FLORIDA



Educator Certification DISTRICT APPLICATION

ADDITION

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 on your computer or using a black or dark blue ink pen. Do not use pencil.
- Check the appropriate checkbox (i.e. ⊠).
- All entries should be clearly typed or hand written in UPPER CASE LETTERS within the boxes provided. (Template default set to type in UPPER CASE LETTERS.)
- There should be at least one blank space between each word for any entry.

Ensure that your Social Security number and your Employee/Lawson number are 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			
Reprint a duplicate of my currently valid Florida Certificate. NOTE: A duplicate cannot be requested of an expired certificate.	\$20.00 only			
Reprint my valid Florida Certificate due to a legal name change.	\$20.00 only			
Make Checks Payable To: Hillsborough County Public Schools				

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. You must complete the **Affidavit** at the end of the Legal Disclosure Supplement for your application to be complete.

AFFIDAVIT: You must read, print your name, and affix your legal signature.

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

PROVIDE ALL APPLICATION MATERIALS TO:

US Mail		School Mail
Hillsborough County Public Schools		Office of Educator Certification
Instructional Services Center	-OR-	Instructional Services Center
Office of Educator Certification		Route 7
2920 N. 40 th Street		
Tampa, FL 33605		

District Additions Subject Area/Grade Level Chart

Use codes on this chart to complete the CG-10 Application Form – District Version

Academic Coverages	Grade Levels	Subject Code	Specialty Coverages	Grade Levels	Subject Code
Art	K-12	1001/6	Educational Media Specialist	PK-12	1012/D
Biology	6-12	1003/1	•		
Chemistry	6-12	1004/1	Degreed Vocational	Grade	Subject
Computer Science	K-12	1006/6	Coverages	Levels	Code
Drama	6-12	1008/1	Agriculture	6-12	1067/1
Earth-Space Science	6-12	1009/1	Business Education	6-12	1068/1
Elementary Education	K-6	1013/K	Family and Consumer Science	6-12	1069/1
English	6-12	1015/1	Marketing	6-12	1072/1
English for Speakers of Other Languages (ESOL	K-12	1016/6	Technology Education	6-12	1070/1
Exceptional Student Education	K-12	1077/6	0		Subject
Foreign Language – French	K-12	1017/6	General Endorsements	•	Code
Foreign Language – German	K-12	1019/6	Athletic Coaching		1002/E
Foreign Language – Latin	K-12	1030/6	Driver Education		
Foreign Language – Spanish	K-12	1054/6	English for Speakers of Other Languages (ESOL)		
Health	K-12	1022/6	Reading		
Hearing Impaired	K-12	1023/6	<u>-</u>		
Humanities	K-12	1026/6	Academic/Specialty Endorsements S		
Journalism	6-12	1029/1	Academic/Specialty Endorse	ments	Code
Mathematics	6-12	1031/1	American Sign Language		1079/E
Middle Grades English	5-9	1015/C	Gifted		1062/E
Middle Grades General Science	5-9	1033/C			
Middle Grades Mathematics	5-9	1031/C			•
Middle Grades Social Science	5-9	1052/C			
Middle Grades Integrated Curriculum (English, Mathematics, Science, Social Studies)	5-9	1034/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			

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 for a listing of "Approved District Add-on Programs" for your school district.



DISTRICT APPLICATION FOR AN ADDITION TO, NAME CHANGE OR REPRINT OF FLORIDA EDUCATOR'S CERTIFICATE

Hillsborough County Public Schools Office of Educator Certification Instructional Services Center 2920 N. 40th Street Tampa, FL 33605

	1100111011				
OFFICIAL USE ONLY					
Receipt #:	Date Receipted:				
Update Profile:	Enter in DOE:				
	□ PPS				

PLEASE READ INSTRUCTIONS ABOVE BEFOR	E COMPLETING.	Make Checks Payable	e To: Hillsborou	ugh County Public Schools	
PERSONAL INFORMATION - Com	plete entire Applic	ation in UPPERCAS	SE letters usir	ng only black or blue ink.	
Employee / Lawson Number:		Site Name:			
1. Social Security Number:	2. Birtl	n Date: MM/DD/YYY	Υ	3. Are you a US Citizen: ☐ Yes ☐ No	
4. First Name:	5. Middle Name:		6. Last Name:		
7. Mailing Address:				Apartment/Unit:	
8. City:			9. State:	10. ZIP Code:	
11. Phone: ()	12.	Country:			
13. E-mail Address:					
14. What is your gender? (Optional):] M 🔲 F				
15. Are you Hispanic or Latino? (Option	nal, choose only on	e): 🗌 No, not Hispa	anic or Latino	☐ Yes, Hispanic or Latino	
16. What is your race? (Optional, mark American Indian or Alaska Na Native Hawaiian or Other Page	tive	☐ Asian ☐ ☐ White	Black or Africa	an American	
CURRENT VALID FLORIDA EDUC	ATOR'S CERTI	FICATE INFORM	ATION		
17. Please select your currently valid Flo Type.	rida Certificate	18. Please indicat Certificate.	e the validity	period of your Florida	
☐ Professional ☐ Non-Renewable Temporary July 1, to June 30,					
CERTIFICATE OR SERVICE REQU	JESTED				
19. Please select the Certificate Service	e Requested. (Ple	ase select only one	service per ap	plication.)	
Add a subject or endorseme	ent to my valid Flo	orida Certificate. *	(go to questi	on 20)	
Reprint a duplicate of my va	alid Florida Certifi	cate. (skip to page	e 4)		
Reprint my valid Florida Ce	rtificate due to a l	egal name change.	(skip to pag	ne 4)	
20. Please indicate the subject code for	or the subject cov	erage or endorsem	ent to be add	ed to your Florida Certificate.	
Please refer to the District Additions Sub	ject Area/Grade Le	vel Chart for the app	ropriate code	numbers:/	
*Please note: Districts may add a subject completion of the appropri the requirements of an app	ate subject area te	esting requirements	of s.1012.56(4	1)(a), FS, or the completion of	
Academic Coverages, Sp a valid Florida Professiona				rages may be added ONLY to apploying school district.	



