

STATE BOARD OF EDUCATION
Consent Item
October 25, 2018

SUBJECT: Amendment to Rule 6A-4.0012, Application Information

PROPOSED BOARD ACTION

For Approval

AUTHORITY FOR STATE BOARD ACTION

Sections 1001.02, 1012.55, 1012.56, 1012.586, 1012.59, F.S.

EXECUTIVE SUMMARY

Recent legislation (House Bill 29) passed by the 2018 Florida Legislature and signed by Governor Scott allows for provisions for military personnel and military spouses. Current workload circumstances prompted a recent data analysis of certification verification requests for Florida certified educators transferring to teach in other states that supports charging the recommended fee for this certification service based on staffing resources required.

Proposed changes to the rule are:

- Insert a new verification of qualifications application fee of \$20.00
- Insert clarifying language regarding the reprinting of a certificate due to a name change
- Adds a new paragraph relating to certification fee waivers for eligible military personnel and spouses effective July 1, 2018, per Section 1012.59, Florida Statutes
- Lists the individuals eligible to obtain the certification fee waivers which include:
 - An active service member of the U.S. Armed Forces or reserve unit;
 - The spouse of an active service member of the U.S. Armed Forces or reserve unit;
 - A veteran who served as a member of the U.S. Armed Forces or reserve unit who was honorably discharged;
 - The spouse or surviving spouse of a veteran of the U.S. Armed Forces or reserve unit who was honorably discharged; and
 - The surviving spouse of a service member who was killed in active duty in the U.S. Armed Forces or reserve unit.
- Requires eligible applicants for the fee waiver to submit an electronic waiver request at <https://web03.fldoe.org/MilitaryWaiver> and upload supporting documentation to the department to verify their eligibility
 - The supporting documentation required for each type of applicant has been outlined in a chart.
- Indicates that copies of documentation will not be returned to applicants and submissions will be retained as part of the applicant's permanent record
- Provides a validity period for the documents and waiver
- Identifies certification services that are included in the military certification fee waiver. The services include:
 - \$75.00 per subject for an initial certification application, including athletic coaching
 - \$75.00 for an upgrade application from a Temporary to a Professional Certificate
 - \$75.00 per subject for an addition of a subject or endorsement to a valid certificate.

Supporting Documentation Included: Proposed Rule 6A-4.0012, F.A.C., screenshots of the Military Certification Fee Waiver request site

Facilitator/Presenter: Dr. Paul Burns, Deputy Chancellor for Educator Quality

6A-4.0012 Application Information.

(1) Application process. To apply for evaluation of eligibility for a Florida Educator's Certificate, an individual shall submit to the Bureau of Educator Certification the following:

(a) A completed Form CG-10, Educator Certification Application and a nonrefundable application fee. Form CG-10, Educator Certification Application, (<http://www.flrules.org/Gateway/reference.asp?No=Ref-08783>), effective November 2017, is hereby incorporated by reference and made a part of this rule. The form may be submitted online via the Department of Education, Educator Certification website at <http://www.fldoe.org/teaching/certification/on-line-application-status-lookup-site.shtml>, or may be retrieved from the website and submitted via postal delivery to the Florida Department of Education, Bureau of Educator Certification, Room 201, 325 West Gaines Street, Tallahassee, Florida 32399-0400. The nonrefundable application fee is prescribed below:

1. through 3. No change.

4. Request for update to and a printed copy of a valid certificate solely to reflect a change in name (NMCHANGE) – \$20.00;

5. through 7. No change.

8. Request for a new five-year athletic coaching certificate (REAPPLY) – \$75.00;

9. Request for verification of qualifications for current or expired Florida certificates – \$20.00, or

(b) No change.

(2) through (7) No change.

(8) Military Fee Waivers.

(a) An individual is eligible for a waiver from the department for the application fees prescribed in subparagraphs (1)(a)1., 2., or 3., of this rule, if he or she:

1. is a member of the of the U.S. Armed Forces or a reserve component who is serving, or who has served, on active duty or is the spouse of such a service member;

2. is an honorably discharged veteran of the U.S. Armed Forces or an honorably discharged veteran of a reserve component who served on active duty or is the spouse or surviving spouse of such veteran; or

3. is the surviving spouse of a member of the U.S. Armed Forces or reserve component who was serving on active duty at the time of death.

