



RML AND CERTIFICATION TRAINING

August 8, 2024

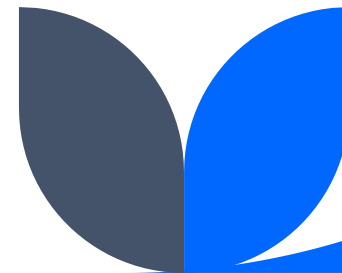


Please put the following information in the chat box:

- **Name**
- **School**
- **Email address**

Agenda

- Statement of Eligibility
- Temporary Certification
 - Proof of Employment
 - Fingerprint Instructions for FLDOE (Fieldprint)
- Professional Mentoring Program (PMP)
- Certification Plan
- Verification of Employment
- Certification Renewal
- Transfer of In-Service Points Request
- Register Me Live Training



Statement of Eligibility (SOE)



FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

Official Statement of Status of Eligibility

JULIE ANN ST. THOMAS
4352 NW 73RD WAY
CORAL SPRINGS, FL 33065

Florida DOE Number: 1460945
Applicant ID Number: ###-##-1666
Processing Date: 02/22/2022
Expiration Date: 01/13/2025

DO NOT DESTROY. PLEASE RETAIN UNTIL ALL REQUIREMENTS ARE COMPLETE

This Official Statement of Status of Eligibility outlines requirements for issuance of a Florida Educator's Certificate. Florida school district personnel will advise you of any additional requirements for employment in the school district and including compliance with applicable federal laws and regulations.

For Florida educator certification purposes, college degrees and credits must be earned at institutions that are either accredited by an agency recognized by the U.S. Department of Education or approved by the Florida Department of Education. College level credits recommended by the American Council on Education (ACE) are also acceptable.

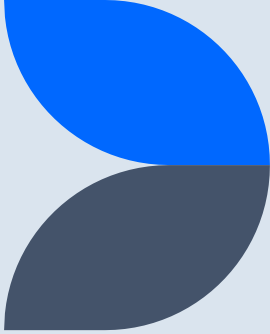
YOU ARE ELIGIBLE FOR A FLORIDA EDUCATOR'S CERTIFICATE AS SHOWN BELOW.

Temporary Certificate: For issuance of a three-year non-renewable Temporary Certificate covering Mathematics (Grades 6-12), the following requirements must be completed, and official documentation must be submitted to the Bureau of Educator Certification:

- verification of employment and request for issuance of certificate on the appropriate certification form from a Florida public, state supported, or non-public school which has an approved Professional Education Competence Program

- Please use full name of applicant in all correspondence (as seen on their SOE).
- FLDOE Number is not their certification/license number.
- Be aware of expiration date on SOE.
- <https://forms.office.com/r/kJbNgdGbL8>

Temporary Certification



YOU ARE ELIGIBLE FOR A FLORIDA EDUCATOR'S CERTIFICATE AS SHOWN BELOW.

Temporary Certificate: For issuance of a three-year non-renewable Temporary Certificate covering Chemistry (Grades 6-12), the following requirements must be completed, and official documentation must be submitted to the Bureau of Educator Certification:

- verification of employment and request for issuance of certificate on the appropriate certification form from a Florida public, state supported, or non-public school which has an approved Professional Education Competence Program
- results of your fingerprint processing from the Florida Department of Law Enforcement and the FBI. Your employer will assist you in completing the fingerprint process. If your application or fingerprint report reflects a criminal offense or suspension/revocation record, your file will be referred to Professional Practices Services for further review. Issuance of your certificate will be contingent upon the results of this review.

- Verification of Employment:
 - Certification Coordinator submits the request (use the form).
- Fingerprints:
 - Responsibility of the teacher.

Verification of Employment:

- verification of employment and request for issuance of certificate on the appropriate certification form from a Florida public, state supported, or non-public school which has an approved Professional Education Competence Program
- verification of eligibility to work in the United States submitted by an official of the employing Florida public, state supported, or nonpublic school

When requesting verification of employment and you see the above message, the certification coordinator **MUST** send a copy of the I-9 and supporting documents.

<https://forms.office.com/r/kJbNgdGbL8>

FLDOE Fingerprint Procedures



OFFICE OF CATHOLIC SCHOOLS FIELDPRINT REGISTRATION INFORMATION

FOR FLORIDA EDUCATOR CERTIFICATION ONLY

Applicants for Florida Educator Certification must have an unexpired eligible Statement of Status of Eligibility (SOE) prior to scheduling an appointment.

