



HR Operations - Certification

How to Conduct a Self-Audit

Revised August 11, 2025

Overview of Topics

- **Slides 3-11:** Florida Course Directory must be used to determine acceptable certification for instructional staff based on teaching assignments (subject/grade level)
 - Use Self-audit spreadsheet revised on 3/15/24 to verify, keep record, and monitor all instructional staff to ensure they hold a valid educator's certificate and comply with state statute.
- **Slides 12-17:** Review of qualifications for a FL certificate, Acceptable Degree Majors, and FLDOE Statement Status.
- **Slides 18-32:** Review of items needed for instructional staff needing certificate issuance request, meeting the requirements to upgrade from a temporary to a professional certificate (including options to satisfy Florida Teacher Certification Exams with CT waiver forms) and renewing a professional certificate.
- **Slides 33-37:** Determining out-of-field status of instructional staff.



Florida Course Code Directory

- Florida Course Code Directory (CCD)
<https://www.fl DOE.org/policy/articulation/ccd/index.shtml>
 - All courses funded through the Florida Education Finance Program and courses for which students must earn credit toward high school graduation are included.
 - Indicates acceptable certification(s) by course.
 - To be used in schedule planning and prior to course assignments.
 - CCD is separated by sections and includes general information and courses by grade levels.



The Florida Course Code Directory Must Be Used To Determine Acceptable Certification



Florida Course Code Directory (CCD)
<https://www fldoe org/policy/articulation/ccd/index stml>



2025-2026 Course Directory

2024-2025 Course Directory

2023-2024 Course Directory

Refer to PDF course
listing by grade level



- [Section 1 – Narrative Section \(PDF\)](#)
- [Section 1 – Narrative Section \(Word\)](#)
- [Section 2 – Administrative, Curricular, Service Assignments Course Listing \(PDF\)](#)
- [Section 2 – Administrative, Curricular, Service Assignments Course Listing \(Word\)](#)
- [Section 3 – Grades PreK to 5 Education Course Listing \(PDF\)](#)
- [Section 3 – Grades PreK to 5 Education Course Listing \(Word\)](#)
- [Section 3 – Grades 6 to 8 Education Course Listing \(PDF\)](#)
- [Section 3 – Grades 6 to 8 Education Course Listing \(Word\)](#)
- [Section 3 – Grades 9 to 12 and Adult Education Course Listing \(PDF\)](#)
- [Section 3 – Grades 9 to 12 and Adult Education Course Listing \(Word\)](#)
- [Section 4 – Exceptional Student Education Course Listing \(PDF\)](#)
- [Section 4 – Exceptional Student Education Course Listing \(Word\)](#)
- [Section 5 – Career Technical Education Program and Course Listing \(PDF\)](#)
- [Section 5 – Career Technical Education Program and Course Listing \(Word\)](#)
- [Section 6 – Adult General Education Course Listing \(PDF\)](#)
- [Section 6 – Adult General Education Course Listing \(Word\)](#)

7810012* ACCESS M/J LA 2
Access M/J Language Arts 2

/Y

ESE 6/ELEM ED K
ESE 6/ELEM ED @3
ESE 6/ENGLISH @3



A Closer Look

1001010* M/J LANG ARTS 1
M/J Language Arts 1

2/Y

Course code number

Course title

Acceptable certifications

ENGLISH @3
MGIC ?C
ELEM ED @3 K
MG ENG C/ESOL E
ENGLISH 1/ESOL E
MGIC ?C/ESOL E
WORLD LANGUAGE/ESOL E
ELEM ED K/ESOL E
ELEM ED @ 3/ESOL E

MG ENG
ENGLISH

C
1



Codes & Symbols

ENGLISH @3
MGIC ?C
ELEM ED @3 K
MG ENG C/ESOL E
ENGLISH 1/ESOL E
MGIC ?C/ESOL E
WORLD LANGUAGE/ESOL E
ELEM ED K/ESOL E
ELEM ED @ 3/ESOL E

MG ENG
ENGLISH

C
1

Codes and symbols appearing after a certification provide additional, important information on special conditions

Explanations of codes & symbols are found in the general “narrative” section



[Section 1 - Narrative Section \(PDF\)](#)
[Section 1 - Narrative Section \(Word\)](#)



Codes

Ea	* An endorsement is a rider on a Florida educator's certificate with a designated coverage. An endorsement shown on a certificate with a coverage signifies a pedagogical knowledge base that targets particular levels, stages of development, or group of learners.
Gr	** The appropriate certification instructional level is to be determined by each district's screening, selection, and appointment process for principals and assistant principals.
Ad	*** All of these certification coverages in Section 3 must have the @ sign attached to them.
Ele	**** A teacher with a non-degreed district career or adult education certificate shall not be assigned to teach in a regular academic field of the K-12 school program (pursuant to s. 1012.43(2), F.S.).
Se	

Grades K-8

Elementary and Secondary (K-12)

Career-Technical (requires job experience and can be taught at any level that the course is offered)

Primary (K-3)

Middle Grades (5-9)

Preschool-Secondary (PK-12)

Endorsement

District determined, valid at any level

District issued employment certificate

Prekindergarten/Primary (Age 3 through Grade 3)

Elementary Education (K-6)

Preschool (Birth through age 4)

= 5 ***
 = 6
 = 7
 = B ***
 = C
 = D
 = E*
 = F**
 = G****
 = H
 = K
 = L

Indicates the instructional level of certification by group/type



- * An endorsement is a rider on a Florida educator's certificate with a designated coverage. An endorsement shown on a certificate with a coverage signifies a pedagogical knowledge base that targets particular levels, stages of development, or group of learners.
- ** The appropriate certification instructional level is to be determined by each district's screening, selection, and appointment process for principals and assistant principals.
- *** All of these certification coverages in Section 3 must have the @ sign attached to them.
- **** A teacher with a non-degreed district career or adult education certificate shall not be assigned to teach in a regular academic field of the K-12 school program (pursuant to [s. 1012.43\(2\), F.S.](#)).

Any Field

Any coverage, degreed or non-degreed, listed in the CCD.

Any Field when certificate reflects Bachelor's Degree or Higher

Any coverage listed in the CCD that requires the teacher to hold a bachelor's degree or higher.

Any Academic Coverage

Any coverage classified as an academic coverage in [Rules 6A-4.0101 through 6A-4.0343, F.A.C.](#)

Any Career/Technical Field or Coverage

Any career/technical coverage, degreed or non-degreed, that is listed in the CCD.



