



Application for District Issued Florida Educator's Certificate

PLEASE TYPE OR PRINT
using blue or black ink.

Non-Degreed Adult Education and Vocational Instruction

Complete all sections. Incomplete applications will be returned.

Personal Data

Last _____ First _____ MI _____ Maiden/Suffix _____

Mailing Address - Street or PO Box _____

City _____ State _____ Zip _____ Telephone _____

Social Security No. _____ Date of Birth _____ US Citizen or eligible Yes No
to work in US?

High School Graduate? Yes No Date Graduated _____

High School Name _____ State or Country _____

Active/Inactive Member of US Military (If Yes, attach copy of DD 214) Yes No
Is a Family Member Active/Inactive Yes No

Academic Record

Official transcripts are required for all training/credits/degrees listed below for initial certification or renewals with newly received credentials.

College(s) Attended	State	Years attended	Date of Graduation	Degree Earned (Chart 2)	Semester Hours Credit	Major

Assignment Specifications

Check only one box in each section

Type of Service Requested	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	<input type="checkbox"/> Initial Certificate <input type="checkbox"/> Initial Professional Certificate	<input type="checkbox"/> Renewal of Certificate <input type="checkbox"/> Additional to Certificate				
Subject(s) Requested (see Chart 1)	<input type="checkbox"/> Adult Education <input type="checkbox"/> Vocational	Instructional Level Code 1. _____ 2. _____	Subject Area Code Subject Area Title 1. _____ 1. _____ 2. _____ 2. _____				
Fees	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Full Time</td> <td>Initial Certification \$75 for each area Renewal Certification \$75</td> </tr> <tr> <td>Part Time</td> <td>Initial Certification Hourly \$20 for each area Renewal Certification \$20</td> </tr> </table>	Full Time	Initial Certification \$75 for each area Renewal Certification \$75	Part Time	Initial Certification Hourly \$20 for each area Renewal Certification \$20	<i>Fees must be paid by money order or personal check made payable to Leon County Schools.</i>	
Full Time	Initial Certification \$75 for each area Renewal Certification \$75						
Part Time	Initial Certification Hourly \$20 for each area Renewal Certification \$20						

Licenses

Valid License/Credential Required? Yes* No (*Required for vocational/occupational areas. Attach copy when this application is submitted.)
If applicant has less than the required 6 years of occupational experience for the assignment, qualifications have been recommended by:
 Advisory Committee (Submit advisory recommendation with all documentation)

Refer to LCS Board Policy and Administrative Procedure 3120.05 for eligibility requirements.

For vocational/occupational positions, list all employment experience related to the teaching assignment. All others list your last 10 years. (You may attach additional pages if more space is needed.)

Employment Experience

Employment Dates		State	District Code (See Chart 4)	Place of Employment	Employee Status	
From MM/YY	To MM/YY				Part-Time (No. of months)	Full-Time (No. of years)
Name of Professional License/Certification			Issuing Authority	Date of First Issuance	Validity Period	
					From	To

Copy of licenses/certifications must be submitted with this application.

Criminal History

Have you ever been convicted, found guilty, entered a plea of nolo contendere (no contest), or had adjudication withheld in a criminal offense other than a minor traffic violation (DUI is NOT a minor traffic violation); or are there any criminal charges now pending against you? SEALED or EXPUNGED records must be reported pursuant to 943.058, F.S. Failure to answer this question accurately could cause denial of certification, a YES or NO answer is required by Florida Law. If you check the YES box, you must give the information requested for each charge. Attach a separate sheet if you need additional space.
Please check one: Yes No

Where Arrested	Date(s)	Nature of Charges(s)	Disposition(s)

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 District Issued Florida Educator's Certificate is true, accurate, and complete.
WARNING: GIVING FALSE INFORMATION IN ORDER TO OBTAIN OR RENEW A DISTRICT ISSUED FLORIDA EDUCATOR'S CERTIFICATE IS A CRIMINAL OFFENSE UNDER FLORIDA LAW. ANYONE GIVING FALSE INFORMATION ON THIS AFFIDAVIT IS SUBJECT TO CRIMINAL PROSECUTION.

