

REVISED FORMS PLEASE DESTROY ALL PREVIOUS FORMS

Certification Pak

INFORMATION FOR ADMINISTRATORS INTERESTED IN
CERTIFICATION FOR THEIR TEACHERS

Use the Enclosed Forms:

1. Page 1 gives the information you need about the standards, the costs, and the procedures.
2. Page 2 is an explanation of the levels of certification.
3. Page 3 is an application to be completed by the person seeking certification.
4. Page 4 is to be given to the present employer, requesting that they return the completed form to the FCPS office.
5. Page 5 is to be used ONLY by those seeking competency Equivalence credits (C.E.C.).

To begin the process of certification, please send the following items:

1. Application
2. \$45.00 application fee
3. Copies of transcripts
4. Employer evaluation/recommendation (Page 4)
5. C.E.C. form, if applicable (Page 5)
6. Resume of teaching experience and/or administrator experience

As soon as the above items are on file, FCPS will contact you.

Best wishes,
Dr. William R. Miller
Executive Director

Teacher Certification Information

Standards Required

1. High School or GED diploma and 18 years of age.
2. A minimum of two years teaching experience.
3. Associate of Arts degree or Competency Equivalent Credits (C.E.C.) for two years of college. FCPS will grant credit toward one year of college for every two years of experience teaching the same curriculum at the same grade level (maximum of 2 years C.E.C. for successful teaching). The employing administrator on a form provided by FCPS (page 5) would document such experience in writing.
4. Mastery of Language and Math skills for the levels in which certification is desired. Mastery to be tested by procedures established by FCPS.
5. A recommendation from the present employer/administrator of the FCPS accredited school on and evaluation/recommendation form provided by FCPS (page 4).

Costs

1. \$45.00 Application fee, first year only.
2. \$15.00 Annual renewal fee, starting with second year.

Procedure

- Send completed application to FCPS (page 3).
- Include \$45.00 nonrefundable application fee.
- Send a copy of high school or college Diploma/Degree. Whichever is applicable.
- If Competency Equivalence Credit is sought, complete and send page 5.
- Send a resume of previous teaching or administrators experience.
- You will be notified of acceptance or if any thing else is required.

Certification Levels

Kindergarten thru Fifth Levels

Sixth thru Eighth Levels

Ninth thru High School

Administrator

Certificates to Read

1. Elementary (K – 5th.)
2. Middle School (6th. – 8th.)
3. High School (with the subjects listed for which the teacher is certified)
4. Elementary or High School Administrator

Certification Levels

C Level Requirements

Two years successful teaching experience that applies to all levels.

B Level Requirements

AA degree or 2 years Competency Equivalence Credits. (2 years C.E.C. takes 4 years of successful teaching. Must be the same level unless students are doing exceptionally well.)

A Level Requirements

Bachelor's Degree or AA degree with 2 years Competency Equivalence Credits. C.E.C. must be for teaching on same level unless students are doing exceptionally well.)

FLORIDIA COUNCIL OF PRIVATE SCHOOLS * P.O. BOX 182048
CASSELBERRY FL 32718-2048 * PHONE 407 342 1563
WILLIAM R. MILLER D.R.E. * EXECUTIVE DIRECTOR

APPLICATION FOR TEACHER CERTIFICATION

PART I Date _____ Birth Date _____
Name _____ FCPS School _____
Home address _____ City _____ Zip _____
Home phone # _____ E-mail address _____

PLEASE CIRCLE THE AREA FOR WHICH YOU ARE APPLYING FOR CERTIFICATION:

- Elementary 1-5
- Middle School 6-8
- High School 9-12 Name subject/s teaching this year _____
- Elementary Administrator or High School Administrator

Requirements for Certification

LEVEL C Two years successful teaching experience in level of certificate desired.
LEVEL B AA degree or two years of competency equivalence credits.
LEVEL A Bachelors degree or AA degree with 2 years of C.E.C.

Enclose the following Documents

- Teachers with an AA degree, or a higher degree, please enclose a copy of it.
- Administrators enclose copy of 4-year Bachelors degree.
- Please enclose copies of the following documents: (1) High school diploma or GED. (2) Transcripts of any college credits you earned; If you are not sending copy of a degree. (3) Application for Competency Equivalence Credits if you wish to apply them. (See Part III. With proper documentation, you may receive one year C.E.C. for every two years' teaching experience.)
- Resume of previous teaching experience and/or administrator experience? (Do not use C.E.C., page 5, for your resume)

PART II. Employer's Recommendation

Section I. Integrity Agreement

The undersigned persons certify that the applicant is a person of good moral and ethical character, and they agree to notify FCPS immediately if circumstances change (for example if and ethical, moral or legal breach occurs).

Section II. Signature of both the applicant and the school administrator

Yes, the applicant is recommended for certification with FCPS.

Signature of administrator _____ date signed _____

Yes, I assent to the Integrity Agreement in Section I.

Signature of applicant _____ date signed _____

Checklist:

- Have you enclosed copies of degrees, transcripts, or diplomas?
- Has the applicant circled the area for which the certificate is used. (page 3)
- Is your check enclosed? Is the amount correct?
- Have both applicant and administrator signed the Integrity Agreement? (page 4)
- If you are applying for C.E.C. have you enclosed that application? (page 5)
- Resume of previous teaching experience and/or administrator experience? (Do not use C.E.C.,page 5, for your resume)

Note: The certification process must be completed within 90 days from the date of the application with all documentation sent to FCPS.

PART III: Application for Competency Equivalence Credits

*This form is to be used only if applicant is seeking Competency Equivalence Credits toward certification.

Name of Applicant _____ Date _____

FCPS School _____

Address _____ City _____

Zip _____ Phone _____ Fac/email _____

Employer: Please complete this section.

The applicant has teaching experience as follows:

<u>(Dates)</u>	<u>School/City</u>	<u>Curriculum Used</u>	<u>Grade Level(subject for H.S.)</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Signature of Administrator _____

School _____ City _____

Note: FCPS will grant one-year competency equivalency credit toward college requirement for every two years of competent teaching experience (maximum of 2 years C.E.C can be earned). To document competence, **enclose the Class Summary Sheets of the national standardized tests for the classes taught by the applicant during the years for which credit is requested.**