Symbols

Refer to the CCD Narrative Section for Explanation

1001010* M/J LANG ARTS 1
M/J Language Arts 1

2/Y

ENGLISH @3
MGIC ?C
ELEM ED @3 K
MG ENG C/ESOL E
ENGLISH 1/ESOL E
MGIC ?C/ESOL E
WORLD LANGUAGE/ESOL E
ELEM ED K/ESOL E
ELEM ED @ 3/ESOL E

MG ENG
ENGLISH
C
1

Is Elem Ed acceptable?



What does the "@" mean?



What does the "3" signify?

Is MGIC acceptable?

What does the "?" mean?

What does the "C" signify?



Monitoring

- Effective monitoring requires an organized system
- Best methods allow sorting by expiration date

Name	Position	Certificate Type	Certification Subject	Level	Cert Begin	Cert End
TEACHER, IMA	TEACHER-SCIENCE MIDDLE	PROFESSIONAL 5-YEAR	MID GR SCI	GRADES 5-9 (MID GR)	7/1/2023	6/30/2028
TEACHER, IMA	TEACHER-SCIENCE MIDDLE	PROFESSIONAL 5-YEAR	GIFTED ENDORSEMENT	K-12	7/1/2023	6/30/2028
SMITH, JANIE	TEACHER-SOCIAL SCIENCE	TEMPORARY 5-YEAR	SOCIAL SCI	GRADES 5-9 (MID GR)	7/1/2023	6/30/2028
JAMES, DOUG	TEACHER-LANGUAGE ARTS MIDDLE	PROFESSIONAL 5-YEAR	ENGLISH	GRADES 6-12	7/1/2019	6/30/2029
JAMES, DOUG	TEACHER-LANGUAGE ARTS MIDDLE	PROFESSIONAL 5-YEAR	ESOL ENDORSEMENT	K-12	7/1/2019	6/30/2029
ROBIN, SAM	TEACHER-MATHEMATICS MIDDLE	TEMPORARY 5-YEAR	MATHEMATICS	GRADES 5-9 (MID GR)	7/1/2023	6/30/2028
COLES, KRIS	TEACHER-READNG	TEMPORARY 5-YEAR	ENGLISH 5-9	GRADES 5-9 (MID GR)	7/1/2023	6/30/2028
COLES, KRIS	TEACHER-READNG	TEMPORARY 5-YEAR	READING	ENDORSEMENT	7/1/2023	6/30/2028



Must Use Revised Self-Audit Excel As of 3/15/24

Section 1-Complete each required field at the top of form. The name of the person completing the form identifies who to contact if there are questions.

CHARTER SCHOOL CERTIFICATION SELF-AUDIT-Complete top portion with location number, location name, date audit completed and the name of person who completed audit. Complete each column below and upload as an attachment to Charter Tools.

Charter School Location Number:

Charter School Location Name:

Date audit completed:

Person completing audit:

Section 2-Complete each required field. You must list your staff alphabetically by last name so audit can be crossed referenced with alphabetized staff foster uploaded with audit.

For detailed explanation of what information is required in each field below, please mouse over the field containing the column title.

Last Name, First Name	FLDOE#	Certificate Start Date	Certificate End Date	If No Certificate, List Date Certificate Issuance Request Submitted to District	Subject(s) on Certificate	Current Position



Must Use Revised Self-Audit Excel Continued

Section 2-Complete each required field. There is a comments field if needed.

Course(s) Currently Assigned: List Course Code Number	Course(s) Currently Assigned: List Course Title	Out-of-Field (OOF) for course?	Date OOF Agreement Approved by Board	Date Parent Notification Provided	If "Yes" for OOF, Indicate mandated Method of Satisfaction of OOF Training (e.g. taking exam, completing college courses, completing district in-service)	Comments

For detailed explanation of what information is required in each field below, please mouse over the field containing the column title

Out-of-Field (OOF) for course?	Date OOF Agreement Approved by Board	Date Parent Notification Provided	If "Yes" for OOF, I
			Indicate 'Yes' or 'No'. Check courses assigned against acceptable certification(s) in Florida Course Code Directory found at http://www.fl DOE.org/articulation/CCD/ - if no match, teacher is out-of-field.



Qualifying for a FLDOE Educator Certificate

- A Statement of Status of Eligibility is not a Florida Educator Certificate
- Must have a Statement indicating '**eligible**'
- Fingerprint authorization date must be within 12 months of the certificate issuance request. The status statement must be valid and not expired
- Ensure timely submission of Certificate Issuance Request Form
- Validity end date on the FLDOE certificate once issued is the expiration date not the date on the status statement.
- Instructional staff employed in public schools must have a valid Florida educator certificate in accordance with Florida State Statute 1012.55 and 6A-1.0503



Sample of 'Eligible' & "Not Eligible" Florida Status Statements

YOU ARE ELIGIBLE FOR A FLORIDA EDUCATOR'S CERTIFICATE AS SHOWN BELOW.

Temporary Certificate: For issuance of a five-year non-renewable Temporary Certificate covering Exceptional Student Education (Grades K-12), the following requirements must be completed, and official documentation must be submitted to the Bureau of Educator Certification:

- verification of employment and request for issuance of certificate on the appropriate certification form from a Florida public, state supported, or non-public school which has an approved Professional Education Competence Program
- results of your fingerprint processing from the Florida Department of Law Enforcement and the FBI. Your employer will assist you in completing the fingerprint process. If your application or fingerprint report reflects a criminal offense or suspension/revocation record, your file will be referred to Professional Practices Services for further review. Issuance of your certificate will be contingent upon the results of this review.

Florida DOE Number: [REDACTED]
Applicant ID Number: ####-##-[REDACTED]
Processing Date: 06/04/2025
Expiration Date: 05/07/2030

YOU ARE NOT ELIGIBLE FOR A FLORIDA EDUCATOR'S CERTIFICATE AS SHOWN BELOW.