X _____
Signature of Applicant Date _____

OFFICIAL USE ONLY

OFFICIAL USE ONLY	
Degree _____ Major _____ Hours (if no degree) _____	Vocational Education Training _____
License/Certification 1. _____ 2. _____	Previous Certificates Held 1. _____ 2. _____
Occupational Experience 1. _____ Years _____ 2. _____ Years _____	Name of District or School: _____
Inservice Start Date: _____ Ending Date: _____ Includes "banked" Inservice points Y ___ N ___ Total points earned in approved Inservice Teacher Education Program _____	Total points earned teaching students with disabilities credit (SWD) to renew the subjects shown above _____
Inservice Credit Approved by Professional Learning _____ Date _____	Certification Eligibility Approved _____ Date _____
Signature, Professional Learning Designee _____	Signature, Human Resources Instructional Supervisor _____

General Information

This application is to be completed by individuals seeking an initial District vocational teaching certificate, and by all staff requesting additions to or renewal of their current District issued teaching certificate.

For **initial** certification there is a \$75.00 processing fee for full time certificates. There is a \$20.00 processing fee for all hourly certificates.

This fee is assessed for each certification area you are applying for. You may pay the certification processing fee by check or money order made payable to Leon County Schools. **Fees are non-refundable.**

Note: Official transcripts bearing the seal of the institution and the signature of the registrar are required for **all** course work completed.

In order for an initial certificate to be issued, you must be cleared through the LCS Pre-Employment background screening and employment process. The school will provide information regarding this process.

To **renew** your current district certificate, you must be an active teacher with Leon County Schools and meet all eligibility requirements toward renewal.

Degree Codes

A	Associate Degree	S	Specialist degree (includes advanced Master's Degree)
B	Bachelor's degree	D	Doctorate (includes LLB, JD, Professional degrees)
M	Master's degree	F	Foreign

District Codes

1	Alachua	14	Desoto	27	Hernando	40	Madison	53	Polk	66	Walton
2	Baker	15	Dixie	28	Highlands	41	Manatee	54	Putnam	67	Washington
3	Bay	16	Duval	29	Hillsborough	42	Marion	55	St Johns	71	Florida School For Deaf & Blind
4	Bradford	17	Escambia	30	Holmes	43	Martin	56	St. Lucie	72	PK Yonge School
5	Brevard	18	Flagler	31	Indian River	44	Monroe	57	Santa Rosa	73	Florida State Dev Research School
6	Broward	19	Franklin	32	Jackson	45	Nassau	58	Sarasota	74	Henderson Laboratory School
7	Calhoun	20	Gadsden	33	Jefferson	46	Okaloosa	59	Seminole	75	FAMU School
8	Charlotte	21	Gilchrist	34	Lafayette	47	Okeechobee	60	Sumter	76	Correctional Education School Authority
9	Citrus	22	Glades	35	Lake	48	Orange	61	Suwannee	99	Out-Of-State
10	Clay	23	Gulf	36	Lee	49	Osceola	62	Taylor		
11	Collier	24	Hamilton	37	Leon	50	Palm Beach	63	Union		
12	Columbia	25	Hardee	38	Levy	51	Pasco	64	Volusia		
13	Dade	26	Hendry	39	Liberty	52	Pinellas	65	Wakulla		

Certification Subject Area/Level/Code/Subject Title

Part-time hourly Academic and Part-time hourly Degreed Vocational Subject Areas

All Full time Academic and Full Time Degreed subjects are only issued by the Florida Department of Education

Instructional Level Subject Area Subject Area Code			Instructional Level Subject Area Subject Area Codes		
Academic/Degreed Vocational Education - Part-time Only*			Academic/Degreed Vocational Education - Part-time Only *		
2*	Adult General Education (PT Hourly)	AE2	2*	Adult Ind Arts Tech Ed (PT) Hourly	803
2*	Adult Business Education (PT) Hourly	006	2*	Adult Marketing (PT) Hourly	804

