

#### **6A-4.0012 Application Information.**

(1) Application process. To apply for evaluation of eligibility for a Florida Educator's Certificate, an individual shall submit to the Bureau of Educator Certification the following:

(a) A completed Form CG-10, Educator Certification Application and a nonrefundable application fee. Form CG-10, Educator Certification Application, (<http://www.flrules.org/Gateway/reference.asp?No=Ref-16017>), effective November 2023, is hereby incorporated by reference and made a part of this rule. The form may be submitted online via the Department of Education, Educator Certification website at <http://www.fldoe.org/teaching/certification/on-line-application-status-lookup-site.shtml>, or may be retrieved from the website and submitted via postal delivery to the Florida Department of Education, Bureau of Educator Certification, Room 201, 325 West Gaines Street, Tallahassee, Florida 32399-0400. The nonrefundable application fee is prescribed below:

1. Request for evaluation of eligibility for an initial athletic coaching, temporary or professional certificate (INITIAL) – \$75.00 per subject;
2. Request for upgrade to a professional certificate to include all coverages and endorsements already issued on a temporary certificate (UPGRADE) – \$75.00;
3. Request for addition of a coverage or endorsement to a valid certificate (ADDTEMP, ADDPRO) – \$75.00 per subject;
4. Request for update to and a printed copy of a valid certificate solely to reflect a change in name (NMCHANGE) – \$20.00;
5. Request for a duplicate printed copy of a valid certificate (COPYCERT) – \$20.00;
6. Request for deletion of a coverage or endorsement from a valid certificate (DROPSUBJ) – \$20.00 per subject;
7. Request for upgrade to a five-year athletic coaching certificate (UPGRADE) – \$75.00;
8. Request for a new five-year athletic coaching certificate (REAPPLY) – \$75.00;
9. Request for verification of qualifications for current or expired Florida certificates – \$20.00, or

(b) A completed Form CG-10R Renewal or Reinstatement Application and a nonrefundable application fee. Form CG-10R, Renewal or Reinstatement Application (<http://www.flrules.org/Gateway/reference.asp?No=Ref-16018>), effective November 2023, is hereby incorporated by reference and made a part of this rule. The form may be submitted online via the Department of Education, Educator Certification website at <http://www.fldoe.org/teaching/certification/on-line-application-status-lookup-site.shtml>, or may be retrieved from the website and submitted via postal delivery to the Florida Department of Education, Bureau of Educator Certification, Room 201, 325 West Gaines Street, Tallahassee, Florida 32399-0400. The nonrefundable application fee is prescribed below:

1. Request for renewal of a professional certificate that has not yet expired (RENEWAL) – \$75.00;
2. Request for renewal of a professional certificate that is received by the Bureau of Educator Certification or by a district school board office after the expiration of the professional certificate as specified in Rule 6A-4.0051, F.A.C., shall be submitted with a \$30.00 late fee in addition to the nonrefundable application fee (LATE RENEWAL) – \$105.00; and,
3. Request for reinstatement of an expired professional certificate (REINSTATEMENT) – \$75.00 per subject.

(c) A completed Form CG-10M Temporary Military Veterans Certificate Application and a nonrefundable application fee of \$75.00 per subject unless eligible for the Military Certification Fee Waiver per subsection (8) of this rule. Form CG-10M, Temporary Military Veterans Certificate Application, (<http://www.flrules.org/Gateway/reference.asp?No=Ref-15907>), effective September 2023, is hereby incorporated by reference and made a part of this rule. The form may be submitted online via the Department of Education, Educator Certification website at <http://www.fldoe.org/teaching/certification/on-line-application-status-lookup-site.shtml>, or may be retrieved from the website and submitted via postal delivery to the Florida Department of Education, Bureau of Educator Certification, Room 201, 325 West Gaines Street, Tallahassee, Florida 32399-0400.

(d) A completed Temporary Teacher Internship Certificate Application and a nonrefundable application fee of \$75.00 per subject, Form CG-10TI, Temporary Teacher Internship Application, (<http://www.flrules.org/Gateway/reference.asp?No=Ref-15908>), effective September 2023, is hereby incorporated by reference and made a part of this rule. The form may be submitted online via the Department of Education Educator Certification website at <http://www.fldoe.org/teaching/certification/on-line-application-status-lookup-site.shtml>, or may be retrieved from the website and submitted via postal delivery to the Florida Department of Education, Bureau of Educator Certification, Room 201, 325 West Gaines Street, Tallahassee, Florida 32399-0400.

