

Florida State University

Art Education Program
MS Student
Handbook



Art Education Program Graduate Student Handbook

Department of Art Education
Florida State University

Welcome to the Department of Art Education! With over a 70 year history, the Department of Art Education believes in the intrinsic value of art as a catalyst for social change. The Art Education program equips graduates for both formal and informal educational environments. Through research into visual and cultural literacies we prepare students to be leaders in the field. Not only can art promote the development of the individual but serves to enrich and enliven the world around us. As a comprehensive education and research program, we only offer graduate level degrees. We find this provides a rigorous and individualized learning experience as students work towards one of our 4 specialized degree options in the Art Education program.

Our graduate degree offerings include (click below to learn more):

- **MS in Art Education (non-certification) – 100% online**
- **MS in Art Education (certification)**
- **Combined BA in Art and MS in Art Education – completed in 5 years total**

Art Education Program Faculty



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5 year combined BA in Art/MS in Art Education Program/ Masters

Step by step, this program has helped me become a great classroom manager, artist, and future teacher. Having a tight knit group of colleagues to support me and advise me has always given me a sense of belonging within this intensive art program

– Leanna Arroyo (current student) –

Representatives of three distinct departments—Art Education, Art and College of Education—and the University’s administration have designed the new 5-year combined degree program, which is essentially a combined BA in Art/MS in Art Education degree program that would enable students to complete both degrees—and be eligible for teacher education certification—in five years.

The primary mission of the 5 year combined degree is to prepare art teachers for public and private school service, who possess knowledge and skills in the arts, advanced theoretical and practical knowledge in art education and understanding of the roles of education within wider contexts of culture and society. Completion of this dual degree results in candidates earning a Bachelor’s of Art (BA) or, in rare cases, a Bachelor’s of Fine Art (BFA) degree, as well as a Master’s of Science Degree in Art Education (MS), and initial Certification for Teaching K-12 Art in Florida.

MS in Art Education with Teacher Certification

Through this program I gained confidence, knowledge, and a skill set that prepared me for my current position as a k-8 art and digital media teacher

–Rachel Vesia (recent graduate) –

Art Education with Certification provides comprehensive knowledge and skills in formal education systems. Students in this option are integrated into the track of students who are already progressing through the 5 year combined degree program. Certification requirements for teaching and administration are incorporated into individual programs of study to make the candidate eligible for K-12 certification in art in the State of Florida. Remediation of art courses is determined by individual deficiencies at the Bachelor’s degree level.

MS in Art Education (without certification)



The online master's without certification targets working professionals; including bachelor's level art educators, who seek professional development opportunities, career advancement or a transition into a doctoral program.

Using the philosophy of *Art for Life*, it aims to develop knowledge and skills of contemporary theory, practice and research in art education through artistic and scholarly inquiry and by exploring current and historical issues in art education, particularly in art education for social justice. This degree can be tailored to meet the student's individual interests. In addition to the core requirements, courses may be selected from the college of education. This program offers two tracks, a traditional thesis track which could lead to a doctoral degree, or a project-based track that supports curriculum innovation or classroom-based research.

18 Hours Art Education Master's Core Courses

12 Hours Electives

3-6 Hours Supervised Research Project (3 hours) or Master's Thesis (6 hours)

33 Hours Minimum Degree Requirement (36 for Master's Thesis)

Good Things to Know

Register as soon as possible after advising by going to the FSU website. When registering or buying books, remember that multiple courses can have the same **course number with different section numbers**. Check class titles and professors carefully before registering or buying books. To order books, use the link on the registration page to the FSU bookstore. It connects you to the books for your courses. You can also order your textbooks using this link, <http://www.bkstr.com/CategoryDisplay/10001-9604-11003-1>

FSU has a strict **first-day attendance policy**. Attend your classes the first week, or professors will drop your enrollment.