(b) To apply for a fee waiver, a request must be submitted via the Department of Education, Educator Certification website at <http://www.fldoe.org/teaching/certification/military/> along with documentation establishing that the applicant meets the requirements for a fee waiver under subparagraphs (8)(a)1., 2., or 3 of this rule. The following chart lists the required documentation:

<u>BASIS FOR WAIVER OF FEE</u>	<u>DOCUMENTATION REQUIRED</u>
<u>Member of Armed Forces</u>	<u>Military ID card</u>
<u>Spouse of member of Armed Forces</u>	<u>Military dependent ID card (DD Form 1173)</u>
<u>Member of reserves, serving or served active duty</u>	<u>Military ID card and Activity Duty Report (DD Form 220) or Military ID card and orders for active duty</u>
<u>Spouse of member of reserves, serving or served active duty</u>	<u>Military dependent ID card (DD Form 1173) or Military dependent ID card (DD Form 1173-1) and spouse's DD Form 220 or spouse's orders for active duty</u>
<u>Honorably discharged veteran</u>	<u>Certificate of Release or Discharge from Active Duty (DD Form 214 Member 4)</u>
<u>Spouse or surviving spouse of honorably discharged veteran</u>	<u>DD Form 214 Member 4 of spouse and marriage certificate</u>
<u>Honorably discharged veteran of reserves, served active duty</u>	<u>DD Form 214 Member 4</u>
<u>Spouse of honorably discharged veteran of reserves, served active duty</u>	<u>DD Form 214 Member 4 of spouse and marriage certificate</u>
<u>Surviving spouse of member of armed forces on active duty at time of death</u>	<u>Official documentation from Department of Defense</u>
<u>Surviving spouse of member of reserves on active duty at time of death</u>	<u>Official documentation from Department of Defense</u>

(c) Additional documentation. Where the required documentation submitted does not establish eligibility, due to a name change or other circumstance, the applicant will be notified by the Department within ninety (90) days and afforded the opportunity to submit additional documentation to verify eligibility.

(d) Individuals eligible for veterans and military fee waivers shall not be responsible for payment of the following initial certification fees as per paragraph (1)(b) of this rule:

1. Request for evaluation of eligibility for an initial athletic coaching, temporary or professional certificate (INITIAL) – \$75.00 per subject;

2. Request for upgrade to a professional certificate to include all coverages and endorsements already issued on a temporary certificate (UPGRADE) – \$75.00;

3. Request for addition of a coverage or endorsement to a valid certificate (ADDTEMP, ADDPRO) – \$75.00 per subject;

(e) All documents submitted to verify eligibility for military fee waivers will be retained in the certification record maintained by the department and will not be returned to the applicant. Approval for military fee waivers remain valid for five (5) years from the date issued unless a document used to verify eligibility indicates an earlier expiration date or end date of its validity and in that case, validity of the fee waiver expires when the verifying document expires. In no case, shall a person use or attempt to use a fee waiver if the person does not meet the eligibility criteria set forth in subsection 1012.59(3), F.S.

Rulemaking Authority 1001.02, 1012.55, 1012.56, 1012.586, 1012.59 FS. Law Implemented 1012.31, 1012.32, 1012.55, 1012.56, 1012.586, 1012.59, 1012.798 FS. History—New 7-6-82, Amended 9-27-83, Formerly 6A-4.012, Amended 12-25-86, 10-26-88, 5-2-90, 4-24-91, 7-7-92, 5-3-94, 7-18-95, 9-17-01, 11-25-03, 12-27-04, 1-1-08, 10-21-09, 12-31-14, 11-21-17.

Military Certification Fee Waiver Request Site

<https://web03.fldoe.org/MilitaryWaiver>

Military Certification Fees Waiver Request Site- Homepage

Military Certification Fees Waiver
fldoe.org

HOME

Welcome to the Florida Online Request for a Military Certification Fees Waiver!

This application is for individuals who are applying to request a Military Certification Fees Waiver (MCFW). This new legislative provision introduces the opportunity for active duty military personnel, honorably discharged veterans, and their spouses or surviving spouses to request a waiver of registration fees for initial attempts on examinations required for Educator Certification and/or application fees for initial evaluations of eligibility for Educator Certification.

To complete a waiver request, an educator candidate is required to:

- Submit this online waiver request
- Upload official documentation for review to determine that you satisfy the qualification requirements for MCFW eligibility; and,
- Await notification of your MCFW eligibility prior to registering for exams or submitting application for an Educator's Certificate.