Temporary Certificate: For issuance of a five-year non-renewable Temporary Certificate covering Exceptional Student Education (Grades K-12), the following requirements must be completed, and official documentation must be submitted to the Bureau of Educator Certification:

Subject area mastery content requirements for Exceptional Student Education (Grades K-12) as documented by the following:

- a passing score on the Florida state approved examination earned no more than ten (10) years prior to the date of application

Must pass Florida Subject Area Exam to qualify for a 5-year temporary certificate



Acceptable Degree Majors to Qualify for a Florida Educator Certificate

Guide to Acceptable Majors for Educator Certification Specialization <i>(Note: Supporting coursework must always be reviewed by BEC for final determination. This list is not comprehensive, and not intended for determining advanced pay.)</i>	
Florida Certification Coverage	Frequently Acceptable Degree Major(s)
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
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
Deaf or Hard of Hearing	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



Acceptable Degree Majors to Qualify for a Florida Educator Certificate

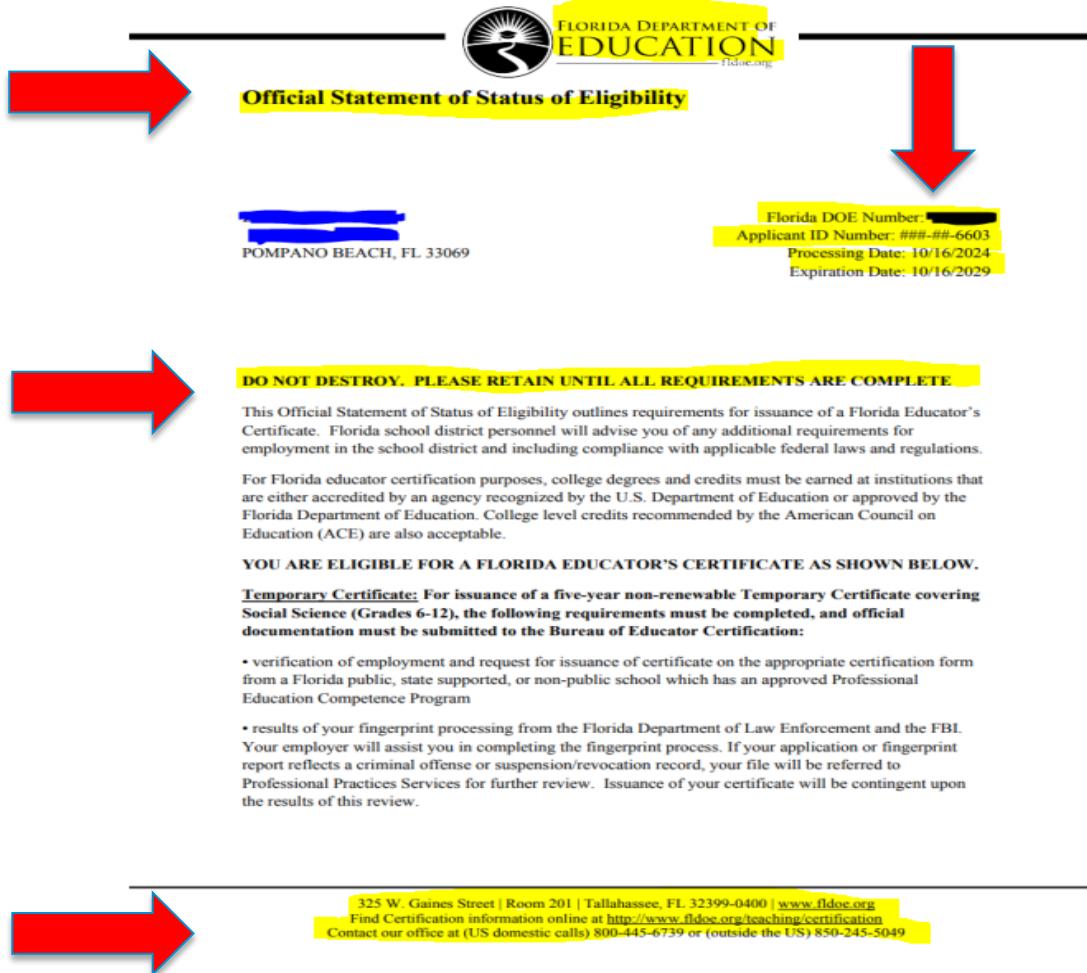
Middle Grades English	Middle Grades English, Middle Grades Language Arts, Middle School English Education, Junior High School English, English, Literature (English), Creative Writing, Language Arts Literature (English), Creative Writing
Middle Grades General Science	Middle Grades Science, Teaching Middle 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), Philosophy
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 Counseling	School Guidance and Counseling, School Counseling, School Guidance (master's degree level)
School Psychologist	School Psychology (specialist's degree level)
School Social Work	Social Work, Social Worker, Social Welfare (master's degree level)
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), Philosophy
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



Sample of Authentic Statement Status of Eligibility

- Notice the FLDOE Seal
- Florida DOE Number, Application ID Number, Processing and Expiration Date
- Standard FLDOE verbiage on all statements
- Notice the Font and Size Used
- FLDOE Statement of Status no longer refer to CLAST or No Child Left Behind
- FLDOE address and contact information



Two (2) Samples of Falsified Statement Status of Eligibilities



Official Statement of Status Eligibility

FT. LAUDERDALE FL
33312 - 2056

Application ID Number: [REDACTED]
Processing Date: 08/03/2022
Expiration Date: 08/03/2027

YOU ARE ELIGIBLE FOR A FLORIDA'S EDUCATORS' CERTIFICATE AS SHOWN BELOW:

TEMPORARY CERTIFICATE: For issuance of a five-year nonrenewable Temporary Certificate covering ELEMENTARY EDUCATION (K - 6), you must complete the following requirements and send official documentation to the Bureau of Educator Certification:

- Employment with a Florida public, state supported or nonpublic school which has an approved Professional Competence demonstration program.
- Results of your fingerprint processing from the Florida Law Enforcement and the FBI. Your employer will assist you with the fingerprint process. If your application or fingerprints report reflect a criminal offense or suspension/revocation record, your file will be referred to the Professional Practices service for further review. Issuance of your Certificate will be contingent upon the results of this review.

PROFESSIONAL CERTIFICATE: For issuance of a Professional Educator's Certificate valid for five years, covering ELEMENTARY EDUCATION (K - 6), you must complete the above requirements for a Temporary Certificate and submit a CG - 10 Application form, a \$76.00 fee and Documentation of the following requirements:

- Achievement of a passing score on the General Knowledge Test. Current Florida Law requires that an individual satisfy this requirement within one-year from the date of employment in a public school. Contact your employer for important information concerning this deadline.
- Achievement of a passing score on the Professional Education Test.
- Completion of a Florida approved Professional Education Competence demonstration system
- 12 additional semester hours in Education courses, which must include:
 - 6 semester hours covering the sociological and psychological foundation of education.
 - 6 semester hours in general methods, curriculum, school administration or school supervision.The Practical Teaching Experience requirement by completing two years of full-time teaching experience in an elementary or secondary school.