Books, journals, and other resources are available for students in the department's **School of Art & Design Library, 2020 William Johnston Building (WJB)**, and the university's **Stozier Library**. You will also find the department's computer lab on the second floor in room # 2040. For swipe card access to the building and the computer lab, please register your FSU card with Joanna Ayala (jayala@fsu.edu), Staff Services Associate.

Prepare all departmental papers in accordance with the *Publication Manual of the American Psychological Association*, sixth edition. For additional writing help, see Strunk and White *Elements of Style* or the FSU writing center for assistance.

If you have a disability, register with the Student Disability Center. This will enable you to receive any appropriate accommodations.

The Academic Honor System of the Florida State University is based on the premise that each student has the following responsibilities: 1) to uphold the highest standards of academic integrity in the student's own work, 2) to refuse to tolerate violations of academic integrity in the university community, and 3) to foster a high sense of integrity and social responsibility on the part of the university community. This means you must do your own work and appropriately cite sources used to avoid the appearance of plagiarism.

Outside of class, professors and office staff will **communicate with you** through your departmental mailbox located near the faculty offices or the e-mail address you have on record with the university. Remember to check both regularly.

It is your responsibility to meet all university requirements and file for graduation.

For additional information, consult the graduate edition of the current *FSU General Bulletin* using this link http://registrar.fsu.edu/bulletin/grad/depts/art_ed.htm

For all **reclassification of residency** information, use this link
<http://admissions.fsu.edu/residency/>

If you are a new resident, you must live in Florida one year before you can apply for a reclassification of residency. However, if you intend to gain residency for tuition purposes in the second year of your Master's degree, **you must declare domicile and obtain other evidence of residency as soon as you arrive in Florida**. Florida residents may prove residency in various ways detailed in the link above.

You must have dated, filed, and issued documents supporting the establishment of residency for 12 months prior to the first day of classes of the term for which you seek reclassification. For example, if you arrive in Tallahassee on August 1 of 2016, you must file for domicile in the Clerk of Courts in the County Court House of the Florida County in which you reside **before classes begin** in the fall of 2016. In order to apply for reclassification in August 2017, you must have filed domicile records with the Clerk of Courts before classes began in August 2016.

Obtain and submit as many supporting documents as soon as possible to justify your claim of Florida residency. While all documents are important, the most critical to obtain is the Declaration of Domicile. The Declaration of Domicile is available from the Clerk of Courts in the Leon County Court House. Read and complete the Reclassification Form ahead of time to ensure you have all the proper documentation necessary. This form is required when you submit all documentation for reclassification of residency.

You will have to pay fees to transfer, change, and obtain documentation such as driver's license, tag, license plate, etc. Once you declare domicile and obtain the proper identification/documentation, keep all records, the Reclassification Form, receipts, and documentation. After residing in Florida for one year, do the following:

1. Complete and submit a Residency Reclassification Form (if you have not already done so) along with proper documentation at least one month prior to the term you wish to gain reclassification and **no later than the end of the fourth day of classes. This is a firm deadline** because this is when the office of financial aid disburses assistance and assesses tuition and fees. The Clerk of Courts reviews each residency reclassification request and residency affidavit individually. You should submit the forms and required documentation as soon as possible.¹
2. The Registrar's Office reviews the residency reclassification requests individually, makes a residency determination, and e-mails the determination to you. If you submit incomplete forms, or if the office requires additional documentation, the office will notify you by email.

In addition, FSU participates in the academic common market. Students from Alabama, Arkansas, Delaware, Georgia, Kentucky, Louisiana, Maryland, Mississippi, Oklahoma, South Carolina, Tennessee, Texas, West Virginia and Virginia qualify for in-state tuition.

¹ *Please note: The office of admissions and records can answer any questions| UCA Room A3900 | (850) 644-1050 (Phone) | (850) 644-1597 (Fax)*

FORMS

The remainder of the handbook includes forms relevant to our three master's degree offerings.

