



Educator Certification

Your Florida Department of Education




Online Application for Certification in Florida

Operations & Technology Update FASPA Fall Conference 2008

10/24/2008

Florida Department of Education

Bureau of Educator Certification



New Online Application

- Launched August 1, 2008
 - Merges Online Application and Status Lookup
 - Interacts real-time with certification file data
 - Increases application options
 - Implements new credit card processor
 - Provides immediate acceptance with true status
 - Displays customized on-line “return letter”
- Re-launched October 1, 2008
 - Corrections based on user experience and feedback

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<https://certify.fldoe.org>

Florida Department of **EDUCATION**

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[Teach In Florida](#)

Educator Certification



Make a difference in Florida. Become a certified educator.

You may use this secure site to:

- Submit your On-line Application for Certification in Florida.
- Update your mailing address in your Florida certification record.
- Make payment for any unpaid fee balance using your major credit card.
- Access current information about your Florida certification record.

Please log in or create your account using the options below.


Log In

User Name:

Password:

- Create Account
- Request Temporary Password
- Forgot UserName
- Forgot Password

Make a difference in Florida.




www.teachinflorida.com

For questions & comments Email BECTechHelp@fldoe.org

[help](#)

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Logging In

- Create Account**
 - New applicants and anyone who never before used Applicant Status Lookup
 - Requires valid SSN or DOE Number along with Last Name and Date of Birth
- Request Temporary Password**
 - Requires UserName, Last Name and Date of Birth
 - Upon validation e-mails one-time use password
 - Use this feature when account has been locked or all other options exhausted
- Forgot UserName**
 - Requires SSN/DOE#, Last Name, Date of Birth
- Forgot Password**
 - Requires User Name and Secret Answer
 - Passwords are case-sensitive

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Welcome

- Launching Pad for available features
- Applicant Status Lookup
- Submit Application
 - Initial Application On-line Form (CG-10)
 - Renewal Application On-line Form (CG-10R)
- Technical Assistance link every page
- **Secure site (SSL) for proof of identity, content integrity, and confidentiality**

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Applicant Status

- *View Address*
 - Review/Update Address, Phone Number, and e-mail address
- *View Account*
 - Review application charges and payments
 - Make credit card payment for unpaid fee balance
- *Application Status*
 - Review status/progress of current applications and valid SOEs
- *Certificate Status*
 - Review valid Florida Educator's Certificate records
- *New Documents*
 - Review official transcripts, score reports, and certification verification forms received (*last calendar year*)

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Your Florida Department of Education

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Welcome to the Florida Educator Certification Applicant Status Lookup Site!

You may use the links at the left for the following actions:
 Click on [Submit Application](#) to apply on-line for:

- Determination of Eligibility for, Issuance of, Addition to, or Reprint of a Florida Educator's Certificate (Form CG-10), including the Athletic Coaching certificate
- Renewal or Reinstatement of a Florida Professional Educator's Certificate (Form CG-10R)

Click on [View Address](#) to:

- Review the mailing address, phone number, and email address on file for you with Florida Educator Certification
- Update your mailing address, phone number, and email address as required by [Florida Statute \(1012.561, FS\)](#)

Click on [View Account](#) to:

- Review the application fees you have been charged and the payments you have made for Florida Educator Certification processing
- Make payment for any unpaid fee balance using your major credit card (VISA or MasterCard only)

Access the following current information about your Florida certification record:

- **Application Status** shows the status/progress of your valid application(s) and current Statement(s) of Status of Eligibility
- **Certificate Status** shows a record of the valid Florida Educator's Certificates that you hold
- **New Documents** shows the official transcripts, score reports, and Florida school district information forms received in your file in the last calendar year

Thank you for *Making a Difference* through certification in Florida!

For questions & comments Email BECTechHelp@fldoe.org

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Submit Application

- “How to” instructions and Terms of Use
 - Complete and verify application information
 - Authorize VISA or MasterCard payment
 - Submit additional documentation from On-line Application Receipt
 - Return to Review Application Status periodically
 - Provides Falsification Warning, Applicant Responsibility statement, Technology requirements, and Credit Card processing guidelines

– Applicant must click “I Accept”

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Personal Information

- SSN masked for confidentiality
- Date of Birth not editable
 - Contact Technical Assistance if incorrect
- Enter/Review/Update Name, Address, Phone Number, E-mail Address
 - All information required
 - Changes occur upon application submission
- Answer *optional* demographic questions
- Verify/Update current public school employer