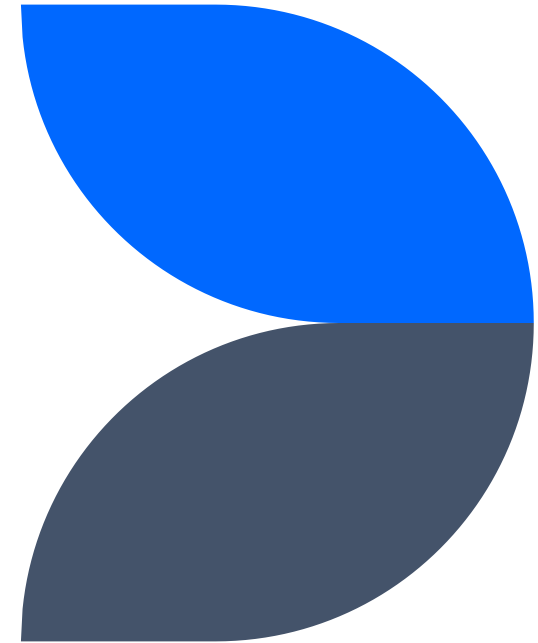
To schedule a fingerprinting appointment for Florida Educator Certification:

- 1) Go to Fieldprint website at www.fieldprintflorida.com
- 2) Click "Schedule An Appointment".
- 3) In the Reason why you need to be fingerprinted screen; select the web link: **I know my Fieldprint Code.**
- 4) Please enter the following access code: FPAOMCertification **the access code IS case sensitive.**
- 5) Provide contact and demographic info. The information requested on the scheduling site is the information required by FDLE/FBI in order to process the criminal search.
- 6) From this point forward the website will prompt for the required information to find a local collection facility and schedule an appointment. Instructions, directions, maps, and photos will all be provided directly online.
- 7) There is a mandatory fee required from the Florida Department of Education
- 8) Please use correct SSN and date of birth or the report will not be valid
- 9) If there are any issues or questions, please contact the customer service team at (877) 614-4364 or at CustomerService@fieldprint.com or select the "Contact Us" link from the website.

CAUTION:

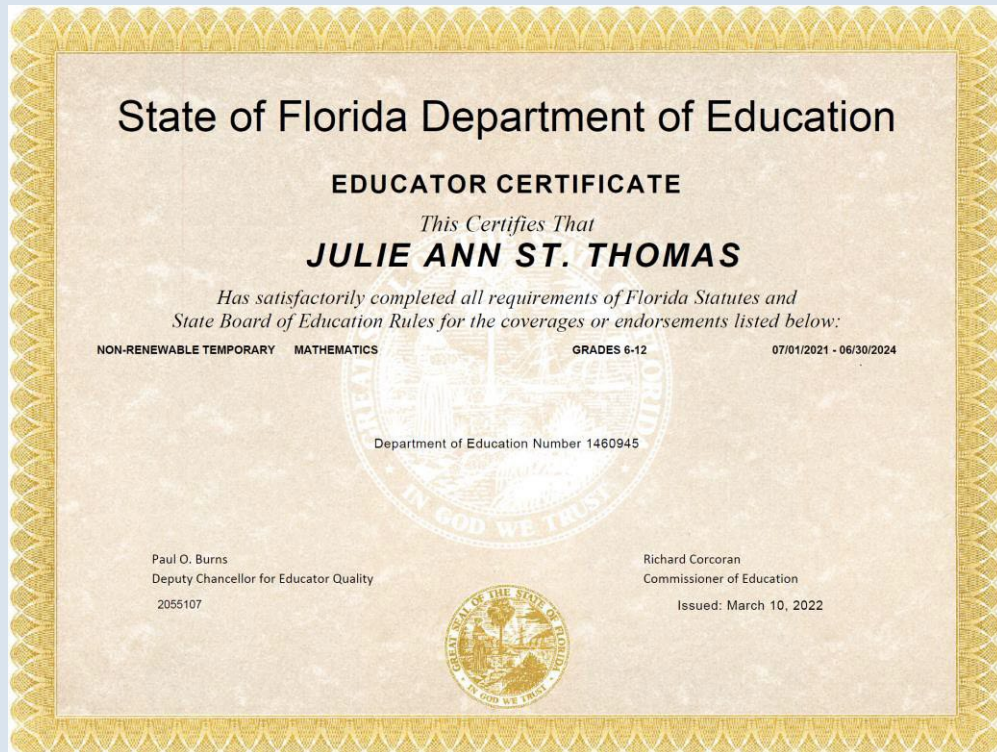
- Certification screening does not satisfy employment screening which has a different code.
- Employment screening does not satisfy Florida Department of Education requirements for background screening for certification

Non-US citizen applicants must provide a copy of Employment Eligibility Form I-9 as indicated on their SOE evaluation statement.



Professional Mentoring Program

- completion of a Florida approved Professional Education Competence Program administered and documented by your employer.



