

HELP GUIDE: STEPS REQUIRED TO UPGRADE FROM A 3-YEAR TEMPORARY TO A 5-YEAR PROFESSIONAL FLORIDA DEPARTMENT OF EDUCATION (FLDOE) CERTIFICATE

A valid certificate is required for consideration of reappointment. The 3-year Temporary Certificate is nonrenewable.

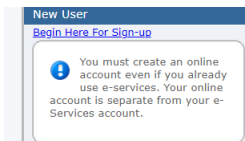
Listed below are the requirements that you may need to complete to upgrade from a temporary to a professional certificate. Refer to the Official Status of Statement of Eligibility Letter you received from the Florida Department of Education (FLDOE), which lists your specific requirements:

- 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.
- 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 www.fldoe.org/edcert. The FLDOE launched its new Educator Certification System on **November 20, 2017**. Therefore, all educators **MUST establish a new online user account** for access to the Online Licensing Service system. After you click on "Apply or Check Status", you will look for the purple *Apply Here* button at the bottom of the page. The *New User* sign-up will appear as shown below.



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: Send copies of the documents you submitted to the FLDOE to the Talent Acquisition & Operations (Instructional) Department via interoffice mail (Pony) or by U.S. Postal Service to: Broward County Public Schools, Attn: TAO (Instructional), 600 SE 3rd Avenue, Fort Lauderdale, FL 33301.

Step 4: Approximately two weeks after you submit your documentation to TAO, you will receive an email notification about the status of your application.

Step 5: Within 10-12 weeks after the FLDOE is in receipt of all of 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. The FLDOE no longer sends paper certificates.

Step 6: Provide a copy of your certificate to your school's administration and email a copy to certificationrequests@browardschools.com so your district records can be updated to reflect a certificate valid for the subsequent school year.