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Certificate Action

- Initial Application options (CG-10)
 - Initial Application
 - Athletic Coaching
 - Add New Subject or Endorsement
 - Professional Certificate with Same Subjects
 - Professional Certificate with New Subjects
 - Duplicate Certificate
 - Name Change
 - Delete a Subject

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Certificate Action

- Renewal Application options (CG-10R)
 - Renewal
 - Late Renewal
 - Reinstatement

Dynamic options based on subjects on valid certificates and current applications

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(DOE ID Number: 742495)

Certificate Action

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Valid Certificate(s):

Certificate Type	Subject(s)/Endorsement(s)	Validity Period Beg.	Validity Period End
PROFESSIONAL	EDUCATIONAL MEDIA SPECIALIST (PREKINDERGARTEN - GRADE 12)	07-01-2004	06-30-2009
PROFESSIONAL	MUSIC (GRADES K - 12)	07-01-2004	06-30-2009
PROFESSIONAL	EDUCATIONAL MEDIA SPECIALIST (PREKINDERGARTEN - GRADE 12)	07-01-2009	06-30-2014
PROFESSIONAL	MUSIC (GRADES K - 12)	07-01-2009	06-30-2014

Initial Application

Renew Application

For questions & comments Email BECTechHelp@fldoe.org

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Valid Certificate(s):

Certificate Type	Subject(s)Endorsement(s)	Begin Validity	End Validity
PROFESSIONAL	EDUCATIONAL MEDIA SPECIALIST (PREKINDERGARTEN - GRADE 12)	07-01-2004	06-30-2009
PROFESSIONAL	MUSIC (GRADES K - 12)	07-01-2004	06-30-2009
PROFESSIONAL	EDUCATIONAL MEDIA SPECIALIST (PREKINDERGARTEN - GRADE 12)	07-01-2009	06-30-2014
PROFESSIONAL	MUSIC (GRADES K - 12)	07-01-2009	06-30-2014

Application (s):
No Data available to display.

New Application

Action Requested:

Subject:


Click ADD to add the Selected Subjects to the listing below.

Process	Certificate Type	Subject(s) Requested	Fees
<input type="button" value="Cancel"/> ADD NEW SUBJECT OR ENDORSEMENT	PROFESSIONAL	TECHNOLOGY EDUCATION - (GRADES 6 - 12)	(\$75.00)
<input type="button" value="Cancel"/> ADD NEW SUBJECT OR ENDORSEMENT	PROFESSIONAL	GIFTED - ENDORSEMENT	(\$75.00)
<input type="button" value="Cancel"/> ADD NEW SUBJECT OR ENDORSEMENT	PROFESSIONAL	COMPUTER SCIENCE - (GRADES K - 12)	(\$75.00)

CG10 - Initial Application

[For questions & comments Email BECTechHelp@fldoe.org](mailto:BECTechHelp@fldoe.org)

Florida Department of Education Bureau of Educator Certification

 **Teaching Experience**

- Input teaching certificate or license
 - Any US territory or state other than Florida
 - NBPTS or ABCTE national certificates
 - Enter only currently valid credentials
- Enter teaching experience records
 - Must click “Add...” button
 - Do not enter substitute teaching experience
 - Currently employed? Enter current date as ending date
- **Leaving this page blank does not prevent application submission**

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Remove	STATE	Cert. Category	Certificate	Valid Until
			GEORGIA	06-30-2011

Teaching Certificate

State Certificate: Valid Until:

Click ADD to insert a new State Teaching Certificate to the listing.

National Certificate: Valid Until:

Click ADD to insert a new National Teaching Certificate to the listing.

Remove	Employer	Hire Date	End Date	Subject	Job Type
	WOODHAM HS	08-01-1995	06-01-1996	CHORUS	FULL TIME
	WEST BAINBRIDGE MIDDLE SCHOOL	08-01-1996	12-20-1998	MUSIC	FULL TIME

Teaching Experience

*All fields are required.

* Employment Dates: From: To:

* School Name:

* County:

* State / Country:

* Subject Taught:

* Grade Level:

* Job Type:

* Months per Year:

* School Type:

Click ADD to insert a new Teaching Experience to the listing

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Academic Training

- Shows degree records already on file
 - Transcripts submitted since 1999
 - No need to re-enter nor resubmit transcripts shown
- Enter all postsecondary academic records
 - Select institution from drop-down or “Not Listed” and type the institution name
 - Enter one program at a time
 - Degree earned requires graduation date and major
 - Otherwise, semester hours and attendance dates
 - Must click “Add...” button

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Remove	Name of College	State/Country	Degree	Graduation Date	Major	Semester Hrs	Attendance Dates
	OKALOOSA-WALTON COMMUNITY COLLEGE	FLORIDA	NON-DEGREE SEEKING			78	8/1988 - 5/1990
	FLORIDA STATE UNIVERSITY		BACHELORS	12/1993	MUSIC		
	FLORIDA STATE UNIVERSITY		MASTERS	04/2005	EDUCATIONAL MEDIA SPECIALIST		

Did you earn a degree or credit in a country other than the United States?
 Yes No

[Applicants with Foreign Training](#) who selected Yes above should read the information provided in this link to identify additional documentation which must be submitted to complete your application.