BA/MS (with certification) Advising Sheet

Name	FSU ID
Local Address	
Permanent Address	
Local Phone	Email

Performance Expectations and Admission Requirements:

Candidates pursuing a Bachelor's of Arts or Bachelor's of Fine Arts degree are eligible to apply to the 5-year Program once they have shown proof of the following pre-requisites, or an advisor approved plan to accomplish these requirements prior to transitioning into the Art Education Department and to the 5-year Program:

- 1) Thirty-six (36) hours of liberal studies, or, in the alternative, the equivalent of an Associate's of Arts (AA) degree from an accredited institution in Florida;
- 2) Intermediate level of foreign language competency;
- 3) Sixteen (16) semester hours of studio foundations;
- 4) Twenty-four (24) semester hours in art responding to the state certification requirements and art education program requirements; and
- 5) Nine (9) art history and criticism hours.

Candidates apply to be provisionally admitted to the 5-year program during the first semester of their junior year, while simultaneously applying and/or presenting proof of acceptance into the Teacher Education Program in the FSU College of Education in conjunction with a plan to complete nine (9) credit hours of the following courses which each constitute three (3) credit hours each: TSL 4324/ESOL, RED 4335 Teaching Reading, and SYO 4930 Sociology of Education.

Admission to the Art Education 4+1 Program further requires:

- 1) 3.0 overall grade point average (GPA);
- 2) 3.0 GPA in major courses in art (studio and art history);
- 3) 3.0 GPA in the required teacher education courses;
- 4) letter of intent;
- 5) portfolio of 10-12 artworks;
- 6) completed application from signed by their academic advisor;
- 7) successful completion of an interview with the Art Education faculty; and
- 8) passage of the FTCE General Knowledge Exam.

All certification courses in the FSU Department of Art Education are offered once a year at the graduate level. These courses must be taken in sequence.

Once accepted into the 5-year program, maintenance of an overall 3.0 GPA is required in art, art history, art education, and education courses as a prerequisite for Student Teaching (ARE 5940). Candidates must also pass all three (3) components of the FTCE and complete all certification course work prior to Student Teaching. The Student Teaching experience is considered the culmination of candidates' education and the most significant demonstration of her/his preparedness to teach art. Applications to student teaching will be completed once candidates have passed the first Professional Progress and Portfolio review during the spring semester of their senior year.

Foundations Courses: 16 Hours				
Course	Credit	Grade	Sem/Yr	Comments
ART 1000 Success Strategies in Art and Design	1			
ART 1300C Drawing Foundations*	3			
ART 1201C 2D Foundations*	3			
ART 1602C Digital Imaging Foundations	3			
ART 1203C 3D Foundations	3			
ARE 2003C Survey of Studio Art Practices**	3			
*Course necessary to become an art major. Students without these courses can take them elsewhere.				
**Course counts as a Humanities credit.				
Studio Courses: 24 Hours				
Course	Credit	Grade	Sem/Yr	Comments
ART 2000 or 3000 level Painting	3			
ART 2000 or 3000 level Printmaking	3			
PGY 2000 level Photography/Digital Photo	3			
ART 2330C Figure Drawing Foundations	3			
ART 3764c OR ART 2752c Ceramics	3			
Studio concentration area	3			
Studio concentration area	3			
Studio concentration area	3			
(Studio concentration area)	(3)			
Art History and Criticism: 9				
Course	Credit	Grade	Sem/Yr	Comments
ARH 3056	3			
ARH 3057	3			
ARH 3000 or above	3			
Education Courses: 9 Hours				
Course	Credit	Grade	Sem/Yr	Comments
TSL 4324 ESOL Instruction in the Content Area	3			
RED 4335 Teaching Reading	3			
SYO 4250 Sociology of Education	3			
Art Teacher Certification Core Courses: 24 Hours				
Course	Credit	Grade	Sem/Yr	Comments
ARE 5358 Art for Life	3			
ARE 5046 Theory & Practice I	3			
ARE 5047 Theory & Practice II	6			
ARE 5940 Student Teaching in Art	9			
ARE 5950 Seminar & Professional Practices	3			
Graduate Studies in Art Education: 12				
Course	Credit	Grade	Sem/Yr	Comments
ARE 5245 Program Development (formerly "Curriculum and Programs")	3			
ARE 5935 Contemporary & Historical Issues	3			
ARE 5641 Critical Analysis	3			
ARE 5295 Art Museum Education	3			