DISTRICT APPLICATION FOR AN **ADDITION TO**, **NAME CHANGE OR REPRINT** OF FLORIDA EDUCATOR'S CERTIFICATE

Hillsborough County Public Schools Office of Educator Certification Instructional Services Center 2920 N. 40th Street Tampa, FL 33605

Social Security Number:				
Employee/Lawson Number:				
First Name:				
Last Name:				

LEAGL DISCLOSURE Florida Law requires you to provide a YES or NO response) After answering each of the following questions, you must short he Affidavit to complete this section of your application. Please refer to the instructions in the Legal Disclosure Supplement on the next page for additional information regarding this section of the application form. YES		
For each of the following questions, if your answer is YES, please select YES. Otherwise, select NO. YES	After answering e	ach of the following questions, you must sign the Affidavit to complete this section of your application. Please refer to the
YES		
YES	☐ YES ☐ NO	Have you ever had any record sealed or expunged in which you were convicted of a criminal offense?
YES	☐ 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 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.)	☐ YES ☐ NO	Have you ever had any record sealed or expunged in which you had adjudication withheld on a criminal offense?
YES	☐ YES ☐ NO	Have you ever had any record sealed or expunged in which you pled nolo contendere to a criminal offense?
yes	☐ YES ☐ NO	Have you ever had any record sealed or expunged in which you pled guilty to a criminal offense?
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 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 pled guilty to a criminal offense? YES NO Have you ever pled 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 anctioned 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 had a professional license or certificate disciplined in this state or any other state? YES NO Have you ever had a professional license or professional license or certificate in this state or any other state during or following an investigation into allegations of misconduct? YES NO Do you have any current investigation professional license or certificate or against a professional license or certificate.	☐ YES ☐ NO	
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 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 pled guilty to a criminal offense? YES NO Have you ever pled guilty 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 had a professional license or professional license or certificate in this state or any other state? YES NO Have you ever had a professional license or professional license or certificate in this state or any other state against a professional license o	☐ YES ☐ NO	Do you have a petition pending to seal or expunge any criminal offense record?
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 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 conditions? NO Do you have any current investigative action pending in this state or any other state against a professional license or certificate?		
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? 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 had a professional license or redificate disciplined in this state or any other state during or following an investigation into allegations of misconduct? YES NO Do you have any current investigative action pending in this state or any other state against a p		
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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? PROFESSIONAL LICENSE OR CERTIFICATE SANCTION(S)	☐ YES ☐ NO	Have you ever had adjudication withheld on a criminal offense?
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during or following an investigation into allegations of misconduct? 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 conditions? 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? NO Do you have any current disciplinary action pending in this state or any other state against a professional license or	☐ YES ☐ NO	Have you ever had a professional license or certificate suspended or revoked in this state or any other state?
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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	☐ YES ☐ NO	
	YES NO	
	☐ YES ☐ NO	

If you answered YES to any of the preceding questions, you must provide detailed complete information for each affirmative response in the Legal Disclosure Supplement on the next page and submit it along with your application form.

DISTRICT APPLICATION FOR AN ADDITION TO, NAME CHANGE OR REPRINT OF FLORIDA EDUCATOR'S CERTIFICATE

Hillsborough County Public Schools Office of Educator Certification Instructional Services Center 2920 N. 40th Street Tampa, FL 33605

Social Security Number:				
Employee/Lawson Number:				
First Name:				
Last Name:				

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 for more information.						
First Name	Middle Name		Last Name		Former Name	Any Other Last Names / Aliases
SEALED OR EXPUNGED RECO	RD(S)					
City Where Arrested	State	Date	of Arrest	Charge(s)	Plea	Disposition (outcome)
CRIMINAL OFFENSE RECORD(S)					
City Where Arrested	State	Date	of Arrest	Charge(s)	Plea	Disposition (outcome)
PROFESSIONAL LICENSE OR O	CERTIFICATE SA	ANCTION	I(S)			
State:Year:License or Certificate: Issuing Agency:						
Sanction and Reason:						
State:Year:License or Certificate: Issuing Agency:						
Sanction and Reason:						
State:Year:License	e or Certificate: _	Iss	uing Agency	r:		
Sanction and Reason:						
AFFIDAVIT						
I do hereby affirm by my signature that all information provided in this application and supplement 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.

Signature of Applicant	Date	