(e) A completed Temporary Teacher Apprenticeship Certificate Application and a nonrefundable application fee of \$75.00 per subject, Temporary Apprenticeship Certificate Application Form CG-10A, (<http://www.flrules.org/Gateway/reference.asp?No=Ref-16019>), effective November 2023, is hereby incorporated by reference and made a part of this rule. The form may be submitted online via the Department of Education Educator Certification website at <http://www.fldoe.org/teaching/certification/on-line>

application-status-lookup-site.shtml, or may be retrieved from the website and submitted via postal delivery to the Florida Department of Education, Bureau of Educator Certification, Room 201, 325 West Gaines Street, Tallahassee, Florida 32399-0400.

(f) A completed Restricted Classical Teaching Certificate Application and a nonrefundable application fee of \$75.00, Form CG-10C, Restricted Classical Teaching Certificate Application, (<http://www.flrules.org/Gateway/reference.asp?No=Ref-16832>), effective August 2024, is hereby incorporated by reference and made a part of this rule. The form may be submitted online via the Department of Education Educator Certification website at <http://www.fldoe.org/teaching/certification/on-line-application-status-lookup-site.shtml>, or may be retrieved from the website and submitted via postal delivery to the Florida Department of Education, Bureau of Educator Certification, Room 201, 325 West Gaines Street, Tallahassee, Florida 32399-0400.

(g) A completed Inactive Status Certificate Application and a nonrefundable application fee of \$75.00, Form CG-10IS, Inactive Status Certificate Application, (<http://www.flrules.org/Gateway/reference.asp?No=Ref-16833>), effective August 2024, is hereby incorporated by reference and made a part of this rule. The form may be submitted online via the Department of Education Educator Certification website at <http://www.fldoe.org/teaching/certification/on-line-application-status-lookup-site.shtml>, or may be retrieved from the website and submitted via postal delivery to the Florida Department of Education, Bureau of Educator Certification, Room 201, 325 West Gaines Street, Tallahassee, Florida 32399-0400.

(h) A completed Reactivation Certificate Application and a nonrefundable application fee of \$75.00, Form CG-10RS, Reactivation Certificate Application, (<http://www.flrules.org/Gateway/reference.asp?No=Ref-16834>), effective August 2024, is hereby incorporated by reference and made a part of this rule. The form may be submitted online via the Department of Education Educator Certification website at <http://www.fldoe.org/teaching/certification/on-line-application-status-lookup-site.shtml>, or may be retrieved from the website and submitted via postal delivery to the Florida Department of Education, Bureau of Educator Certification, Room 201, 325 West Gaines Street, Tallahassee, Florida 32399-0400.

(2) College transcripts. Each college transcript filed for certification purposes shall bear the seal of the institution and the signature of the registrar or other official designated by the president of the institution and shall include descriptive titles, credits, and grades for all courses listed. Transcripts from institutions outside the United States shall include an English translation. Transcripts shall not be returned after the application has been processed and the applicant has been advised regarding eligibility for certification.

(3) Completed applications.

(a) A completed application shall consist of the completed web-based or hardcopy application form, nonrefundable application fee, official documentation of academic preparation as specified in Rule 6A-4.003, F.A.C., and other documents required by rule or law to process the application. The applicant shall be advised of additional information that is required to complete the application.

(b) If the information required to complete the application has not been received in the Bureau of Educator Certification, Florida Department of Education, or in the district school board office within twelve (12) months from the date of receipt of the application, the application shall expire and the fee shall be forfeited.

(4) Funding for the recovery network program for educators. Two (2) dollars of each seventy-five (75) dollar certification fee shall be designated to fund the recovery network program for educators.

(5) District application process. Form CG-10D, Online Educator Certification Application – District Version, ([new link http://www.flrules.org/Gateway/reference.asp?No=Ref-16020](http://www.flrules.org/Gateway/reference.asp?No=Ref-16020)), effective ~~August 2026~~ ~~November 2023~~, is hereby incorporated by reference and made a part of this rule. Each district school board office shall process requests prescribed in paragraphs (a)-(e), submitted via Form CG-10D, Online Educator Certification Application-District Version for the issuance of certificates for employees of the school district via the Department of Education, Educator Certification web-based system at <https://webnetwork.fldoe.org/> as follows:

(a) An application for renewal of a professional certificate. School district employees shall submit a completed online application, Form CG-10D, Renewal Application, at <http://www.fldoe.org/teaching/certification/on-line-application-status-lookup-site.shtml>, and the nonrefundable application fee prescribed in paragraph (1)(b) of this rule, to their employing district school board office.

(b) An application for an addition of a subject to a valid professional certificate based upon a passing score earned after July 1, 2002, on the bachelor's degree level Florida subject area test. School district employees shall submit a completed online application, Form CG-10D, Addition of Subject via District Application, at <http://www.fldoe.org/teaching/certification/on-line-application-status-lookup-site.shtml>, and the nonrefundable application fee prescribed in subparagraph (1)(a)3. of this rule, to their employing district school board office.

