

# 2017-2018

## 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 156+ locations.

Step	Action				
1	<p>Go to <a href="http://www.fldoe.org/edcert">http://www.fldoe.org/edcert</a> to <b>apply</b> 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="padding: 5px;"> <p><b>Request</b> that your college or university <b>send</b> official transcripts to the Florida Department of Education (FLDOE).</p> </td> <td style="padding: 5px;"> <ul style="list-style-type: none"> <li><b>Request</b> that your college or university <b>send</b> official transcripts to the Florida Department of Education (FLDOE)</li> <li><b>Submit</b> 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.)</li> </ul> </td> </tr> </tbody> </table> <p style="text-align: center; margin-top: 10px;"><b>Send documentation to :</b></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 <b>1-800-445-6739</b>)</p>	Florida Applicants	Out-of-State Applicants	<p><b>Request</b> that your college or university <b>send</b> official transcripts to the Florida Department of Education (FLDOE).</p>	<ul style="list-style-type: none"> <li><b>Request</b> that your college or university <b>send</b> official transcripts to the Florida Department of Education (FLDOE)</li> <li><b>Submit</b> 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.)</li> </ul>
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2	<p><b>Complete</b> the online employment application by visiting <a href="http://www.polk-fl.net/employment/onlineapplication.htm">http://www.polk-fl.net/employment/onlineapplication.htm</a>.</p> <ol style="list-style-type: none"> <li>a. <b>Read</b> the Managing Your Online Application document on the District's <u>Employment</u> webpage.</li> <li>b. <b>Gather</b> supporting documentation (i.e., work experience, education history, reference contact information).</li> <li>c. <b>Record</b> the assigned <i>Applicant Reference Identification Number</i> that you receive, in a safe <u>and</u> accessible location.</li> </ol>				
3	<p><b>View</b> and <b>apply</b> for available positions using the <i>Job Browser</i> located within your employment application.</p> <ol style="list-style-type: none"> <li>a. The automated <i>Applicant Registration System</i> (ARS) will <b>notify</b> you of your interview status.</li> <li>b. <u>If/when</u> you are selected for an interview, you will need to access your online application and accept <u>or</u> decline the interview.</li> </ol> <p><u>Important:</u> Refer to <i>Managing Your Online Application</i> or <i>Frequently Asked Questions About the Applicant Registration System (ARS) documents</i> if you receive a "<b><u>You Do Not Match/You Are Not Eligible for This Position</u></b>" message.</p>				

# Additional Information for Applicants

If you are a/an...	Then, you'll need to...
university/college education major <i>intern</i> (completing final internship)	<ul style="list-style-type: none"> <li>• <b>request</b> a <i>Letter of Conferral</i> from the college/university reflecting that you have <i>no</i> financial holds <b>and</b> have successfully completed <u>all requirements</u> to earn your bachelor's degree</li> <li>• <b>submit</b> the <i>Letter of Conferral</i> to <a href="mailto:credentialreview@polk-fl.net">credentialreview@polk-fl.net</a> or fax to 863-534-0737 <b>and</b></li> <li>• <b>apply</b> for a Florida teaching certificate by visiting <a href="http://www.fldoe.org">www.fldoe.org</a>.</li> </ul> <p>Once the degree is officially <i>awarded/conferred</i>, <b>submit</b> an <i>official transcript</i> to the <i>Florida Department of Education</i>.</p>
non-education degree major	<ul style="list-style-type: none"> <li>• be <u>deemed eligible</u> by the <i>Florida Department of Education</i> (FLDOE) to hold a valid <i>Florida Educator's Temporary or Professional Teaching Certificate</i> <b>or</b></li> <li>• <b>explore</b> your <i>Alternative Certification options</i>. Options <u>include</u>:               <ul style="list-style-type: none"> <li>○ Polk State College's <a href="#">Educator Preparation Institute (EPI)</a></li> <li>○ Polk County School Board's <a href="#">Alternative Certification Educator (ACE) Program</a></li> <li>○ <i>American Board for Certification of Teacher Excellence (ABCTE)</i> <b>and</b> <i>Professional Educator Competency Program</i></li> </ul> </li> </ul>

## Need to register for a *Florida Teacher Certification Exam (FTCE)* or *Florida Educator Leadership Exam (FELE)*?

- Visit [www.fl.nesinc.com](http://www.fl.nesinc.com) and **register** for the necessary exam(s) needed to be eligible for *Florida Certification* and employment with a Polk County school.

Exam	Brief Description
<i>*Subject Area Exam (SAE)</i>	<ul style="list-style-type: none"> <li>• SAEs are exams used to assess the competencies of prospective teachers according to <i>Florida's Sunshine State Standards</i>.</li> <li>• There are 47 different FTCE exams: four <i>General Knowledge</i> sub-tests, one <i>Professional Education</i> exam, and 42 <i>Subject Area</i> examinations.</li> <li>• Passing the appropriate FTCE exam is considered <u>one</u> part of the requirements for becoming a licensed teacher in Florida.</li> </ul>
<i>General Knowledge Test (GK)</i>	<ul style="list-style-type: none"> <li>• a basic skills test</li> <li>• 4 subtests: Essay, English, Math, and Reading</li> </ul>
<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

*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.*