK no longer required for extension</li> </ul>
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## Effective January 1, 2019

<b><u>General Knowledge:</u></b>	<ul style="list-style-type: none"> <li>• FL GK Test</li> <li>• CLAST option eliminated</li> <li>• Two semesters college teaching experience: full-time or equivalent part-time</li> <li>• Out-of-state standard certificate</li> <li>• NBPTS Certificate</li> <li>• ABCTE Certificate</li> <li>• GRE passed after 7/1/2015 for GK (effective 10/26/2016)</li> </ul>
<b><u>Subject Knowledge</u></b>	<ul style="list-style-type: none"> <li>• Passing score on SAE after 7/1/2002</li> <li>• Passing score on SAE and specialization</li> <li>• Specialization and verification of subject competencies (Dance, School Social Work, Administration of Adult Education, Local Dir. of Career and Technical)</li> <li>• ACTFL for World Languages except Spanish, French, German, Latin</li> <li>• Out-of-state standard certificate</li> <li>• NBPTS Certificate</li> <li>• ABCTE Certificate</li> <li>• New specialization rule for Administration of Adult Education</li> </ul>
<b><u>Professional Prep &amp; Educ. Competence:</u></b>	<ul style="list-style-type: none"> <li>• FL SAP and PET</li> <li>• Out-of-state Teacher Education program and PET</li> <li>• Out-of-state standard certificate</li> <li>• NBPTS Certificate</li> <li>• FL PDCP + GK + PET + SAE</li> <li>• EPI + GK + PET + SAE</li> <li>• Revised 15 semester hours Pro. Prep. courses (no special methods required, ESOL required for all subjects, Reading required for all subjects except administrative and specialty, only courses with "C" or higher), one year PTER, PEC, PET</li> <li>• Two semesters college teaching experience: full-time or equivalent part-time + PET</li> <li>• ABCTE Certificate + PEC</li> <li>• Professional Training Option, PTER, PEC, PET</li> <li>• <b>New PDCP program approved— Educators who complete this program on or after January 1, 2019 and earn a highly effective rating on their most recent summative evaluation are exempted from the PET</b></li> </ul>
<b><u>Reciprocity</u></b>	<ul style="list-style-type: none"> <li>• Out-of-state standard certificate</li> <li>• NBPTS Certificate</li> </ul>

<b><u>Other</u></b>	<ul style="list-style-type: none"> <li>• 10-year limitation on tests</li> <li>• ACTFL replaces CT-114</li> <li>• Paperless certificates</li> <li>• SWD credit required for renewal &amp; reinstatement</li> <li>• Banking SWD pts. in addition to Reading &amp; ESOL pts.</li> <li>• Three-year Temp</li> <li>• GK mastery for employment (cont.)</li> <li>• Three-year SOE</li> <li>• ACE credit/transcripts acceptable</li> <li>• Special Educational Leadership Temporary Certificate option</li> <li>• Official Credential Evaluation for foreign degree/credit</li> <li>• Fingerprint Cards no longer accepted—Fingerprints must be submitted to BEC using Livescan service with ORI# FL92120Z</li> <li>• New VERSA REGULATIONS and VERSA ONLINE systems—all documents issued before this date are not available in applicant's online accounts</li> <li>• Fee no longer charged for duplicate certificate</li> <li>• <b>Military waivers allowed for fees for <u>some</u> applications and test fees</b></li> </ul>
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## Effective July 1, 2018

