

## Steps to Become a Teacher in Hernando County

1. Apply online for certification in the subject(s) for which you are seeking employment  
<https://flcertify.fldoe.org/datamart/login.do>
  - [FLDOE Certification Steps](#)
  - Subject Area Examination Information [www.fl.nesinc.com](http://www.fl.nesinc.com)
2. Apply online for employment at [www.hernandoschools.org](http://www.hernandoschools.org) (under Jobs).
3. Provide the Following documentation in support of your employment and certification applications.

Request **two sets** of official transcripts and mail one set to each address listed below.

Hernando County School District  
Attn: Certification Department  
919 N. Broad Street  
Brooksville, FL 34601

Florida Department of Education Bureau of  
Educator Certification  
325 W. Gaines Street, Room 201  
Tallahassee, FL 32399-0400

**Highly Qualified – \*HQT Requirements for ESE courses and different scheduling methods used for students with disabilities, refer to the FCCD Narrative Section for HQT Requirements which revert to previous definitions and requirements for “highly qualified” under NCLB. <http://www.fldoe.org/policy/articulation/ccd/2020-2021-course-directory.stml>**

### Out-of-State Applicants:

- Upload a copy of your current/valid Out-of-State Certificate to your VERSA Educator Account to be reviewed by the FLDOE for reciprocity.
4. View our vacancies at  
[http://www.hernandoschools.org/index.php?option=com\\_content&view=article&id=123&Itemid=160](http://www.hernandoschools.org/index.php?option=com_content&view=article&id=123&Itemid=160).

## After an Offer of Employment has been Extended

- A. The hiring site will submit a recommendation for your employment to the District’s Human Resources Department.
- B. The Human Resources Department will email you regarding your next step. After receiving an email, you must complete the electronic on-boarding within our TalentEd system.
- C. You must complete your Post-Offer Fingerprinting and Drug Testing after you have completed Step B above.
- D. Once you have completed Steps B and C, and all results are cleared, you will be issued a Clearance to Work Form and ID Badge. You will then be eligible to begin working.

## Alternative Certification Education

If your Status of Eligibility lists required coursework, you may choose these alternatives:

- Complete required college and university courses with a grade of “C” or higher.
- Complete Educator Preparation Institute (EPI) at one of the following  
<http://www.fldoe.org/core/fileparse.php/7502/urlt/State-ApprovedEPIProgram.pdf>
- Complete American Board for Certification of Teacher Excellence (ABCTE). Contact them at (877) 669-2228, or visit their website at <http://www.abcte.org/teach/florida>.