

# Athletic Coaching Temporary Certificate Instructions



In order to coach in the state of Florida an individual must have a teaching certificate (3 year or 5 year), a temporary athletic coaching certificate (3 year) or a professional athletic coaching certificate (5 years and obtained after the temporary certificate has been used.)

## Applying for a Temporary Certificate

**Step 1:** Click on the link on the coaches' resources page "Athletic Coaching Temporary Certificate".

**Step 2:** Apply for a certificate by clicking on the red "apply here" link in the left hand column. Scroll to the bottom of the next page and click on the blue "apply here" link.

**Step 3:** If you have never applied for a certificate from the FLDOE before than create an account. Otherwise sign in with your username and password.

**Step 4:** Complete all pages of the online application. When choosing a certificate, choose Athletic Coaching Certificate. Even though it asks for transcripts to be sent to the FLDOE they are not needed for an Athletic Coaching certificate.

**Step 5:** Once you have filled out the application in its entirety and paid the fee inform Kelly Barrett that you have completed the application.

**Step 6:** Your fingerprints will be sent to the FLDOE by the PK Yonge business office. Shortly after receiving the prints, the FLDOE will mail your certificate to you.

**Step 7:** As soon as you receive your certificate provide a copy (email or hardcopy) to Kelly Barrett.

The athletic department must keep a copy of your certificate on file and this will complete your hiring process.