<b><u>General Knowledge:</u></b>	<ul style="list-style-type: none"> <li>• FL GK Test</li> <li>• CLAST option eliminated</li> <li>• Two semesters college teaching experience: full-time or equivalent part-time</li> <li>• Out-of-state standard certificate</li> <li>• NBPTS Certificate</li> <li>• ABCTE Certificate</li> <li>• GRE passed after 7/1/2015 acceptable for GK (effective 10/26/15)</li> </ul>
<b><u>Subject Knowledge</u></b>	<ul style="list-style-type: none"> <li>• Passing score on SAE after 7/1/2002</li> <li>• Passing score on SAE and specialization</li> <li>• Specialization and verification of subject competencies (Dance, School Social Work, Administration of Adult Education, Local Dir. of Career and Technical)</li> <li>• ACTFL for World Languages except Spanish, French, German, Latin</li> <li>• Out-of-state standard certificate</li> <li>• NBPTS Certificate</li> <li>• ABCTE Certificate</li> <li>• New specialization rule for Administration of Adult Education</li> </ul>
<b><u>Professional Prep &amp; Educ. Competence:</u></b>	<ul style="list-style-type: none"> <li>• FSAP and PET</li> <li>• Out-of-state Teacher Education program and PET</li> <li>• Out-of-state standard certificate</li> <li>• NBPTS Cert</li> <li>• FL PDCP + GK + PET</li> <li>• EPI + GK + PET + SAE</li> <li>• Revised 15 semester hours Professional Preparation courses (no special methods required, ESOL required for all subjects, Reading required for all subjects except administrative and specialty, only courses with "C" or higher), one year PTER, PEC, PET</li> <li>• Two semesters college teaching experience: full-time or equivalent part-time + PET</li> <li>• ABCTE cert + PEC</li> <li>• Professional Training Option, PTER, PEC, PET</li> </ul>
<b><u>Reciprocity</u></b>	<ul style="list-style-type: none"> <li>• Out-of-state standard certificate</li> <li>• NBPTS Certificate</li> </ul>
<b><u>Other</u></b>	<ul style="list-style-type: none"> <li>• 10-year limitation on tests</li> <li>• ACTFL replaces CT-114</li> <li>• Paperless certificates</li> <li>• SWD credit required for renewal &amp; reinstatement</li> <li>• Banking SWD pts. in addition to Reading &amp; ESOL pts.</li> <li>• Three-year Temp</li> </ul>



	<ul style="list-style-type: none"> <li>• GK mastery for employment (cont.)</li> <li>• Three-year SOE</li> <li>• ACE credit/transcripts acceptable</li> <li>• Special Educational Leadership Temporary Certificate option</li> <li>• Official Credential Evaluation for foreign degree/credit</li> <li>• Fingerprint Cards no longer accepted—Fingerprints must be submitted to BEC using Livescan service with ORI# FL92120Z</li> <li>• New VERSA REGULATIONS and VERSA ONLINE systems—all documents issued before this date are not available in applicant's online accounts</li> <li>• Fee no longer charged for duplicate certificate</li> <li>• <b>Military waivers allowed for fees for some applications and test fees</b></li> </ul>
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## Effective November 20, 2017

<b><u>General Knowledge:</u></b>	<ul style="list-style-type: none"> <li>• FL GK Test</li> <li>• CLAST option eliminated</li> <li>• Two semesters college teaching experience: full-time or equivalent part-time</li> <li>• Out-of-state standard certificate</li> <li>• NBPTS Certificate</li> <li>• ABCTE Certificate</li> <li>• GRE passed after 7/1/15 acceptable for GK (effective 10/26/15)</li> </ul>
<b><u>Subject Knowledge</u></b>	<ul style="list-style-type: none"> <li>• Passing score on SAE after 7/1/2002</li> <li>• Passing score on SAE and specialization</li> <li>• Specialization and verification of subject competencies (Dance, School Social Work, Administration of Adult Education, Local Dir. of Career and Technical)</li> <li>• ACTFL for World Languages except Spanish, French, German, Latin</li> <li>• Out-of-state standard certificate</li> <li>• NBPTS Certificate</li> <li>• ABCTE Certificate</li> <li>• New specialization rule for Administration of Adult Education</li> </ul>
<b><u>Professional Prep &amp; Educ. Competence:</u></b>	<ul style="list-style-type: none"> <li>• FSAP and PET</li> <li>• Out-of-state Teacher Education program and PET</li> <li>• Out-of-state standard certificate</li> <li>• NBPTS Certificate</li> <li>• FL PDCP + GK + PET</li> <li>• EPI + GK + PET + SAE</li> <li>• Revised 15 semester hours Pro. Prep. courses (no special methods required, ESOL required for all subjects, Reading required for all subjects except administrative and specialty, only courses with "C" or higher), one year PTER, PEC, PET</li> <li>• Two semesters college teaching experience: full-time or equivalent part-time + PET</li> <li>• ABCTE Certificate + PEC</li> <li>• Professional Training Option, PTER, PEC, PET</li> </ul>
<b><u>Reciprocity</u></b>	<ul style="list-style-type: none"> <li>• Out-of-state standard certificate</li> <li>• NBPTS certificate</li> </ul>
<b><u>Other</u></b>	<ul style="list-style-type: none"> <li>• 10-year limitation on tests</li> <li>• ACTFL replaces CT-114</li> <li>• Paperless certificates</li> <li>• SWD credit required for renewal &amp; reinstatement</li> <li>• Banking SWD pts. in addition to Reading &amp; ESOL pts.</li> <li>• Three-year Temporary Certificate</li> <li>• GK mastery for employment</li> <li>• Three-year SOE</li> <li>• ACE credit/transcripts acceptable</li> <li>• Special Education Leadership Temporary Certificate option</li> <li>• Official Credential Evaluation for foreign degree/credit</li> <li>• Fingerprints Cards no longer accepted – Fingerprints must be submitted to BEC using Livescan service with ORI# FL921620Z</li> </ul>

