

**STATE BOARD OF EDUCATION**  
**Consent Item**  
October 18, 2017

**SUBJECT:** Approval of Amendment to Rule 6A-4.0012, Application Information

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**PROPOSED BOARD ACTION**

For Approval

**AUTHORITY FOR STATE BOARD ACTION**

Sections 1001.02, 1012.55, 1012.56, 1012.586, 1012.59, Florida Statutes

**EXECUTIVE SUMMARY**

Proposed Rule 6A-4.0012, F.A.C., is recommended for amendment to update information related to Florida educator certification applications due to the scheduled release of the new enterprise licensing system, Versa™, in November 2017.

Changes are proposed to:

- Adopt new versions of both online and hard copy educator certification application forms, CG-10 and CG-10R, submitted by current and prospective educators to request certificate actions, including, but not limited to, initial evaluation for a Florida educator's certificate, addition of a subject or endorsement to a current Florida educator certificate and renewal of a Florida professional certificate.
- Add clarifying language to fee descriptions for certification actions to align to the new certification system.
- Replace the reference to the Educator web-based system site accessed by Florida school districts to perform certificate actions for their employees per s. 1012.585 and 1012.586, Florida Statutes.
- Adopt new district version online application, CG-10D, and specify names of online educator certification applications for educators employed by Florida school districts.
- Add clarifying language for district requirement to maintain documentation of educator certification applications processed for district employees.

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**Supporting Documentation Included:** Proposed Rule 6A-4.0012, F.A.C. Forms CG-10, Educator Certification Application; CG-10R, Renewal or Reinstatement Application; and CG-10D, Online Educator Certification Application-District Version (under separate cover)

**Facilitator:** Kathy Hebda, Chief of Staff



**6A-4.0012 Application Information.**

(1) Application process. To apply for evaluation of eligibility for a Florida Educator's Certificate, an individual shall submit to the Bureau of Educator Certification the following:

(a) A completed Form CG-10 Educator Certification Application and a nonrefundable application fee. Form CG-10, Educator Certification Application, for Florida Educator's Certificate (<http://www.flrules.org/Gateway/reference.asp?No=Ref-04772>), effective November 2017 ~~December 2014~~, is hereby incorporated by reference and made a part of this rule. The form may be submitted online via the Department of Education, Educator Certification website at <http://www.fldoe.org/teaching/certification/on-line-application-status-lookup-site.shtml> ~~<https://certify.fldoe.org>~~, or may be retrieved from the website and submitted via postal delivery to the Florida Department of Education, Bureau of Educator Certification, Room 201, 325 West Gaines Street, Tallahassee, Florida 32399-0400. The nonrefundable application fee is prescribed below:

1. Request for evaluation of eligibility for an initial athletic coaching, a temporary or professional certificate (INITIAL) – \$75.00 per subject;
2. Request for upgrade to a professional temporary certificate to include all coverages and endorsements already issued on a temporary certificate (UPGRADE) – \$75.00;
3. Request for ~~an~~ addition of a coverage or endorsement to a valid certificate (ADDTEMP, ADDPRO) – \$75.00 per subject;
4. Request for a valid certificate ~~printed~~ solely to reflect a change in name (NMCHANGE) – \$20.00;
5. Request for a duplicate printed copy printing of a valid certificate (COPYCERT) – \$20.00;
6. Request for deletion of a coverage or endorsement subject from a valid certificate (DROPSUBJ) – \$20.00 per subject; ~~or~~
7. Request for upgrade to a five-year athletic coaching certificate (UPGRADE) – \$75.00;
8. Request for a new five-year athletic coaching certificate (REAPPLY) – \$75.00; or

(b) A completed Form CG-10R Renewal or Reinstatement Application and a nonrefundable application fee. Form CG-10R, The Renewal or Reinstatement Application for Renewal or Reinstatement of a Professional Florida Educator's Certificate (<http://www.flrules.org/Gateway/reference.asp?No=Ref-04773>), effective November 2017 ~~December 2014~~, is hereby incorporated by reference and made a part of this rule. The form may be submitted online via the Department of Education, Educator Certification website at <http://www.fldoe.org/teaching/certification/on-line-application-status-lookup-site.shtml> ~~<https://certify.fldoe.org>~~, or may be retrieved from the website and submitted via postal delivery ~~to a district school board office or~~ to the Florida Department of Education, Bureau of Educator

Certification, Room 201, 325 West Gaines Street, Tallahassee, Florida 32399-0400. The nonrefundable application fee is prescribed below: \$75.00. An application for renewal of a professional certificate that is received by the Bureau of Educator Certification or by a district school board office after the expiration of the professional certificate as specified in Rule 6A-4.0051, F.A.C., shall be submitted with a \$30.00 late fee in addition to the nonrefundable application fee.