(c) An application for an addition of an endorsement area to a valid certificate based on the completion of approved inservice core components or a district add-on endorsement program. School district employees shall submit a completed online application, Form CG-10D, Addition of Endorsement via District Application, at <http://www.fldoe.org/teaching/certification/on-line-application-status-lookup-site.shtml>, and the nonrefundable application fee prescribed in subparagraph (1)(a)3. of this rule to their employing district school board office.

(d) An application for a valid certificate printed solely to reflect a change in name. School district employees shall submit a completed online application, Form CG-10D, Request Name Change, at <http://www.fldoe.org/teaching/certification/on-line-application-status-lookup-site.shtml>, and the nonrefundable application fee prescribed in subparagraph (1)(a)4. of this rule to their employing school district; and,

(e) An application for a duplicate printing of a valid certificate. School district employees shall submit a completed online application, Form CG-10D, Request Copy of Certificate Application, at <http://www.fldoe.org/teaching/certification/on-line-application-status-lookup-site.shtml>, and the nonrefundable application fee prescribed in subparagraph (1)(a)5. of this rule to their employing district school board office.

(6) The employing school district shall remit on a monthly basis to the Department of Education thirty (30) dollars of each seventy-five (75) dollar fee and seven (7) dollars of each twenty (20) dollar fee collected for processing application requests for the issuance of certificates for costs to maintain the Department of Education, Educator Certification electronic database, web-based application processing systems, and the official personnel records of persons to whom certificates are issued.

(7) The employing school district is responsible for retention of all documentation of each application request it processes for the issuance of a certificate for any individual employed by the school district and maintaining custody of the documentation as records in the employee personnel file. The documentation shall include, but need not be limited to, the employee's completed application request form and documentation of academic preparation, professional development training, or other evidence establishing the successful completion of applicable educator certification eligibility requirements. Upon request or as required by law, the documentation of educator certification application requests incorporated in the employee personnel file shall be made available to authorized Department of Education personnel in the course of conducting an investigation of any legally sufficient complaint filed against such employee.

(8) Military Fee Waivers.

(a) An individual is eligible for a waiver from the Department for the application fees prescribed in subparagraph (1)(a)1., 2., or 3. of this rule if he or she:

1. Is a member of the U.S. Armed Forces or a reserve component who is serving, or who has served, on active duty or is the spouse of such a service member;
2. Is an honorably discharged veteran of the U.S. Armed Forces or an honorably discharged veteran of a reserve component or is the spouse or surviving spouse of such veteran; or
3. Is the surviving spouse of a member of the U.S. Armed Forces or reserve component who was serving on active duty at the time of death.

(b) To apply for a military fee waiver, a request must be submitted via the Department of Education, Educator Certification website at <https://web03.fldoe.org/TeacherCertFeeWaiver> along with documentation establishing that the applicant meets the requirements for a fee waiver under subparagraph (8)(a)1., 2., or 3., of this rule. The following chart lists the required documentation:

<b>BASIS FOR WAIVER OF FEE</b>	<b>DOCUMENTATION REQUIRED</b>
Member of Armed Forces	Military ID card
Spouse of member of Armed Forces	Military dependent ID card (DD Form 1173)
Member of reserves	Military ID card or NGB22 Form or DD 256A Form
Spouse of member of reserves	Military dependent ID card (DD Form 1173) or Military dependent ID card (DD Form 1173-1)
Honorably discharged veteran	Certificate of Release or Discharge from Active Duty (DD Form 214 Member 4)
Spouse or surviving spouse of honorably discharged veteran	DD Form 214 Member 4 of spouse and marriage certificate
Honorably discharged veteran of reserves	DD Form 214 Member 4, NGB22 Form or DD 256A Form

Spouse of honorably discharged veteran of reserves	DD Form 214 Member 4, NGB22 Form or DD 256A Form of spouse and marriage certificate
Surviving spouse of member of armed forces on active duty at time of death	Official documentation from Department of Defense
Surviving spouse of member of reserves at time of death	Official documentation from Department of Defense

(c) Additional documentation. Where the required documentation submitted does not establish eligibility, due to a name change or other circumstance, the applicant will be notified by the Department within ninety (90) days and afforded the opportunity to submit additional documentation to verify eligibility.