- **New VERSA REGULATIONS and VERSA ONLINE systems—all documents issued before November 20, 2017 are not available in applicant's online accounts**
- **Fee no longer charged for duplicate certificate**

## Military Certification Fee Waivers (MCFW)

The Florida legislature expanded opportunities for military personnel, veterans and their spouses to join the education profession through passage of the "Don Hahnfeldt Veteran and Military Family Opportunity Act" (Chapter 2018-007, L.O.F.). Effective July 1, 2018, the act provides the opportunity to request waivers of initial certification and certification examination fees for active duty military personnel, honorably discharged veterans and their spouses or surviving spouses.

- Educator candidates who are eligible to apply for the Military Certification Fees Waiver (MCFW) include:
  - Active duty service members of the U.S. Armed Forces or reserve unit;
  - The spouses of active duty service members of the U.S. Armed Forces or reserve unit;
  - Veterans who were honorably discharged or retired from service as members of the U.S. Armed Forces or reserve units;
  - The spouses of veterans who were honorably discharged or retired from service as members of the U.S. Armed Forces or reserve units; or
  - The surviving spouses of veterans or service members who died while on active duty as members of the U.S. Armed Forces or reserve units.
- The educator candidate must apply for the waiver and submit the required documents. They may submit the waiver request via the Military Certification Fee Waiver site at: <https://web03.fldoe.org/MilitaryWaiver>.
  - They should not submit any applications for certification or register for any certification examinations until they receive information on their request. Any application/fee submitted before the waiver information is placed in the account will be reviewed for refund, if applicable. The FTCE does not issue refunds for fees paid if the applicant did not enter a voucher code at the time of registration.
  - Note: Registration fees for the initial attempt on examinations for certification will be waived for educator candidates granted MCFW eligibility.
- If granted, a MCFW remains valid for up to five years upon determination of eligibility.
  - The educator candidate may submit a new request for review according to eligibility requirements in effect upon submission of the request for a new waiver after the validity period has ended.

### Fees for the following certification services will be waived for individuals granted MCFWs:

\$75.00 <b><i>per subject</i></b> for an initial certification application
\$75.00 <b><i>for an initial application</i></b> for certification in athletic coaching
\$75.00 <b><i>for an application to upgrade</i></b> from a Temporary to a Professional Certificate
\$75.00 <b><i>per subject for addition</i></b> of a subject or endorsement to a valid certificate

The following chart provides minimum acceptable supporting documentation to determine eligibility. This information is also provided online at <http://www.fldoe.org/teaching/certification/military/>.

