

3 Year Checklist for Temporary Certificate Holders (Rev 8/28/14)

Once you apply to the FL Department of Education for your educator's certificate (<http://www.fldoe.org/edcert/apply.asp>), you will be issued a *Statement of Status of Eligibility* (SOE). The SOE is your guide to maintaining employment and is essential to becoming eligible for your initial Professional Certificate. Please visit the following website for an in depth review and definition of the SOE: <http://www.fldoe.org/edcert/step2.asp>.

The following is a checklist for you to use to ensure you are compliant with your certification requirements. Please refer to your SOE as your guide, as not all of the following requirements may apply to you.

- I hold a Temporary teaching Certificate issued by the State of Florida in the subject area I teach.

My certificate is valid from _____ and expires on _____.

- I reviewed my SOE concerning the requirements I need to fulfill within the prescribed timelines.

First Year	Second Year	Third Year
Take and pass all four sections of the General Knowledge Test (testing link below) within one year of employment. Submit a copy of passing scores to Harbordale Elementary.	Take and pass the Subject Area Exam for each subject area shown on your Temporary Certificate.	Make certain you have taken and passed all certification exams; passing scores are electronically sent to the DOE.
Begin working on education course work, if required in your SOE. Review Alternative Certification options.	Take and pass the Professional Education Test.	Ensure you have completed all of the education course work, if any, outlined in your SOE. Send official transcripts for all coursework taken to the DOE.
Begin work with Administrator to satisfy the State's 16 competencies called the <i>Professional Education Competence Demonstration System</i> .	Work with Administrator to submit the <i>Professional Education Competence Demonstration System Checklist</i> to Harbordale Elementary and then to KCW Certification.	Verify your <i>Professional Education Competence Demonstration System (Competency Demonstration Checklist)</i> form is on file with the KCW Certification Office so it can be submitted electronically to the DOE (link below).
If you were hired out-of-field, make sure you have registered to take either the prekindergarten/primary or preschool subject area exam.	Complete <i>Practical Teaching Experience (Verification of Teaching Experience)</i> requirement by teaching at least one year full-time. Submit form to Harbordale and then to KCW Certification.	Confirm your <i>Verification of Teaching Experience</i> form is on file with the KCW Certification Office for submission to the DOE.
Once you pass the subject area exam, download the <i>State Application for Additions/Duplicates/Name Changes</i> to have the area added to your certificate. Pay the online fee and submit the application and payment confirmation to KCW Certification.	Continue working on remaining educational course work.	Apply and pay for the initial Five-Year Professional Certificate with the DOE.
Plan for ESOL/META Category III 18 hour in-service "Issues & Strategies for Teaching LEP Students".	Complete ESOL/META Category III 18 hour in-service "Issues & Strategies for Teaching LEP Students".	Provide copy of Five-year Professional Certificate to site Administrator and to Harbordale Elementary.

Important Links:

www.fl.nesinc.com – test registration and preparation information

<http://www.broward.k12.fl.us/certification/AltCert.html> - alternative certification professional preparation options

<http://www.broward.k12.fl.us/certification/Forms.html> - State application for certification subject additions, teaching experience verification and competency demonstration checklist forms

<http://www.broward.k12.fl.us/talentdevelopment/html/pdcalendars.html> - find Category III ESOL training in-service opportunities

<http://www.fldoe.org/edcert/apply.asp> - apply to FL Department of Education for initial Five-Year Professional Certificate