

How to Register for Teacher Recertification Courses

1. COMPLETE AN APPLICATION

- a. www.polk.edu - click on "Admission & Aid" on the black toolbar then click on "Apply Now" on the right-hand side of the page.
- b. **Select one of the following:**
 - i. **Never attended Polk before?** Use the NEW USER box.
 - ii. **Attended before?** Use the READMISSION OR INFORMATION UPDATE box.
- c. On the Enrollment Intention page, select "I want to apply as a non-degree seeking student..." and then select term and campus.
- d. On the Program of Study Selection page, select "Teacher Recertification (39020)."
- e. Complete Student Demographics and other required information.

2. READ THE APPLICATION LETTER with Registration Instructions

- a. Upon SUBMIT you will receive a welcome letter with instructions.
- b. You will receive your student ID and PIN for logging into PASSPORT.

3. DO NOT send official transcripts or take the online orientation.

4. HOW TO REGISTER

- a. Send a registration request with these items to registrar@polk.edu
 - i. Copy of a valid Florida Teaching Certificate
 - ii. Your full name
 - iii. Polk State ID
 - iv. The course name and number you want to take (Reference number, if you know it)
 - v. The academic year and term you want to register for
 - vi. Allow 24 hours for us to register you.
 - vii. Log into PASSPORT to see your schedule and pay your tuition, unless you are eligible for a waiver.
 - viii. Log into Canvas to see your course. Courses are available one week before start date.
 - ix. Find further help at polk.edu.

NOTE: Full-time public classroom teachers wanting to take a course from the state approved course waiver list must also:

- Complete and submit the tuition waiver registration form on the Teacher Recertification Website
- Provide proof of employment. (This covers your in-state tuition)

5. Establish residency for reduced in-state tuition if you are teaching at a private school, are a retired teacher, or are not currently teaching but holding a Florida Professional Teaching Certificate.

- a. Follow these instructions to complete your residency at <https://www.polk.edu/wp-content/uploads/Etrieve-Residency-Instructions.pdf>

Visit the Recertification Website at <https://www.polk.edu/education/teacher-recertification/> for additional information.