CRITERIA AND CHECKLIST

Teacher Re-certification

Teachers who already hold a Professional Certificate and in need of certificate renewal may complete six (6) semester hours of college credit or equivalent earned during each renewal period. A grade of at least “C” must be earned in each college course used for renewal. Schools/Districts may have specific expectations regarding which courses a teacher should complete, teachers should seek the recommendations and clarification through the school or district of employment. ALL other questions regarding fulfilling the re-certification requirements must be directed to the Florida Department of Education.

Re-certification requirements:

____ 1. Submit a completed college application for admission by the College Application Deadline. Visit Valencia's Web site at www.valenciacollege.edu/admissions for specific information. Select non-degree seeking and teacher re-certification for “Planned Course of Study” (do NOT select EPI). A $35 non-refundable application fee is required.

____ 2. Complete a "Statement of Florida Residency for Tuition Purposes" at www.valenciacollege.edu/admissions It must be completed and submitted by U.S. Mail, time permitting to allow for registration, or brought to one of the Answer Centers: http://valenciacollege.edu/studentservices/AnswerCenter.cfm *Note: until the residency document is processed (which also takes 5-7 days business days to process), residency status is entered as a non-resident and tuition is calculated at the non-resident rate. There are deadlines identified to submit the appropriate paperwork/documentation to secure Florida residency. PLEASE be aware of that information prior to submitting your material.

____ 3. Once admitted to the college, an Atlas account needs to be created. Please visit the website http://valenciacollege.edu/admissions/documents/AtlasQuickRef.pdf for directions

____ 4. Register for class(es) (if the class is not full) through ATLAS: https://atlas.valenciacollege.edu/ *Note: EPI (Educator Preparation Institute) courses, Real Estate, Public Administration or Developmental/Prep courses cannot be used for recertification

____ 5. Payment of Courses – Once registered, payment for classes can be made through your Atlas account or in person at the business office on any campus. For more information, please visit http://valenciacollege.edu/finanserv/

____ 6. Purchase Textbooks – It is best to purchase your book through the campus where the class is being offered. Please visit the Bookstore website at http://valenciacollege.edu/bookstore/