*Name of College/University:

City/Branch Campus:

*State and/or Country:

*Degree Sought or Earned:

*Did you Receive a degree from this institution?
 Yes No

If your answer is Yes, complete the following:
 Graduation Date: Month Year
 Major:

Click ADD to insert the selected degree to the education listing. Add...

Required fields are marked by * (asterisk).

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Legal Disclosure

- Florida Law requires a 'Yes' or 'No' response to each of these questions
 - Sealed/Expunged Records
 - Criminal Offense Records
 - Professional Sanctions
- 'Yes' answer must complete all fields about offense/s
 - Enter all offenses, even if previously reviewed
 - Must click "Add..." button

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Criminal Offense Record(s)-Step 2 of 3 This is only an example!

(Florida Law requires a Yes or No response to each of the following questions.)

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Remove	City	State	Date (mm/yyyy)	Charge	Disposition(s)
	FT WALTON BEACH	FLORIDA	9/1989	DISORDERLY CONDUCT	NOT GUILTY

Have you ever been convicted, found guilty, had adjudication withheld, entered a pretrial diversion program, or pled guilty or nolo contendere (no contest) to a criminal offense other than a minor traffic violation (DUI is NOT a minor traffic violation)? Failure to answer this question accurately could cause denial of a certificate.

A YES or NO answer is required by Florida Law. If you select the YES response, you must provide the information requested for each charge.
(Use the TAB key to navigate to these choices and the LEFT arrow key to select the YES or NO with the mouse.)

(Report any record other than SEALED OR EXPUNGED)

City Where Arrested:

State:

Date of Arrest:


Charge(s):

Disposition(s):

*If you selected YES, all fields are required.

Click ADD to insert the selected Criminal Offense Record to the listing above.

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Certificate Look

- Provides *sample view* of applicant's Florida Educator's Certificate
 - Verify/enter spelling of name as it should print
 - Name change here will not change on Personal Information nor on applicant file
 - Only shows subjects from current application

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Certificate Look

Welcome **Please enter your name as you would like it to appear on your certificate.**

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State of Florida Department of Education

Educator's Certificate

This Certifies That

DAVID C LAJEUNESSE

Has satisfactorily completed all requirements of Florida Statutes and State Board of Education Rules for the coverages or endorsements listed below.

July 01, #### - June 30, ####

Department of Education Number 742495

*** *Sample* ***

*** *Sample* ***

Chancellor, K-12 Public Schools

Commissioner of Education

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Verification & Affidavit

- Review all application information entered
 - Incomplete sections will display error message
 - Click “Edit...” button to return to section
 - OK to leave Teaching Experience blank
- Affidavit must be complete to proceed
 - Verify/Enter legal name – serves as signature
 - Read and click checkbox for each statement
 - Only when complete may you continue

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Affidavit and Payment

APPLICANT'S AFFIDAVIT: CHECK & SIGN AFFIDAVIT TO COMPLETE YOUR APPLICATION.

Under penalty of perjury, I, **DAVID C LAJEUNESSE**, do hereby certify that I subscribe to and will uphold the principles incorporated in the Constitution of the United States of America and the Constitution of the State of Florida.

I, **DAVID C LAJEUNESSE**, have reviewed this application and affirm that all of the information which I have provided in this application is true, accurate, and complete.

WARNING: GIVING FALSE INFORMATION IN ORDER TO OBTAIN OR RENEW A FLORIDA EDUCATORS 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 EDUCATOR PRACTICES COMMISSION.

I, **DAVID C LAJEUNESSE**, Agree to Pay \$NOT COMPLETE for Certificate Processing Fee

You must authorize payment using your VISA or MASTERCARD the non-refundable application processing fees in order to submit your online application to the Bureau of Educator Certification.

