

Understanding My Statement of Status of Eligibility

NOTE: For applications received by the DOE on or after July 27, 2006

What is a Statement of Status of Eligibility (SOE):

A SOE is a written evaluation of your eligibility for a teaching certificate.

Who receives one and how?

Individuals interested in teaching full-time must be certified to teach or eligible for teacher certification. To determine eligibility, a complete application package must be submitted to the Department of Education (DOE), Bureau of Educator Certification, for an evaluation of your credentials. Once your credentials have been evaluated, a Statement of Status of Eligibility (SOE) is mailed to the address listed on your application form.

What does a complete application package include?

- ✓ A completed application form. (Available online at <http://www.fldoe.org/edcert/apply.asp>).
- ✓ A check, money order, or online credit card payment of \$75 for each subject area evaluation requested.
- ✓ Official transcripts showing conferral of a minimum of a bachelor's degree, major, grades, GPA, etc.
- ✓ Holders of a valid, standard (comparable to Florida's professional certificate) out-of-state certificate should submit a front and back copy of the out-of-state certificate for consideration for reciprocity with Florida.
- ✓ Individuals with foreign credentials must submit an equivalency evaluation report from an approved credential evaluation agency along with certified copies (DO NOT submit originals) of original documents for all coursework and diplomas involved in the evaluation report. For a partial list of approved agencies, go to web address www.naces.org.

You will not receive a SOE until your application package is complete. If your application package is considered incomplete, the Bureau of Educator Certification will notify you in writing what is needed to complete your application package. Please note that applications are valid for one year. If the application package is not complete within one year of applying, you will need to reapply with a new application and fee.

It is your responsibility to maintain current personal information (address and telephone number) with the Bureau of Educator Certification. You may manage your personal information through their online service at www.fldoe.org/edcert. If you are a current employee with the School Board of Broward County, you must also manage your personal information through the District's Employee Self-Service system at <http://www.broward.k12.fl.us/erp/brite/HR/ess/portal.htm>.

What is the purpose of a SOE?

A SOE states whether or not you are eligible for a teaching certificate in the subject area you requested. Your SOE also provides you with a customized list of requirements you will need to complete to become eligible for a temporary and/or professional certificate from the State of Florida.

A SOE is valid for three years from the date of issuance. The expiration date is firm and cannot be changed. Revisions to a SOE may occur as the Bureau of Educator Certification receives official documentation from teachers, state offices, or other official entities validating requirements have been met. Revisions to a SOE do not change the expiration date.

Once you receive your SOE, it is your responsibility to satisfy requirements for certification within prescribed timeframes. Below is a sample of a SOE to use as a guide. Following the sample you will find numbered explanations that provide detailed information.



State of Florida
Department of Education

Bureau of Educator Certification
325 West Gaines Street, Room 201
Tallahassee, Florida 32399-0400

Official Statement of Status of Eligibility

Ima Teacher 1000 Orchid Drive Fort Lauderdale, FL 33301	Applicant ID Number: 123456789 Processing Date: July 27, 2008 Expiration Date: July 27, 2011
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YOU ARE ELIGIBLE FOR A FLORIDA EDUCATOR'S CERTIFICATE AS SHOWN BELOW.

1

TEMPORARY CERTIFICATE: For issuance of a three-year nonrenewable Temporary Certificate covering ENGLISH (GRADES 6-12), you must complete the following requirements and send official documentation to the Bureau of Educator Certification:

- employment with a Florida public, state supported, or nonpublic school which has an approved Professional education Competence demonstration program
- results of your fingerprint processing from the Florida Department of Law Enforcement and the FBI. Your employer will assist you in completing the fingerprint process. If your application or fingerprint report reflects a criminal offense or suspension/revocation record, your file will be referred to Professional Practices Services for further review. Issuance of your certificate will be contingent upon the results of this review.

2

3

PROFESSIONAL CERTIFICATE: For issuance of a Professional Educator's Certificate valid for five years covering ENGLISH (GRADES 6-12), you must complete the above requirements for a Temporary Certificate and submit a CG-10 Application Form, \$75.00 fee, and documentation of the following requirements:

4

- achievement of a passing score on the Florida General Knowledge Test. *Current Florida law requires that an individual satisfy this requirement within one year from the date of employment in a Florida public school to continue employment in any Florida public school under the Temporary Certificate. Contact your employer for important information concerning this deadline.*
- achievement of a passing score on the Professional Education Test