CERTIFICATION 11/2/2017	CERT CODE	INSTR. LEVEL	DATA PROC CODE	SUBJECT CODES
AC and Heating Mechanic	AC HEAT ME 7G AC HEAT ME @7	7	415	T7415, 7415, G415
Accounting	ACCTING 7G ACCTING @7	7	641	T7641, 7641, G641
Administrative Assistant	ADMIN ASST 7G	7	026	7026, G026
Advertising and Promotion	ADVR PROM 7G	7	615	7615, G615
Aerospace	AEROSPACE 7G	7	099	7099, G099
Agricultural Supplies	AG SUPPLI 7G	7	422	7422, G422
Aircraft Mechanics	AIR MECH 7G AIR MECH @7	7	507	T7507, 7507, G507
Any Agriculture Education	ANY AGRICULTURE EDUC G ↑ ANY AGRICULTURE EDUC G	7	865	G865, Y865
Any Business Education	ANY BUSINESS ED G	7	881	G881
Any Health Occupation	ANY HEALTH OCCUP G	7	883	G883
Any Home Economics Ed G	ANY HME EC ED G	7	907	G907
Any Industrial Education	ANY INDUS ED G	7	887	G887
Any Marketing Education	ANY MARKETING ED G	7	897	G897
Any Public Service Occupation	ANY PUB SERV OCC ED G	7	889	G889
Apparel Manufacturing	APPRL MFG 7G APPRL MFG @7	7	518	T7518, 7518, G518
Appliance Repair	APPLI REPR 7G APPLI REPR@ 7	7	574	T7574, 7574, G574
Automation and Production Technology	AUTO PROD 7G	7	087	G087, 7087
Automotive Body Repair	AUTO BODY 7G AUTO BODY @7	7	695	T7695, G695, 7695
Automotive Mechanics	AUTO MECH 7G AUTO MECH@ 7	7	506	T7506, 7506, G506
Avionics	AVIONICS 7G AVIONICS @7	7	702	T7702, 7702, G702
Banking and Finance	BANK FINC 7G BANK FINC @7	7	603	T7603, 7603, G603
Barbering	BARBERING 7G	7	595	7595, G595
Biomedical Equipment Technologist	BIOMED EQ 7G	7	690	7690, G690
Blue Print Reading	BLU PR RDG 7G	7	554	T7554, 7554, G554
Bookkeeping	BOOKKEEPIN 7G	7	009	7009, G009
Building Construction	BLDG CONST 7G BLDG CONST @7	7	593	T7593, 7593, G593,
Building Maintenance	BLDG MAINT 7G BLDG MAINT @7	7	569	T7569, G569, 7569
Business Machine Repair	BUS MACH 7G	7	500	7500, G500
Cabinet and Woodworking	CAB WOODWK 7G CAB WOODWK @7	7	508	T7508, 7508, G508
Carpentry	CARPENTRY 7G CARPENTRY @7	7	540	T7540, 7540, G540,

Central Service Technician	CENT SERV TECH 7G	7	187	7187, G187
Child Care Training	CH CARE TR 7G	7	721	7721, G721
Coder Specialist	CER COD SP 7G	7	716	7716, G716
Commercial Art	COMM ART 7G COMM ART @7	7	601	T7701, 7701, G601
Commercial Driving	COMM DRIV 7G COMM DRIV @7	7	546	T7546, 7546, G546
Commercial Fishing	COMM FISH 7G	7	700	G700, T7700
Computer Programming	COMP PROG 7G	7	055	7055, G055
Computer Servicing	COMP SVC 7G	7	699	G699, 7699
Correctional Officer	CORR OFF 7G	7	682	G682, 7682
Cosmetology	COSMETOL 7G COSMETOL @7G	7	504	T7504, 7504, G504
Culinary Operations	CULINARY 7G	7	731	7731, G731
Custodial Services	CUSTODIAL SRV 7G CUSTODIAL SRV @7	7	683	T7683, 7683, G683
Customer Service	CUST SERV 7G	7	418	7418, G418
Cyber Technology	CYBER TECH 7G	7	145	7145, G145
Dental Assistant	DENTL ASST 7G DENTL ASST @7	7	417	T7417, 7147, G417
Dental Laboratory Technologist	DENTL LABTEC 7 G	7	662	7662, G662
Diesel Mechanics	DIESEL MECH 7G DIESEL MECH @7	7	509	T7509, 7509, G509
Digital Media	DIGI MEDIA 7G	7	105	7105, G105
Drafting	Drafting 7G Drafting @7	7	521	7521, G521, T7521
Dry Cleaning	DRY CLEAN 7G	7	512	7512, G512
Electrical	ELECTRICAL 7G ELECTRICAL @7	7	031	T7031, 7031, G031
Electrocardiograph Aide	EKG 7G	7	681	G681, 7681
Electroencephalograph Technician	ENCEPHALGH 7 G	7	677	7677, G677
Electronics	ELECTRONIC 7G ELECTRONIC @7	7	535	T7535, 7535, G535
Emergency Medical Technician	EMT 7G	7	676	T7576, 7676, G676
Engineering	ENG 7G ENG @7	7	879	T7879, 7879, G879
Engineering Technology	ENG TEC 7G	7	096	7096, G096
Environmental Water Technician	ENV WATER TEC 7G	7	022	7022, G022
Fabric Maintenance	FAB MAINT 7G FAB MAINT @7	7	653	T7653, 7653, G653
Facial Technician	FAC TECH 7G	7	078	7078, G078
Fashion Technology and Design Servies	FASH TECH 7G	7	014	7014, G014
Fire Fighting	FIRE FIGHT 7G	7	549	T7549, 7549, G549
Food Service	SC FOOD SV 7G	7	148	G148, 7148
Gaming Machine Repair Technician	Slot Mach Tech 7G	7	420	7420, G420
Gas Fitter	GAS FITTER 7G	7	579	7579, G579

