



ORANGE COUNTY PUBLIC SCHOOLS  
**Application for An  
 OCPS District Teacher's Certificate**

**PLEASE TYPE OR  
 PRINT**  
 Carefully complete all  
 sections using blue or black

Mr.  Mrs.  Ms.  Miss

Last \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_ Maiden/Suffix \_\_\_\_\_

Mailing Address - Street or PO Box \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone \_\_\_\_\_

Social Security No. \_\_\_\_\_ Date of Birth \_\_\_\_\_ US Citizen  Yes  No

High School Graduate?  Yes  No Date Graduated \_\_\_\_\_

High School Name \_\_\_\_\_ State or Country \_\_\_\_\_

Active/Inactive Member of US Military (If Yes, attach copy of DD 214)  Yes  No

Is a Family Member Active/Inactive  Yes  No

**Official transcripts are required for all training/credits/degrees listed below for initial certification or renewals with newly received credentials.**

College(s) Attended	State	Years attended	Date of Graduation	Degree Earned (Chart 2)	Semester Hours Credit	Major
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

*Check only one box in each section*

<b>Type of Service Requested</b>	<input type="checkbox"/> Full-time	<input type="checkbox"/> Initial Certificate	<input type="checkbox"/> Renewal of Certificate
	<input type="checkbox"/> Part-time	<input type="checkbox"/> Initial Professional Certificate	<input type="checkbox"/> Additional to Certificate
<b>Subject(s) Requested</b> (see Chart 1)	<input type="checkbox"/> Adult Education	Instructional Level Code	Subject Area Code    Subject Area Title
	<input type="checkbox"/> Vocational		
	1. _____	1. _____	1. _____
	2. _____	2. _____	2. _____
<b>Fees</b>	<b>Full Time</b>	Initial Certification \$75 for each area	<i>Fees must be paid by credit card – no cash or personal checks accepted.  <b>To make a payment by phone, call 407-317-3200 ext. 2002550</b></i>
		Renewal Certification \$75	
<b>Part Time</b>	Initial Certification Hourly \$20 for each area		
	Renewal Certification \$20		
<b>Licenses</b>			
Valid License/Credential Required? <input type="checkbox"/> Yes* <input type="checkbox"/> No (*Required for vocational/occupational areas. Supply a copy when this application is submitted.)			
If applicant has less than the required years of occupational experience for the assignment, qualifications have been recommended by:			
<input type="checkbox"/> Advisory Committee (Submit original advisory form with all necessary documentation)			

For vocational/occupational positions, list all employment experience related to the teaching assignment. All others list your last 10 years. (You may attach additional pages if more space is needed.)

Employment Experience

Employment Dates		State	District Code (See Chart 4)	Place of Employment	Employee Status	
From MM/YY	To MM/YY				Part-Time (No. of months)	Full-Time (No. of years)
_____	_____	__	__	_____	_____	_____
_____	_____	__	__	_____	_____	_____
_____	_____	__	__	_____	_____	_____
_____	_____	__	__	_____	_____	_____
_____	_____	__	__	_____	_____	_____
Name of Professional License/Certification			Issuing Authority	Date of First Issuance	Validity Period	
_____			_____	_____	From	To
_____			_____	_____	_____	_____
_____			_____	_____	_____	_____

Copy of licenses/certifications must be submitted with this application.

Criminal History

Have you ever been convicted, found guilty, entered a plea of nolo contendere (no contest), or had adjudication withheld in a criminal offense other than a minor traffic violation (DUI is NOT a minor traffic violation); or are there any criminal charges now pending against you? SEALED or EXPUNGED records must be reported pursuant to s.943.058, F.S. Failure to answer this question accurately could cause denial of certification a YES or NO answer is required by Florida Law. If you check the YES box, you must give the information requested for each charge. Please attach a separate sheet if you need more space. Please check one:  Yes  No

Where Arrested	Date(s)	Nature of Charges(s)	Disposition(s)
_____	_____	_____	_____
_____	_____	_____	_____

Affidavit

I 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 District Issued Florida Educator's Certificate is true, accurate, and complete.

**WARNING: GIVING FALSE INFORMATION IN ORDER TO OBTAIN OR RENEW A DISTRICT ISSUED FLORIDA EDUCATOR'S CERTIFICATE IS A CRIMINAL OFFENSE UNDER FLORIDA LAW. ANYONE GIVING FALSE INFORMATION ON THIS AFFIDAVIT IS SUBJECT TO CRIMINAL PROSECUTION.**

**X** \_\_\_\_\_  
Signature of Applicant \_\_\_\_\_  
Date

OFFICIAL USE ONLY

OFFICIAL USE ONLY	
Degree _____	Major _____ Hours (if no degree) _____
Vocational Education Training _____	
License/Certification 1. _____	2. _____
Previous Certificates Held 1. _____	2. _____
Occupational Experience 1. _____	Years __ 2. _____ Years __
Initial Certificate / Renewal Posting Date _____	Certification Eligibility Approved <input type="checkbox"/>
	_____ Date _____
	Karen Migetz, Certification Specialist

## General Information

### Initial Certification – New Hires:

For **initial** full-time District certification, the **processing fee is \$75.00**. For part-time hourly positions, **the fee is \$20.00**. This fee is assessed for each area of certification applied for.