- Must have a temporary in hand.
- Deadline to register for PMP is October 1.
- Updates to principals coming soon
- Qualifications to be a **mentor**:
 - **Minimum of three (3) years of successful teaching experience in Catholic schools**
 - **Professional Certificate**
 - **Trained in Clinical Education**

Certification Plan



**Archdiocese of Miami
Office of Catholic Schools
Certification Plan**

School: _____

Name of Teacher: _____

Teaching Assignment: _____

Degree (BA/MA/PhD/EdD): _____ Field of Degree: _____

Certification Status with **Florida Department of Education**: _____

Statement of Eligibility: Eligible (SOE) _____ Not Eligible (SOI) _____
Expiration Date Expiration Date

Attach copy of latest FDOE evaluation letter **OR** Statement of Status of Eligibility (SOE)

All SOE requirements are to be completed by February 1 of the expiration year of the temporary certificate

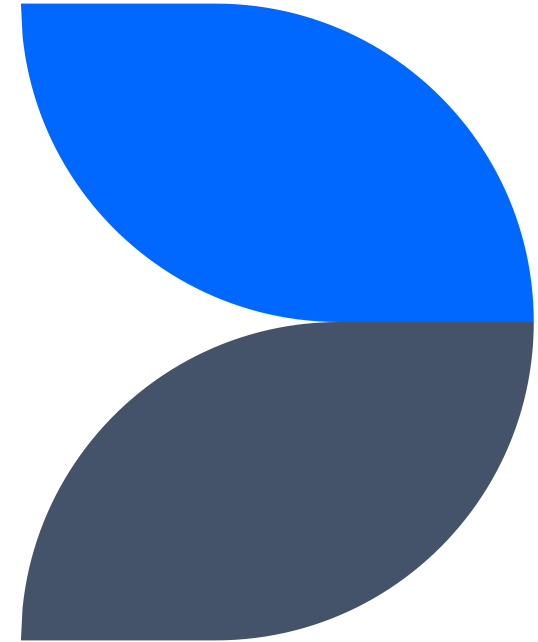
STEP #	ACTION	DEADLINE DATE
1	Pass all four General Knowledge exams (English, Essay, Reading and Math) within one calendar year of the date of employment if required on the SOE	
2	(PECD) Complete (PMP) Professional Mentoring Program if required on the SOE	
3	Pass the SAE (subject area exam) if required on the SOE	
4	Pass the Professional Education Test if required on the SOE	
5	Complete all education coursework stated on the SOE	
6	Submit CG-10 Application at www.fdoe.org/edcert/apply.asp for Professional	

If the above actions are not completed by the deadline dates above, a contract cannot be signed for the following school year.

Principal Signature: _____

Teacher Signature: _____

Date: _____



Practical Experience in Teaching

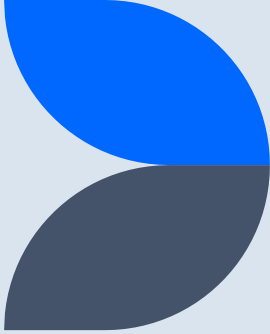


Completion of the following Professional Preparation Coursework Requirements:

- practical experience in teaching by completing one year of full-time experience teaching in an elementary or secondary school

<https://forms.office.com/r/kJbNgdGbL8>

Transfer of In-Service Points Request



ADOM TRANSFER OF IN-SERVICE POINTS REQUEST FORM

Please, fill out this form to request your in-service points to be transferred to your new district or to be submitted to the FLDOE (if not currently active at a dsitric). Mail completed request form along with processing fee.

Name:

Last four digits of Social: FLDOE Certificate Number:

Email address:

Expiration date of your current FLDOE certificate:

Name of previous ADOM school:

Years at previous ADOM school: From to

Are you currently active at another district? Yes No

Signature: Date:

Note that only the points accrued during the validity period of your Professional Certificate will be transferred. You will need to ask the certification coordinator at your new district for their email address since, for the Transfer of Points form to be valid, it needs to be emailed directly from district to district.

If currently active at another district, please provide:

Name of Certification Coordinator at your current district:

Email Address of Certification Coordinator at current district:

If not currently active at another district, we can only submit the points you have accrued on RML. If you are short on points for renewal, you will need to earn your missing points with college classes. Once you take your classes, mail your college transcript to the FLDOE.

There is a **\$25 processing fee**

Please make check payable to **Archdiocese of Miami**,
on the memo write: **MIP OCS**
mail this form along with check for processing to:

**Archdiocese of Miami.
Office of Catholic Schools.
9401 Biscayne Blvd. Miami Shores, FL 33138**

- This form is for any teacher who has left the ADOM.
- They fill out the form and mail it to the Office of Catholic Schools with \$25 check.
- Points are sent directly to their new entity.
- Points can only be earned within validity period & employment.



RML Updates

<https://forms.office.com/r/fmYMNxEN4C>



Register Me Live Reminders:

- Award Points
- Close Classes
- Approve “Out of District”
Classes
- Exit Ticket: Evaluations



teacher.certification@theadom.org

**(This email is for certification coordinators ONLY.
Please direct teachers to come to you.)**

**Remember to fill out your evaluation for today's
training.**