Gasoline Engine Repair	GASENG RPR 7G GASENG RPR@ 7	7	586	T7586, 7586, G586
Global Logistics and Supply Chain Technology	Log Tech 7G	7	404	G404, 7404
Graphic Communications	GRAPHIC COMM 7G	7	599	7599, G599
Health Fitness Specialist	HEALTH FIT SPEC 7G	7	409	7409, G409
Hemodialysis Technician	HEMO TEC 7G	7	726	7726, G726
Hotel Training	HOTEL TRNG 7G	7	605	7605, G605
Industrial Biotechnology	BIOTECH 7G	7	427	G427, 7427
Industrial Engineer	IND ENGR 7G	7	580	7580, G580
Information Technology	INFO TECH 7G	7	063	7063, G063
Insurance	INSURANCE 7G	7	607	7607, G607
Interior Decorating Services	INT DEC 7G	7	426	7426, G426
Interior Design Services	INT DES 7G	7	205	7205, G205
Jewelry Manufacturing and Repair	JWLY MFGR 7G	7	704	7704, G704
Laboratory Assistant	LAB ASST 7G LAB ASST @7	7	672	T7672, 7672, G672
Laboratory Technician	LAB TECH 7G LAB TECH @7	7	583	T7583, 7583, G583
Law Enforcement	LAW ENF 7G LAW ENF @7	7	522	T7522, 7522, G522
Licensed Practical Nurse	LPN 7G	7	602	7602, G602
Machine Shop	MACH SHOP 7G MACH SHOP @7	7	510	T7510, 7510, G510
Management and Supervision	MANAG SUPV 7G	7	642	7642, G642
Marketing Management	MKTG MGMT 7G	7	648	T7648, 7648, G648
Massage Therapist	MASSAGE TH 7G	7	718	7718, G718
Medical Assistant	MED ASST 7G	7	692	7692, G692
Medical Equipment Technician	MED EQ TEC 7G	7	008	7008, G008
Medical Professional	MED PROF 7G	7	727	7727, G727
Medical Record Technician	MED RECTEC 7G	7	664	T7664, G664
Medical Transcriptionist	MED TRANS 7G	7	701	7701, G701
Mental Health	MENT HEAL 7 G	7	673	G673, 7673
Metal Working	METAL WORK 7G	7	654	7654, G654
Millwrighting	MILLWRIGHT 7G	7	537	G537, 7537
Motorcycle Repair	MOTORCYCLE 7G MOTORCYCLE @7	7	712	T7712, G712, 7712
Nail Technician	NAIL TECH 7G	7	070	7070, G070
Natural Gas Technician	NATGASTEC 7G	7	997	7997, G997
Occupational Therapy Assistant	OC THER AS 7G	7	693	G693, 7693
Operating Room Nurse	OPR REG NURSE 7G	7	186	7186, G186
Operating Room Technician	OPR RM TEC 7G OPR RM TEC @7	7	678	T7678, 7678, G678
Operator Engineer	OPER ENGR 7G OPER ENGR @7	7	578	T7578, 7578, G578
Optometric Assisting	OPTOM ASST 7G	7	596	7596, G596
Orthopedic Technologist (OTC)	ORTHO TECH 7G	7	024	7024, G024
Painting	PAINTING 7G	7	553	G553, 7553

