

## 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:

**Jerian Winn**  
Certification Specialist  
(305) 293-1400 x 53331  
[Jerian.Winn@KeysSchools.com](mailto:Jerian.Winn@KeysSchools.com)

## Qualifying for a Florida Teaching Certificate

### College Graduate of a Non-Education Program

A graduate with a degree from an accredited or approved institution who is considering the teaching profession as a first career or a career change must first be eligible for a temporary certificate.

There are 3 ways to achieve eligibility:

- Hold a degree in an area in which Florida offers certification.
- Hold a degree in any area and a passing score on an appropriate Subject Area Exam taken after July 1, 2002.
- Hold a Bachelor's degree in any area and meet the specialization requirements through appropriate coursework

NOTE: 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>