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- achievement of a passing score on the ENGLISH (GRADES 6-12) subject area examination → 7
- completion of a Florida approved Professional Education Competence demonstration system → 8
- 15 additional semester hours in education courses which must include:
 - credit in classroom management including safe learning environments
 - credit in human development and learning
 - credit in educational assessment to include the content measured by state achievement tests and the interpretation and utilization of data to improve student achievement
 - credit in effective instructional strategies including the needs of diverse learners
 - credit in curriculum and special methods of teaching English in the middle or secondary school
 - credit in foundations of research-based practices in teaching reading→ 9
- the Practical Teaching Experience requirement by completing one year of full-time teaching experience in an elementary or secondary school → 10

Information regarding the contents of the Subject Area Examinations may be found in the “Competencies and Skills 9th Edition”, located on the Internet at:

<http://www.myfloridaeducation.com/sas/ftce/ftcecomp.htm>

Find Certification information online at <http://www.fldoe.org/edcert>
 Access examination information by selecting “FTCE Testing”
 Contact our office at (Florida residents) 800-445-6739 or (outside Florida) 850-488-2317

So what does it all mean?

The dates highlighted in yellow indicate the time period the SOE is considered valid. If the SOE expires and you have not fulfilled the requirements to be eligible for an educator certificate, you will have to reapply for evaluation (application and fee) to receive a valid SOE based on current laws in effect at the time the application was received by the Bureau of Educator Certification.

- 1** Indicates whether or not you are eligible for certification.
- 2** Obtain full-time employment with a school district in Florida that is accredited and approved to verify your competency as a teacher.
- 3** Once employed, the school district will submit your fingerprint record and an issuance request verifying your employment.

Once issued, your temporary certificate is valid for a three-year period. Since the certificate is non-renewable, you will need to work towards DOE requirements to obtain your initial professional, renewable certificate.

- 4** To become eligible for a professional certificate, you must complete the requirements as outlined.
- 5** You must take and pass the General Knowledge Test (GK). The GK is a basic skills test covering four areas: Math, Reading, English Language Skills and Essay. If this statement appears on your SOE, you must take and pass all four subtests of the General Knowledge Test within the time period specified by Florida Statutes. Per Florida Statute, s.1012.56(s), fs, the General Knowledge requirement must be satisfied within the first 12 months of employment. If not satisfied within the prescribed time frame, your employment will terminate. It is important to understand your deadline to avoid termination.

The GK is available through a computer-based format. For more information regarding this test or to register for the exam, please visit the Florida Teacher Certification Examination website at www.fl.nesinc.com.

- 6 You must take and pass the Professional Education Test (PEd). This test assesses knowledge of pedagogy and professional practices in the field of education. The PEd is available through a computer-based format. Please visit the Florida Teacher Certification Examination website at www.fl.nesinc.com for more information and to register.
- 7 You must take and pass the Subject Area Examination (SAE) for each subject area listed on your temporary certificate. SAEs measure content area knowledge specific to the subject area. SAEs are available via computer-based format. To obtain more information and register, please visit www.fl.nesinc.com.
- 8 Mastery of Professional Education Competence must be demonstrated either through written verification from your principal that you have mastered the 16 state competencies (for non-education majors) or by graduation from a state- approved education program.

Non-education majors participate in the New Educator Support System (NESS). Upon completion of the NESS, principals verify whether or not you have mastered the 16 state competencies by completing the Competency Demonstration Checklist (CDC). This form is available for download through the Certification/Incentives website. Here is a direct link to download a copy of the Checklist <http://www.broward.k12.fl.us/certification/CDC.pdf>.

- 9 Non-education majors are required to establish professional preparation competence. The requirement includes a minimum of 15 hours of education coursework and earning one year of full-time teaching experience. The purpose is to prepare you for the classroom. The coursework credit is defined as follows:

- credit in classroom management including safe learning environments
- credit in human development and learning
- credit in educational assessment to include the content measured by state achievement tests and the interpretation and utilization of data to improve student achievement
- credit in effective instructional strategies including the needs of diverse learners
- credit in curriculum and special methods (of teaching the subject at the appropriate level)
- credit in foundations of research-based practices in teaching reading



9

Three credit hours may be satisfied with one year of full-time teaching experience in the subject.

- 10 The Practical Teaching Experience requirement means you must complete one year of full-time teaching (or service in the instance of positions not involving classroom teaching) in an elementary or secondary school within the validity period of your temporary certificate.

Useful Websites:

www.broward.k12.fl.us/certification - Certification/Incentives Office

www.fl.nesinc.com – Florida Teacher Certification Examination Department

www.fldoe.edu - Department of Education (DOE)

www.myfloridaeducation.com/sas/ftce/ftcecomp.htm - DOE List of Subject Area Competencies & Skills