All fees must be paid by credit card, (Visa, MasterCard or Discover). Call 407-317-3200 Extension 2002550 to pay.

### **Fees are non-refundable Personal checks or cash are not accepted**

**District/Occupational** areas require documentation of **full-time work** experience in the certification area. Contact your current, or previous employers to provide this information. A sample letter is included in this application to assist you in securing the correct information needed.

**Official transcripts** bearing the seal of the institution and the signature of the registrar are required for all course work, training, or degrees listed on your District Application for Teacher Certification.

#### **Mailing address for transcripts:**

Orange County Public Schools  
CTE-Att: Karen Migetz  
445 West Amelia St.  
Orlando, FL 32801

**Industry credential or licensure** is required for occupational certification areas. Submit a copy of all credentials along with the initial application for certification to the school.

**Adult General Education** District certificates are only issued for part-time hourly positions. A minimum of a Bachelor's or higher degree from an accredited institution is required. Submit official transcript with your District application to the school.

You must be cleared through the OCPS Pre-Employment orientation (PREO) and background screening process in order for this initial certificate to be issued. The school will provide information regarding this process.

### **Renewal – Current/Active Employees:**

You must be an **active** Orange County Public Schools instructor and meet all eligibility requirements in order to renew your District teacher certificate.

The **Full-time renewal fee is \$ 75.00**, or a **Part-time renewal fee is \$ 20.00**, regardless of the number of areas listed on the District teacher certificate. Submit a copy of valid credentials/licenses held with the renewal application. Official transcripts are only required for **new** course work, training, or degrees listed on the renewal application.

Renewal fees must be paid by credit card, (Visa, MasterCard or Discover). Call 407-317-3200 Extension 2002550 to pay.

### **Personal checks or cash are not accepted**

**Part-time hourly Academic and Part-time or Full-time Occupational Subjects\***

\*See Sample Letter necessary to document work experience for occupational subjects.

Note: Full-time Academic & Degreed Vocational subjects are only issued by the Florida DOE.

Certification Subject Area: Level, Subject Title, Code		
L	Adult Education	Code
2	Adult General Education (part-time)	AE2
	<b>Agriculture Education</b>	
7	Agricultural Supplies	422
7	Veterinary Assisting	990
	<b>Business</b>	
7	Accounting	641
7	Administrative Assistant	026
7	Bookkeeping	009
7	Computer Programming	055
7	Digital Media	105
7	Management & Supervision	642
7	Web Development	643
	<b>Health Occupations</b>	
7	Coder Specialist	716
7	Dental Assistant	417
7	Dental Lab Technology	622
7	Electrocardiograph Aide	681
7	Emergency Medical Tech	676
7	Health Fitness Specialist	409
7	Hemodialysis Tech	726
7	Laboratory Technology	583
7	Licensed Practical Nurse	602
7	Medical Assistant	692
7	Medical Professional	727
7	Medical Records Technician	664
7	Medical Transcriptionist	701
7	Mental Health	673
7	Operating Room Technician	678
7	Optometric Assisting	596
7	Paramedic	691
7	Pharmacy	694
7	Physical Therapy Technician	665
7	Project Lead the Way Health	154
7	Registered Nursing	719
7	Respiratory Therapy Technician	679
7	Surgical Technologist	185
7	Technical Medical	408**
7	Technical Optics	410
7	Technical X-Ray	412
	<b>Home Economics Education</b>	
7	Home Economics Occupations	802**
7	Child Care Training	721
7	Fashion Tech & Design Services	014
7	Tailoring	083
	**coverage no longer issued	

Certification Subject Area: Level, Subject Title, Code		
L	Human Services	Code
7	Barbering	595
7	Cosmetology	504
7	Massage Therapist	718
7	Facial Technician	078
7	Nail Technician	070
7	Personal Services	655**
	<b>Industrial Education</b>	
7	AC & Heating Mechanics	415
7	Appliance Repair	574
7	Automation & Production Tech	087
7	Automotive Body	695
7	Automotive Mechanic	506
7	Avionics	702
7	Biomedical Equipment Technician	690
7	Blueprint Reading	554
7	Building Construction	593
7	Building Maintenance	569
7	Cabinetmaking & Woodworking	508
7	Carpentry	540
7	Childcare Trainer	721
7	Commercial Art	601
7	Computer Programming	055
7	Commercial Driving	546
7	Computer Service	699
7	Culinary	731
7	Cyber Technology	145
7	Diesel Mechanics	509
7	Digital Media	105
7	Drafting	521
7	Electronics	535
7	Electrical	031
7	Engineer	879
7	Engineering Technology	096
7	Gas Engine Repair	586
7	Glazier	555**
7	Industrial Biotechnology	427
7	Industrial Engineer	580
7	Information Technology	063
7	Jewelry Manufacturing and Repair	704
7	Machine Shop	510
7	Mechanical Design Technology	400
7	Medical Equipment Tech	008
7	Metal Works	654
7	Millwrighting	537
	**coverage no longer issued	

