

School Board of Polk County, FL

Application for Addition, Duplicate Certificate or Name Change

Return all three pages of the signed and completed application to:

U. S. Mail: School Board of Polk County
 Certification Department
 P.O. BOX 391
 Bartow, FL 33831

OR

Courier Mail: District Certification Dept., Route E

Complete entire application in **black or blue ink, only**. Bubble in circles completely for Yes/No answers (i.e. ●).

PAYMENT METHOD Indicate the method of paying the \$75 Application Fee or \$20 fee for a name change or duplicate certificate.

Please **DO NOT** send cash or a personal check!!

- Payroll Deduction** –Polk County School Board Current Full-Time Employees
Note: Teachers (10 month employees only): The application fee is payroll deducted during the time period of **August 1st – May 1st**. **Applications will not be processed outside of this time frame without a money order.**

By checking this option, I understand the Polk County School Board will deduct the appropriate fee from my paycheck.

- Money Order** – Charter School Employees and Teachers (on Leave of Absence & those who submit the application outside of above time frame for the payroll deduction). Payable to: **School Board of Polk County, FL**. Please print your SAP # on money order and **staple** the money order to this application.

PERSONAL INFORMATION

SAP Number: _____		*DOE #: _____	
Name: _____			
Last	First	Middle/Maiden	
Mailing Address: _____			
Street (Apt. #)	City	State	Zip
Email Address: _____			
School Name: _____	Birth Date: _____	Home Telephone: _____	U.S. Citizen? <input type="radio"/> YES <input type="radio"/> NO

Current Valid Florida Certificate Information

Please select your currently valid Florida Certificate Type	Please indicate the validity period of your Florida Certificate
Professional <input type="radio"/>	July 1, [] [] [] [] to June 30, [] [] [] []
Non-Renewable Temporary <input type="radio"/>	

CERTIFICATE OR SERVICE REQUESTED

Please check the Certificate Service Requested. (Please select only one service per application)

- Add a Subject or Endorsement to my valid Florida Certificate. Fee \$75**
- Reprint a duplicate of my valid Florida Certificate (skip to page 2). Fee \$20
- Reprint my valid Florida Certificate due to legal name change (skip to page 2). Fee \$20

Please indicate the subject code for the subject coverage or endorsement to be added to your Florida Certificate.

Please refer to the District Additions Subject Area/Grade level Chart for the appropriate code numbers. [] [] [] [] / []

See last page for subject areas that can be added to your certificate with this application.

****Please note:**

Subject areas completed using college courses or advanced degrees **must** be added to your certificate by applying directly to the DOE at <https://certify.fldoe.org> For example: Educational Leadership and Guidance & Counseling

Florida Professional Certificate: If you hold a valid Florida Professional Certificate, our District may add a subject coverage or endorsement **ONLY** on the basis of the completion of the appropriate subject area testing requirements of s.1012.56(4)(a), FS or the completion of the requirements of an approved school district program of the inservice components for an endorsement.

Florida Temporary Certificate: If you hold a valid Florida Temporary Certificate, our District may add endorsements **ONLY** on the basis of the completion of the requirements of an approved school district program of the inservice components for an endorsement. If you passed a subject area exam, then you must apply directly to the DOE at <https://certify.fldoe.org> to add the corresponding coverage to your Temporary Certificate.

***To locate your DOE #: Access DOE website <http://www.fldoe.org/edcert/public.asp> and only insert your name.**

Name: _____ * DOE #: _____ SAP #: _____
Last First

Complete entire application in **black or blue ink, only**. Bubble in circles completely for Yes/No answers (i.e. ●).

LEGAL DISCLOSURE (Florida Law requires you to provide a YES or No response)

After answering each of the following questions, **you must sign the Affidavit to complete this section of your application**. Please refer to the instructions in the **Legal Disclosure Supplement** on page 3 for additional information regarding this section of the application form.

SEALED OR EXPUNGED RECORDS (Report ONLY sealed or expunged records 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 had any record sealed or expunged in which you were **convicted** of a criminal offense?
- 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 had **adjudication withheld** on a criminal offense?
- YES NO Have you ever had any record sealed or expunged in which you pled **nolo contendere** to 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.)

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 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?
- YES 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?
- YES NO Do you have any current disciplinary 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?

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 page 3. Also, you **MUST COMPLETE** the **AFFIDAVIT** on page 3.

If you answered **NO** to any of the preceding questions, you **MUST COMPLETE** the **AFFIDAVIT** on page 3.

The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment. To file concerns, you may contact the Office of Equity & Compliance in the Human Resource Services Division at (863) 534-0513. If you require any type of accommodation to complete the application process due to a disability, please call the Human Resource Services Division at (863) 534-0781. If you are deaf or hard of hearing, please contact the Polk County School District by calling Florida Relay Service at 1-800-955-8771.

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 Codes
Art	K-12	1001/6
Biology	6-12	1003/1
Chemistry	6-12	1004/1
Computer Science	K-12	1006/6
Drama	6-12	1008/1
Earth-Space Science	6-12	1009/1
Elementary Education	K-6	1013/K
English	6-12	1015/1
English to Speakers of Other Languages (ESOL)	K-12	1016/6
Exceptional Student Education	K-12	1077/6
Foreign Language - French	K-12	1017/6
Foreign Language – German	K-12	1019/6
Foreign Language – Latin	K-12	1030/6
Foreign Language – Spanish	K-12	1054/6
Health	K-12	1022/6
Hearing Impaired	K-12	1023/6
Humanities	K-12	1026/6
Journalism	6-12	1029/1
Mathematics	6-12	1031/1
Middle Grades English	5-9	1015/C
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 Science)	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

Specialty Coverages	Grade Levels	Subject Code
Educational Media Specialist	PK-12	1012/D

Degreed Vocational Coverages	Grade Levels	Subject Code
Agriculture	6-12	1067/1
Business Education	6-12	1068/1
Family and Consumer Science	6-12	1069/1
Marketing	6-12	1072/1
Technology Education	6-12	1070/1

General Endorsements	Subject Code
Athletic Coaching	1002/E
Driver Education	1061/E
English for Speakers of Other Languages (ESOL)	1016/E
Reading	1046/E

Academic/ Specialty Endorsements	Subject Code
American Sign Language	1079/E
Gifted	1062/E