

## **Understanding MY Florida Statement of Status of Eligibility**

NOTE: For applications received by the DOE on or after January 1, 2016

**What is the Florida Statement of Status of Eligibility (SOE)?** The Florida SOE is a written evaluation of your eligibility for a Florida teaching certificate.

### **Who receives one and how?**

Anyone interested in teaching in Florida must be eligible for Florida teacher certification. To determine official eligibility, a complete application package must be submitted to the Florida Department of Education (DOE), Bureau of Educator Certification, for evaluation. Once credentials have been evaluated, a Florida Statement of Status of Eligibility (SOE) is mailed to the applicant.

### **What does a complete application package include?**

- A completed application form, [available online](#).
- A check, money order, or online credit card payment for each subject area evaluation requested.
- Official transcripts showing conferral of the 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](http://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. All fees are nonrefundable.

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](#).

### **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. \*\*The expiration date of the statement is NOT considered the certificate expiration date.

Once you receive your SOE, it is your responsibility to satisfy requirements for certification within prescribed timeframes. Additional information for meeting NCLB highly-qualified and out-of-field requirements will be provided if necessary from the appropriate office.

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: January 29, 2016 Expiration Date: January 29, 2019
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**DO NOT DESTROY. PLEASE RETAIN UNTIL ALL REQUIREMENTS ARE COMPLETE.**

This Official Statement of Status of Eligibility outlines requirements for issuance of a Florida Educator's Certificate. Florida school district personnel will advise you of any additional requirements for employment in the school district and compliance with the federal No Child Left Behind Act.

For Florida educator certification purposes, college degrees and credits must be earned at institutions that are either accredited by an agency recognized by the U.S. Department of Education or approved by the Florida Department of Education. College level credits recommended by the American Council on Education (ACE) are also acceptable.

**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 **BIOLOGY (GRADES 6-12)**, the following requirements must be completed, and official documentation must be submitted to the Bureau of Educator Certification:

- verification of employment and request for issuance of certificate on the appropriate certification form from a Florida public, state supported, or nonpublic school which has an approved Professional Education Competence Program → **2**
- 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. → **3**

**PROFESSIONAL CERTIFICATE:** For issuance of a Professional Educator's Certificate valid for five → **4**

years covering BIOLOGY (GRADES 6-12), the above requirements for a Temporary Certificate must be completed, and a CG-10 Application Form, appropriate non-refundable application fee, and official documentation of the following requirements must be submitted to the Bureau of Educator Certification:

- a passing score on the Florida General Knowledge Test earned no more than ten (10) years prior to the date of application. *By law this requirement must be satisfied within one (1) year of employment in any Florida public school under the Temporary Certificate. Contact your employer for important information concerning this deadline.* → 5
- a passing score on the Professional Education Test earned no more than ten (10) years prior to the date of application → 6
- a passing score on the BIOLOGY (GRADES 6-12) subject area examination earned no more than ten (10) years prior to the date of application → 7
- completion of a Florida approved Professional Education Competence Program administered and documented by your employer → 8
- a minimum of 12 additional semester hours in education courses with credit in each of the professional education areas listed below. *Please note that it may require more than the minimum semester hours to satisfy all requirements.*
  - classroom management with a focus on creating safe learning environments for students
  - child and adolescent development including theories and principles of learning
  - educational assessment practices that include analysis and application of data to improve instruction and learning
  - effective instructional techniques, strategies, and materials to meet the needs of diverse learners, including students with disabilities
  - applications of research-based instructional practices in reading
  - instructional strategies for teaching students of limited English proficiency including instruction in the English language (Teaching experience cannot be used to satisfy this requirement.)  
*Note: A passing grade of "C" or better must be earned for each course, and every course, except child and adolescent development, must be completed at an institution that awards bachelor's or higher degrees.* → 9
- practical experience in teaching by completing one year of full-time experience teaching in an elementary or secondary school → 10

This evaluation outlines one educator preparation route and pathways to certification. For other options, please select "Alternative & Traditional Certification" from our home page (<http://www.fldoe.org/teaching/certification>).

Find Certification information online at <http://www.fldoe.org/edcert>

### **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, you will have to reapply for certification (application and fee) to receive a valid SOE based on 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. The beginning validity of your certificate will be July 1 of the school year in which you are hired.

Once issued, your temporary certificate is valid for a five-year period (*previously a three-year period*). Since the certificate is nonrenewable, 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 on **your** statement. Statements of Status of Eligibility vary for individual applicants depending on previous educational backgrounds and certification(s) held.

**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 and Essay. If this statement appears on your SOE, you must satisfy the GK requirement. .

The GK is available through regular "pen and paper" test administration and via a computer based format. For more information regarding this test or to register for the exam, please visit the Florida Teacher Certification Examination [website](#).

**6** You must 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 the regular test administration or via a computer-based format. Please visit the Florida Teacher Certification Examination [website](#) for more information.

**7** You must 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. Select SAEs are available via computer-based format and all are available through regular test administrations. For a complete list of computer-based exams and to obtain more information, please visit the Florida Teacher Certification Examination [website](#).

**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.

**9** Non-education majors are required to establish professional preparation competence. The requirement includes 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

**10** The Practical Teaching Experience requirement means you must complete one year of full-time teaching in an elementary or secondary school within the validity period of your temporary certificate.