

# How to Print your FLDOE Teaching Certificate and/or Statement of Eligibility

(Only if issued after 1/1/2018)

1. Go to your FLDOE account: <https://flcertify.fldoe.org/datamart/login.do?logout=true>

The screenshot shows the FLDOE Online Licensing Service login page. At the top left is the Florida Department of Education logo. The page title is "Online Licensing Service". There are navigation links for "Public Search", "Need Help", and "Contact Us". The main content area is divided into two sections. On the left, under "Returning User", there are input fields for "User ID" and "Password", with "Forgot password?" and "Forgot user ID?" links below. A "Sign In" button is to the right. Below this is the "New User" section with a "Begin Here For Sign-up" link. A blue information icon with a plus sign is next to a note: "You must create an online account even if you already use e-services. Your online account is separate from your e-Services account." On the right, under "Sign-up and manage your licenses", there is a welcome message: "Welcome to online licensing System. If you are a new user please sign up using the link to the left or if you are an existing user sign in using your credentials." A photograph of a woman is positioned between the two main sections. At the bottom, there is a disclaimer: "Use of this system constitutes consent to monitoring, interception, recording, reading, copying or capturing by authorized personnel of all activities. There is no right to privacy in this system. Unauthorized use of this system is prohibited and subject to criminal and civil penalties." A "Secure System" logo is in the bottom right corner.

2. Log in

This is a close-up of the "Returning User" login form. It shows the "User ID" and "Password" input fields, the "Sign In" button, and the "Forgot password?" and "Forgot user ID?" links. A black arrow points from the "Forgot user ID?" link to a text box on the right.

If you can't remember your User ID or Password, please use the Forgot functions, do not create another account.

3. Click [Select](#) next to the View Documents Line

The screenshot shows the FLDOE user dashboard. At the top left is the Florida Department of Education logo. The top right shows "Logged in as" followed by a redacted name. Below this are links for "Update Profile", "Logoff", and "Contact Us". The main content area is titled "Quick Start Menu" and includes the instruction: "To start choose an option and you will return to this Quick Start menu after you have finished." On the right, there is a "License Information" box with a "Show Details" button. The license information shows "License Number: # [redacted]" and "License Type: 5 Year Renewable Professional". The main menu has several options, each with a "Select" button: "Manage your license information" (with a dropdown showing "5 Year Renewable Professional # [redacted]"), "Start a New Application" (with a dropdown for "What are you applying for?" and a "Choose Application" dropdown), "Additional Activities" (with a dropdown for "Authorized Representative"), "View Documents" (with a dropdown showing a redacted name), "Add Licenses To Registration", and "View Exam Results". A black arrow points from the "View Documents" section to the "Select" button.

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## 4. Click [View](#) next to the item that you want to open/download.

- Certificate: They are calling the current certificates LETTER DOCUMENT.
- Statement of Eligibility: Should show as Statement of Eligibility or SOE
- It may take a few minutes to download/open.
- Notice-items that show as confidential are because they were housed in the FLDOE's old system.

FLORIDA DEPARTMENT OF EDUCATION  
fldoe.org

Logged in as [REDACTED]

[Update Profile](#) | [Logout](#) | [Contact Us](#)

**Documents**  
Press "Back" to return to the previous screen  
The records below display all of your web enabled document

Available Documents for [REDACTED]

License Type	Document Type	Date Created	
6001-Educator Certification	LETTER DOCUMENT	06/24/2019	<a href="#">View</a>
	Web Document	07/26/2018	<a href="#">View</a>
	LETTER DOCUMENT	07/03/2018	<a href="#">View</a>
	District Certificate	05/07/2014	Confidential
	Certificate	08/02/2012	Confidential
	Application - CG10	06/27/2012	Confidential
	School Principal Competency Verification	06/27/2012	Confidential
	District Certificate	04/16/2009	Confidential
	District Certificate	04/14/2009	Confidential
	Score Report	03/27/2009	Confidential
	Certificate	07/21/2008	Confidential
	Transcript	06/16/2008	Confidential
	Application - CG10	06/16/2008	Confidential
	Score Report	02/18/2008	Confidential
	Certificate	05/17/2004	Confidential
	Teaching Experience Verification	05/04/2004	Confidential
	Letter To Applicant	03/29/2004	Confidential
	Transcript	02/26/2004	Confidential
	Application - CG10	02/26/2004	Confidential
	Isolated Credit	02/25/2004	Confidential
	Score Report	05/05/2003	Confidential
	Score Report	05/01/2003	Confidential
	Score Report	04/25/2003	Confidential
	Certificate	04/24/2003	Confidential
	Statement Of Eligibility	04/24/2003	Confidential
	PEC - Prof Education Competence Verification	01/28/2003	Confidential
	Isolated Credit	05/30/2002	Confidential
	Certificate	04/05/2002	Confidential
	District Fingerprint Verification	04/03/2002	Confidential
	Professional Preparation Worksheet	11/29/2001	Confidential
	Statement Of Eligibility	11/27/2001	Confidential
	Statement Of Eligibility	11/27/2001	Confidential
	Issue Request	11/02/2001	Confidential
	Score Report	10/31/2001	Confidential
	Transcript	10/25/2001	Confidential
	Application - CG10	10/24/2001	Confidential

[Back](#)

## 5. Print/Save

- It is a PDF File
- Right mouse click on the item and select Save or Print

