FLORIDA

Educator Certification

DISTRICT APPLICATION

Instructions for Completing Your Application for Educator Certification

Each district school board is responsible for processing application requests for its public school employees for duplicate or name change certificates, as well as additions to certificates based on district add-on program completion or passing a subject area exam (§1012.586, F.S.; 6A-4.0012, FAC).

GENERAL INSTRUCTIONS ON HOW TO COMPLETE THIS FORM.

- Complete entire application form using a black or dark blue ink pen. Do not use pencil.
- Fill in all circles completely (i.e. ⬬).
- All entries should be clearly typed or hand written in UPPER CASE LETTERS within the boxes provided.
- There should be at least one blank space between each word for any entry.
- DO NOT staple, tape, or use correction fluid on the form.

Ensure that your social security number or Florida DOE# is clearly printed on all documents submitted.

SSN Statement: *Collection of your social security number (SSN) is required pursuant to §1012.56, Florida Statutes, for the purpose of promoting the public policy of Florida relating to child support. Your SSN is used by the Department as a unique identifier for maintaining your certification and related personnel records as required under the same statute. Your SSN may be disclosed to the Department of Revenue, as authorized under §1012.21, Florida Statutes, as Florida's agency for administration of the Title IV-D program of the federal Social Security Act for child support enforcement. Failure to provide your SSN to Educator Certification will prevent issuance of your Florida Educator's Certificate.*

CERTIFICATE OR SERVICE REQUESTED:

Service Requested	Fee
Add a subject or endorsement to my valid Florida Certificate. (Fill in subject code box.)	$75.00
Reprint a duplicate of my currently valid Florida Certificate. *NOTE: A duplicate cannot be requested of an expired certificate.*	$20.00 only
Reprint my valid Florida Certificate due to a legal name change.	$20.00 only

LEGAL DISCLOSURE: Florida Law requires you to provide a YES or NO answer to the questions within the Legal Disclosure section of your application, even if previously submitted. You must complete the **Affidavit** at the end of the Legal Disclosure Supplement for your application to be complete.

AFFIDAVIT: You must read, print your name, and affix your legal signature.

All documents submitted become part of your official Florida certification record and cannot be returned.

PROVIDE ALL APPLICATION MATERIALS TO:

District Additions
Subject Area/Grade Level Chart

Use codes on this chart to complete the CG-10 Application Form – District Version

Academic Coverages	Grade Levels	Subject Code
Art	K-12	1001/6
Biology	6-12	1003/1
Chemistry	6-12	1004/1
Computer Science	K-12	1006/6
Drama	6-12	1008/1
Earth-Space Science	6-12	1009/1
Elementary Education	K-6	1013/K
English	6-12	1015/1
English for Speakers of Other Languages (ESOL)	K-12	1016/6
Exceptional Student Education	K-12	1077/6
Foreign Language – French	K-12	1017/6
Foreign Language – German	K-12	1019/6
Foreign Language – Latin	K-12	1030/6
Foreign Language – Spanish	K-12	1054/6
Health	K-12	1022/6
Hearing Impaired	K-12	1023/6
Humanities	K-12	1026/6
Journalism	6-12	1029/1
Mathematics	6-12	1031/1
Middle Grades English	5-9	1015/C
Middle Grades General Science	5-9	1033/C
Middle Grades Mathematics	5-9	1031/C
Middle Grades Social Science	5-9	1052/C
Middle Grades Integrated Curriculum (English, Mathematics, Science, Social Studies)	5-9	1034/C
Music	K-12	1035/6
Physical Education	K-12	1036/6
Physics	6-12	1038/1
PreKindergarten/Primary Education	PK-3	1041/H
Preschool Education (Birth through Age 4)	0-4 Yrs	1042/A
Social Science	6-12	1052/1
Speech	6-12	1056/1
Visually Impaired	K-12	1059/6

Specialty Coverages	Grade Levels	Subject Code
Educational Media Specialist	PK-12	1012/D

Degreed Vocational Coverages	Grade Levels	Subject Code
Agriculture	6-12	1067/1
Business Education	6-12	1068/1
Family and Consumer Science	6-12	1069/1
Marketing	6-12	1072/1
Technology Education	6-12	1070/1

General Endorsements	Subject Code
Athletic Coaching	1002/E
Driver Education	1061/E
English for Speakers of Other Languages (ESOL)	1016/E
Reading	1046/E

Academic/Specialty Endorsements	Subject Code
American Sign Language	1079/E
Gifted	1062/E

Please be advised that an endorsement is a rider on a valid Florida educator's certificate with another subject coverage. An academic/specialty endorsement can only be a rider with specified subject coverages. An endorsement cannot stand alone on a certificate.

