

# Master Inservice Program

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Dear Teacher,

Please send the following items to the Department of Education. Please call me if you have questions. If you leave a voice message, please remember to include your social security number and home phone.

To Complete a Request for Certification, send the following items:

- \_\_\_ Fingerprint Card
- \_\_\_ \$53 Check for fingerprints-made out to Department of Education include social security #
- \_\_\_ \$56 Check to the Department of Education for each subject area on your certificate – include SS#
- \_\_\_ CG 10 Certification Application
- \_\_\_ Verification of Employment – letter from your principal
- \_\_\_ Original Transcripts
- \_\_\_ General Knowledge exam scores
- \_\_\_ Florida Teacher Certification Exam Scores-Professional and Subject Area
- \_\_\_ Copies of any current certificates from other states

## Step 1: Completing Your Initial Application Package

All completed application packages must have:

- ☑ **A completed CG-10 application form**
- ☑ **\$56.00 processing fee for each subject you request**
- ☑ **Official transcripts showing all degrees and credits**
- ☑ **Copies of teaching certificate(s) you hold from U.S. states or territories**



**Your application package cannot be evaluated until it is complete and received in the Bureau of Educator Certification.**

Completing the CG-10 Application Form

The CG-10 Application Form includes instructions on the front page. Read and follow these instructions carefully! **Applications with blank or improperly completed sections will not be evaluated.**

### Common Errors

- Do not mark or staple on/over the bar code on the application form.

- Complete the form in blue or black ink or #2 pencil and write legibly.
- If you acknowledge (bubble in "Yes" for) a criminal offense record or sanction on a certificate in questions 27-29, you must provide the details in the boxes provided. **If no information is listed to explain an offense or sanction, the application will be considered incomplete and will not be evaluated.**
- You must acknowledge all criminal offense records and certificate sanctions on each application you submit, even if you have acknowledged them and they have been reviewed before. This is required in accordance with the Educator Professional Standards of Conduct. For more information about review and investigations of this type of information, you may contact [Professional Practices Services](#) at 850-245-0438.

#### Submitting the Correct Processing Fee

When you apply for a Florida Educator's Certificate your application package must include a processing fee of \$56.00 for each [subject or endorsement](#) you request on your CG-10 Application Form. There is a worksheet included with the CG-10 instructions page to assist you with calculating your fee.

- Processing fees are nonrefundable.
- You may submit your payment by cashier's check, personal check or money order.

#### Common Errors

- Place your Social security number (or birth date, if you do not have a U.S. social security number) on your check or money order to ensure proper accounting.
- Do not staple your check to the application form. Damage to the application form will significantly delay your processing time.
- If a personal check is returned to us from the bank a fee of \$30.00 will be assessed in addition to the amount of the check you submitted. **Your application will not be evaluated until all fees have been received.**

#### Submitting Official Transcripts

- You must submit an official transcript showing at least a bachelor's degree from an [accredited or approved](#) U.S. institution to apply for a certificate.
- If you have earned your degree(s) from outside the United States, you must hold a degree that is determined to be equivalent to a U.S. accredited bachelor's degree. This initial determination of degree equivalency is made by a [credential evaluation agency](#). For step by step information about documenting foreign credentials for certification, visit [Applicants with Foreign Academic Training](#).

#### Common Errors

- Only official transcripts will be evaluated. Do not send photocopies, grade reports, or internet printouts.
- Send official transcripts from **all** colleges attended. We cannot provide a complete evaluation without all of your credit and credentials officially documented in your file.
- Be sure that your social security number is on each transcript. Some institutions do not display the social security number without a specific request from the student. Therefore, ask the registrar's office when you request transcripts that your social security number be shown on your transcript.
- [More frequently asked questions about transcripts](#)

#### Submitting Out-of-State Certificates

If you hold a valid standard certificate from a state other than Florida or a U.S. territory, send in a photocopy of the front and back of your valid certificate with your application form.