Find Certification information online at <http://www.fl doe.org/edcert>
Access examination information by selecting "FTCE Testing"
Contact our office at (U.S. domestic calls) 800-445-6739 or (outside the U.S.) 850-245-5049



Official Statement of Status Eligibility

AVVENTURA, FL 33180-1001

Bureau of Educator Certification
325 West Gaines Street, Room 201
Tallahassee, Florida 32399-0400

Florida DOE Number: [REDACTED]
Applicant ID Number: ###-##-1010
Processing Date: June 11, 2023
Expiration Date: June 11, 2026

DO NOT DESTROY. PLEASE RETAIN UNTIL ALL REQUIREMENTS ARE COMPLETE.

This Official Statement of Status of Eligibility outlines requirements for issuance of a Florida Educator's Certificate. Florida school district personnel will advise you of any additional requirements for employment in the school district and compliance with the federal No Child Left Behind Act.

For Florida educator certification purposes, degrees and credits must be earned at institutions that are either accredited by an agency recognized by the U.S. Department of Education or approved by the Florida Department of Education.

YOU ARE ELIGIBLE FOR A FLORIDA EDUCATOR'S CERTIFICATE AS SHOWN BELOW.

TEMPORARY CERTIFICATE: For issuance of a three-year nonrenewable Temporary Certificate covering SOCIAL SCIENCE (GRADES 5 - 9), the following requirements must be completed, and official documentation must be submitted to the Bureau of Educator Certification:

- verification of employment and request for issuance of certificate on the appropriate certification form from a Florida public, state supported, or nonpublic school which has an approved Professional Education Competence Program
- results of your fingerprint processing from the Florida Department of Law Enforcement and the FBI. Your employer will assist you in completing the fingerprint process. If your application or fingerprint report reflects a criminal offense or suspension/revocation record, your file will be referred to Professional Practices Services for further review. Issuance of your certificate will be contingent upon the results of this review.

PROFESSIONAL CERTIFICATE: For issuance of a Professional Educator's Certificate valid for five years covering SOCIAL SCIENCE (GRADES 5 - 9), the above requirements for a Temporary Certificate must be completed, and a CG-10 Application Form, appropriate non-refundable application fee, and official documentation of the following requirements must be submitted to the Bureau of Educator Certification:

- a passing score on the Florida General Knowledge Test or a passing score on the Florida College Level Academic Skills Test (CLAST) earned prior to July 1, 2002. By law this requirement must be satisfied within one year of employment to continue employment in any Florida public school under the Temporary Certificate. Contact your employer for important information concerning this deadline.
- a passing score on the Professional Education Test

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Find Certification information online at <http://www.fl doe.org/edcert>
Contact our office at (U.S. domestic calls) 800-445-6739 or (outside the US) 850-245-5049



HR OPERATIONS CERTIFICATION

Certification Issuance Request

Certificate Issuance Request Form for Charter School
New Hires must have all sections completed with a
fingerprint authorization date prior to employment
date.

- ✓ Email completed form at the time of hire to certificationrequests@browardschools.com
- ✓ Charter School Information including Certification Issuance Request Form and Fingerprints Instructions at <https://www.browardschools.com/bcps-departments/human-resources/certification/charter-schools>
- ✓ Please **review video guide** at link above under Charter School Processes and Forms when completing the Certificate Issuance Request prior to submitting a request to our office to ensure it is filled out correctly and to avoid processing delays.
- ✓ You will receive an email from our office acknowledging receipt of your request.
- ✓ It is the charter school's responsibility to follow up with the educator to ensure FLDOE certificate is issued.

Broward County Public Schools
Talent Acquisition & Operations (Instructional)
Certificate Issuance Request for Charter Schools

Please note this form must be completed in its entirety to be accepted.

Name of Location: _____ Location #: _____ Contact Name: _____ Date: _____

Contact Phone #: _____ Email (e.g. "CS-4-digit loc numb"): _____

Principal's Signature: _____ Date: _____

Please request issuance of a Florida Department of Education certificate for the individual listed below.

Name: _____ SS#: _____

Home Mailing Address (must be a local address): _____

Home Phone # (with area code): _____

Date of Employment in this position: _____ Teaching Assignment (specific subject/grade): _____

Date Fingerprinted (date must be within the prior twelve-month period): _____

NOTE: If the "Date Fingerprinted" is after the "Date of Employment in position" you **MUST** provide an explanation here:

Please read and initial each of the following statements. Please note that any Certificate Issuance Requests received without all requested information and documentation cannot be processed. Submit to: certificationrequests@browardschools.com

I have verified the mailing address listed above is current.

I have verified the fingerprint date is within the prior twelve months.

I have included a copy of a completed I-9 form with this request. (Note: an I-9 cannot be accepted that contains expired documentation)

I have included a copy of the valid (unexpired) Statement of Status of Eligibility with this request.

I have verified that a full employment history check has been completed on the above individual in accordance with F. S. 1002.33.

