

STEPS REQUIRED TO UPGRADE FROM A 5-YEAR TEMPORARY TO A 5-YEAR PROFESSIONAL FLORIDA DEPARTMENT OF EDUCATION (FLDOE) CERTIFICATE

A valid certificate is required for consideration of reappointment. The 5-year Temporary Certificate is nonrenewable.

Listed below are the requirements that you may need to complete to upgrade from a temporary to a professional certificate. Refer to the Official Status of Statement of Eligibility Letter you received from the Florida Department of Education (FLDOE), which lists your specific requirements:

- Passing scores on the general knowledge, professional education and subject area exams. The FLDOE receives notice of your passing exam reports directly from the FL testing agency. If you qualify for test waivers, follow up with your charter school administration regarding the appropriate CT Form that they must email directly to FLDOE from their charter school location number email.
- Professional Preparation Coursework - official transcripts for college courses showing completion of professional education courses, if applicable, must be submitted to the State.
- Completion of a Florida approved Professional Education Competence Program - your principal completes this form via the Onboarding DOV database, at which time the Talent Acquisition & Operations, Instructional, Department will submit to the State.

Applying for the Initial 5-Year Professional Certificate

Step 1: Apply online to the FLDOE at <http://www.fldoe.org/teaching/certification/on-line-application-status-lookup-site.shtml>

During the application process, you will be required to submit the \$75 fee. Visa and MasterCard are accepted. (This payment MUST be completed with the FLDOE, NOT through the District.)

IMPORTANT: When completing your upgrade application, be sure to list your teaching experience on the application.

Step 2: If you were asked to complete any professional education coursework, mail official transcript(s) showing completion to the FLDOE.

Step 3: Within 10-12 weeks after the FLDOE is in receipt of all the documentation needed to upgrade to the initial professional certificate, they will send you an email notifying you that your certificate has been issued and is available for you to download. At that time, you can access your FLDOE file on the Quick Start Menu under 'Documents' to obtain a copy for your records. The FLDOE no longer sends paper certificates.

Step 4: Provide a copy of your certificate to your charter school administration.