Certification Subject Area: Level, Subject Title, Code		
L	Industrial Education, Cont.	Code
7	Motorcycle Mechanics	712
7	Occupational Safety & Health	710**
7	Operating Engineer	578
7	Painting	553
7	Photography	527
7	Project Lead the Way PTE	005
7	Plumbing	533
7	Printing	094
7	Robotics	079
7	Sheetmetal	511
7	Structural Steel	568
7	Television Production Technology	564
7	Tile Setting	679
7	Trowel Trades	532
7	Web Development	416
7	Welding	525

Certification Subject Area: Level, Subject Title, Code		
L	Marketing Education	Code
7	Advertising and Promotion	615
7	Banking and Finance	603
7	Hotel Training	605
7	Marketing and Management	648
7	Retailing	616
7	Transportation	647
	<b>Public Service Education</b>	
7	Junior ROTC	413
7	Correctional Officer	682
7	Fire Fighting	549
7	Water & Wastewater Plant Operator	419
	**coverage no longer issued	

### Degree Codes

<b>A</b>	<b>Associate Degree</b>	<b>S</b>	<b>Specialist degree (includes advanced Master's Degree)</b>
<b>B</b>	<b>Bachelor's degree</b>	<b>D</b>	<b>Doctorate (includes LLB, JD, Professional degrees)</b>
<b>M</b>	<b>Master's degree</b>	<b>F</b>	<b>Foreign</b>

### District Codes

1	Alachua	14	Desoto	27	Hernando	40	Madison	53	Polk	66	Walton
2	Baker	15	Dixie	28	Highlands	41	Manatee	54	Putnam	67	Washington
3	Bay	16	Duval	29	Hillsborough	42	Marion	55	St Johns	71	Florida School For Deaf & Blind
4	Bradford	17	Escambia	30	Holmes	43	Martin	56	St. Lucie	72	PK Yonge School
5	Brevard	18	Flagler	31	Indian River	44	Monroe	57	Santa Rosa	73	Florida State Dev Research School
6	Broward	19	Franklin	32	Jackson	45	Nassau	58	Sarasota	74	Henderson Laboratory School
7	Calhoun	20	Gadsden	33	Jefferson	46	Okaloosa	59	Seminole	75	FAMU School
8	Charlotte	21	Gilchrist	34	Lafayette	47	Okeechobee	60	Sumter	76	Correctional Education School Authority
9	Citrus	22	Glades	35	Lake	48	Orange	61	Suwannee	99	Out-Of-State
10	Clay	23	Gulf	36	Lee	49	Osceola	62	Taylor		
11	Collier	24	Hamilton	37	Leon	50	Palm Beach	63	Union		
12	Columbia	25	Hardee	38	Levy	51	Pasco	64	Volusia		
13	Dade	26	Hendry	39	Liberty	52	Pinellas	65	Wakulla		

## Guidelines for verification of full-time or part-time occupational experience

Verification of full-time or part-time occupational experience is required to determine the number of creditable years for purposes of teacher certification. Each of the requirements noted (1-5), must be included in the letter(s) the candidate submits.



1. Business stationery, or notarized affidavit (if the company does not have appropriate stationery, the letter must be notarized). No electronic documents will be accepted. A signed original letter must be provided.

*A business agent of the local union to which the applicant belongs may certify the length and type of occupational experience on union business stationery.*

*For the purposes of verifying self-employment, work experience in a family owned business, or experience at a firm no longer in business, another individual or firm familiar with the applicant's service may provide verification on business stationery or notarized affidavit. Relatives or Family members may not provide verification.*

*Verification may be obtained from the employer(s) Human Resources Dept., or Supervisor of the employee, or Company President/Vice V President or Accountant.*

2. Verify full-time experience, which is defined as 40 hours per week, or the employer must include the number of hours worked per week on a part-time basis.
3. Include beginning month, day, and year (MM/DD/YY) and ending month, day, and year (MM/DD/YY) of employment.
4. Job title(s) and job description(s) which describe specific skills performed are needed for each position held. If one position has more than one title (i.e., firefighter/paramedic), include the percentage (%) of time spent working in each part of the job.
5. Original signature and title are required.

**Note:** To verify Military Experience, submit military discharge papers (i.e., DD Form 214) indicating ratings and specialties for each enlistment period of service.