An MCFW remains valid for up to five years upon determination of eligibility, after which time an educator may submit a new request according to current eligibility requirements for a new waiver.

Instructions for completing the Online Waiver Request

Before requesting a waiver, applicants must first create an account via the Military Certification Fees Waiver (MCFW) site. Once registered and logged in successfully, complete the waiver eligibility request by entering your applicant details information and following the "Next" buttons through each of the application sections. Your waiver request will not be reviewed for eligibility until you submit the waiver request which includes uploading documentation verifying the current status of the service member who meets one of the eligible categories as:

- an active duty military personnel,
- deceased while on active duty, or
- an honorably discharged veteran.

Your request cannot be reviewed until it is complete and received in the Florida Department of Education. Once completed, all requests are processed in date order and you will be notified via email regarding your waiver eligibility status.

WARNING: Giving false information in order to obtain or renew a Florida educator's certificate is a criminal offense under Florida law. Anyone giving false information is subject to criminal prosecution as well as disciplinary action by the Education Practices Commission.

For certification questions or other information regarding the processing of your Military Certification Fees Waiver request, please visit the [Military Personnel Opportunities](#) from our [Educator Certification site](#) or contact the Florida Department of Education via email at TroopsTeaching4FL@fldoe.org

Military Waiver Access


LOG IN

CREATE ACCOUNT

Military Certification Fee Waiver Request Site

<https://web03.fldoe.org/MilitaryWaiver>

Create New Account- Applicant View

 **Military Certification Fees Waiver**
fldoe.org HOME


Create New Account

Account Details

To continue with registration, enter the information below. Fields marked with an asterisk (*) are required to create an account.

First Name *	Middle Name
<input type="text"/>	<input type="text"/>
Last Name *	Suffix
<input type="text"/>	<input type="text"/>
Email Address *	Confirm Email Address *
<input type="text"/>	<input type="text"/>
Password *	Passwords must be at least 8 characters and contain 3 of the following 4 characters: upper case (A-Z), lower case (a-z), number (0-9) and special (e.g. !@#\$%^&*)

Security Check

I'm not a robot 

[Florida Department of Education's Acceptable Use Policy](#)

* I have read, understand, and will comply with the terms of the Florida Department of Education's Acceptable Use Policy.

REGISTER

* Required Field

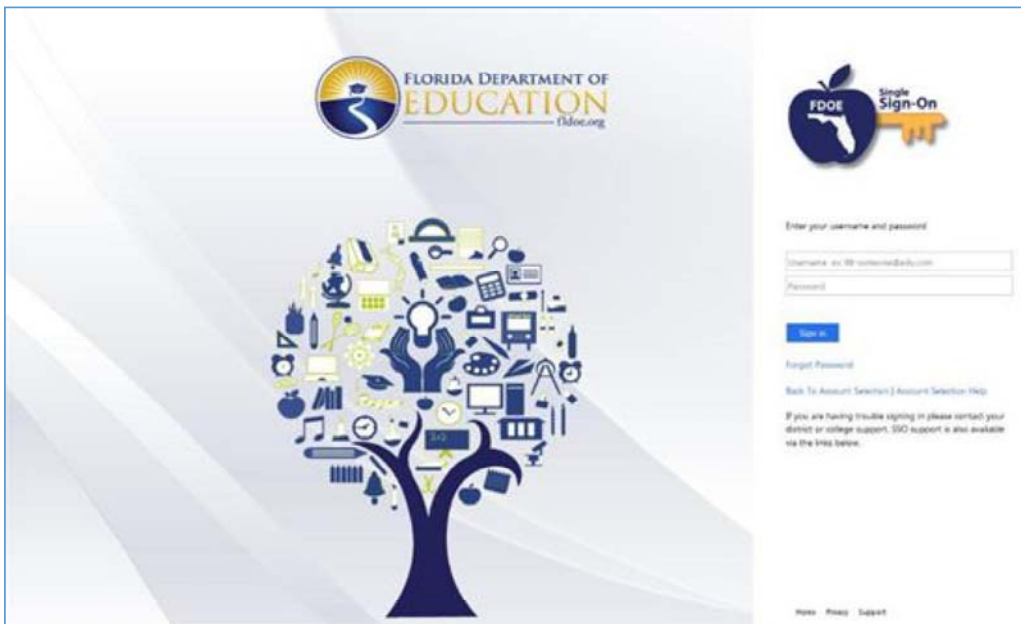
15

Military Certification Fee Waiver Request Site

<https://web03.fldoe.org/MilitaryWaiver>

Log in Screen- Applicant View

Applicants use single sign on to access the site.



