

CERTIFICATE PENDING TEACHERS

PRINT NAME

SCHOOL

DATE

I have a bachelor's degree in _____ from _____

I have a master's degree in _____ from _____

I have a doctorate degree in _____ from _____

I applied for my teaching certificate in the following subject: _____ on _____ (date)

The Department of Education (DOE) has received all my official transcripts: ____yes ____no

CONDITIONAL EMPLOYMENT

You are being hired as a substitute teacher while your application for a teaching certificate is processed by the Florida Department of Education. This written summary provides clarification for your conditional employment. The Department of Education and the Wakulla County School Board are required to provide highly qualified instructional personnel for our students. Having a Florida state issued teaching certificate is a preliminary requirement for teachers hired in Wakulla County. You are being hired with the understanding that your state issued certificate or Statement of Eligibility (SOE) is in the process of being issued. If you are NOT issued a SOE but instead issued a "Status of Eligibility" that requires additional exams or course work, your teaching position will be immediately advertised. You will be allowed to stay in your position as a substitute teacher until a qualified teacher is hired, and you will no longer be eligible for any retroactive pay as a certified teacher. It is expected that your SOE will be issued within **30 days** from the date of your hire. Other circumstances for your position to be readvertised include but are not limited to the reasons below, all of which include a delay or prevention of a SOE or certificate being issued:

1. Errors on your application or documentation provided to DOE
2. Incomplete application at DOE
3. Out of state transcripts or courses not accepted by DOE
4. Other reasons preventing the delay of your SOE or certificate

UNDERSTANDING

I understand that I was hired in a teaching position which requires a Florida Department of Education Teaching Certificate. My continued employment requires a certificate issued to me within a reasonable amount of time and without any delay due to errors, lack of payment, insufficient documentation, or any other reason for which I am responsible. If a certificate is not issued in a reasonable time period (30 days from the day of hire) or because of actions or lack of actions from me, I understand that the teaching position for which I was hired will be readvertised, and I will not be eligible for retroactive teacher pay. I also understand that I may be asked to remain as a substitute teacher until an eligible or certified teacher may be found.

Employee Signature

Date

Administrator Signature

Date

Human Resources Signature

Date