Paramedic	PARAMEDIC 7G PARAMEDIC @7	7	691	T7691, 7691, G691
Paramedic Simulator Tech	PARA SIM TECH 7G	7	792	7428, G428
Personal Financial Planner	PerFinPlan 7G	7	102	7102, G102
Personal Fitness Trainer	PERS FIT TR 7G	7	600	7600, G600
Pharmacy	PHARMACY 7G	7	694	7694, G694
Photography	PHOTOG 7G PHOTOG @7	7	527	T7527, 7527, G527
Physical Therapy Technician	PH THERTEC 7G	7	665	G665, 7665
PLTW Biomedical Science	PLTW HEALTH 7G	7	154	7154, G154
PLTW Pathways to Engineering	PLTW PTE 7G	7	005	7005, G005
Plumbing	PLUMBING 7G PLUMBING @7	7	533	T7533, 7533, G533,
Printing	PRINTING 7G PRINTING @7	7	094	T7094, G094, 7094
Public Administration	PUB ADM 7G	7	689	G689, 7689
Public Safety Telecommunication	PUB SAF TE 7G	7	007	7007, G007
Public Service	PUB SERV 7G	7	656	7656, G565
Real Estate	REAL ESTAT 7G	7	610	G610, 7610
Recreational Vehicle Service	REC VEH SR 7G	7	714	7714, G714
Refrigeration Mechanic	REFRIG MECH 7G	7	514	7514, G514
Registered Nurse	REG NURSE 7G	7	719	7719, G719
Registered Nurse Orthopedic Technology	REG NUR ORTHO 7G	7	086	7086, G086
Registered Nurse Simulator Tech	REG NRS SIM 7G	7	791	7791, G791
Respiratory Therapy	RESP THER @7 RESP THER 7G	7	663	T7663, 7663, G663
Retailing	RETAILING 7G RETAILING @7	7	616	T7616, 7616, G616
Robotics	ROBOTICS 7G	7	079	7079, G079
Roofing	ROOFING 7G	7	565	G565, 7565
Scientific Visualization	SciViz 7G	7	153	7153, G153
Seamanship	SEAMANSHIP 7G	7	674	7674, G674
Secretarial	SECRETAR @7 SECRETAR 7G	7	643	G643, 7643, W7643
Sheet Metal	SHEETMETAL 7G SHEETMETAL@7	7	511	T7511, 7511, G511
Surgical Technologist	SURG TECH 7G	7	185	7185, G185
Surveying and Mapping	SURVEY 7G	7	707	7707, G707
Tailoring	TAILORING 7G	7	083	7083, G083
Teacher Coordinator of Work Experience Programs	COOR WK EXP 7G COOR WK EXP@ 7	7	670	T7670, 7670, G670
Teacher of Cooperative Education	COOP TEACH 7G COOP TEACH @7	7	637	T7637, 7637, G637
Technical Construction	TECH CONST 7G TECH CONST @7	7	406	T7406, G406, 7406
Technical Drafting	TECH DRAFT 7G	7	402	G402, 7402
Technical Optics	TEC OPTICS 7G	7	410	7410, G410
Technical X-Ray	TEC X RAY 7G TEC X RAY @7	7	412	T7412, 7412, G412

Telecommunications and Related Areas	TELCOM 7G	7	728	7728, G728
Tile Setting	TILE SET 7G	7	706	7706, G706
Transport	TRANSPORT 7G TRANSPORT @4 TRANSPORT @7	7	029	7029, G029, T7029, T4029
Trowel Trades	TROWEL TR 7G	7	532	7532, G532
TV Production Technology	TV PRO TEC 7G TV PRO TEC @7	7	564	T7564, 7564, G564
Veterinary Assisting	VET ASSIST 7G	7	990	7990, G990
Waste Management	WASTE MGMT 7G	7	717	G717, 7717
Wastewater Operator	WSP OPER 7G	7	419	7419, G419
Web Development	WEB DEV 7G	7	416	7416, G416
Welding	WELDING 7G WELDING @7	7	525	T7525, 7525, G525
Wholesaling	WHOLESAL 7G	7	646	7646, G646

Guidelines for verification of full-time or part-time occupational experience

Verification of full-time or part-time occupational experience is required to determine the number of creditable years for purposes of teacher certification. Each of the requirements noted (1-5), must be included in the letter(s) the candidate submits.



1. Business stationery, or notarized affidavit (if the company does not have appropriate stationery, the letter must be notarized). No electronic documents will be accepted. A signed original letter must be provided.

A business agent of the local union to which the applicant belongs may certify the length and type of occupational experience on union business stationery.

For the purposes of verifying self-employment, work experience in a family owned business, or experience at a firm no longer in business, another individual or firm familiar with the applicant's service may provide verification on business stationery or notarized affidavit. Relatives or Family members may not provide verification.

Verification may be obtained from the employer(s) Human Resources Dept., or Supervisor of the employee, or Company President/Vice President or Accountant.

2. Verify full-time experience, which is defined as 40 hours per week, or the employer must include the number of hours worked per week on a part-time basis.
3. Include beginning month, day, and year (MM/DD/YYYY) and ending month, day, and year (MM/DD/YYYY) of employment.
4. Job title(s) and job description(s) which describe specific skills performed are needed for each position held. If one position has more than one title (i.e., firefighter/paramedic), include the percentage (%) of time spent working in each part of the job.
5. Signature and title are required.

Note: To verify Military Experience, submit military discharge papers (i.e., DD Form 214) indicating ratings and specialties for each enlistment period of service.