

2016-2017

Steps to Become a Teacher

Polk County Schools/Human Resource Services Division
 1915 S. Floral Avenue, Bartow, Florida 33830
 P.O. Box 391, Bartow, Florida 33831

Follow these steps to become a Teacher in one of our 157 locations.

Step	Action				
1	<p>Go to http://www.fldoe.org/edcert to apply for a <i>Florida Teaching Certificate</i>.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 50%; text-align: center;">Florida Applicants</th> <th style="width: 50%; text-align: center;">Out-of-State Applicants</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;"> <p>Request that your college or university send official transcripts to the Florida Department of Education (FLDOE).</p> </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> Request that your college or university send official transcripts to the Florida Department of Education (FLDOE) Submit a copy of your valid, standard, out-of-state certificate to the <i>FLDOE and School Board of Polk County /Human Resource Services-Certification Office</i>. (Write your <u>social security number</u> on each copy.) </td> </tr> </tbody> </table> <p style="text-align: center;">Send documentation to :</p> <p style="text-align: center;">Florida Department of Education Bureau of Educator Certification Room 201, Turlington Building 325 West Gaines Street Tallahassee, Florida 32399-0400 (contact the FLDOE toll free at 1-800-445-6739)</p>	Florida Applicants	Out-of-State Applicants	<p>Request that your college or university send official transcripts to the Florida Department of Education (FLDOE).</p>	<ul style="list-style-type: none"> Request that your college or university send official transcripts to the Florida Department of Education (FLDOE) Submit a copy of your valid, standard, out-of-state certificate to the <i>FLDOE and School Board of Polk County /Human Resource Services-Certification Office</i>. (Write your <u>social security number</u> on each copy.)
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2	<p>Complete the online employment application by visiting http://www.polk-fl.net/employment/onlineapplication.htm.</p> <ol style="list-style-type: none"> a. Read the Managing Your Online Application document on the District's <u>Employment</u> webpage. b. Gather supporting documentation (i.e., work experience, education history, reference contact information). c. Record the assigned <i>Applicant Reference Identification Number</i> that you receive, in a safe <u>and</u> accessible location. 				
3	<p>View and apply for available positions using the <i>Job Browser</i> located within your employment application.</p> <ol style="list-style-type: none"> a. The automated <i>Applicant Registration System</i> (ARS) will notify you of your interview status. b. <u>If/when</u> you are selected for an interview, you will need to contact the <u>specific location</u> to accept <u>or</u> decline the interview. 				

Additional Information for Applicants

If you are an applicant...	Then, you'll need to...										
eligible for a Florida Temporary Certificate in <i>Elementary K-6, Elementary 1-6, or Pre K-3</i>	take and pass the appropriate subject area exam (e.g., K-6, Pre K-3) in the area that you wish to teach										
eligible for a Florida Temporary Certificate in all other subject areas (*excluding Social Science)	<p>meet the following requirements, <i>prior to</i> being hired</p> <ul style="list-style-type: none"> be <u>deemed eligible</u> to hold a valid <i>Florida Educator's Temporary Certificate</i> hold a <u>minimum</u> of a bachelor's degree from a regionally accredited college or university <p>(Note: *Social Science applicants <u>must</u> take and pass the <i>Social Science 5-9</i> or <i>Social Science 6-12 Subject Area Exam</i> to be hired.)</p>										
considering an alternative certification route	<p>explore your Alternative Certification options.</p> <p>Options <u>include</u>:</p> <ul style="list-style-type: none"> Polk State College's <u><i>Educator Preparation Institute (EPI)</i></u> Polk County School Board's <u><i>Alternative Certification Educator (ACE) Program</i></u> <i>American Board for Certification of Teacher Excellence (ABCTE)</i> and <i>Professional Educator Competency Program</i> 										
in need of registering for a <i>Florida Teacher Certification Exam (FTCE)</i> or <i>Florida Educator Leadership Exam (FELE)</i>	<p>visit <u>www.fl.nesinc.com</u> and register for the necessary exam(s) needed to be eligible for employment with a Polk County school.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #d3d3d3;">Exam</th> <th style="background-color: #d3d3d3;">Brief Description</th> </tr> </thead> <tbody> <tr> <td><i>*Subject Area Exam (SAE)</i></td> <td>42 different SAEs</td> </tr> <tr> <td><i>General Knowledge Test (GK)</i></td> <td> <ul style="list-style-type: none"> a basic skills test 4 subtests: Essay, English, Math, and Reading </td> </tr> <tr> <td><i>Professional Education Test (PEd)</i></td> <td>a test of pedagogy and professional practices</td> </tr> <tr> <td><i>Florida Educator Leadership Exam (FELE)</i></td> <td>test for the certification of school-based administrators</td> </tr> </tbody> </table>	Exam	Brief Description	<i>*Subject Area Exam (SAE)</i>	42 different SAEs	<i>General Knowledge Test (GK)</i>	<ul style="list-style-type: none"> a basic skills test 4 subtests: Essay, English, Math, and Reading 	<i>Professional Education Test (PEd)</i>	a test of pedagogy and professional practices	<i>Florida Educator Leadership Exam (FELE)</i>	test for the certification of school-based administrators
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The School Board of Polk County, Florida prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, activities, or employment. If you require any type of accommodation to complete the employment process due to a disability, please call the Human Resource Services Division at (863)-534-0781. If you are deaf or hard of hearing, please contact the Polk County School District by calling Florida Relay Service at 1-800-955-8771.