FTCE 1, General Knowledge Date _____ Passed _____
Failed _____

FTCE 2, Subject Knowledge Date _____ Passed _____
Failed _____

FTCE 3, Professional Knowledge Date _____ Passed _____
Failed _____

MS (with certification) Advising Sheet

Name _____ FSUID# _____
 Local Address _____ FTCE Date Completed _____
 _____ Local Phone _____
 Permanent Address _____ Email _____
 _____ Date of Graduation _____

Date	Student	Advisor	Date	Student	Advisor	Date	Student	Advisor
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____

15 Hours	Art Education Master's Core Courses
9 Hours	Education Requirements
21 Hours	Art Teacher Certification Courses
45 Hours	Degree Requirement

Teacher Certification Track

Art Education with Certification provides comprehensive knowledge and skills in formal education systems. Students in this option are integrated into the track of students who are already progressing through the 5 year combined degree program. Certification requirements for teaching and administration are incorporated into individual programs of study to make the candidate eligible for K-12 certification in art in the State of Florida.

*As a graduate program leading to teacher certification in Florida, it is expected that each student has already completed **formal training in state required studio areas**. Remediation of art courses is determined by individual deficiencies at the bachelor degree level. **If there are deficiencies on the student's transcript related to such studio art coursework, the student will be required to complete formal training in the following studio areas for state certification: drawing, painting, sculpture, printmaking, ceramics, fine craft skills, graphic design, photography, computer technology, art history, aesthetics and/or art criticism.***

Each student must be admitted to the Teacher Education program in the College of Education during the first semester of the program. An overall GPA of 3.0 is required in courses in art and art education as a prerequisite for Student Teaching (ARE 5940). **All education and art teacher certification courses must be completed prior to student teaching.** Students must go through a portfolio and progress review every semester and make up any deficiencies as a result of the review prior to student teaching.

Required Art Education Master's Departmental Core: 15 Hours

Course	Credit	Grade	Sem/Yr	Not FSU/Comment
ARE 5245: Program Development (Formerly "Curriculum and Programs")	3			
ARE 5641: Critical Analysis	3			
ARE 5295 Art Museum Education	3			
ARE 5935: Contemporary & Historical Issues	3			
ARE 5358: Art for Life	3			

Education Courses: 9 Hours

Course	Credit	Grade	Sem/Yr	Not FSU/Comment
SYO 4250: Sociology of Education	3			
RED 5337: Supervision and Instruction in Secondary School Reading	3			
TSL 5325: English to Speakers of Other Languages (ESOL) Instruction in the Content Area	3			

Art Teacher Certification Courses: 21 Hours

Course	Credit	Grade	Sem/Yr	Not FSU/Comment										
ARE 5046: Theory & Practice I (Note: to be taken concurrently with ARE 5358: Art for Life)	3													
<p>FTCE General Knowledge Exam Date _____ Passed _____ Failed _____</p> <p align="center">Advisor's Signature _____</p> <p>Application to Teacher Education Date _____ Advisor's Initials _____</p>														
<table border="1"> <thead> <tr> <th>Course</th> <th>Credit</th> <th>Grade</th> <th>Sem/Yr</th> <th>Not FSU/Comment</th> </tr> </thead> <tbody> <tr> <td>ARE 5047: Theory & Practice II</td> <td align="center">6</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>					Course	Credit	Grade	Sem/Yr	Not FSU/Comment	ARE 5047: Theory & Practice II	6			
Course	Credit	Grade	Sem/Yr	Not FSU/Comment										
ARE 5047: Theory & Practice II	6													
<p>FTCE Subject Knowledge Exam Date _____ Passed _____ Failed _____</p> <p>FTCE Professional Knowledge Exam Date _____ Passed _____ Failed _____</p> <p align="center">Advisor's Signature _____</p> <p>Application to Student Teaching Date _____ Advisor's Initials _____ Student Initials _____</p>														

