

Steps to Become a Teacher

Human Resource Services Division/Office of Recruiting
Polk County Schools, P.O. Box 391, Bartow, Florida 33830

Interested in becoming a teacher in Polk County, Florida? Please complete the steps below.

1. Apply for **Florida Certification**. Complete an online application with the *State Bureau of Educator Certification for Florida Certification* at <http://www.fldoe.org/edcert>.
 - Request college or university to send official transcripts to the Florida Department of Education (DOE) - the address is provided on DOE's website.
 - Submit a copy of your valid, standard, out-of-state certificate if you are applying as an out-of-state applicant. (Write your Social Security number on the copy of the certificate you send to the State Certification Office.)
2. Gather supporting documentation to help you complete the application. Complete a Polk County Schools **online application** at www.polk-fl.net/employment.
3. Apply for positions for which you are Fully Qualified.
<http://www.polk-fl.net/staff/employeeinfo/hrs/certificationnclb.htm>

NOTE: As you complete the application/hiring process, you will receive system generated emails.

Additional Information for Applicants Eligible for a Florida Temporary Certificate

- Applicants who do not hold a *Florida Professional Teaching Certificate* but have an interest in obtaining a teaching position, must be deemed eligible to hold a valid *Florida Educator's Temporary Certificate*.
http://www.fldoe.org/edcert/cert_types.asp
- Applicants must hold a **minimum** of a bachelor's degree from a regionally accredited college or university.
- Applicants must obtain a **passing score** on the *Subject Area Exam* for the appropriate teaching assignment, prior to being hired. www.fl.nesinc.com

Alternative Certification Options for Temporary Certified Applicants

There are a variety of options available for non-education majors seeking Florida Professional Certification. These include:

- ***Educator Preparation Institute (EPI)*** at Polk State College (Contact Beverly Woolery, bwoolery@polk.edu)
<http://www.polk.edu/FUTURESTUDENTS/DEGREESANDPROGRAMS/EDUCATORPREPARATIONINSTITUTE/Pages/default.aspx>
- ***Alternative Certification Educator (ACE) Program*** ACE or ACE 2 (Contact Vivian Castelli, vivian.castelli@polk-fl.net)
<http://www.polk-fl.net/staff/professionaldevelopment/ace.htm>
- ***American Board for Certification of Teacher Excellence (ABCTE)*** and ***Professional Educator Competency Program***. Visit <http://www.abcte.org>

If you have additional questions regarding How to Become a Teacher with Polk County Schools, please email qualitycounts@polk-fl.net or contact a Recruiter by calling 863-534-0781.

The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment. To file concerns, you may contact the Office of Equity & Compliance in the Human Resource Services Division at (863) 534-0781. If you require any type of accommodation to complete the application process due to a disability, please call the Human Resource Services Division at (863) 534-071. If you are deaf or hard of hearing, please contact the Polk County School District by calling Florida Relay Service at 1-800-955-8771.

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