CHARTER SCHOOLS: PROCESS FOR CHARTER SCHOOL TO REQUEST ISSUANCE OF A DISTRICT-ISSUED VOCATIONAL CERTIFICATE

To facilitate these requests, the following is needed:

STEP 1	Must have a district personnel number. If they do not have one, they must register to receive one at Access LAB as an External Employee
STEP 2	Occupational experience must be verified. Their former employer must complete an ***Employer Verification of Non-Teaching Related Work Experience Form*** and must include a Job Description with each form submitted. Documentation must show a minimum of three (3) years of FT occupational experience in the vocational area; or two (2) years of FT experience in the area **with** secondary training in the vocational area. Must meet recency requirement with at least one (1) year of the experience being earned in the last five years. If they cannot meet the recency requirement, it can be satisfied with a three (3) hour college course in the vocational area taken within the last five years.
STEP 3	Download and complete at Certification under Certification General Information, Broward Certificate Requirements (local-issued certificates and save as a pdf file.
STEP 4	Pay the $75 certification fee via the district's website at District E-Store . Select "Departments" from the menu at the top, then select "Certification Applications". Once payment is complete, save the payment confirmation page as a PDF file. **IMPORTANT:** You must indicate your BCPS personnel number when completing the online payment process so your payment can be matched with your application.
STEP 5	Submit a PDF file for the completed Broward application, payment verification, copies of any college transcripts and the Employer Verification of Non-Teaching Work Related Experience forms with job descriptions as a single packet to certifcationrequests@browardschools.com. In the subject line, put ***CHARTER SCHOOL DIST CERT REQUEST***.
STEP 6	Once processed, email notification will be provided. Teacher can view district certificate via Learning Across Lab (LAB) account.

NOTES:

The Employer Verification must be completed in its entirety and must include a job description submitted by the employer and attached to the form. Incomplete forms will not be processed. If the request for credit is for experience earned while self-employed or in a family-owned business, verification must be provided from the accountant or attorney of record verifying the type of business conducted. The letter must indicate the length of time of self-employment, number of hours worked per week, and a description of the responsibilities. Verification will not be accepted from the applicant or a family member.

INITIAL DISTRICT PROFESSIONAL CERTIFICATE: teacher will need to complete "ACTIVE"; school submits signoff with district application and fee to certificationrequests@browardschools.com.

RENEWAL DISTRICT PROFESSIONAL CERTIFICATE: complete 120 in-service points within the validity period of the certificate and submit application and fee to certificationrequests@browardschools.com.