

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, ~~Application for Florida Educator's Certificate~~ Educator Certification Application, (<http://www.flrules.org/Gateway/reference.asp?No=Ref-04772>), effective ~~December 2014~~ November 2017, 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 ~~https://certify.fldoe.org~~ <http://www.fldoe.org/teaching/certification/on-line-application-status-lookup-site.shtml>, 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 ~~a~~ an initial athletic coaching, temporary or professional certificate (INITIAL) – \$75.00 per subject;
2. Request for upgrade to a professional 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 ~~printing~~ printed copy of a valid certificate (COPYCERT) – \$20.00;
6. Request for deletion of a subject coverage or endorsement from a valid certificate (DROPSUBJ) – \$20.00 per subject;
8. Request for upgrade to a five-year athletic coaching certificate (UPGRADE) – \$75.00;
9. 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, ~~Application for Renewal or Reinstatement of a Professional Florida Educator's Certificate~~ The Renewal or Reinstatement Application (<http://www.flrules.org/Gateway/reference.asp?No=Ref-04773>), effective ~~December 2014~~ November 2017, 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 ~~https://certify.fldoe.org~~ <http://www.fldoe.org/teaching/certification/on-line-application-status-lookup-site.shtml>, 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:

1. Request for renewal of a professional certificate that has not yet expired (RENEWAL) – \$75.00;
2. ~~An application~~ 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;
3. Request for reinstatement of an expired professional certificate (REINSTATEMENT) – \$75.00 per subject.

(2) College transcripts. Each college transcript filed for certification purposes shall bear the seal of the institution and the signature of the registrar or other official designated by the president of the institution and shall include descriptive titles, credits, and grades for all courses listed. Transcripts from institutions outside the United States shall include an English translation. Transcripts shall not be returned after the application has been processed and the applicant has been advised regarding eligibility for certification.

(3) Completed applications.

(a) A completed application shall consist of the completed web-based or hardcopy application form, nonrefundable application fee, official documentation of academic preparation as specified in Rule 6A-4.003, F.A.C., and other documents required by rule or law to process the application. The applicant shall be advised of additional information that is required to complete the application.

(b) If the information required to complete the application has not been received in the Bureau of Educator Certification, Florida Department of Education, or in the district school board office within twelve (12) months from the date of receipt of the application, the application shall expire and the fee shall be forfeited.

(4) Funding for the recovery network program for educators. Two (2) dollars of each seventy-five (75) dollar certification fee shall be designated to fund the recovery network program for educators.

(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, Application for a Florida Educator's Certificate— District Version, (<http://www.flrules.org/Gateway/reference.asp?No=Ref 04775>), effective 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 for the issuance of certificates for employees of the school district via the Department of Education, Educator Certification web-based system <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.shtml> 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.shtml> and the nonrefundable application fee prescribed in 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.shtml> and the nonrefundable application fee prescribed in 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, Request Name Change, at <http://www.fldoe.org/teaching/certification/on-line-application-status-lookup-site.shtml> and the nonrefundable application fee prescribed in paragraph (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.shtml>, and the nonrefundable application fee prescribed in paragraph (1)(a)5. of this rule, to their employing district school board office.

(6) The employing school district shall remit on a monthly basis to the Department of Education thirty (30) dollars of each seventy-five (75) dollar fee and seven (7) dollars of each twenty (20) dollar fee collected for processing application requests for the issuance of certificates for costs to maintain the Department of Education, Educator Certification electronic database, web-based application processing systems, and the official personnel records of persons to whom certificates are issued.

(7) The employing school district is responsible for retention of all documentation of each application request it processes for the issuance of a certificate for any individual employed by the school district and maintaining custody of the documentation as records in the employee personnel file. The documentation shall include, but need not be limited to, a copy of the employee's completed application request form and documentation of academic preparation, professional development training, or other evidence establishing the successful completion of applicable educator certification eligibility requirements. Upon request or as required by law, the documentation of educator certification application requests incorporated in the employee personnel file shall be made available to authorized Department of Education personnel in the course of conducting an investigation of any legally sufficient complaint filed against such employee.

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,_____.