(d) Individuals eligible for veterans and military fee waivers shall not be responsible for payment of the following initial certification fees as per paragraphs (1)(b) and (1)(c) of this rule:

1. Request for evaluation of eligibility for an initial athletic coaching, temporary or professional certificate (INITIAL) – \$75.00 per subject;
2. Request for upgrade to a professional certificate to include all coverages and endorsements already issued on a temporary certificate (UPGRADE) – \$75.00;
3. Request for addition of a coverage or endorsement to a valid certificate (ADDTEMP, ADDPRO) – \$75.00 per subject;
4. Request for evaluation of eligibility for an initial temporary military veterans certificate (INITIAL) – \$75.00 per subject.

(e) All documents submitted to verify eligibility for military fee waivers will be retained in the certification record maintained by the Department and will not be returned to the applicant. Approval for military fee waivers remain valid for five (5) years from the date issued unless a document used to verify eligibility indicates an earlier expiration date or end date of its validity and in that case, validity of the military fee waiver expires when the verifying document expires. In no case, shall a person use or attempt to use a fee waiver if the person does not meet the eligibility criteria set forth in Section 1012.59(3), F.S.

(9) Retired First Responder Fee Waivers. professional certificate (INITIAL) – \$75.00 per subject;

(a) An individual is eligible for a retired first responder fee waiver from the Department for the application fees prescribed in subparagraph (1)(a)1., 2., or 3. and fees under (1)(b) and (d) of this rule if he or she:

1. Is a retired law enforcement officer as defined in Section 943.10(1), F.S.;
2. Is a retired firefighter as defined in Section 633.102(9), F.S.; or
3. Is a retired emergency medical technician or paramedic as defined in Section 401.23, F.S.

(b) To apply for a retired first responder fee waiver, a request must be submitted via the Department of Education Educator Certification website at <https://web03.fldoe.org/TeacherCertFeeWaiver> along with documentation establishing that the applicant meets the requirements for a retired first responder fee waiver under subparagraph (9)(a)1., 2., or 3., of this rule.

(c) Where the required documentation submitted does not establish eligibility, due to a name change or other circumstance, the applicant will be notified by the Department within ninety (90) days and afforded the opportunity to submit additional documentation to verify eligibility.

(d) All documents submitted to verify eligibility for retired first responder fee waivers will be retained in the certification record maintained by the Department and will not be returned to the applicant. Approval for retired first responder fee waivers remain valid for five (5) years from the date issued unless a document used to verify eligibility indicates an earlier expiration date or end date of its validity and in that case, validity of the fee waiver expires when the verifying document expires. In no case shall a person use or attempt to use a retired first responder fee waiver if the person does not meet the eligibility criteria set forth in Section 1012.59(3), F.S., and this rule.

(10) Exceptional Student Education K–12/Elementary Education K–6 Waivers.

(a) An individual is eligible for a waiver from the Department for the application fees prescribed in subparagraph (1)(a)1.-3. of this rule if he or she is a teacher who:

1. Holds a valid active Temporary or Professional Certificate in Exceptional Student Education K–12 and applies to add a subject coverage in Elementary Education K–6; or
2. Holds a valid active Temporary or Professional Certificate in Elementary Education K–6 and applies to add a subject coverage in Exceptional Student Education K–12.

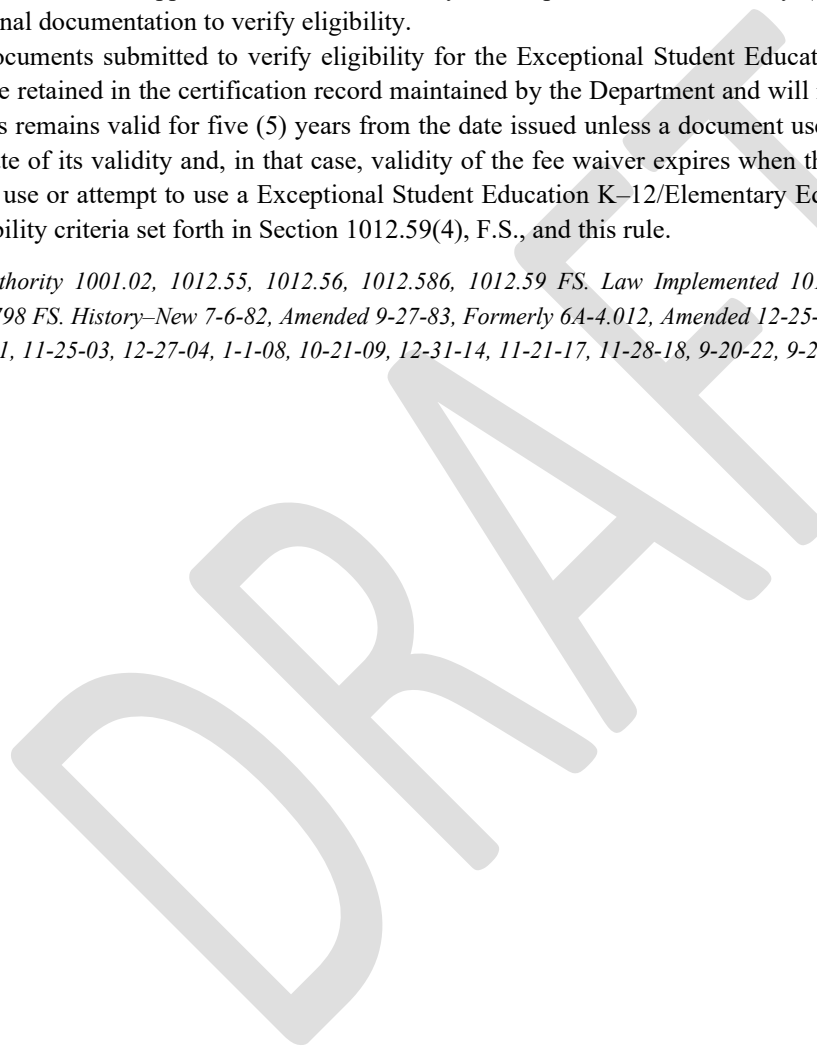
(b) To apply for an Exceptional Student Education K–12 or Elementary Education K–6 fee waiver, submit via the Department of Education Educator Certification website at <https://web03.fldoe.org/TeacherCertFeeWaiver> along with documentation establishing that the applicant meets the requirements for a certification fee waiver per paragraph (10)(a) of this rule.