Course	Credit	Grade	Sem/Yr	Not FSU/Comment
ARE 5940: Student Teaching in Art	9			
ARE 5950: Seminar & Professional Practices	3			
(Note: these 2 classes to be taken concurrently)				

Directions for Registering for Graduate Courses (BA/MS only)

Around Spring registration time, students accepted into the 5 Year Program will need to go complete the following form in order to register for Graduate level courses as an Undergraduate.

Step 1

- Go to the REGISTRAR's office
- A3900 University Center / Stadium
- Ask for the *Undergrad Request to take Grad Courses* form

Step 2

- FILL in the form as follows:
- 1st Course Title: **Theory and Practice I** Credit Hours: 03
 - Course Number: ARE 5046 Section: 01
 - Instructor: *Jeff Broome* Reference
- 2nd Course Title: **Art For Life** Credit Hours: 03
 - Course Number: ARE 5358 Section: 01
 - Instructor: *Rachel Fendler - To be signed by Chair, Dave Gussak*
- Check the box, counts as *Graduate* level hours for both courses

Step 3

- Go to the CHAIR OF THE DEPT OF ART EDUCATION's office
- WJB 1033 / William Johnston Building
- Ask for the Chair, Dave Gussak to sign on the lines for Chair approval
- FALL 2015 ONLY - Chair will sign instead of Rachel Fendler

Step 4

- Go to JEFF BROOME's office
- WJB 3028
- Ask for the Instructor, Jeff Broome to sign by his name

Step 5

- Go to ACADEMIC DEAN's office
- FAB 234
- Ask for the Academic Dean, Scott Shamp to sign on the line for Dean approval
- Eddie Page, FAB 231, may be able to sign if Scott Shamp is unavailable

Step 6

- Return to the REGISTRAR's office
- A3900 University Center / Stadium
- Deliver the signed *Undergrad Request to take Grad Courses* form

Flow of Semesters (BA/MS only)

EARLY First Semester (Preferred)

- Register for, take, and pass Florida Teacher Certification Exam General Knowledge Test (<http://www.fl.nesinc.com/tests.asp>)
 - * When registering for your exam, be sure to “click the option” to have your test results sent directly to the FSU College of Education

Fall Semester (Preferred)

- Purchase “LiveText” Software during or prior to the semester that you begin taking required courses from the College of Education (TSL 4324, RED 4335, SYO 4250). Information about “LiveText” can be obtained from the College of Education (see Student Teaching Handbook, pg. 29, http://education.fsu.edu/wp-content/uploads/2015/05/2016_Fall_Student_Teaching_Handbook_Student_Teacher.pdf)

After Passing FTCE General Knowledge Exam and Provisional Acceptance to 5 Year Program:

- Complete Procedures for Field Experience and Leon County Background Clearance <http://education.fsu.edu/student-resources/student-academic-services-oasis/classroom-field-experience/clearance-procedures-for-field-experience>
 - A) Obtain Clearance Form from OASIS (Office of Academic Services and Intern Support 2301 Stone Building)
 - B) Complete Form
 - C) Take form to Leon County Schools District Office at 2757 W. Pensacola Street, Portable 11 with \$95 payment (fingerprinting)
 - D) Complete Medical Insurance Verification <http://education.fsu.edu/student-resources/student-academic-services-oasis/classroom-field-experience/medical-insurance-verification>
 - E) Consider Professional Liability Insurance <http://education.fsu.edu/student-resources/student-academic-services-oasis/classroom-field-experience/professional-liability-insurance>
 - F) Students should send all clearance documents to the Field Experience Coordinator, Stone Building 2301M (Tala Hagan)

