

Steps to Becoming a Monroe County School District Teacher

Apply to MCSD online at <https://pats.monroe.k12.fl.us>

Submit at least one of the following qualifying documents:

- Valid FL teaching certificate
- Statement of Eligibility (SOE) from FL Dept. of Education
- Valid out of state teaching certificate
- Copy of official transcripts showing degree(s) conferred (Will be required at time of hire)

Verify highly qualified status:

- Florida applicants should submit any HOUSSE forms completed in your current district.
- Out of state applicants should submit either a Verification of Out of State HOUSSE Plan or Verification of Out of State Subject Area Content Exam form. (Both forms are available on the PATS application website)

Documents may be scanned, faxed or mailed to:

Monroe County School District
Human Resources Department
241 Trumbo Road
Key West, FL 33040
Fax: (305) 293-1429

Questions?

Contact:

Cheryl Allen
Human Resources Director
(305) 293-1400 x 53332
Cheryl.Allen@KeysSchools.com

Shelly Newman
Certification Specialist
(305) 293-1400 x 53331
Shelly.Newman@KeysSchools.com

Qualifying for a Florida Teaching Certificate

Graduate of Teacher Education Program

Florida graduates of approved programs:

- Graduates of Florida state-approved teacher preparation programs who have passed the subject area exam, the professional education test and all 4 parts of the general knowledge exam will qualify for a Professional Educator's certificate.
- Graduates of Florida approved teacher preparation programs who have *not* passed all tests will qualify for a Temporary Certificate.

Florida education majors or minors who have not completed a state-approved program &

Out-of-state graduates of approved teacher education programs:

You will apply for a Temporary Certificate. Your Statement of Status of Eligibility (SOE) will provide you with specific information about your remaining requirements for the Temporary and/or Professional Certificate.

Apply for certification through Florida Dept. of Education at
<http://www.fldoe.org/edcert>

Important Websites

Bureau of Educator Certification
(800) 445-6739

<https://www.fldoe.org/edcert/contact.asp>

FTCE Testing Information
<http://www.fl.nesinc.com>

Testing Study Materials
<http://www.xamonline.com>
<http://www.exams>