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MEMORANDUM

TO: School District Superintendents
School District Assistant School Superintendents
Private School Organization Contacts

FROM: Pam Stewart

DATE: May 30, 2014

SUBJECT: Paperless Communication of Florida Educator's Certificates

To improve efficiency of services, the Florida Department of Education plans to implement Paperless Communication of official correspondence from the Bureau of Educator Certification (BEC). Beginning in summer 2014, the BEC will issue email notifications to educators upon issuance of their Florida Educator's Certificate.

The email notification from the BEC will include instructions for the educator to review the certificate through secure access to the Applicant Status site at <https://certify.fldoe.org>. Through the Certificate Status link available from this site, the educator is able to view a real-time record of his/her valid Florida Educator's Certificate/s. The records displayed include the certificate type/s, subject/s or endorsements, validity period/s and issue date/s. More importantly, a link is provided to generate a printable copy of the educator's valid certificate.

During the initiation phase of Paperless Communication, the BEC will continue to distribute printed certificates to all educators. This initiation phase will permit the opportunity for Florida's educators to register their current email addresses with the BEC to ensure efficient delivery of email notifications. As a reminder, each certified educator is required to maintain a current address with the BEC, as per section 1012.561, Florida Statutes (F.S.).

Beginning in January 2015, the general distribution of all Florida Educator's Certificates will be completed through email notifications, and educators will review/print certificates from the Applicant Status site. Upon the effective date of this transition, an educator may request an official printed copy of his/her Florida Educator's Certificate by submitting an application for a duplicate certificate including the required nonrefundable application fee.

As a reminder, certification partners and human resources liaisons in Florida public school districts with authorized access to the Bureau of Educator Certification Partnership Access and Services System (BEC-PASS) will continue to use this system to review an educator's current certification status as well as historical information to help school administrators in their districts make informed employment decisions.

To complete employment history screening, private schools that accept scholarship students under s. 220.187 or s. 1002.39, F.S. will continue to retrieve necessary certification status information before hiring instructional personnel and school administrators by accessing the Employment Screening tools available through secured login on the School Choice website at www.floridaschoolchoice.org.

A student's parent or guardian may view the certification status of any Florida certified educator through the Educator Certification Lookup at <http://www.fldoe.org/edcert/public.asp>. Since this site is accessible by the general public, other educational organizations and employers may also use the Educator Certification Lookup site to verify the authenticity of an individual's Florida Educator's Certificate, especially by accessing the records using the educator's uniquely assigned Florida DOE number.

Paperless Communication of official correspondence from the BEC will result in productivity improvements, efficiency gains and cost savings. These innovative efforts will allow educators to avoid the potential of increased application fees that may be necessary to alleviate escalating costs for the printing and mailing of certificates.

For access to certification resources and general information, please visit the Educator Certification website at www.fldoe.org/edcert. If you have questions or need assistance related to the Paperless Communication strategies planned for Educator Certification, please contact the BEC at EdCertPartnerline@fldoe.org, 800-445-6739 or 850-245-5049.

PS/dlj

cc: Human Resources Directors
Personnel Directors
Certification Partners