

Steps to Become a Teacher in Polk County, Florida

(Non-Education Majors without Florida Certification)

Currently our district is only hiring those applicants who have a Professional Teaching Certificate and deemed *Certified, Qualified, and Highly Qualified*. Please check for hiring updates at <http://www.polk-fl.net/employment/instructional.htm>.

If you are eligible for or hold a temporary certificate, it is highly recommended that you consider enrolling in an Alternative Certification Program to attain your Professional Teaching Certificate.

Alternative Certification Programs

If your Status of Eligibility lists required coursework please consider completing one of the following:

- **Alternative Certification Educator (ACE) Program - ACE or ACE 2** and PEC Program through Polk County School District (Contact Vivian Castelli, vivian.castelli@polk-fl.net; <http://www.polk-fl.net/staff/professionaldevelopment/ace.htm>)
- **Educator Preparation Institute (EPI)** at Polk Community College (Contact Beverly Woolery, bwoolery@polk.edu)
- **American Board for Certification of Teacher Excellence (ABCTE)** and PEC Program <http://www.abcte.org>

General Certification Information

Step 1: Ask yourself the following questions before you start the Certification Process

- What age level do I want to teach?
- What subject do I want to teach?

Step 2: Establish Certification Eligibility

To obtain a...	You must...
Temporary Certificate	<ol style="list-style-type: none"> 1. apply and qualify for a <i>Temporary Certificate</i> in the appropriate teaching assignment. Visit the Department of Education’s (DOE) website at https://certify.fldoe.org . 2. be deemed eligible to hold a valid Florida Educator’s Certificate by <ol style="list-style-type: none"> a. holding a minimum of a bachelor’s degree from a regionally accredited or recognized college or university and b. obtaining a passing score on the Subject Area Exam for the appropriate teaching assignment. <p>Note: Once the DOE has evaluated your application, you will receive an ‘<i>Official Statement of Status of Eligibility</i>’ informing you of the necessary requirements needed to obtain your <i>Professional Educator Certificate</i>.</p>
Professional Certificate	Pass and/or successfully complete the following <ol style="list-style-type: none"> 1. Subject Area Knowledge - Pass the Subject Area Exam (SAE) for the appropriate teaching assignment 2. General Knowledge - CLAST Exam prior to 7/1/02; General Knowledge Exam (GK) must be passed within 1 year of date of hire as a teacher and 3. Professional Preparation and Education Competence - Pass Professional Education Test, complete specified education courses, Professional Education Competency (PEC) program and satisfy practical teaching experience requirements before April 1 of the year the temporary teaching certificate expires; or complete an Alternative Certification Education Program.

Websites

www.fl.nesinc.com Testing website provides information and registration for all state tests.
<http://fdlrshrd.nefec.org/ic/index.aspx> (Middle Grades Integrated Curriculum on line study guide)
<http://fdlrshrd.nefec.org/elemk6/index.aspx> (Elementary Education K-6 on line study guide)
<http://www.polk-fl.net/districtinfo/departments/humanresourceservices/certification.htm> (District Certification, Endorsement and NCLB website)

- *The Polk County Public School System is an equal opportunity employer. Discrimination on the basis of race, color, sex, age, religion, national origin, disability or veteran’s status is prohibited.*
- *If you require any type of accommodation to complete the employment process due to a disability, please call (863)534-0689.*
- *Please address equity concerns to Patricia Hunter, Senior Coordinator, Equity and Compliance, (863)534-0513.*

Revised: 9/24/08