### **Common Errors**

- If your certificate shows any information in code (i.e.: numbers or letters that are not defined on the certificate), send a list of what the codes represent.
- Be sure that your social security number is shown on each page you submit.
- Submit all valid certificates that you hold, regardless of whether you have recently taught in that state. We cannot provide a complete evaluation without all of your credentials in your file.

For a review of Florida's reciprocity provisions for certified educators from other states, see our [Certified Teacher or Administrator](#) section.

## Step 2: The Official Statement of Status of Eligibility

What is an Official Statement?

When you send a complete application package to our Bureau requesting a Florida certificate, your complete package is evaluated to determine your eligibility for a Florida certificate. The result of that determination is mailed to you as an Official Statement of Status of Eligibility.

### **The Official Statement is valid for three years and has two functions:**

- to officially state whether or not "you are eligible" for a Temporary Certificate or a Professional Certificate in the subject area you requested, and
- to provide you with a customized list of the requirements you must complete to be issued full state certification in Florida.

If Your Official Statement Shows that "You Are Eligible" for a Certificate

1. Your Florida certificate is issued when:
  - your Official Statement states that "you are eligible" for at least a Temporary Certificate, and
  - you are employed as a teacher and your fingerprints are processed before your Official Statement expires.
2. When your certificate is issued, the list of requirements on your Official Statement must be completed before the expiration date of your Temporary Certificate.
3. If your Official Statement expires before you are employed in a Florida school, you may re-apply for a new Official Statement. You will be then evaluated for eligibility based upon the certification laws and rules in effect at the time your next application is received.

Steps to Take If You Are "Not Eligible" for a Certificate

1. You must qualify for at least a Temporary Certificate to be employed as a teacher. If your Official Statement indicates that you are "not eligible" for a Florida certificate, it will provide you with options for completing requirements for certification.
2. When you have completed the requirements listed on your Official Statement for the Temporary Certificate, send official documentation to the Bureau of Educator Certification. Then, your application package will be scheduled for a re-evaluation, and you will receive a "revised" Official Statement indicating that "you are eligible" for a Florida certificate.

3. Once you receive your Official Statement, you may then seek employment in a Florida elementary or secondary school.

You may review the options available for qualifying for a Temporary Certificate in the section titled "[Meeting Specialization Requirements](#)."

### Step 3: Employment in a Florida Elementary or Secondary School

#### [Non-public Schools](#)

Florida has a number of nonpublic schools, which serve many of Florida's students both independently and through various affiliations and associations.

To be issued a Florida Educator's Certificate, an individual must be employed either in a public school or a nonpublic school that has a state-approved program for demonstration of professional education competence (a requirement for issuance of a Florida Professional Certificate). Several of the Florida nonpublic school associations hold state-approved programs which are implemented in each of their member schools.

### Step 4: Submitting Fingerprints for Certification

#### Employees of Nonpublic Schools

Individuals who hold a Statement of Status of Eligibility verifying eligibility for a Florida certificate may be issued a Florida certificate if the employing nonpublic school has a state-approved program for demonstration of professional education competence.

- If you are employed in an approved nonpublic school, your employer will supply you with the required fingerprint card for you to complete. Return the completed card with a **\$53.00 processing fee** to your school administrator, who will forward both your completed card and a request to issue your certificate either directly to our Bureau or to the accrediting association to which your school belongs. The Bureau will submit your card and fee to the Florida Department of Law Enforcement (FDLE) and the FBI for processing.
- If the results of your fingerprints are clear, your certificate is issued within 30 days of our Bureau's receipt of the cleared records from both FDLE and FBI.
- If the results of your fingerprint processing reflect any criminal offense record or if you reported a record on your application for a Florida Educator's Certificate, your application will be referred to [Professional Practices Services](#) for review. That office will contact you regarding information needed to review your records for determination of eligibility for a certificate. Issuance of your certificate will be pending results of this review.