

The School District of Seminole County, Florida

New Florida Educator Certification System Procedure

Attention: Holders of a Florida Educator's Certificate

The Florida Department of Education (FL DOE) has launched the new Educator Certification System. An online account is **required** in the new system to view information about your certificate and to complete all certificate transactions. An option to print the certificate will be available through the online system. A hard copy certificate will no longer be mailed to the home address. Online accounts established in the previous system will not work in the new system. Below are the steps that the Seminole County district and charter employees should follow to set up an account and to submit a certification application. **Please contact the Seminole County Certification Office if you need to renew an Seminole County Vocational or Substitute Certificate. The procedure below is NOT appropriate for holders of a county certificate.**

➤ **Step 1**

Create your educator account in the new certification system. Read document "Creating an Educator Account and Onboarding" for step-by-step assistance (included in the following pages).

➤ **Step 2**

Read the instructions for completing a certification application at:

<http://www.fldoe.org/teaching/certification/on-line-application-status-lookup-site.stml>

➤ **Step 3**

Submit the online application at: <https://flcertify.fldoe.org/datamart/login.do>

- Contact the SCPS Certification Office prior to submitting an application to add a subject to ensure that you are selecting the appropriate application type.
- The SCPS Certification staff will submit inservice credit verification to FL DOE and process renewal applications for all SCPS district and charter employees.

➤ **Step 4**

Print the **Application Summary** after completing the application.

➤ **Step 5 A – Payment**

Once the educator completes the State process, send a copy of the application summary along with a check or money order payable to Seminole County Public Schools in the amount of \$75.00 to the SCPS Human Resource Department-Certification Office, 400 East Lake Mary Blvd., Sanford, Florida 32773; or by courier addressed to ESC/HR/Certification. Please put your employee ID number on your check or money order.

-OR-

➤ **Step 5 B – Payment for FL DOE Applications**

FL DOE must process applications requiring a college transcript evaluation, including the initial certificate and master's level subjects such as Educational Leadership.

Submit the fee payment online to FL DOE using a Mastercard or Visa.

For assistance, contact:

SCPS Certification Office – Human Resources Dept.

Email: certhelp@scps.k12.fl.us or call the district certification staff