

## 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

### Out of State Certified Teacher

Reciprocity:

Florida has 2 reciprocity routes for teachers to qualify for a Professional Certificate.

Route 1: Valid Standard Certificate issued by a state other than Florida

- The certificate must be a standard certificate issued by the other state or U.S. territory.
- The certificate must be currently valid (not expired or revoked).
- The subject(s) shown on the certificate must be considered comparable to a subject(s) issued in Florida.

Route 2: Certificate issued by the National Board for Professional Teaching Standards (NBPTS)

- The NBPTS certificate must be currently valid.
- The Florida certificate will reflect the Florida subject considered comparable to the NBPTS subject.

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>