BASIS FOR WAIVER OF FEE	DOCUMENTATION REQUIRED
Holds a Temporary or Professional Certificate in Exceptional Student Education K–12 and applies to add a subject coverage in Elementary Education K–6	Valid active certificate in ESE K–12
Holds a Temporary or Professional Certificate in Elementary Education K–6 and applies to add a subject coverage in Exceptional Student Education K–12	Valid active certificate in K–6

(c) Additional documentation. Where the required documentation submitted does not establish eligibility due to a name change or other circumstance, the applicant will be notified by the Department within ninety (90) days and afforded the opportunity to submit additional documentation to verify eligibility.

(d) All documents submitted to verify eligibility for the Exceptional Student Education K–12/Elementary Education K–6 fee waivers will be retained in the certification record maintained by the Department and will not be returned to the applicant. Approval for fee waivers remains valid for five (5) years from the date issued unless a document used to verify indicates an earlier expiration date or end date of its validity and, in that case, validity of the fee waiver expires when the verifying document expires. In no case shall a person use or attempt to use a Exceptional Student Education K–12/Elementary Education fee waiver if the person does not meet the eligibility criteria set forth in Section 1012.59(4), F.S., and this rule.

*Rulemaking Authority 1001.02, 1012.55, 1012.56, 1012.586, 1012.59 FS. Law Implemented 1012.31, 1012.32, 1012.55, 1012.56, 1012.586, 1012.59, 1012.798 FS. History—New 7-6-82, Amended 9-27-83, Formerly 6A-4.012, Amended 12-25-86, 10-26-88, 5-2-90, 4-24-91, 7-7-92, 5-3-94, 7-18-95, 9-17-01, 11-25-03, 12-27-04, 1-1-08, 10-21-09, 12-31-14, 11-21-17, 11-28-18, 9-20-22, 9-26-23, 11-21-23, 8-27-24.*





# FLORIDA

## Online Educator Certification Application District Version

### Instructions for Completing Your Application for Educator Certification

Each district school board is responsible for processing application requests for its public school employees for duplicate or name change certificates, as well as additions to certificates based on district add-on program completion or passing a subject area exam (§1012.586, F.S.; 6A-4.0012, FAC).

### GENERAL INSTRUCTIONS ON HOW TO COMPLETE THIS FORM.

- Complete entire application form using a black or dark blue ink pen. Do not use a pencil.
- Fill in all circles completely (i.e. ●).
- All entries should be clearly typed or handwritten in UPPER CASE LETTERS within the boxes provided.
- There should be at least one blank space between each word for any entry.
- DO NOT staple, tape, or use correction fluid on the form.

**Ensure that your social security number or Florida DOE# is clearly printed on all documents submitted.**

**SSN Statement:** Collection of your social security number (SSN) is required pursuant to §1012.56, Florida Statutes, for the purpose of promoting the public policy of Florida relating to child support. Your SSN is used by the Department as a unique identifier for maintaining your certification and related personnel records as required under the same statute. Your SSN may be disclosed to the Department of Revenue, as authorized under §1012.21, Florida Statutes, as Florida's agency for administration of the Title IV-D program of the federal Social Security Act for child support enforcement. Failure to provide your SSN to Educator Certification will prevent issuance of your Florida Educator's Certificate.

