



DISTRICT-ISSUED EDUCATOR CERTIFICATION INITIAL APPLICATION

Applications for district-issued certificates should be submitted to the Human Resources Department. Nondegreed teachers must provide six (6) years of successful full-time occupational experience while degreed teachers require two (2) years of successful full-time occupational experience directly related to the field of teaching. The areas of certification shall be as provided by the state of Florida; additionally, the School Board may establish alternative qualifications for teachers with an industry certification in the career area in which they teach.

Each certificate shall bear an effective date of July 1 of the school fiscal year for which it is issued and shall expire on June 30.

New Career and Technical Education (CTE) staff that hold a state-issued certificate will have the district-issued coverage mirror the state's validity date. The normal processing fee for the new certificate shall apply. By mirroring the dates, this will allow the employee to pay only one fee when processing certificate renewals. Additionally, the employee will only be required to complete the standard 120 in-service points for both certificate types during renewals. Note, the Students with Disabilities (SWD) in-service requirement must be completed for the state-issued certificate.

Questions should be directed to Jennifer DiDonato at jennifer.didonato@stlucieschools.org or 772/429-7512.

Checklist of items required:

- Completed application
- \$75 processing fee submitted online at <https://stlucie.revtrak.net/Certification/#/v/District-Issued-Vocational-Certificate>

Send to the attention of Jennifer DiDonato in Human Resources.



DISTRICT APPLICATION FOR A FLORIDA EDUCATOR'S CERTIFICATE

Empty rectangular box for application details.

| Official Use Only | | Date Stamp |
|-----------------------------|-----------------------------------|-------------------------------|
| Payment Amount | <input type="text"/> | |
| Payment Number | <input type="text"/> | |
| Payment Method (CHECK ONE) | | |
| <input type="radio"/> Check | <input type="radio"/> Money Order | <input type="radio"/> Voucher |
| <input type="radio"/> Cash | <input type="radio"/> Credit Card | <input type="radio"/> 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. <input type="radio"/> Professional <input type="radio"/> Non-Renewable Temporary | Please indicate the validity period of your Florida Certificate. July 1, <input type="text"/> to June 30, <input type="text"/> |
|--|---|

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

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PERSONAL INFORMATION

Complete in UPPERCASE letters using only black or blue ink.

Social Security Number

[Social Security Number input boxes]

First Name

[First Name input boxes]

Last Name

[Last Name input boxes]

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 |
|------------|-------------|-----------|-------------|--------------------------------|
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SEALED OR EXPUNGED RECORD(S)

| City Where Arrested | State | Date of Arrest | Charge | Plea | Disposition (outcome) |
|---------------------|-------|----------------|--------|------|-----------------------|
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CRIMINAL OFFENSE RECORD(S)

| City Where Arrested | State | Date of Arrest | Charge | Plea | Disposition (outcome) |
|---------------------|-------|----------------|--------|------|-----------------------|
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PROFESSIONAL LICENSE OR CERTIFICATE SANCTION(S)

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|-----------------------|----------------------------|-------------------------------|
| 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