Basis for Waiver of Fee	Documentation Required
<b>Member of Armed Forces</b>	Military ID card
<b>Spouse of member of Armed Forces</b>	Military dependent ID card (DD Form 1173)
<b>Member of reserves, serving or served active duty</b>	Military ID card and Activity Duty Report (DD Form 220); <b>or</b> Military ID card and current orders for active duty
<b>Spouse of member of reserves, serving or served active duty</b>	Military dependent ID card (DD Form 1173); <b>or</b> Military dependent ID card (DD Form 1173-1) <b>and</b> spouse's DD Form 220 or spouse's orders for active duty
<b>Honorably discharged veteran</b>	Certificate of Release or Discharge from Active Duty (DD Form 214 Member 4)
<b>Spouse or surviving spouse of honorably discharged veteran</b>	DD Form 214 Member 4 of spouse and marriage certificate
<b>Honorably discharged veteran of reserves, served active duty</b>	DD Form 214 Member 4

<b>Spouse of honorably discharged veteran of reserves, served active duty</b>	DD Form 214 Member 4 of spouse and marriage certificate
<b>Surviving spouse of member of armed forces on active duty at time of death</b>	Official documentation from Department of Defense
<b>Surviving spouse of member of reserves on active duty at time of death</b>	Official documentation from Department of Defense

Additional documentation *may* be requested if documents provided by applicants do not contain sufficient information to determine current eligibility or marital status. Expired documents cannot be used to establish eligibility.

**Note:** *Do not send original documents to the Bureau of Educator Certification.* Documents submitted to the Bureau of Educator Certification become part of the applicant's permanent certification record and cannot be returned. All documentation added to an educator's permanent certification record is subject to Florida public records laws.

For other information regarding the processing of requests or eligibility requirements for a Military Certification Fee Waiver, educator candidates will want to contact the Florida Department of Education via email at [TroopsTeaching4FL@fldoe.org](mailto:TroopsTeaching4FL@fldoe.org).

## Military Certification Fee Waivers – Additional Guidance

CANDIDATE ELIGIBILITY	
ISSUE	SOLUTION/GUIDANCE
The applicant is dependent (child) of military service member.	Applicant is not eligible for the military certification fee waiver. Only eligible service members and spouses may apply for a military waiver.
The applicant's DD214 indicates "General (Under Honorable Conditions)" for character of service.	Applicant is not eligible for the military certification fee waiver. Only eligible service members with "Honorable" for character of service are eligible for the military waiver.
APPLYING FOR A MILITARY WAIVER	
ISSUE	SOLUTION/GUIDANCE
The applicant wants to know first step for applying for a military waiver.	The educator will need to submit a waiver request at <a href="https://web03.fldoe.org/MilitaryWaiver">https://web03.fldoe.org/MilitaryWaiver</a> .
The applicant has forgotten his/her username or password.	The educator needs to contact technical support via email at <a href="mailto:LENHELP@fldoe.org">LENHELP@fldoe.org</a> or call Toll free 1-855-814-2876.
The applicant reports that the account is not being recognized.	Educator must select "SSO Hosted Users" on the login page, not "Florida Department of Education." Enter the username provided via the welcome email. OR Educator must select the corresponding school district on the login page if the account was created using a district email address.
The applicant needs to update their email address.	The educator can log into his/her account and update the "Applicant Profile."
DOCUMENT SUBMISSION	
ISSUE	SOLUTION/GUIDANCE
The applicant sends documents via email after additional information requested.	Due to security and privacy concerns, applicants should never upload their military information via email.
The applicant is unsure about documents to submit for eligibility.	The applicant should refer to chart of waiver request site ( <a href="http://www.fldoe.org/teaching/certification/military/#MCFW">http://www.fldoe.org/teaching/certification/military/#MCFW</a> ) to determine minimum documents required for eligibility.
The applicant refuses to upload military ID due to privacy concerns.	The Florida Division of Veterans' Affairs (FDVA) sent a follow-up response about the regulations involving military IDs clarifying that as a state government agency you are able to provide a copy of your military ID per the information on this site: <a href="http://www.dodlive.mil/2017/05/11/did-you-know-photocopying-a-government-id-is-illegal/">http://www.dodlive.mil/2017/05/11/did-you-know-photocopying-a-government-id-is-illegal/</a> .