15

Military Certification Fee Waiver Request Site

<https://web03.fldoe.org/MilitaryWaiver>

Applicant Profile- Applicant View (pp. 4-5)

Home > Applicant Profile

Military Certification Fees Waiver fldoe.org

HOME PROFILE WAIVER REQUEST

DOE TEST (Applicant)

Applicant Profile

Applicant Details

• Complete the Applicant Details with all your (educator candidate) required information for and verify all information is accurate.

Last Name *	TEST	
First Name *	DOE	
Middle Name		
Prefix	--Select Prefix--	
Email Address *	test.teacher@gmail.com	
SSN *	111-11-1111	SSN Statement
Confirm SSN *	111-11-1111	
Date of Birth *	08/23/1978	
State of Residence *	Florida	
Phone		

Under penalty of perjury, I do hereby attest that the information provided in this application is true, accurate, and complete.

WARNING: Giving false information in order to obtain or renew a Florida educator's certificate is a criminal offense under Florida law. Anyone giving false information is subject to criminal prosecution as well as disciplinary action by the Education Practices Commission.

Military Certification Fee Waiver Request Site

<https://web03.fldoe.org/MilitaryWaiver>

Military Profile

- Begin completing the Military Profile by first selecting the type of waiver for which you (educator candidate) are eligible
 - If applying as a service member, the required name fields will prepopulate from the Applicant Details.
 - If applying as a spouse, you must complete the required name fields to identify the service member/veteran who is your spouse.
- Select the current Military Service Status and Branch of Military Service for the service member/veteran.
- Next, select the appropriate Service as Officer option for the service member/veteran.
 - If "None" selected, additional fields will automatically be updated to None.
- If Commissioned or Non-Commissioned Officer selected, proceed to select the appropriate Length of Service for the service member/veteran.
- Only "3 years or more" selected for Length of Service will require you to select the Officer Rank for the service member/veteran.

Select the basis for the waiver requested *

Service Member's Last Name *

Service Member's First Name *

Service Member's Middle Name

Military Service Status *

Branch of Military Service *

Service as Officer *

Length of Service *

Officer Rank *

Military Profile

- Begin completing the Military Profile by first selecting the type of waiver for which you (educator candidate) are eligible
 - If applying as a service member, the required name fields will prepopulate from the Applicant Details.
 - If applying as a spouse, you must complete the required name fields to identify the service member/veteran who is your spouse.
- Select the current Military Service Status and Branch of Military Service for the service member/veteran.
- Next, select the appropriate Service as Officer option for the service member/veteran.
 - If "None" selected, additional fields will automatically be updated to None.
- If Commissioned or Non-Commissioned Officer selected, proceed to select the appropriate Length of Service for the service member/veteran.
- Only "3 years or more" selected for Length of Service will require you to select the Officer Rank for the service member/veteran.

Select the basis for the waiver requested *

Service Member's Last Name *

Service Member's First Name *

Service Member's Middle Name

Military Service Status *

Branch of Military Service *

Service as Officer *

Length of Service *

Officer Rank *

15

Military Certification Fee Waiver Request Site

<https://web03.fldoe.org/MilitaryWaiver>

Certification Information

- If you (educator candidate) previously applied for or have been issued a Florida Educator's Certificate, enter your DOE File Number.

DOE File Number


Certification Testing

- To finish input for your Applicant Profile, select Yes if you intend to take any Florida Teacher Certification Examinations (FTCE) or the Florida Educational Leadership Examination (FELE) utilizing the MCFW, otherwise select No.

Do you intend to use the military waiver to take the Florida Teacher Certification Examination? Yes No

- To complete your Applicant Profile, select the appropriate button at the bottom of the screen.
 - SAVE AND COMPLETE LATER** permits you to leave the site and return later to finalize your waiver request by updating your Applicant Profile and/or completing the Document Upload process required prior to submission.
 - NEXT** takes you to the Document Upload section to complete the submission of your waiver request.