Late Fall/Spring:

After Completing Procedures for Field Experience Clearance:

- Apply to the Teacher Education Program OASIS office, 2301 Stone Building. (see attached) https://fsu.qualtrics.com/jfe/form/SV_00RfV2wNWTMD5hX
- Register for, take, and pass FTCE Subject Area Exam (Art K-12) and Professional Knowledge Exam (<http://www.fl.nesinc.com/tests.asp>)
 - Once again, when registering for your exam, be sure to “click the option” to have your test results sent directly to the FSU College of Education
 - **College of Education MUST have RECEIVED all PASSING FTCE Test Scores by JULY 1st, or you will NOT be placed for Student Teaching in the Fall**

Early Spring:

- Enroll in and attend ARE 5930 Art for Life
- Enroll in and attend ARE 5046 Theory & Practice I
- **Apply for Student Teaching:** Details about this process will be announced in class. (Due to 2301 Stone Building, typically during a selected week in late January or early February Monday through Thursday, 8:00AM – 4:00PM).

- Mandatory Orientation for FALL 2016 student teaching applicants.** Details about this meeting will be announced in class. Typically, this meeting is held in late February at 9:00 am on a Friday.

Mid to Late Spring:

- Portfolio Review with Art Education Faculty (reoccurring every semester)

Completing Program at The Graduate Level

Summer:

- Enroll in and attend ARE 5047 Theory & Practice II (first summer session, 6 week course, 6 credit hours)

Fall:

- Enroll in and attend ARE 5940 Student Teaching in Art (9 credit hours)
- Enroll in and attend ARE 5950 Seminar & Professional Practices (3 credit hours)

Spring:

- Register for Graduation <http://registrar.fsu.edu/graduation/checklist/>
Enroll in any of the classes below that you may not have yet completed
- Enroll in and attend ARE 5245 Program Development
- Enroll in and attend ARE 5935 Contemporary & Historical Issues
- Enroll in and attend ARE 5641 Critical Analysis
- Enroll in and attend ARE 5295 Art Museum Education

Mid to Late Spring:

- Applying for a Professional Educator's Certificate in Florida (Statement of Eligibility) by submitting a CG-10 application (<http://www.fldoe.org/edcert/apply.asp>). This process involves additional fees, fingerprinting, and the submission of transcripts
- Submit applications to each school district where you are interested in working
- IF YOU ARE INTERESTED IN WORKING OUT-OF-STATE, CONSULT WITH US EARLY AND OFTEN SO THAT YOU CAN GET AHEAD OF THE RECIPROCITY PROCESS, RATHER THAN BEHIND THE PROCESS
- Get a Job! Live Happily Ever After! ☺

After Graduation

Getting on your feet outside of FSU

- I. Applying for a Florida Professional Educator's Certificate
- II. Obtaining a Florida Professional Educator's Certificate
- III. Finding Employment

I. Applying for a Professional Educator's Certificate in Florida

You have completed a Florida State Approved Program in Art Education. According to Florida Statutes, completion of this program, passing of all three of the required exams, and clearance of fingerprints makes you eligible for a professional certificate in Visual Art K-12. Here are the steps for applying for a professional certificate:

