BEC Applicant Video Script

Hello and welcome to this short video on the Florida Teacher Certification application. We’re glad you’re here, and we’re excited to help you on your journey as we work to ensure that the nation’s best teachers are in Florida’s classrooms.

This video provides tips on completing the online certification application and guidance regarding some important sections of the application. Let’s jump right in, shall we?

The link to the certification application, along with other handy information related to certification requirements, is available on the Florida DOE Educator Certification pages.

From the Apply page, click the Apply Here button at the very bottom to go to the online licensing service site. You’ll create an account and follow the instructions to complete the onboarding process. Once that’s done, you’ll arrive at the Quick Start Menu.

This menu is where you can begin an application. You’ll return here for future activities, including viewing documents attached to your file.

From the Quick Start Menu, start a new application by selecting Bureau of Educator Certification from the Select Board drop-down list. Then choose the appropriate type of certificate from the Choose Application drop-down and click Select.

You’ll then arrive at the online application, which has several sections you need to complete, as shown on the left. It’s pretty simple. Just click Next once you finish each page.

We recommend reading *all* the information provided on each page. Doing so can save a lot of processing time for you *and* us, down the road.

Use the Next button to proceed through the pages.

As you go over the application, you’ll notice some fields marked with red asterisks. These fields indicate required information.

[2]

If you try to move on without completing required fields, you’ll receive an error message.

We want to bring your attention to some specific sections of the application.

On the Subjects page, select a grade level from the Subject Type drop down menu and then select a Subject.

Then click Add.

You must always have at least one subject on your application.

If you received your academic training outside the United States, select “Outside of the U.S.” as the state and-or country. This option is the last selection in the drop-down list.

[4]

When you have foreign academic training, you must provide an *original* credential evaluation to ensure it’s acceptable and equivalent to a U.S. degree.

[4]

Another thing to remember about academic training: Please make sure that your official transcripts are either mailed to the Florida Department of Education or transmitted electronically by the FASTER or SPEEDE systems. We cannot accept photocopies or attachments that come directly from you.

The Legal Disclosure page is one of the most important pages on this form. You must answer “yes” or “no” to all questions in each of the three sections.

And this is important—if you answer “yes” to any question on the Legal Disclosure page, you must provide additional information on the appropriate following pages. Please don’t forget this, as it will cause delays with processing your application.

[1]

If you add information on a page by mistake, click the Remove button to delete it.

You’re done! Once you’ve completed all the required fields, you are ready to submit your application and make your payment. An application is not complete until we receive the application, fee, and official transcripts.

If you have any questions or run into issues, please visit our website, www.fldoe.org/teaching/certification.

All the best on your journey as a future certified educator in Florida!