Waiver Request- Applicant View (pp.6-8)



Military Certification Fees Waiver
fldoe.org

HOME | PROFILE | WAIVER REQUEST

Home > Update Waiver Request

Update Waiver Request

Applicant's First Name: DOE	Applicant's Middle Name:	Applicant's Last Name: TEST
Applicant's SSN: 111-11-1111	Applicant's Date of Birth: 08/23/1978	
Applicant's Email Address: testteacher@gmail.com		
Service Member's First Name: TEST	Service Member's Middle Name:	Service Member's Last Name: DOE

APPLICANT PROFILE | WAIVER REQUESTS

Request | Attachments | Tests

Waiver Request Details

Request Date : 8/13/2018 3:08:19 PM	Waiver Status : Initial
Approval Date :	Expiration Date :

NEXT

SUBMIT FOR APPROVAL

15

Military Certification Fee Waiver Request Site

<https://web03.fldoe.org/MilitaryWaiver>

Document Submission- Applicant View

Document Upload

To verify eligibility, upload the required document(s) listed in the table for the type of waiver requested.

BASIS FOR WAIVER OF FEE	DOCUMENTATION REQUIRED
Member of Armed Forces	Military ID card
Spouse of member of Armed Forces	Military dependent ID card (DD Form 1173)
Member of reserves, serving or served active duty	Military ID card and Activity Duty Report (DD Form 220) or Military ID card and orders for active duty
Spouse of member of reserves, serving or served active duty	Military dependent ID card (DD Form 1173) or Military dependent ID card (DD Form 1173-1) and spouse's DD Form 220 or spouse's orders for active duty
Honorably discharged veteran	Certificate of Release or Discharge from Active Duty (DD Form 214 Member 4)
Spouse or surviving spouse of honorably discharged veteran	DD Form 214 Member 4 of spouse and marriage certificate
Honorably discharged veteran of reserves, served active duty	DD Form 214 Member 4
Spouse of honorably discharged veteran of reserves, served active duty	DD Form 214 Member 4 of spouse and marriage certificate
Surviving spouse of member of armed forces on active duty at time of death	Official documentation from Department of Defense
Surviving spouse of member of reserves on active duty at time of death	Official documentation from Department of Defense

Once you click Submit for Approval on the Waiver Request screen, your waiver request will be submitted for review. Waiver requests without documentation uploaded are incomplete and will not be reviewed.

DocumentType: -- Select Document Type --

Select File: Browse...

Please upload any document with the format of PDF, TIFF, JPEG, DOC, DOCX, PNG or GIFF. Maximum document size allowed is 2 MB.

UPLOAD

15

Note: Document type drop down menu changes with applicant's response to "Basis for Waiver Requested" on Military Profile (page 5).

Military Certification Fee Waiver Request Site

<https://web03.fldoe.org/MilitaryWaiver>

DocumentType DD Form 214 Member 4

Select File jezi\Desktop\notary_certifycopy.docx Browse...

Please upload any document with the format of PDF, TIFF, JPEG, DOC, DOCX, PNG or GIFF. Maximum document size allowed is 2 MB.

UPLOAD

Document ID #	Document Type	File Name	Status	Action	View
10123	Marriage Certificate	CertificatesBySubjectCoverage2015Q3 (3)	Initial	Delete Document	View Document

NEXT

Exam Selection- Applicant View

Request
 Attachments
 Tests

Select Tests

On the screen below, click each of the initial FTCE assessments that you intend to attempt for the first time. The MCFW will not permit you to waive registration fees for any FTCE assessments you previously attempted. When you finish your selection(s), click SAVE. Finally, click SUBMIT FOR APPROVAL to submit your waiver request for review.

Florida Educational Leadership Exam (FELE)

Florida Educational Leadership Exam (FELE)

General Knowledge GK Test

GK MATHEMATICS
 GK READING
 GK ENGLISH LANGUAGE SKILLS
 GK ESSAY

Professional Education Test

PROFESSIONAL EDUCATION

15

Military Certification Fee Waiver Request Site

<https://web03.fldoe.org/MilitaryWaiver>

Exam Selection- Applicant View (continued)