1. Submit a CG-10 application here: <http://www.fldoe.org/edcert/apply.asp>
2. Submit payment via the online application. This requires a VISA or Mastercard. There is a **\$75.00** fee for each subject. Based on the program you have completed, you should apply for Visual Art (grades K-12).
3. Once you have submitted the application, submit your transcripts from FSU. You must make sure the following are outlined on your transcripts:
 - Make sure your transcripts have the state-approved "stamp". **Check with the Registrar's office to ensure that the stamp is on the transcript.** If you do not have the stamp on your transcript and it is submitted to the Bureau of Educator Certification, you will not be considered eligible for a professional certificate. Your transcripts should read as follows:
 - i. Completion of a NCATE/Florida state-approved program at the undergraduate level in Visual Art Education.
 - Make sure your transcript has the date the degree was conferred. If you submit your transcript too early, it will not have the degree conferral date. **YOU CANNOT BE ELIGIBLE FOR CERTIFICATION UNTIL YOU HAVE A MINIMUM OF A BACHELOR'S DEGREE.**
4. Once you have applied and submitted all the required documentation, please allow up to 30 days for your file to be processed. If there is an issue with your application, you will receive correspondence within 30 days. You can also call to check on the status of your application at 1-800-445-6739 or you can email the Bureau of Educator Certification at the following link:
<http://www.fldoe.org/edcert/contact.asp>.

II. Obtaining a Florida Professional Educator's Certificate

1. Once your application is processed, you will receive an *Official Statement of Status of Eligibility*. **THIS IS NOT A CERTIFICATE.** The *Official Statement of Status of Eligibility* outlines your eligibility for a professional certificate. The only requirement you should have in order to be eligible for a professional certificate is clearance of fingerprints.
2. **Please note-** if your Statement indicates that you need to complete a Professional Education Competence program while employed in order to be considered eligible for a professional certificate, **then something is missing from your application packet.** Please call the Bureau of Educator Certification at 1-800-445-6739 to determine what is missing.
3. If your application packet has all the required documents, your statement will look something like this (except it will say "Visual Art (Grades K-12)" instead of "English (Grades 6-12)"):

YOU ARE ELIGIBLE FOR A FLORIDA EDUCATOR'S CERTIFICATE AS SHOWN BELOW.

PROFESSIONAL CERTIFICATE: For issuance of a Professional Educator's Certificate valid for five years covering **ENGLISH (GRADES 6-12)** official documentation of the following requirement must be submitted to the Bureau of Educator Certification:

- results of your fingerprint processing from the Florida Department of Law Enforcement and the FBI. If your application or fingerprint report reflects a criminal offense or suspension/revocation record, your file will be referred to Professional Practices Services for further review. Issuance of your certificate will be contingent upon the results of this review.

If you are seeking employment in Florida, your employer will assist you in completing the fingerprint process. If you do not plan to seek employment in Florida or if you have an immediate need for issuance of your Professional Certificate, please contact us through our e-mail form at <http://www.fldoe.org/edcert/contact.asp#Email> or by telephone at the numbers listed below, and we will mail a fingerprint packet to you. The fingerprint processing fee is \$54.50.

Please note: If you choose to have your fingerprints processed prior to Florida employment, it may be necessary to have your fingerprints reprocessed and you may have to pay a second processing fee as a condition of employment in a Florida public school.

Please note that in order to obtain a Professional Certificate, you will need to have your fingerprints processed. If you are seeking employment in Florida, many districts will hire you and process your fingerprints so your certificate can be issued. If you do not plan on seeking a position in Florida and want your certificate issued, you will have to obtain a fingerprint packet and go through the processing steps. Fingerprint processing can take up to 4-6 weeks once the Bureau of Education receives the packet.

III. Finding a teaching job in Florida

In order to obtain a position in a Florida public school district, you will need to apply through the district's website. Each district has its own hiring process and criteria. The state recruitment website, www.teachinflorida.com provides some job listings for public

and private schools throughout the state and you can post your resume on [teachinflorida.com](http://www.teachinflorida.com), but it should not be considered as applying for the positions. Check with the public school district or private school to determine what additional steps you need to take for applying for a position. A listing of recruitment contacts for all the districts in Florida can be found at the following link:

<http://www.teachinflorida.com/Recruitment/RecruitmentContacts/tabid/81/Default.aspx>