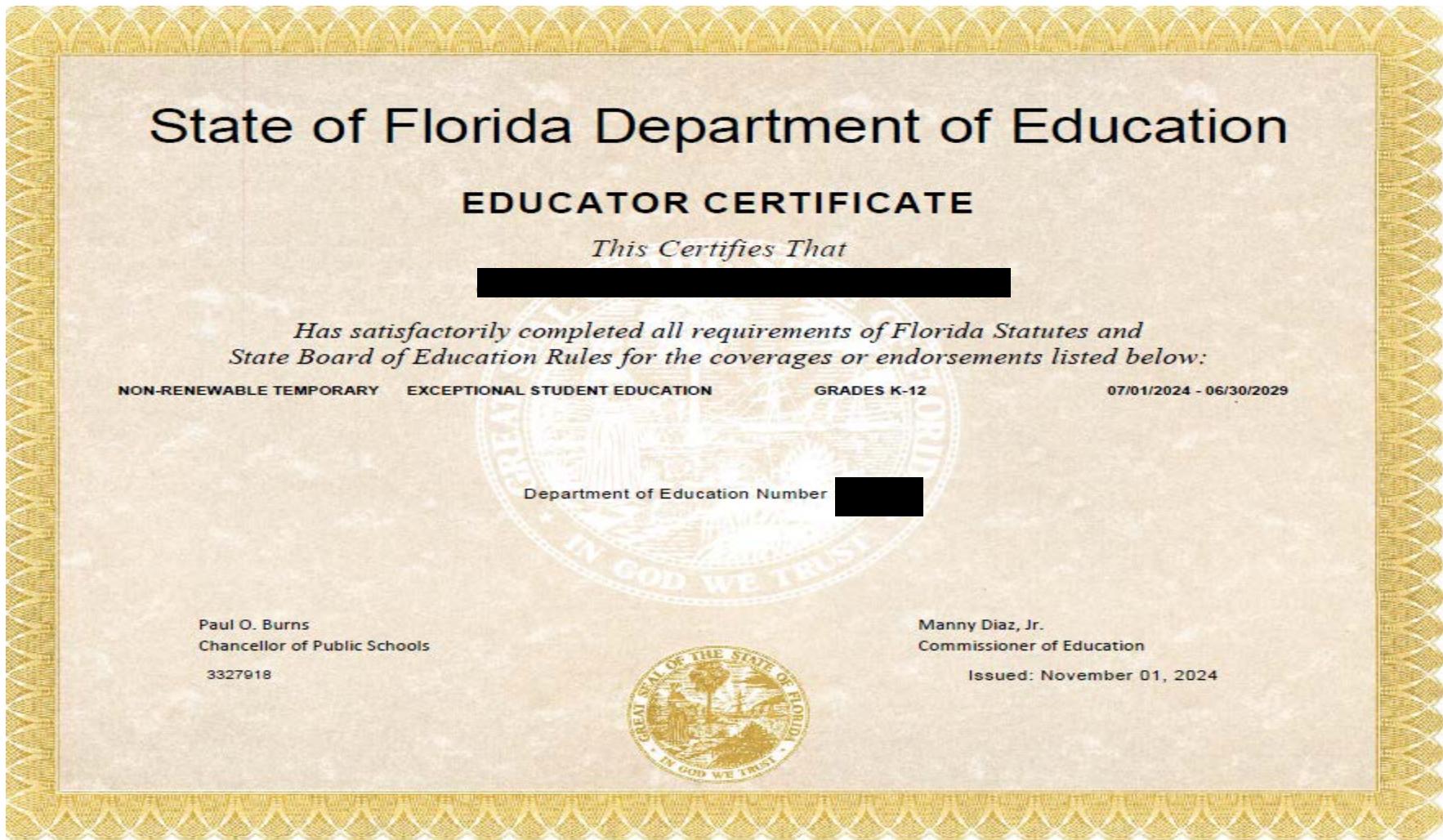


Security Background Check

- Fingerprint processing and background checks for charter school applicants will be performed by FieldPrint. Instructions can be found at <http://www.fieldprintflorida.com/>
- The hiring location must provide the applicant with the FieldPrint code in advance of the applicant registering to be fingerprinted.
- If you have questions regarding the FieldPrint fingerprinting process, contact FieldPrint via one of the following methods:
 - Phone: (877)614-4364
 - Email: CustomerService@fieldprint.com



Sample of FLDOE Certificate



Upgrading Requirements from a Temporary to a Professional Certificate

Florida state statute and administrative code require that all instructional staff employed at a Florida public school/charter school maintain a valid educator certificate.

- **Upgrade application and fee** should be on file with FLDOE no later than April 30 of the school year the educator's certificate is expiring at <https://www.fl DOE.org/teaching/certification/on-line-application-status-lookup-site.shtml> and teaching experience should be indicated on application so CT 113 Form will not be required. If not, charter school will need to submit a CT 113 to certificationrequests@browardschools.com.
- **Florida Teacher Certification Exams (FTCE) Requirements**-Items outlined in the professional section of Status Statement must be on file with FLDOE no later than April 30 of the school year the educator's certificate is expiring.
 - Passing Florida Subject Area Exam (SAE), General Knowledge Test (GKT) and Professional Education Test (PET) unless educator qualifies for waiver (refer to FTCE options help guide)



Upgrading Requirements from a Temporary to a Professional Certificate

Please note:

- When emailing FLDOE the CT 134 General Knowledge Test (GKT)/135 Professional Education Test (PET) to edcertpartnerline@fldoe.org, it is highly recommended that you put in the email subject line: Process CT 134 GKT or 135 PET on Expiring Year (ie 2026) Temp. Mark email as 'High Importance'.
- If professional preparation courses are outlined in the professional section of statement status, an official transcript must be sent directly to FLDOE at <https://www.fl DOE.org/teaching/certification/staff-contact/>. It can take 4 to 6 weeks for FLDOE to log in a hard copy transcript. Educator can confirm receipt by accessing the Quick Start Menu under 'Documents' so you can be informed.
- Highly recommend you obtain a copy of the official transcript with completed courses and a copy of transcript request payment receipt confirming the date it has been sent to FLDOE so you can follow up with educator to check Quick Start Menu under 'Documents'.
- Florida State Statute does not allow for the CT 135 PET option if the educator holds certification in School Social Work or Speech-Language Impaired (SLI) since no professional preparation requirement, completed an in or out-of-state teacher education college program, used college teaching experience or STEM Pathways to qualify for a temporary certificate.



Options to Completing the Florida Teacher Certification Exam (FTCE) Requirements

This form is available to download at <https://www.browardschools.com/bcps-departments/human-resources/certification/charter-schools> and provide to your instructional employees on temporary certificates.

