

Understanding MY Florida Statement of Status of Eligibility

NOTE: For applications received by the DOE on or after July 27, 2006

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

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
Jacksonville, FL 32207

Applicant ID Number: 123456789
Processing Date: July 27, 2008
Expiration Date: July 27, 2011

YOU ARE ELIGIBLE FOR A FLORIDA EDUCATOR'S CERTIFICATE AS SHOWN BELOW → **1**

TEMPORARY CERTIFICATE: For issuance of a three-year nonrenewable Temporary www.fldoe.org/edcert Certificate covering ENGLISH (GRADES 6-12), you must complete the following requirements and send official documentation 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 years covering ENGLISH (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: → **4**

- achievement of a passing score on the Florida General Knowledge Test. *Current Florida law requires that an individual satisfy this requirement within one year from the date of employment in a Florida public school to continue employment in any Florida public school under the Temporary Certificate. Contact your employer for important information concerning this deadline.* → **5**
- achievement of a passing score on the Professional Education Test → **6**
- achievement of a passing score on the ENGLISH (GRADES 6-12) subject area examination → **7**

- completion of a Florida approved Professional Education Competence demonstration system → 8
- 15 additional semester hours in education courses which must include:
 - 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 → 9
 - credit in curriculum and special methods of teaching English in the middle or secondary school
 - credit in foundations of research-based practices in teaching reading
- the Practical Teaching Experience requirement by completing one year of full-time teaching experience in an elementary or secondary school → 10

Find Certification information online at the Florida Department of Education [Florida Teacher Certification Examinations](#) site.

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 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.

5 You must pass the General Knowledge Test (GK). The GK is a basic skills test covering four areas: Math, Reading, English Language Skills and Essay. If this statement appears on your SOE, you must pass all four subtests of the General Knowledge Test within the time period specified by Florida Statutes. The time period is within your first year of hire, prior to June 30th, unless you are hired after the school year begins

For example, if you hold a temporary certificate valid from July 1, 2007 to June 30, 2010, and are hired by the first day of school, you must take and pass this exam by June 30, 2008. If you are hired after the first day of school, you must pass the exam by June 30, 2009. It is important to understand your timeline to avoid termination.

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](#).

If you passed portions of the Florida College-Level Academic Skills Test (CLAST) prior to July 1, 2002, you may be exempt from the GK requirement.

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

Three credit hours may be satisfied with one year of full-time teaching experience in the subject.

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.