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Invoice & Payment

- Displays your current application charges and any unpaid balance
 - Must authorize payment in full
 - VISA or MasterCard only
 - Read terms and conditions of payment
 - Click check box then continue

Do not use 'Back' button to return to application

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Invoice & Payment

- Transferred to 3rd party credit card processing agent (Govolution)
 - FLDOE retains no credit card account data
 - Verifies against billing address
 - Some issuers do not support this feature
 - Returns to Certify.fl DOE.org for confirmation

Do not use 'Back' button to return to application

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Invoice

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Thank you for verifying that your on-line application information is true, accurate and complete. Please read the following terms and conditions of authorizing payment for your non-refundable on-line application processing fees.

Steps to authorize payment of your non-refundable application processing fees using your VISA or MasterCard credit card

- This invoice page outlines the application processing fees associated with the services you requested on your on-line application as well as any unpaid fee balance on your Florida certification account. These total fees must be paid in full to complete submission of your application on-line.
- We currently accept only VISA or MasterCard credit cards as your method of payment on this site. If you do not have either of these credit cards, please [click here](#) to request a paper copy of the application form.
- Complete the payment authorization statement below by verifying your name as entered on your Affidavit and clicking the check box. This will enable the Submit Payment button so you can proceed with your payment transaction.
- Your payment information will be encrypted and transmitted to our authorized credit card processing agent for direct approval. The agent collects and processes your credit card information and transmits an approval/denial notice back to you.

Invoice Details

Description	Amount
PROFESSIONAL TECHNOLOGY EDUCATION (GRADES 6 - 12)	\$75.00
PROFESSIONAL GIFTED ENDORSEMENT	\$75.00
PROFESSIONAL COMPUTER SCIENCE (GRADES K - 12)	\$75.00
Total Amount Due	\$225.00

I, DAVID C. LAJEUNESSE, agree to all terms and conditions and also agree to pay \$225.00 for certificate processing fee.

You must authorize payment using your VISA or MASTERCARD for the non-refundable processing fees in order to submit your online application to the Bureau of Educator Certification.

For questions & comments Email BECTechHelp@fldoe.org

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On-line Return Letter

- Confirms payment success or failure
- Displays payment confirmation number
- Shows action and/or subjects applied for
- Documents requirements to complete application package for processing
 - Electronic transcripts accepted only via FASTER or SPEEDE systems – not by e-mail
 - No need to resend documentation already submitted

Print and retain copy for records

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Make a difference in Florida. Become a certified educator.

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325 West Gaines Street, Room 201
Tallahassee, Florida 32399-0400

SURFER DUDE

325 WEST GAINES ST

TALLAHASSEE FL 32301

Applicant DOE Number: 1103408

Processing Date: 8/21/2008

We have received initial authorization for payment of your non-refundable certification application processing fee/s via your Visa credit card. The confirmation number for your payment transaction is 3688. Please print and retain a copy of this On-line Application Receipt for your records.

Your application for a Florida Educator Certificate covering FOREIGN LANGUAGE - CHINESE (GRADES K-12) was received on 8/21/2008. Further processing of your application is pending receipt of the following:

- An official transcript bearing the registrar's seal and signature from each college or university within the United States from which a bachelor's or higher degree has been conferred.


NOTE: Please request to submit an official transcript electronically to the Bureau of Educator Certification. Secure electronic submission via FASTER or SPEEDE is the preferred method of receipt by the Florida Department of Education in order to protect the confidentiality of your educational records, maintain the integrity of your personal identity, and speed the process of your certification application.

Your application will remain valid until 8/21/2009, which is one year from the date it was received in this office. Any information listed above must be received prior to that date or your application will expire and your application processing fee/s will be forfeited.

Your affirmative response to at least one of the Legal Disclosure application questions may result in the referral of your application to Professional Practices Services (PPS) at the Florida Department of Education. Florida Statutes require that PPS review and investigate the information disclosed within your affirmative response(s). You may review additional information about PPS and its processes at www.myfloridateacher.com.

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

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What's Next?

- Implement on-line Instructions & Help
 - Self-help instructions and FAQs
 - New mailbox for Help e-mail
 - Web form to optimize info exchange
- Regular review and correction
- Expand features of Applicant Status
 - Clearer picture of application status
 - Expand display of *New Documents*
 - View/print SOEs and other letters
- Capture image of On-line Return Letter for Correspondence Browse

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Questions?

- Please Provide Feedback
 - Keep us informed
 - Strengths, Weaknesses, Opportunities, Threats
 - Every complaint is appreciated when partnered with a suggested resolution
- Volunteer to Test BEC Developments
 - **E-mail BECTechHelp@fldoe.org**
 - Please Provide
 - Computer type: MAC vs. PC
 - Web Browser and version

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