

How to Register Teacher Recertification Courses

Read all the information below before beginning step#1

1. COMPLETE AN APPLICATION

- a. www.polk.edu - click on "Apply Now" on the main page.
- b. Select one of the following:
 - i. **Never attended Polk before?** Select the term you want to attend and on the education goal, select item 11 for teacher recertification.
 - ii. **Attended before?** Select the term you attended before and then select the term you want to attend and on the education goal, select item 11 for teacher recertification.
- c. 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. IF YOU CURRENTLY ARE A FLORIDA FULL-TIME PUBLIC CLASSROOM TEACHER AND TAKING SWD COURSES (EEX2082 OR EEX2083)

- i. Complete the waiver form along with proof of employment as a full-time teacher.
- ii. Go to "How to Register".

5. Establish residency for reduced in-state tuition.

- a. Complete the residency at <https://www.polk.edu/admission-aid/admissionsteps/residency/>. Scroll down to "WHERE IS THE RESIDENCY DECLARATION?" question and follow the instructions posted there.

6. IF YOU ARE TAKING OTHER RECERTIFICATION COURSES OR YOU ARE NOT A FLORIDA FULL-TIME PUBLIC CLASSROOM TEACHER

- i. Get an unofficial copy of your degree transcript
- ii. Go to "How to Register".
- iii. Pay for the class in PASSPORT once you are registered.

7. HOW TO REGISTER

- a. Send a registration request with these items to registrar@polk.edu
 - i. Unofficial copy of your degree transcript required for Not Full-Time Public Classroom teachers.
 - ii. Waiver and proof of employment for Full-Time Public Classroom teachers only.
 - iii. Your full name
 - iv. Polk State College ID number.
 - v. The reference numbers of the courses you want to take
 - vi. The academic year and term you want to register for
 - vii. Allow 24 hours for us to register you. Log into PASSPORT to see your schedule. Log into Canvas to see your class. Find further help at polk.edu.

8. IGNORE ALL MESSAGES ABOUT orientation or transcripts needed in PASSPORT or emails

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