### CERTIFICATE OR SERVICE REQUESTED:

Service Requested	Fee
Add a subject or endorsement to my valid Florida Certificate. (Fill in subject code box.)	\$75.00
Print a duplicate copy of my currently valid Florida Certificate. <i>NOTE: A duplicate cannot be requested of an expired certificate.</i>	\$20.00 only
Print a copy of my valid Florida Certificate due to a legal name change.	\$20.00 only

**LEGAL DISCLOSURE:** Florida Law requires you to provide a YES or NO answer to the questions within the Legal Disclosure section of your application, even if previously submitted. For your application to be complete, you must complete the **Application and Legal Disclosure Affidavit** at the end of the Legal Disclosure Supplement.

**AFFIDAVIT:** You must read, print your name, affix your legal signature, and enter the date.

**All documents submitted become part of your official Florida certification record and cannot be returned.**

**PROVIDE ALL APPLICATION MATERIALS TO:**

**District Additions**  
**Subject Area/Grade Level Chart**  
 Effective October 25, 2011  
 Use codes on this chart to complete the CG-10D

Academic Coverages	Grade Levels	Subject Code
Art	K-12	1001/6
Biology	6-12	1003/1
Chemistry	6-12	1004/1
Computer Science	K-12	1006/6
Drama	6-12	1008/1
Earth-Space Science	6-12	1009/1
Elementary Education	K-6	1013/K
English	6-12	1015/1
English for Speakers of Other Languages (ESOL)	K-12	1016/6
Exceptional Student Education	K-12	1077/6
Foreign Language – French	K-12	1017/6
Foreign Language – German	K-12	1019/6
Foreign Language – Latin	K-12	1030/6
Foreign Language – Spanish	K-12	1054/6
Health	K-12	1022/6
Hearing Impaired	K-12	1023/6
Humanities	K-12	1026/6
Journalism	6-12	1029/1
Mathematics	6-12	1031/1
Middle Grades English	5-9	1015/C
Middle Grades General Science	5-9	1033/C
Middle Grades Mathematics	5-9	1031/C
Middle Grades Social Science	5-9	1052/C
Music	K-12	1035/6
Physical Education	K-12	1036/6
Physics	6-12	1038/1
PreKindergarten/Primary Education	PK-3	1041/H
Preschool Education (Birth through Age 4)	0-4 Yrs	1042/A
Social Science	6-12	1052/1
Speech	6-12	1056/1
Visually Impaired	K-12	1059/6

Specialty Coverages	Grade Levels	Subject Code
Educational Media Specialist	PK-12	1012/D
Degreed Vocational Coverages		Subject Code
Agriculture	6-12	1067/1
Business Education	6-12	1068/1
Family and Consumer Science	6-12	1069/1
Marketing	6-12	1072/1
Technology Education	6-12	1070/1
General Endorsements		Subject Code
Athletic Coaching		1002/E
Driver Education		1061/E
English for Speakers of Other Languages (ESOL)		1016/E
Reading		1046/E
<u>Mathematics</u>		<u>1088/E</u>
Academic/Specialty Endorsements		Subject Code
American Sign Language		1079/E
Autism Spectrum Disorders		1078/E
Gifted		1062/E
<u>Literacy Coach</u>		<u>1087/E</u>

Please be advised that an endorsement is a rider on a valid Florida educator's certificate with another subject coverage. An academic/specialty endorsement can only be a rider with specified subject coverages. An endorsement cannot stand alone on a certificate.

Please visit the FLDOE Professional Development website at [www.fldoe.org/profdev](http://www.fldoe.org/profdev) for a listing of "Approved District Add-on Programs" for your school district.



**CG-10D APPLICATION FORM FOR  
A FLORIDA EDUCATOR'S  
CERTIFICATE DISTRICT VERSION**

Official Use Only	Employer Date Stamp
Payment Amount \$ <input style="width: 100px;" type="text"/> Payment Number <input style="width: 100px;" type="text"/> Payment Method (check one) <input type="radio"/> Check <input type="radio"/> Money Order <input type="radio"/> Voucher <input type="radio"/> Cash <input type="radio"/> Credit Card <input type="radio"/> Other	