CHARTER SCHOOLS: OPTIONS FOR COMPLETING FLORIDA TEACHER CERTIFICATION EXAM (FTCE) REQUIREMENTS

EXAM	OPTIONS	NEXT STEPS
Subject Area Exam (SAE)	<p>OPTION 1: A master's degree or higher that matches the area of certification shown on the FL certificate satisfies the SAE, except if certified in Educational Leadership, Reading K-12, School Counseling, School Psychologist and Speech Language Impaired. Example: MA in Elementary, certified in Elementary.</p> <p>OPTION 2: Take and pass the exam.</p>	<p>Review chart provided by FL Department of Education (FL DOE) to verify if your master's degree or higher satisfies the subject area test: https://www.browardschools.com/cms/lib/FL01803656/Centricity/Domain/12647/MA_to_SAE.pdf</p> <p>Submit official transcript for master's degree or higher to the Florida Department of Education (FDOE).</p> <p>Official Score Report sent directly to the FLDOE by the testing agency. No action required.</p>
Professional Education Test (PED)	<p>OPTION 1: Three years of overall evaluations with an Effective or Highly Effective rating earned during the validity period of the current temporary certificate can waive the PED, providing all requirements outlined in the Statement of Status of Eligibility Letter (SOE) are on file with the FLDOE. (Ratings do not have to be for consecutive years).</p> <p>NOTE: FL Statute does not allow for this option if: the educator holds certification in School Social Worker or Speech-Language since no professional preparation requirement; they completed an in or out-of-State teacher education college program; used college teaching experience to qualify for the temporary certificate; or qualified for the temporary certificate via the STEM Pathway.</p> <p>OPTION 2: If participating in the district's ACE program, earn a Highly Effective Summary Evaluation from the previous school year of completing the ACE Program.</p> <p>OPTION 3: Take and pass the exam.</p>	<p>Ensure all Professional Preparation requirements outlined in the Statement of Status of Eligibility Letter are on file with FL DOE:</p> <ul style="list-style-type: none">Official transcripts of coursework completed.Principal must complete the Verification of Teaching Experience and the Competency Demonstration Checklist (CDC) Forms and email them to certificationrequests@browardschools.com.Charter School Governing Board/designee (principal) must email the CT 135 PED Test Waiver to edcertpartnerline@fldoe.org and include in the email subject line your full name and the FL DOE number on temporary certificate. Your charter school provides summative evaluations. No action required. <p>Coaching & Induction will send required verification to the State. No action required.</p> <p>Official Score Report sent directly to the FLDOE by the testing agency. No action required.</p>
General Knowledge Test (GK)	<p>OPTION 1: A master's degree or higher in any subject area.</p> <p>OPTION 2: Take and pass the GKT exam.</p> <p>OPTION 3: Take the GKT Exam but failed at least one portion of the exam. Obtain an official score report showing the failed attempt. Then, earn three consecutive years of overall evaluations with an Effective or Highly Effective rating while on a valid temporary certificate.</p>	<p>Submit official transcript for master's degree or higher to the FL DOE.</p> <p>Official Score Report sent directly to the FLDOE by the testing agency. No action required.</p> <p>Charter School Governing Board/designee (principal) must email the CT 134 GK Test Waiver to edcertpartnerline@fldoe.org include in the email subject line your full name and the FL DOE number on temporary certificate. Your charter school provides summative evaluations. No action required/</p>



Completing CT 134 General Knowledge Test (GKT) and CT 135 Professional Education Test (PET) Forms for FLDOE Review

These forms are available to download at <https://www.browardschools.com/bcps-departments/human-resources/certification/charter-schools> and provide to your instructional employees on temporary certificates.

Sample of CT 134

To edit fields on form, open document in desktop and click or tap required fields-Charter School Name, DOE File Number, First Name, Middle Name and Last Name.



Florida Department of Education
Bureau of Educator Certification
Room 201, Turlington Building
325 West Gaines Street
Tallahassee, FL 32399-0400

1. **District/Charter School** Click or tap here to enter text.

General Knowledge Test Waiver
Form No.
CT134

2. Applicant Information

DOE File Number

Click or tap here to enter text.

Middle Name

Click or tap here to enter text.

First Name

Click or tap here to enter text.

Last Name

Click or tap here to enter text.



Completing CT 134 General Knowledge Test (GKT) and CT 135 Professional Education Test (PET) Forms for FLDOE Review

3. List the educator's final summative rating under Section 1012.34, F.S., for each of the three most recent years that the educator received a rating. Begin with the most recent year and do not skip any year in which the educator received a rating.

School Year _____ Final Summative Rating Effective Highly Effective

School Year _____ Final Summative Rating Effective Highly Effective

School Year _____ Final Summative Rating Effective Highly Effective

4. If rating years are not consecutive, include a brief justification:

The certifications below must be completed by a school district's superintendent or designee, or the chair of a charter school's governing board or designee.

5. I certify that after taking and failing the GK test, the educator listed above was provided three or more years of support and instruction designed to help the educator pass the GK test.

I certify that these are the final summative evaluation ratings (which include the performance of students component) for the above-named educator.

District/Charter School Contact Information (Email Address): _____

Print Name: _____

Title: _____

6. Signature: _____ Date: Click or tap to enter a date.

(Superintendent, Charter School, Governing Board Chair or Authorized Designee)

Highly recommend for legibility that the school years be typed and not handwritten and the bottom of form must be completed and dated.



Check Box Form Field Options



Check box size

Auto

Exactly: 10 pt

Default value

Not checked

Checked

Run macro on

Entry:

Exit:

Field settings

Bookmark: _____

Check box enabled

Calculate on exit

Add Help Text...

OK

Cancel

When you click on box next to rating, the window above appears to capture an X in the box after you click 'OK'.

How to Satisfy Requirements in the Professional Section of Statement Status

General Knowledge Test (GKT) Options to Satisfy

- Master's transcript or higher must be on file with FLDOE.
- Take and pass all 4 subtests
- Educator must provide FTCE score report showing 1st failed attempt and must have earned 3 consecutive years of final effective and/or highly effective evaluations **after 1st failed** and during the validity of current certificate.



Professional Certificate: For issuance of a Professional Educator's Certificate valid for five years covering Mathematics (Grades 6-12), the above requirements for a Temporary Certificate must be completed, and a CG-10 Application Form, appropriate non-refundable application fee, and official documentation of the following requirements must be submitted to the Bureau or Educator Certification:

- a passing score on the English language Skills subtest of the Florida General Knowledge Test earned no more than ten (10) years prior to the date of application.
- a passing score on the Essay subtest of the Florida General Knowledge Test earned no more than ten (10) years prior to the date of application.
- a passing score on the Math subtest of the Florida General Knowledge Test earned no more than ten (10) years prior to the date of application.
- a passing score on the Reading subtest of the Florida General Knowledge Test earned no more than ten (10) years prior to the date of application.

Subject area mastery content requirements for Mathematics (Grades 6-12) as documented by the following:

- a passing score on the Florida state approved examination earned no more than ten (10) years prior to the date of application

Subject Area Exam (SAE) Options to Satisfy

- Master's or higher that matches area of certification on certificate except Ed Leadership, Reading K-12, School Counseling, School Psychologist and Speech Language Impaired. Example: MA in Elementary, certified in Elementary
- Take and pass SAE



How to Satisfy Requirements in the Professional Section of Statement Status

Professional Education Test Options to Satisfy

- Take and pass PET
- Must have 3 years of final effective and/or highly effective evaluations



- a passing score on the Professional Education Test earned no more than ten (10) years prior to the date of application.

