



APPLICATION FOR A BROWARD COUNTY PUBLIC SCHOOLS EDUCATOR CERTIFICATE

SERVICE	FEE
Initial Application	\$75.00
Renewal	\$75.00
Additional for Late Renewal	\$30.00
Duplicate Certificate	\$20.00
Name Change	\$20.00

General Information

This application is to be completed for those seeking an initial full-time or temporary hourly district educator certificate in adult education, non-degreed vocational education, or special expertise; and for those renewing, requesting a duplicate certificate, or a name change to a district-issued certificate.

A separate application and fee must be submitted for each type of service requested.

Payment will be accepted via debit/credit card (MasterCard, Visa, and American Express). Please refer to the upper right corner of this page for a list of fees. Fees are non-refundable.

Complete and print the application; sign and date the affidavit, and attach your online payment confirmation prior to sending to Certification Department. **Failure to complete the application completely or accurately will result in a delay in processing.**

Directions for Completion of Application

Personal Information:

Complete in full. All applications must contain your School Board Personnel Number.

Certificate Information:

Indicate whether your requested certificate is a full-time or temporary hourly educator certificate, the type, subject and the service you are requesting.

Academic Record (for "Initial Certificate" applicants only):

If you are seeking a certificate in a subject for the first time you must complete this section in full and are required to submit official transcripts for all listed coursework. Those applicants seeking renewal, a duplicate certificate, or a name change on their certificate are not required to complete this section.

Vocational Experience (for "Initial Certificate" applicants only):

If you are seeking a certificate in a subject for the first time you must complete this section in full.

Teaching Experience (for "Initial Certificate" applicants only):

If you are seeking a certificate in a subject for the first time you must complete this section in full.

Legal Disclosure:

This section must be completed in full detail by all applicants each time an application is submitted.

Sign (print completed application to sign) and date the Affidavit.

LEGAL DISCLOSURE: Florida law requires a YES or NO response to each question in this section.

Florida law requires you to provide a YES or NO response to the questions within the Legal Disclosure section of your application, even if previously submitted. If you check the YES box, you must list the information requested. Please attach a separate sheet with your name and social security number if additional space is needed.

Sealed/Expunged Records(s)

Sealed or expunged records must be reported pursuant to ss. 943.0585 and 943.059, FS. However, the existence of such records will not be disclosed nor made part of your public record certification file.

Have you ever had any record sealed or expunged in which you were convicted, found guilty, had adjudication withheld, entered a pretrial diversion program, or pled guilty or nolo contendere (no contest) to a criminal offense other than a minor traffic violation? (DUI is NOT a minor traffic violation)

Please note that failure to answer this question could cause denial of a certificate.

- NO
- YES

City Where Arrested	State	Date of Arrest	Charge(s)	Disposition(s)

Criminal Offense Records(s)

Report any record other than sealed or expunged records in this section.

Have you ever been convicted, found guilty, had adjudication withheld, entered a pretrial diversion program, or pled guilty or nolo contendere (no contest) to a criminal offense other than a minor traffic violation? (DUI is NOT a minor traffic violation)

Please note that failure to answer this question could cause denial of a certificate.

- NO
- YES

City Where Arrested	State	Date of Arrest	Charge(s)	Disposition(s)

Professional Sanction

If you answer YES to any of the questions, you must list the state, year, license or certificate, issuing agency, and reason in which such an action occurred.

Have you ever had any professional license (a driver's license is not a professional license) or a professional certificate, including a teaching certificate, sanctioned by the issuing agency in this or any other state? Sanction is defined to include: suspension; revocation; discipline, such as issuance of a reprimand or fine; or, otherwise conditioned, such as placed on any restriction or probation. Have you ever resigned, surrendered, or otherwise relinquished a professional license or certificate in this or any state? Is there any action pending in this or any state against a professional license or certificate you hold or held? Is there any action pending in this or any state against an application for a professional license or certificate you have on file? (A determination of academic ineligibility is not considered denial of a license or a certificate)

Please note that failure to answer this question could cause denial of a certificate.

- NO
- YES **State:** _____ **Year:** _____ **License or Certificate:** _____

Issuing Agency: _____ **Reason:** _____

AFFIDAVIT

I do hereby certify that I subscribe to and will uphold the principles incorporated in the Constitution of the United States of America and the Constitution of the State of Florida. I do hereby affirm that all information provided in my application for a Broward County Public School's Educator Certificate is true, accurate, and complete. **Warning: Giving false information in order to obtain or renew an educator certificate is a criminal offense under Florida law.**

Signature of Applicant: _____ **Date:** _____