

Understanding My Statement of Status of Eligibility

NOTE: For applications received by the DOE on or after January 1, 2016

What is a Statement of Status of Eligibility (SOE):

A SOE is a written evaluation of your eligibility for a teaching certificate.

Who receives one and how?

Individuals interested in teaching full-time must be certified to teach or eligible for teacher certification. To determine eligibility, a complete application package must be submitted to the Department of Education (DOE), Bureau of Educator Certification, for an evaluation of your credentials. Once your credentials have been evaluated, a Statement of Status of Eligibility (SOE) is mailed to the address listed on your application form.

What does a complete application package include?

- ✓ A completed application form. (Available online at <http://www.fldoe.org/edcert/apply.asp>).
- ✓ An online credit card payment of \$75 for each subject area evaluation requested.
- ✓ Official transcripts showing conferral of a minimum of a bachelor's degree, major, grades, GPA, etc.
- ✓ Holders of a valid, standard (comparable to Florida's professional certificate) out-of-state certificate should submit a front and back copy of the out-of-state certificate for consideration for reciprocity with Florida.
- ✓ Individuals with foreign credentials must submit an equivalency evaluation report from an approved credential evaluation agency along with certified copies (DO NOT submit originals) of original documents for all coursework and diplomas involved in the evaluation report. For a partial list of approved agencies, go to web address www.naces.org.

You will not receive a SOE until your application package is complete. If your application package is considered incomplete, the Bureau of Educator Certification will notify you in writing what is needed to complete your application package. Please note that applications are valid for one year. If the application package is not complete within one year of applying, you will need to reapply with a new application and fee.

It is your responsibility to maintain current personal information (address and telephone number) with the Bureau of Educator Certification. You may manage your personal information through their online service at www.fldoe.org/edcert. If you are a current employee with the School Board of Broward County, you must also manage your personal information through the District's Employee Self-Service system at <http://www.broward.k12.fl.us/erp/brite/HR/ess/portal.htm>.

What is the purpose of a SOE?

A SOE states whether or not you are eligible for a teaching certificate in the subject area you requested. Your SOE also provides you with a customized list of requirements you will need to complete to become eligible for a temporary and/or professional certificate from the State of Florida.

A SOE is valid for three years from the date of issuance. The expiration date is firm and cannot be changed. Revisions to a SOE may occur as the Bureau of Educator Certification receives official documentation from teachers, state offices, or other official entities validating requirements have been met. Revisions to a SOE do not change the expiration date.

Once you receive your SOE, it is your responsibility to satisfy requirements for certification within prescribed timeframes. Below is a sample of a SOE to use as a guide. Following the sample you will find numbered explanations that provide detailed information.



State of Florida
Department of Education

Bureau of Educator Certification
325 West Gaines Street, Room 201
Tallahassee, Florida 32399-0400

Official Statement of Status of Eligibility

Ima Teacher 1000 Orchid Drive Fort Lauderdale, FL 33301	Applicant ID Number: 123456789 Processing Date: January 29, 2016 Expiration Date: January 29, 2019
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DO NOT DESTROY. PLEASE RETAIN UNTIL ALL REQUIREMENTS ARE COMPLETE.

This Official Statement of Status of Eligibility outlines requirements for issuance of a Florida Educator's Certificate. Florida school district personnel will advise you of any additional requirements for employment in the school district and compliance with the federal No Child Left Behind Act.

For Florida educator certification purposes, college degrees and credits must be earned at institutions that are either accredited by an agency recognized by the U.S. Department of Education or approved by the Florida Department of Education. College level credits recommended by the American Council on Education (ACE) are also acceptable.

YOU ARE ELIGIBLE FOR A FLORIDA EDUCATOR'S CERTIFICATE AS SHOWN BELOW.

1

TEMPORARY CERTIFICATE: For issuance of a three-year nonrenewable Temporary Certificate covering BIOLOGY (GRADES 6-12), the following requirements must be completed, and official documentation must be submitted to the Bureau of Educator Certification:

- verification of employment and request for issuance of certificate on the appropriate certification form from a Florida public, state supported, or nonpublic school which has an approved Professional Education Competence Program
- results of your fingerprint processing from the Florida Department of Law Enforcement and the FBI. Your employer will assist you in completing the fingerprint process. If your application or fingerprint report reflects a criminal offense or suspension/revocation record, your file will be referred to Professional Practices Services for further review. Issuance of your certificate will be contingent upon the results of this review.

