

Certification Pre-Clearance Processing For Instructional Hires

Certification

Pursuant to sec. 1002.33 and 1012, Florida Statute, teachers must be properly certified, and per the Federal No Child Left Behind Act, they must be highly qualified for the core courses they are assigned to teach. Teachers must be eligible for hire, in order to be placed in an instructional position.

Determining Eligibility for Teachers

1. The applicant must be eligible for hire as a teacher as verified by providing at least one of the following documents:
 - a. A current valid Florida teaching certificate.
 - b. A current valid Official Statement of Status of Eligibility (SOE) from the FL DOE.
 - c. A degree conferred transcript reflecting a Bachelor or higher degree.

If the applicant is eligible for hire and you are offering a position, then proceed to Step 1 of this document.

Step 1 - Charter School Pre-Clearance Form (PBSD 2522)

1. Complete the first two sections of the form and email it to your certification analyst, or fax it the Certification Office (561) 434-8992.
 - a. Information must be legible and specific to the teaching position being offered.
 - b. If the position is High School Science or ESE please provide Course Code Numbers.
2. **Do not send the applicant** to the Certification Office until the form is returned with "YES" circled in the District Certification Action section. Verification could take up to 24 hours.
3. If something is missing or the applicant is not eligible for the position, "NO" will be circled and a note will explain what is needed in order to be eligible for employment.
 - a. When applicant or school contact has provided the information needed by certification, return to step one of this section.

Step 2 – Charter Authorization Form Processing

Once you have received an approved Pre-Clearance form, you may send the applicant to the District for Charter Authorization Processing.

The applicant brings the following documents to the Certification Office:

- a. Charter School Authorization Form
- b. Charter Employee Personal Information Form (2521)
- c. Social Security card
- d. Valid picture ID reflecting the date of birth
- e. Fingerprint/Background Check fee (if needed)

