



TALENT ACQUISITION AND OPERATIONS, INSTRUCTIONAL

- SPECIAL EXPERTISE
- Meeting Eligibility for a
Florida Educator Certificate

FL Certificates vs “Special Expertise”

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

You were not found eligible for a Florida educator certificate at the time of hire. Instead, you were hired under “special expertise” in recognition of the knowledge and expertise you hold in the subject area.

As part of your hiring process, you were advised that you were to work toward meeting eligibility for a Florida educator certificate as “special expertise” is not a replacement for a valid educator certificate.



Subject Area Exam

The purpose of the Florida Teacher Certification examinations (FTCE) is to ensure that all teachers demonstrate the necessary content knowledge necessary to effectively instruct students in Florida. The Department of Education recognizes that children are our most important resource and would not be doing its due diligence if it did not do everything in its power to ensure that teachers meet rigorous professional standards.

Subject area exams are available for all bachelor-level subjects (except for Dance).

Test Information Guides are available for every test in the FTCE/FELE program. They include a description of the test, a list of competencies and skills tested, sample test items, and a reference sheet, if applicable.

Test Information Guides and test registration are found at:
<http://www.fl.nesinc.com>



Exam Assistance

COACHING AND INDUCTION

EXAM ASSISTANCE



Exam Assistance

Books and Exam Vouchers:

- Teachers who are on a temporary certificate may check out a **Subject Area Exam Book**.
- Teachers **must** email Tashara Jean-Baptiste at **Tashara.jean-baptiste@browardschools.com** to request a book.
- Teachers will receive an email within 48 hours to schedule a date and time to pick up the book, along with other instructions.
- All Exam Review Books will be checked out for 30 days. (**Only one book can be checked out in a 30-Day cycle**).
- Teachers **must** take a post-test, and have a minimum score of 70% to receive a voucher for the state exam.
- **NO WALK-INS**. Appointment only!
- Vouchers for test prep classes will be issued after the completion certificate is emailed.

***For more information please contact
Tashara.jean-baptiste@browardschools.com***



After you Pass the Exam

Once you have passed a Subject Area Exam, you will need to do the following:

- ✓ Notify our office that you have passed the exam via email to: certificationrequests@browardschools.com
- ✓ Ensure that you have applied and paid the associated fee to the FLDOE for a certificate in the subject area for which you passed the exam. Submit online at: <https://flcertify.fldoe.org/datamart/login.do>
 - ✓ Indicate in the email that you are a “special expertise” teacher, that you passed a subject area exam, and that you have applied for the subject area.
- ✓ Wait for any further instructions. Since the FLDOE requires that the date you were fingerprinted not be more than 12 months since the date of certificate issuance request, it may be necessary for you to be re-fingerprinted.



General Notes/Reminders:

- Out-of-field training requirements (including those related to ESOL) may not necessarily be satisfied once you pass a subject area exam and meet eligibility for a Florida educator certificate.
- The FLDOE will automatically receive your exam score reports.
- Should you have any questions related to certification, you may contact our office at certificationrequests@browardschools.com.



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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 Teletype Machine (TTY) 754-321-2158.

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