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.