

Keys to Preventing Termination for Temporary Certificate Holders

- ➔ It is your responsibility to obtain and maintain a valid Florida Educator's Certificate.
- ➔ Read your Statement of Status of Eligibility (SOE) from the Florida Department of Education (FLDOE). It outlines the requirements needed for issuance of the Professional Certificate. Assistance in interpreting your SOE can be found at <http://www.broward.k12.fl.us/certification/SOE.html>.
- ➔ The dates on your SOE do not supersede the dates of your certificate. If your SOE shows an expiration date of November 17, 2015, and your certificate is valid 7/1/12 to 6/30/2015, the date for completion of your requirements is by May of 2015 (for reappointment eligibility).
- ➔ Gauge your time wisely. Don't wait to start the requirements outlined in your SOE.
- ➔ FLDOE rules do not allow for an extension of the three-year temporary certificate. Therefore, all requirements must be completed within the validity of the certificate.
- ➔ Per Florida Statute, s.1012.56(s), fs, the General Knowledge requirement must be completed within the first 12 months of employment. If not satisfied within the prescribed time frame, your employment will terminate.
- ➔ The College Level Academic Skills Test (CLAST) is acceptable to satisfy the General Knowledge requirement ONLY if the score was earned prior to 7/1/02 and your application for an educator certificate was received by the FLDOE prior to 7/1/2014. If you applied for an educator certificate on or after 7/1/2014 you must pass the general knowledge exam in full as the CLAST exam (either in whole or part) will not be acceptable.
- ➔ Applications and fees must be received by the certification office prior to the reappointment eligibility deadline.
- ➔ An out-of-field assignment necessitates completion of additional requirements. Plan your course of action immediately upon signing the out-of-field agreement. <http://www.broward.k12.fl.us/certification/Out-of-Field.html>
- ➔ Always speak with a Certification Administrator if you are unclear of certification requirements.
- ➔ Do not seek or accept certification information from persons other than those authorized to provide such information. Authorization to interpret certification rules and laws has been given by the Bureau of Educator Certification to Certification Administrators from Broward County Public Schools.