Please visit the FLDOE Professional Development website at www.fldoe.org/profdev for a listing of "Approved District Add-on Programs" for your school district.

DISTRICT APPLICATION FOR A FLORIDA EDUCATOR'S CERTIFICATE

Official Use Only	Date Stamp
Payment Amount	
Payment Number	
Payment Method (CHECK ONE)	
○ Check ○ Money Order ○ Voucher	
○ Cash ○ Credit Card ○ Other	

PERSONAL INFORMATION *Complete entire Application in UPPERCASE letters using only black or blue ink.*

1. Social Security Number

2. Birth Date (MM / DD / YYYY)

3. Are you a US Citizen? ○ Yes ○ No

4. First Name

5. Middle Name

6. Last Name

7. Mailing Address

8. City

9. State

10. Zip Code

11. Phone

12. Country

13. E-mail Address: @

14. What is your gender? (Optional) ○ M ○ F

15. Are you Hispanic or Latino? (Optional, choose only one)
- ○ No, not Hispanic or Latino
- ○ Yes, Hispanic or Latino

16. What is your race? (Optional, mark all that apply)
- ○ American Indian or Alaska Native
- ○ Asian
- ○ Black or African American
- ○ Native Hawaiian or Other Pacific Islander
- ○ White

CURRENT VALID FLORIDA EDUCATOR'S CERTIFICATE INFORMATION

Please select your currently valid Florida Certificate Type.

○ Professional ○ Non-Renewable Temporary

Please indicate the validity period of your Florida Certificate.

July 1, to June 30,

CERTIFICATE OR SERVICE REQUESTED

19. Please select the Certificate Service Requested. (Please select only one service per application)

- ○ **Add a subject or endorsement to my valid Florida Certificate.*** (go to question 20)
- ○ **Reprint a duplicate of my valid Florida Certificate.** (skip to page 2)
- ○ **Reprint my valid Florida Certificate due to a legal name change.** (skip to page 2)

20. Please indicate the subject code for the subject coverage or endorsement to be added to your Florida Certificate.
Please refer to the District Additions Subject Area/Grade Level Chart for the appropriate code numbers

* Please note: Districts may add a subject coverage or endorsement to a valid Florida certificate **ONLY** on the basis of the completion of the appropriate subject area testing requirements of s.1012.56(4)(a), FS, or the completion of the requirements of an approved school district program or the inservice components for an endorsement.

Academic Coverages, Specialty Coverages, and **Degreed Vocational Coverages** may be added **ONLY** to a valid Florida **Professional** Certificate through use of this application to your employing school district.

DISTRICT APPLICATION FOR A FLORIDA EDUCATOR'S CERTIFICATE

PERSONAL INFORMATION

Complete in UPPERCASE letters using only black or blue ink.

Social Security Number

First Name

Last Name

LEGAL DISCLOSURE (Florida Law requires you to provide a YES or NO response)

After answering each of the following questions, you must sign the **Affidavit** to complete this section of your application. Please refer to the instructions in the Legal Disclosure Supplement on the reverse side of this page for additional information regarding this section of the application form.

SEALED OR EXPUNGED RECORDS (Report ONLY sealed or expunged records in this section)
For each of the following questions, if your answer is YES, please select YES. Otherwise, select NO.

- YES NO Have you ever had any record sealed or expunged in which you were **convicted** of a criminal offense?
- YES NO Have you ever had any record sealed or expunged in which you were **found guilty** of a criminal offense?
- YES NO Have you ever had any record sealed or expunged in which you had **adjudication withheld** on a criminal offense?
- YES NO Have you ever had any record sealed or expunged in which you pled **nolo contendere** to a criminal offense?
- YES NO Have you ever had any record sealed or expunged in which you **pled guilty** to a criminal offense?
- YES NO Have you ever had any record sealed or expunged in which you entered into a **pretrial diversion program** or **deferred prosecution program** related to a criminal offense?
- YES NO Do you have a petition pending to seal or expunge any criminal offense record?

