

Certification Pre-Clearance Processing

For Instructional Applicants

Certification

Pursuant to sec. 1002.33 and 1012, Florida Statute, teachers must be properly certified, for the core courses they are assigned to teach. Teachers must be eligible for hire, in order to be placed in an instructional position.

Determining Eligibility for Teachers

1. The applicant must be eligible for hire as a teacher as verified by providing at least one of the following documents:

- a. A current valid Florida teaching certificate.
- b. A current valid Official Statement of Status of Eligibility (SOE) from the Florida Department of Education (FLDOE).

If the applicant is eligible for hire and you are offering a position, then proceed to Step 1 of this document.

Step 1 – Charter School Pre-Clearance Form 2522

1. Complete the first two sections of the form and email it to your [certification analyst](#), **do not send it via the Uploader.**

- a. Information must be legible and specific to the teaching position being offered, must include the current FLDOE number from the SOE.
- b. If the position is High School Science or ESE please provide Course Code Numbers.

2. Your certification analyst will return the pre-clearance form via email with approval or denial details.

Step 2 – Charter Authorization Form Processing

Once you have received an approved Pre-Clearance form, you may upload a completed PDF packet via the District File Uploader to the HRIM team for Charter Authorization Processing.

The packet contains:

- a. Completed Charter School Pre-Clearance Form 2522
- b. Charter Authorization Form 2177 with completed Steps 1 & 2
- c. Completed Personal Information Form 2521
- d. SS Number and ID