	"This law does NOT apply to medical establishments like hospitals and doctor's offices who are allowed to make a copy for filing insurance claims. It also does not apply to other government agencies that are using the copied ID to perform official government business."
<b>CERTIFICATION APPLICATIONS</b>	
<b>ISSUE</b>	<b>SOLUTION/ GUIDANCE</b>
The applicant wants to know which code to use when submitting an eligible certification application.	The applicant will not be prompted to submit a payment for the eligible certification application. No special code is necessary. <u>*This is why they should wait until after they have submitted the waiver request and received the email indicating that they are eligible for it to apply and/or register for examinations.</u>
The applicant is eligible for military waiver and certification system is requesting payment.	One of the following applies to the applicant: <ul style="list-style-type: none"> <li>- The application is not one of the eligible certification applications covered by the waiver. Please see <a href="http://www.fldoe.org/teaching/certification/military/">http://www.fldoe.org/teaching/certification/military/</a> for list of eligible applications.</li> <li>- The applicant did not properly onboard (or link) their certification account and he/she should contact BEC technical assistance at <a href="http://www.fldoe.org/teaching/certification/staff-contact/technical-contact-us.shtml">http://www.fldoe.org/teaching/certification/staff-contact/technical-contact-us.shtml</a>.</li> <li>- The applicant has created two records (entities) with different social security numbers and he/she should contact BEC technical assistance at <a href="http://www.fldoe.org/teaching/certification/staff-contact/technical-contact-us.shtml">http://www.fldoe.org/teaching/certification/staff-contact/technical-contact-us.shtml</a>.</li> </ul>
The applicant submitted a payment for an eligible certification application.	Once eligible for the military waiver, BEC staff will determine if the applicant submitted payment for an eligible certification application after July 1, 2018. BEC Staff will issue a refund if applicable.
<b>CERTIFICATION EXAMINATIONS</b>	
<b>ISSUE</b>	<b>SOLUTION/ GUIDANCE</b>
The applicant wants to use military waiver for retake of certification examinations.	Military waiver test vouchers can only be used for <b>initial</b> attempts of certification examinations.
The applicant took or passed exam(s) prior to or after July 1, 2018 and he/she requests reimbursement.	Reimbursements will not be issued for exams for which an applicant did not enter a voucher code at the time of registration. Applicants are advised to wait for the email with the voucher code before registering for an examination.
The applicant has other examination related questions (e.g., additional vouchers, changing name of examinations, have not received voucher number, etc.).	Contact FTCE/FELE Customer Service: 866-613-3281 8 a.m.–6 p.m., Mon. – Fri., excluding holidays (the Automated Information System is available by phone 24 hours daily).

## Appendix

### Versa Regulations, VO-Staff, and VO-Public

**Versa Regulations (VR)** is a licensing system used by the Bureau of Educator Certification and certain *authorized* district partners. This system is used to house all aspects of educator files including applications, file maintenance, file review, and CT Form submission.

- For access to Versa, you also need to have access to Stoneware. **Stoneware** is a portal that allows authorized public school district personnel to access the Versa Regulation system; it also gives access to test versions of the systems so that both new and veteran users can use those versions for testing and practice in the Versa systems.

Districts are able to process certain "Renewal Applications" "Add Endorsement Via District" applications, "Add Subject Via District" applications, "Addition of Subject to Temporary Certificates" applications, and "Addition of Subject to Professional Certificate" applications.

- The applicant must choose the correct affiliation (employing district) on the affiliation page of each application so that the application will be routed to the district for processing.
- There are some subjects that can only be processed by BEC.

**VO-Staff** is a custom interface for file review, form completion, and form submission used by authorized public and private certification partners. Personnel who do not have access to VR may have access to VO-Staff.

**Versa Online (VO-Public)** is the online application system for certification. Applicants are able to:

- View open applications, and submit or attach additional documents if the application is still open.
- Verify that application documents have been attached to their file (official transcripts, copies of out-of-state certificates, copies of documents required for name changes, I-9 forms, etc.).
- Complete different applications for additions, renewals, etc.
- Choose to apply for different license types, when applicable.
- Update their contact email address.
- Access public lookup to view certificate information (accessible to certificate holders, applicants, and the general public).

**\*Please access your FL-ECT account for training modules that focus on the use of both Versa Regulations and VO Staff at <http://fl-ect.fldoe.org/index.cfm>. For access to the training system, please contact BECTECHHELP at [BECTechHelp@fldoe.org](mailto:BECTechHelp@fldoe.org).**