Subject Area Examinations

<input type="checkbox"/> AGRICULTURE 6-12	<input type="checkbox"/> ART K-12	<input type="checkbox"/> BIOLOGY 6-12
<input type="checkbox"/> BUSINESS EDUCATION 6-12	<input type="checkbox"/> CHEMISTRY 6-12	<input type="checkbox"/> COMPUTER SCIENCE K-12
<input type="checkbox"/> DRAMA 6-12	<input type="checkbox"/> EARTH/SPACE SCIENCE 6-12	<input type="checkbox"/> ED MEDIA SPECIALIST PK-12
<input type="checkbox"/> ELEMENTARY ED K-6	<input type="checkbox"/> ENGINEERING & TECHNOLOGY ED 6-12	<input type="checkbox"/> ENGLISH 6-12
<input type="checkbox"/> ESOL K-12	<input type="checkbox"/> EXCEPTIONAL STUDENT ED (ESE) K-12	<input type="checkbox"/> FAMILY & CONSUMER SCIENCE 6-12
<input type="checkbox"/> FRENCH K-12	<input type="checkbox"/> GERMAN K-12	<input type="checkbox"/> GUIDANCE & COUNSELING PK-12
<input type="checkbox"/> HEALTH K-12	<input type="checkbox"/> HEARING IMPAIRED K-12	<input type="checkbox"/> HUMANITIES K-12
<input type="checkbox"/> LATIN K-12	<input type="checkbox"/> MARKETING 6-12	<input type="checkbox"/> MATHEMATICS 6-12
<input type="checkbox"/> MG ENGLISH 5-9	<input type="checkbox"/> MG GENERAL SCIENCE 5-9	<input type="checkbox"/> MG MATHEMATICS 5-9
<input type="checkbox"/> MG SOCIAL SCIENCE 5-9	<input type="checkbox"/> MUSIC K-12	<input type="checkbox"/> PHYSICAL EDUCATION K-12
<input type="checkbox"/> PHYSICS 6-12	<input type="checkbox"/> PRE-K - PRIMARY PK-3	<input type="checkbox"/> PRESCHOOL ED BIRTH-4 YR.
<input type="checkbox"/> READING K-12	<input type="checkbox"/> SCHOOL PSYCHOLOGIST PK-12	<input type="checkbox"/> SOCIAL SCIENCE 6-12
<input type="checkbox"/> SPANISH K-12	<input type="checkbox"/> SPEECH-LANGUAGE IMPAIRED K-12	<input type="checkbox"/> VISUALLY IMPAIRED K-12

SAVE

SUBMIT FOR APPROVAL

Military Certification Fee Waiver Request Site

<https://web03.fldoe.org/MilitaryWaiver>

Submitted Waiver Requests- Evaluator View

The screenshot shows the 'Military Certification Fees Waiver' website interface. At the top left is the logo, and at the top right is the user name '[DoeEvaluator]' with navigation links for HOME, ABOUT, CONTACT US, and SIGN OUT. Below the navigation is a breadcrumb trail: Home > Waiver Request List. The main heading is 'Waiver Request List'. Below this is a search form with fields for First Name, Last Name, Email Address, Last Four Digits of SSN, Evaluator (dropdown), and Request Status (dropdown). A yellow 'SEARCH' button is centered below the form. Below the search form is a table with the following data:

Request ID #	First Name	Last Name	Date Requested	Status	Expiration Date	Evaluator	Action
492	Ana	[REDACTED]	08/23/2018 09:46 AM	Pending		Not Assigned	View Waiver Request
491	Kevin	[REDACTED]	08/23/2018 08:56 AM	Pending		Not Assigned	View Waiver Request
490	Katherine	[REDACTED]	08/22/2018 09:57 PM	Pending		Not Assigned	View Waiver Request
489	Lesley	[REDACTED]	08/22/2018 08:57 PM	Pending		Not Assigned	View Waiver Request
488	Christine	[REDACTED]	08/22/2018 08:18 PM	Pending		Not Assigned	View Waiver Request
487	Jorge	[REDACTED]	08/22/2018 06:25 PM	Pending		Not Assigned	View Waiver Request
486	Sebastian	[REDACTED]	08/22/2018 06:17 PM	Pending		Not Assigned	View Waiver Request
485	Jessica	[REDACTED]	08/21/2018 08:01 PM	Pending		Not Assigned	View Waiver Request
484	YVETTE	[REDACTED]	08/21/2018 06:28 PM	Pending		Not Assigned	View Waiver Request
483	JESSICA	[REDACTED]	08/21/2018 06:25 PM	Pending		Not Assigned	View Waiver Request

At the bottom of the table is a pagination control showing page 1 of 10, with 'Next' and 'Last' buttons.

15