1. Request for renewal of a professional certificate that has not yet expired (RENEWAL) – \$75.00;

2. Request for renewal of a professional certificate that is received by the Bureau of Educator Certification or by a district school board office after the expiration of the professional certificate as specified in Rule 6A-4.0051, F.A.C., shall be submitted with a \$30.00 late fee in addition to the nonrefundable application fee (LATE RENEWAL) – \$105.00; and

3. Request for reinstatement of an expired professional certificate (REINSTATEMENT) – \$75.00 per subject.

(2) through (4) No change.

(5) District application process. ~~Form CG-10RD, Application for Renewal of a Florida Professional Educator’s Certificate – District Version, (<http://www.flrules.org/Gateway/reference.asp?No=Ref-04774>), effective December 2014, is hereby incorporated by reference and made a part of this rule. Form CG-10D, Online Educator Certification Application – Application for a Florida Educator’s Certificate – District Version, (<http://www.flrules.org/Gateway/reference.asp?No=Ref-04775>), effective November 2017~~ December 2014, is hereby incorporated by reference and made a part of this rule. Each district school board office shall retrieve the forms from the Department of Education, Educator Certification web-based system (<https://bec-pass.fldoe.org>) and shall process requests prescribed in subparagraphs (a)-(e) submitted via Form CG-10D, Online Educator Certification Application– District Version for the issuance of certificates for employees of the school district via the Department of Education, Educator Certification web-based system at <https://webnetwork.fldoe.org/> as follows:

(a) An application for renewal of a professional certificate. School district employees shall submit a completed online application, Form CG-10RD Renewal Application, at <http://www.fldoe.org/teaching/certification/on-line-application-status-lookup-site.stml> and the nonrefundable application fee prescribed in paragraph (1)(b) of this rule, to their employing district school board office.

(b) An application for an addition of a subject to a valid professional certificate based upon a passing score earned after July 1, 2002, on the bachelor’s degree level Florida subject area test. School district employees shall submit a completed online application, Form CG-10D Addition of Subject via District Application, at <http://www.fldoe.org/teaching/certification/on-line-application-status-lookup-site.stml> and the nonrefundable

application fee prescribed in ~~subparagraph paragraph~~ (1)(a)3. of this rule, to their employing district school board office.

(c) An application for an addition of an endorsement area to a valid certificate based on the completion of approved inservice core components or a district add-on endorsement program. School district employees shall submit a completed online application, Form CG-10D Addition of Endorsement via District Application, at <http://www.fldoe.org/teaching/certification/on-line-application-status-lookup-site.stml> and the nonrefundable application fee prescribed in ~~subparagraph paragraph~~ (1)(a)3. of this rule, to their employing district school board office.

(d) An application for a valid certificate printed solely to reflect a change in name. School district employees shall submit a completed online application, Form CG-10D Request Name Change, at <http://www.fldoe.org/teaching/certification/on-line-application-status-lookup-site.stml> and the nonrefundable application fee prescribed in subparagraph (1)(a)4. of this rule, to their employing school district; and,

(e) An application for a duplicate printing of a valid certificate. School district employees shall submit a completed online application, Form CG-10D Request Copy of Certificate Application, at <http://www.fldoe.org/teaching/certification/on-line-application-status-lookup-site.stml>, and the nonrefundable application fee prescribed in ~~subparagraph paragraph~~ (1)(a)5. of this rule, to their employing district school board office.

(6) through (7) No change.

*Rulemaking Authority 1001.02, 1012.55, 1012.56, 1012.586, 1012.59 FS. Law Implemented 1012.31, 1012.32, 1012.55, 1012.56, 1012.586, 1012.59, 1012.798 FS. History—New 7-6-82, Amended 9-27-83, Formerly 6A-4.012, Amended 12-25-86, 10-26-88, 5-2-90, 4-24-91, 7-7-92, 5-3-94, 7-18-95, 9-17-01, 11-25-03, 12-27-04, 1-1-08, 10-21-09, 12-31-14.*