**PERSONAL INFORMATION** Complete entire Application in UPPERCASE letters using only black or blue ink.

<b>1A. U.S. Social Security Number</b> <input style="width: 100px;" type="text"/> <b>1B. DOE Number</b> <input style="width: 100px;" type="text"/> <b>4. First Name (Given Name)</b> <input style="width: 90%; height: 20px;" type="text"/> <b>6. Last Name (Family Name)</b> <input style="width: 90%; height: 20px;" type="text"/> <b>7. Mailing Address (Street Number and Street Name)</b> <input style="width: 95%; height: 20px;" type="text"/> <input style="width: 95%; height: 20px;" type="text"/> <input style="width: 95%; height: 20px;" type="text"/> <b>8. City</b> <input style="width: 95%; height: 20px;" type="text"/> <b>9. State</b> <input style="width: 100px;" type="text"/>	<b>2. Birth Date (MM/DD/YYYY)</b> <input style="width: 100%; height: 20px;" type="text"/> <b>5. Middle Name</b> <input style="width: 95%; height: 20px;" type="text"/> <b>14. What is your sex?</b> (Optional) <input type="radio"/> M <input type="radio"/> F <b>15. Are you Hispanic or Latino?</b> <small>(Optional, choose only one)</small> <input type="radio"/> No, not Hispanic or Latino <input type="radio"/> Yes, Hispanic or Latino <b>16. What is your race?</b> <small>(Optional, mark all that apply)</small> <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White	<b>3. Are you a US Citizen?</b> <input type="radio"/> Yes <input type="radio"/> No <b>13. E-Mail Address (For Official Communication from Educator Certification)</b> <input style="width: 95%; height: 20px;" type="text"/>
<b>10. Postal Code</b> <input style="width: 100px;" type="text"/>	<b>11. Phone</b> <input style="width: 100px;" type="text"/>	
<b>12. Country</b> <input style="width: 95%; height: 20px;" type="text"/>		

**17. CURRENT VALID FLORIDA EDUCATOR'S CERTIFICATE INFORMATION**

Please select your currently valid Florida Certificate Type. <input type="radio"/> Professional <input type="radio"/> Temporary	Please indicate the validity period of your Florida Certificate. July 1, <input style="width: 60px;" type="text"/> to June 30, <input style="width: 60px;" type="text"/>
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**18. CERTIFICATE OR SERVICE REQUESTED**

**18A. Please select the Certificate Service Requested.** (Please select only one service per application)

Add a subject or endorsement to my valid Florida Certificate.\* (go to question 20)  
 Print a duplicate copy of my valid Florida Certificate. (skip to page 2)  
 Print a copy of my valid Florida Certificate due to a legal name change. (skip to page 2)

**18B. Please indicate the subject code for the subject coverage or endorsement to be added to your Florida Certificate.**  
 Please refer to the District Additions Subject Area/Grade Level Chart for the appropriate code numbers

\* Please note: Districts may add a subject coverage or endorsement to a valid Florida certificate **ONLY** on the basis of the completion of the appropriate subject area testing requirements of s.1012.56(4)(a), FS, or the completion of the requirements of an approved school district program or the inservice components for an endorsement.

**Academic Coverages, Specialty Coverages, and Degreed Vocational Coverages** may be added **ONLY** to a valid Florida **Professional** Certificate through use of this application to your employing school district.

DRAFT



**CG-10D APPLICATION FORM FOR A  
FLORIDA EDUCATOR'S CERTIFICATE  
DISTRICT VERSION**

**PERSONAL INFORMATION**

Complete in UPPERCASE letters using only black or blue ink.

U.S. Social Security Number

DOE Number

First Name

Last Name

**LEGAL DISCLOSURE (Florida Law requires you to provide a YES or NO response)**

After answering each of the following questions, you must sign and date the **Application and Legal Disclosure Affidavit** to complete your application. Please refer to the instructions in the Legal Disclosure Supplement on the reverse side of this page for additional information regarding this section of the application form.

**SEALED OR EXPUNGED RECORDS (Report ONLY sealed or expunged records in this section)**

For each of the following questions, if your answer is YES, please select YES. Otherwise, select NO.

- YES  NO Have you ever had any record sealed or expunged in which you were **convicted** of a criminal offense?
- YES  NO Have you ever had any record sealed or expunged in which you were **found guilty** of a criminal offense?
- YES  NO Have you ever had any record sealed or expunged in which you had **adjudication withheld** on a criminal offense?
- YES  NO Have you ever had any record sealed or expunged in which you pled **nolo contendere** to a criminal offense?
- YES  NO Have you ever had any record sealed or expunged in which you **pled guilty** to a criminal offense?
- YES  NO Have you ever had any record sealed or expunged in which you entered into a **pretrial diversion program** or **deferred prosecution program** related to a criminal offense?
- YES  NO Do you have a petition pending to seal or expunge any criminal offense record?

**SEALED or EXPUNGED records MUST BE REPORTED** pursuant to ss. 943.0585 and 943.059, Florida Statutes. However, existence of such records **WILL NOT BE DISCLOSED** nor made part of your certification file which is public record.