FL Statute does not allow this option for School Social Workers or Speech Language Impaired, completed an in or out-of-State teacher education program, used college teaching experience or completed STEM Pathways to qualify for temporary

Professional Education Competence (PEC)

- Principal/School Administrator must complete the State Competency Demonstration Checklist (CDC) Form and email to certificationrequests@browardschools.com so our office can submit the required CT 118 PEC Form to FLDOE.



- completion of a Florida approved Professional Education Competence Program administered and documented by your employer.



How to Satisfy the Requirements in the Professional Section of Statement Status

Professional Preparation Coursework

- An official transcript must be on file with FLDOE with completed coursework. It can take 4 to 6 weeks for a hard copy transcript to be logged in to file. Educator can access the Quick Start Menu under Documents to confirm FLDOE's receipt.
- Principal/School Administrator must complete the CT 113 Verification of Teaching Experience Form and email to certificationrequests@browardschools.com unless the teacher submitted an upgrade application indicating their teaching experience.
- CT 113 or teaching experience noted on upgrade application can satisfy one of the courses except for the limited English proficiency and only the reading course if a reading or elementary teacher.



Completion of the following Professional Preparation Coursework Requirements:

- a minimum of 15.00 semester hours in education courses with credit in each of the professional education areas listed below. Please note that it may require more than the minimum semester hours to satisfy all requirements.
- classroom management with a focus on creating safe learning environments for students in which effective teaching and learning can take place by promoting a physically, emotionally, socially, and academically secure climate for students
- child and adolescent development including theories and principles of learning
- educational assessment practices that include analysis and application of data from statewide standardized assessments and other multiple sources to improve instruction and learning
- effective instructional techniques, strategies, and materials to meet the needs of diverse learners, including students with disabilities
- 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 (Teaching experience cannot be used to satisfy this requirement.)
- applications of research-based instructional practices in reading
- Note: A passing grade of C or better must be earned for each course, and every course, except child and adolescent development, must be completed at an institution that awards bachelor's or higher degrees.
- practical experience in teaching by completing one year of full-time experience teaching in an elementary or secondary school



Please note: Before emailing CT 135 Professional Education Test waiver to EdCertPartnerLine@fldoe.org, an upgrade application/fee indicating teaching experience so CT 113 will not be required, CT 118 PEC and an official transcript with completed professional preparation courses must be on file with FLDOE for them to process the upgrade.



Renewing Professional Certificate

Florida state statute and administrative code require that all instructional staff employed at a Florida public school maintain a valid educator certificate.

- Certificates expiring by June 30 within the current school year (ie 6/30/26) must have a renewal application/fee on file with FLDOE no later than April 30 since it can take up to 12 weeks for the processing of renewal.

CHARTER SCHOOL: RENEWAL REQUIREMENTS FOR EDUCATORS WHO HOLD A FLORIDA 5-YEAR PROFESSIONAL CERTIFICATE

Renewal Requirements: To renew your certificate, you must complete six (6) college credits and/or 120 ~~inservice~~ points, which must include 20 points in teaching students with disabilities (SWD). If you are certified in specific areas (listed below), you may also be required to earn 40 points in Reading and 20 points aligned to the Florida Educational Leadership Standards. These requirements are not in addition to the 120 total points but must be included within them. **You can find opportunities to earn these credits at Professional Learning & Support website:** <https://www.browardschools.com/bcps-departments/professional-learning-development/professional-development-standards-and-support>

Certification Area	Requirement	Requirement Begins With:	Additional Information
All areas of certification	Must earn one (1) college credit or 20 inservice points in Teaching Students with Disabilities.	5-Year Professional Certificates that expire June 30, 2014, or later	Points in this area can be "banked" and used for future renewals providing credit was completed after 7/1/14.
Elementary Education K-6, Elementary Education 1-6, English 1-6, English Middle Grades 5-9, English 6-12, ESOL K-12, Exceptional Student Education, Middle Grades Integrated Curriculum 5-9, Preschool Primary Education, Primary K-3, Reading K-12, and Reading End	Must complete two (2) college credits and/or 40 inservice points in Reading, which must include instruction in explicit, systematic, and sequential reading strategies, development of phonemic awareness, and the use of multisensory intervention techniques.	5-Year Professional Certificates that expire June 30, 2025, or later	Points in this area can be "banked" and used for future renewals providing credit was completed less than ten (10) years from the end date of certificate being renewed. Ex: Certificate valid 7/1/21-6/30/26 – can use banked reading points completed on or after 7/1/16.
Educational Leadership and School Principal	Must earn one college credit and/or 20 inservice points in Florida's Educational Leadership Standards.	5-Year Professional Certificates that expire June 30, 2025, or later	Points in this area cannot be banked.



Renewing Professional Certificate Application Process

RENEWAL APPLICATION PROCESS FOR THOSE CURRENTLY EMPLOYED BY A PUBLIC SCHOOL IN BROWARD COUNTY

STEP 1: Apply online to the Florida Department of Education (FLDOE) at <http://www.fl DOE.org/teaching/certification/on-line-application-status-lookup-site.shtml>. Before submitting your renewal application, verify that **District Affiliation** accurately reflects your primary district employer. If District Affiliation is incorrect, choose Delete Relation and then Add the correct District Number. The code for Broward is 6. ***STOP: If you are using a combination of inservice points and college credit, refer to the note section below.**

STEP 2: Pay your renewal fee via the district's website at <https://osp.osmsinc.com/browardfl/>. Select "Departments" from the menu at the top, then select "Certification Applications". **IMPORTANT:** You must indicate your BCPS personnel number (not charter school employee number) when completing the online payment process so your payment can be matched with your application.

STEP 3: Email your payment confirmation with your personnel number included to certificationrequests@browardschools.com. Without payment confirmation, we will not be notified that your renewal application needs processing. If you are using inservice points, do not attach your inservice record since our office is able to verify your points in Learning Across Broward.

NOTE: **If using a combination of inservice points and college credit, you MUST apply and pay the associated fee for renewal directly with the Florida Department of Education and have official college credit transcripts sent directly to FLDOE. DO NOT "affiliate" your renewal application with Broward as we are not authorized to process the**

Please note if charter school is part of the Doral Leadership Institute (DLI) Opt-Out, renewal and addition application submitted must affiliate with FLDOE.