SEALED or EXPUNGED records **MUST BE REPORTED** pursuant to ss. 943.0585 and 943.059, Florida Statutes. However, existence of such records **WILL NOT BE DISCLOSED** nor made part of your certification file which is public record.

CRIMINAL OFFENSE RECORD(S) (Report any record other than sealed or expunged in this section.)
For each of the following questions, if your answer is YES, please select YES. Otherwise, select NO.

- YES NO Have you ever been **convicted** of a criminal offense?
- YES NO Have you ever been **found guilty** of a criminal offense?
- YES NO Have you ever had **adjudication withheld** on a criminal offense?
- YES NO Have you ever pled **nolo contendere** to a criminal offense?
- YES NO Have you ever **pled guilty** to a criminal offense?
- YES NO Have you ever entered into a **pretrial diversion program** or **deferred prosecution program** related to a criminal offense?
- YES NO Are there currently **charges pending** against you for any criminal offense?

PROFESSIONAL LICENSE OR CERTIFICATE SANCTION(S)
For each of the following questions, if your answer is YES, please select YES. Otherwise, select NO.

- YES NO Have you ever had a professional license or certificate sanctioned or disciplined in this state or any other state?
- YES NO Have you ever been DENIED a professional license or certificate in this state or any other state even if the certificate or license was later issued with conditions or limitations?
- YES NO Have you ever had a professional license or certificate suspended or revoked in this state or any other state?
- YES NO Have you ever surrendered, resigned, or relinquished a professional license or certificate in this state or any other state during or following an investigation into allegations of misconduct?
- YES NO Have you ever had a professional license or professional certificate disciplined in this state or any other state by receiving a letter of reprimand, fine, probation or any other restriction or special conditions?
- YES NO Do you have any current investigative action pending in this state or any other state against a professional license or certificate or against an application for a professional license or certificate?
- YES NO Do you have any current disciplinary action pending in this state or any other state against a professional license or certificate or against an application for a professional license or certificate?

If you answered YES to any of the preceding questions, you must provide detailed complete information for each affirmative response in the Legal Disclosure Supplement on the reverse side of this page and submit it along with your application form.

LEGAL DISCLOSURE SUPPLEMENT

Florida Law requires you to provide a YES or NO answer to the questions within the Legal Disclosure section of your application, even if previously submitted. If you answered YES to any question in the Legal Disclosure section on the application form, you must provide detailed complete information for each affirmative response within the corresponding section in this Legal Disclosure Supplement.

You are not required to acknowledge minor traffic violations. The criminal offense of Driving Under the Influence (DUI) or Driving While Intoxicated (DWI) is **not** a minor traffic violation and should be disclosed on this form.

Having a criminal history or administrative sanction against a professional license does not automatically disqualify a person from receiving a Florida Educator's Certificate, but such incidents will prompt a review by the Office of Professional Practices Services.

A person is **ineligible for educator certification** if the person has been **convicted of a disqualifying offense** as listed in Section 1012.315 Florida Statutes. Please refer to **www.myfloridateacher.com** for more information.

First Name	Middle Name	Last Name	Former Name	Any Other Last Names / Aliases

SEALED OR EXPUNGED RECORD(S)

City Where Arrested	State	Date of Arrest	Charge	Plea	Disposition (outcome)

CRIMINAL OFFENSE RECORD(S)

City Where Arrested	State	Date of Arrest	Charge	Plea	Disposition (outcome)

PROFESSIONAL LICENSE OR CERTIFICATE SANCTION(S)

State: _____ Year: _____ License or Certificate: _____

Issuing Agency: _____ Sanction and Reason: _____

State: _____ Year: _____ License or Certificate: _____

Issuing Agency: _____ Sanction and Reason: _____

State: _____ Year: _____ License or Certificate: _____

Issuing Agency: _____ Sanction and Reason: _____

AFFIDAVIT

I do hereby affirm by my signature that all information provided in this application and supplement is true, accurate, and complete.

WARNING: GIVING FALSE INFORMATION IN ORDER TO OBTAIN OR RENEW A FLORIDA EDUCATOR'S CERTIFICATE IS A CRIMINAL OFFENSE UNDER FLORIDA LAW. ANYONE GIVING FALSE INFORMATION ON THIS AFFIDAVIT IS SUBJECT TO CRIMINAL PROSECUTION, AS WELL AS DISCIPLINARY ACTION BY THE EDUCATION PRACTICES COMMISSION.

_____ APPLICANT'S SIGNATURE

_____ DATE