**CRIMINAL OFFENSE RECORD(S) (Report any record other than sealed or expunged in this section.)**

For each of the following questions, if your answer is YES, please select YES. Otherwise, select NO.

- YES  NO Have you ever been **convicted** of a criminal offense?
- YES  NO Have you ever been **found guilty** of a criminal offense?
- YES  NO Have you ever had **adjudication withheld** on a criminal offense?
- YES  NO Have you ever pled **nolo contendere** to a criminal offense?
- YES  NO Have you ever **pled guilty** to a criminal offense?
- YES  NO Have you ever entered into a **pretrial diversion program** or **deferred prosecution program** related to a criminal offense?
- YES  NO Are there currently **charges pending** against you for any criminal offense?

**PROFESSIONAL LICENSE OR CERTIFICATE SANCTION(S)**

For each of the following questions, if your answer is YES, please select YES. Otherwise, select NO.

- YES  NO Have you ever had a professional license or certificate sanctioned or disciplined in this state or any other state?
- YES  NO Have you ever been DENIED a professional license or certificate in this state or any other state even if the certificate or license was later issued with conditions or limitations?
- YES  NO Have you ever had a professional license or certificate suspended or revoked in this state or any other state?
- YES  NO Have you ever surrendered, resigned, or relinquished a professional license or certificate in this state or any other state during or following an investigation into allegations of misconduct?
- YES  NO Have you ever had a professional license or professional certificate disciplined in this state or any other state by receiving a letter of reprimand, fine, probation or any other restriction or special condition?
- YES  NO Do you have any current investigative action pending in this state or any other state against a professional license or certificate or against an application for a professional license or certificate?
- YES  NO Do you have any current disciplinary action pending in this state or any other state against a professional license or certificate or against an application for a professional license or certificate?

If you answered YES to any of the preceding questions, you must complete all information within the Legal Disclosure Supplement on the reverse side of this page. Please provide detailed information for each affirmative response and submit this form to complete your application.

DRAFT

## LEGAL DISCLOSURE SUPPLEMENT

Florida Law requires you to provide a YES or NO answer to the questions within the Legal Disclosure section of your application, even if previously submitted. If you answered YES to any question in the Legal Disclosure section on the application form, you must provide detailed complete information for each affirmative response within the corresponding section in this Legal Disclosure Supplement.

You are not required to acknowledge minor traffic violations. The criminal offense of Driving Under the Influence (DUI) or Driving While Intoxicated (DWI) is **not** a minor traffic violation and should be disclosed on this form.

Having a criminal history or administrative sanction against a professional license does not automatically disqualify a person from receiving a Florida Educator's Certificate, but such incidents will prompt a review by the Office of Professional Practices Services.

A person is **ineligible for educator certification** if the person has been **convicted of a disqualifying offense** as listed in Section 1012.315 Florida Statutes. Please refer to [www.myfloridateacher.com](http://www.myfloridateacher.com) for more information.

First Name	Middle Name	Last Name	Former Name	Any Other Last Names / Aliases

## SEALED OR EXPUNGED RECORD(S)

City Where Arrested	State	Date of Arrest	Charge	Plea	Disposition (outcome)

## CRIMINAL OFFENSE RECORD(S)

City Where Arrested	State	Date of Arrest	Charge	Plea	Disposition (outcome)

## PROFESSIONAL LICENSE OR CERTIFICATE SANCTION(S)

State: _____	Year: _____	License or Certificate: _____
Issuing Agency: _____	Sanction and Reason: _____	
State: _____	Year: _____	License or Certificate: _____
Issuing Agency: _____	Sanction and Reason: _____	
State: _____	Year: _____	License or Certificate: _____
Issuing Agency: _____	Sanction and Reason: _____	

## APPLICATION and LEGAL DISCLOSURE AFFIDAVIT

I, \_\_\_\_\_ (Print Name), do hereby certify that I subscribe to and will uphold the principles incorporated in the Constitution of the United States of America and the Constitution of the State of Florida. I do hereby affirm that all information provided in my application for a Florida Educator's Certificate is true, accurate, and complete.

**WARNING: GIVING FALSE INFORMATION IN ORDER TO OBTAIN OR RENEW A FLORIDA EDUCATOR'S CERTIFICATE IS A CRIMINAL OFFENSE UNDER FLORIDA LAW. ANYONE GIVING FALSE INFORMATION ON THIS AFFIDAVIT IS SUBJECT TO CRIMINAL PROSECUTION, AS WELL AS DISCIPLINARY ACTION BY THE EDUCATION PRACTICES COMMISSION.**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date