DLI Opt Out Renewal and Addition Process for Approved Charter Schools

- Educator's teaching at a DLI approved charter school can pursue professional development from Doral College and/or the Beacon Educator.
- If the educator has earned/bankable inservice points in Learning Across Broward (LAB) before entering DLI Opt-Out Renewal effective 7/1/23, they can request their points be submitted to FLDOE by emailing certificationrequests@browardschools.com and put in the subject line: DLI, Doral College, Opt-Out Charter School Teacher.
- Educators at one of the identified charter schools for DLI must submit their renewal (or addition) fee directly to FLDOE and will NOT be affiliating with Broward.
- DLI will be sending CT 115 and CT 116 forms verifying points obtained from Doral College and/or the Beacon Educator required for FLDOE to process renewal and/or additions.
- Questions: DLI Certification-dlicertification@doralleadership.org



DLI Opt Out Renewal Process for Approved Charter Schools

This renewal application instruction is available to download at <https://www.browardschools.com/bcps-departments/human-resources/certification/charter-schools> and provide to your instructional employees on temporary certificates.

RENEWAL APPLICATION PROCESS FOR THOSE CURRENTLY EMPLOYED BY A PUBLIC SCHOOL IN BROWARD COUNTY

STEP 1: Apply online to the Florida Department of Education (FLDOE) at <http://www.fl doe.org/teaching/certification/on-line-application-status-lookup-site.shtml> affiliating with FLDOE 100 and submit renewal payment to FLDOE. Do NOT affiliate with Broward.

STEP 2: If using earned/bankable inservice points in Learning Across Broward (LAB) earned before entering the DLI Opt-Out Renewal effective 7/1/23, you can request your points be submitted to FLDOE by emailing certificationrequests@browardschools.com and indicate in the email subject line DLI, Doral College, Opt-Out Charter School Teacher.

STEP 3: Once our office receives the email request for earned/bankable inservice points earned prior to 7/1/23, we will submit the required CT 116 Renewal Credit to FLDOE.



What Identifies an Educator as Out-of-Field

- Instructional staff assigned a course or student population (e.g. ESOL, ESE, Gifted) for which they do not hold appropriate certification
- Certification for courses and student characteristics defined by Florida Course Code Director (CCD) are mandated by Florida statute.



Out-of-Field Overview

- ✓ Florida Administrative Code 6A-1.0503 Definition of Qualified Instructional Personnel, section (4)(a) allows each charter school governing board to grant approval to teachers teaching out-of-field at the charter schools they preside over after determination that a teacher with appropriate certificate coverage is not available.
- ✓ Please use the following guidelines to assist you with this process at <https://www.browardschools.com/bcps-departments/human-resources/certification/charter-schools> under Charter School Process and Forms.
- ✓ Out-of-Field Forms must be submitted before FTE Survey 2 which takes place the 1st week in October and February of each school year. It is suggested that each charter school's Charter School Governing Board set a deadline by which their respective charter school(s) submit the Out-of-Field Agreement Forms for review.



Out-of-Field Compliance Monitoring

Compliance Monitoring: FTE Audits Summary

- Out-of-Field approval should be obtained from the Charter School Governing Board prior to the October and February FTE survey periods.
- Parents or guardians must be notified in writing of the out-of-field status of child's teacher.
 - Notifications via the computer or any other electronic means are not acceptable.
- Notices to parents must be dated and include the teacher's name and the out-of-field subject(s) they are teaching.
- Announcements must be sent out prior to the FTE Survey (1012.42 F.S.) and may be by dated school newsletter or dated direct letters to the parents.



Out-of-Field

- Instructional employees must be working on out-of-field (OOF) requirements by April of each school year until in compliance with adding required subject area to FL certificate.
- OOF for a Subject Area (elementary, ESE, English, etc) must pass the appropriate Florida Subject Area Exam (SAE) and add this subject to their certificate. **Please note this is an FLDOE audit exception if not done.** <https://www.browardschools.com/bcps-departments/human-resources/certification/out-of-field-training-requirements>



Out-of-Field ESOL Training Requirements

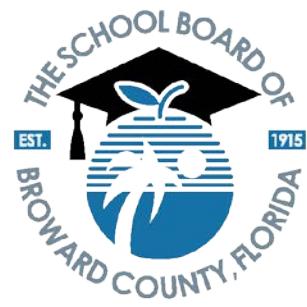
- ESOL Training Requirements and Timeline for compliance are outlined at <https://www.browardschools.com/bcps-departments/human-resources/certification/esol-compliance-and-training-information>
 - Only ESOL Category 1 must add the esol endorsement to certificate once the 5 specific courses completed. **Please note this is an FLDOE audit exception if not done.**
 - Educators required to complete ESOL Category 2-4 are not eligible to add endorsement, however, will have satisfied OOF requirement.
 - If ESOL courses are still needed, they can be completed via Broward Virtual University (BVU), an accredited university (official transcript must be sent directly to FLDOE upon completion of courses), The Schultz Center at <https://schultzcenter.org/esol/> or Beacon Educator at <https://www.beaconeducator.com/> which require an external credit request to be submitted via Learning Across Broward (LAB) upon completion to get credits into LAB record.
 - Educator must show you proof of registration and how they are getting in compliance by April 30 of each school year when reappointment for the next school year takes place.



Contact Information

- Florida Course Code Directory
<https://www.fl DOE.org/policy/articulation/ccd/index.shtml>
- Revised Self-Audit Excel Form as of 3/15/24 available at
<https://www.browardschools.com/bcps-departments/human-resources/certification/charter-schools>
- Charter School Certification Information (FTCE Exam Options, CT 134 GK and CT 135 PED Test Waiver Form, Certificate Issuance Request, FieldPrint instructions, Competency Demonstration Checklist, CT 113 Verification of Teaching Experience, renewals, and additions) at <https://www.browardschools.com/bcps-departments/human-resources/certification/charter-schools>
- Certification Questions regarding certificate issuance, renewals, additions, and out-of-field should be directed to [certificationrequests@browardschools.com](mailto:cetificationrequests@browardschools.com)
- Questions regarding FLDOE application completion or issues should be directed to FLCertify@fl DOE.org





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Dr. Howard Hepburn
Superintendent of Schools

The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, genetic information, marital status, national origin, race, religion, sex or sexual orientation.

The School Board also provides equal access to the Boy Scouts and other designated youth groups. Individuals who wish to file a discrimination and/or harassment complaint may call the Director, Equal Educational Opportunities/ADA Compliance Department & District's Equity Coordinator/Title IX Coordinator at 754-321-2150 or email eeo@browardschools.com.

Individuals with disabilities requesting accommodations under the Americans with Disabilities Act Amendments Act of 2008, (ADAAA) may call Equal Educational Opportunities/ADA Compliance Department at 754-321-2150 or email eeo@browardschools.com.

browardschools.com