2

3

PROFESSIONAL CERTIFICATE: For issuance of a Professional Educator's Certificate valid for five

4

years covering BIOLOGY (GRADES 6-12), the above requirements for a Temporary Certificate must be completed, and a CG-10 Application Form, appropriate non-refundable application fee, and official documentation of the following requirements must be submitted to the Bureau of Educator Certification:

- a passing score on the Florida General Knowledge Test earned no more than ten (10) years prior to the date of application. → **5**
By law this requirement must be satisfied within one (1) year of employment in any Florida public school under the Temporary Certificate. Contact your employer for important information concerning this deadline.
- a passing score on the Professional Education Test earned no more than ten (10) years prior to the date of application → **6**
- a passing score on the BIOLOGY (GRADES 6-12) subject area examination earned no more than ten (10) years prior to the date of application → **7**
- completion of a Florida approved Professional Education Competence Program administered and documented by your employer → **8**
- a minimum of 12 additional semester hours in education courses with credit in each of the professional education areas listed below. *Please note that it may require more than the minimum semester hours to satisfy all requirements.*
 - classroom management with a focus on creating safe learning environments for students
 - child and adolescent development including theories and principles of learning
 - educational assessment practices that include analysis and application of data to improve instruction and learning
 - effective instructional techniques, strategies, and materials to meet the needs of diverse learners, including students with disabilities
 - applications of research-based instructional practices in reading
 - instructional strategies for teaching students of limited English proficiency including instruction in the English language (Teaching experience cannot be used to satisfy this requirement.)
Note: A passing grade of “C” or better must be earned for each course, and every course, except child and adolescent development, must be completed at an institution that awards bachelor’s or higher degrees. → **9**
- practical experience in teaching by completing one year of full-time experience teaching in an elementary or secondary school → **10**

This evaluation outlines one educator preparation route and pathways to certification. For other options, please select “Alternative & Traditional Certification” from our home page (<http://www.fldoe.org/teaching/certification>).

**Find Certification information online at <http://www.fldoe.org/edcert>
Contact our office at (US domestic calls) 800-445-6739 or (outside the US) 850-245-5049**

So what does it all mean?

The dates highlighted in yellow indicate the time period the SOE is considered valid. If the SOE expires and you have not fulfilled the requirements to be eligible for an educator certificate, you will have to reapply for evaluation (application and fee) to receive a valid SOE based on current laws in effect at the time the application was received by the Bureau of Educator Certification.

- 1** Indicates whether or not you are eligible for certification.
- 2** Obtain full-time employment with a school district in Florida that is accredited and approved to verify your competency as a teacher.
- 3** Once employed, the school district will submit your fingerprint record and an issuance request verifying your employment.

Once issued, your temporary certificate is valid for a three-year period. Since the certificate is non-renewable, you will need to work towards DOE requirements to obtain your initial professional, renewable certificate.

- 4 To become eligible for a professional certificate, you must complete the requirements as outlined.
- 5 You must take and pass the General Knowledge Test (GK). The GK is a basic skills test covering four areas: Math, Reading, English Language and Essay. If this statement appears on your SOE, you must satisfy the GK requirement. Per Florida Statute, s.1012.56(s), fs, the GK requirement must be satisfied within the first 12 months of employment. If not satisfied within the prescribed time frame, your employment will terminate. It is important to understand your deadline to avoid termination.

For information regarding options for satisfying this requirement, please visit the Certification web site at http://www.broward.k12.fl.us/certification/Ftce_TestDescript.html

- 6 You must take and pass the Professional Education Test (PEd). This test assesses knowledge of pedagogy and professional practices in the field of education. The PEd is available through a computer-based format. Please visit the Florida Teacher Certification Examination website at www.fl.nesinc.com for more information and to register.
- 7 You must take and pass the Subject Area Examination (SAE) for each subject area listed on your temporary certificate. SAEs measure content area knowledge specific to the subject area. SAEs are available via computer-based format. To obtain more information and register, please visit www.fl.nesinc.com.
- 8 Mastery of Professional Education Competence must be demonstrated either through written verification (via the appropriate form) from your principal that you have mastered the 16 state competencies (for non-education majors) or by graduation from a state- approved education program.

Non-education majors participate in the New Educator Support System (NESS). Upon completion of the NESS, principals verify whether or not you have mastered the 16 state competencies by completing the Competency Demonstration Checklist (CDC). This form is available for download through the Certification/Incentives website. Here is a link to download a copy of the Checklist <http://www.broward.k12.fl.us/certification/FormsGen.html>.

- 9 Non-education majors are required to establish professional preparation competence. The requirement includes a minimum of 12 hours of education coursework and earning one year of full-time teaching experience. The purpose is to prepare you for the classroom. The coursework credit is defined as follows:
 - classroom management with a focus on creating safe learning environments for students
 - child and adolescent development including theories and principles of learning
 - educational assessment practices that include analysis and application of data to improve instruction and learning
 - effective instructional techniques, strategies, and materials to meet the needs of diverse learners, including students with disabilities
 - applications of research-based instructional practices in reading
 - instructional strategies for teaching students of limited English proficiency including instruction in the English language (Teaching experience cannot be used to satisfy this requirement.)

Three credit hours may be satisfied with one year of full-time teaching experience in the subject.

- 10 The Practical Teaching Experience requirement means you must complete one year of full-time teaching (or service in the instance of positions not involving classroom teaching) in an elementary or secondary school within the validity period of your temporary certificate.

Useful Websites:

www.broward.k12.fl.us/certification - Certification

www.fl.nesinc.com – Florida Teacher Certification Examination Department

www.fldoe.edu - Department of Education (DOE)

www.myfloridaeducation.com/sas/ftce/ftcecomp.htm - DOE List of Subject Area Competencies & Skills