

## Military Certification Fee Waivers

The Florida legislature expanded opportunities for military personnel, veterans and their spouses to join the education profession through passage of the “Don Hahnfeldt Veteran and Military Family Opportunity Act” (Chapter 2018-007, L.O.F.). Effective July 1, 2018, the act provides the opportunity to request waivers of initial certification and certification examination fees for active duty military personnel, honorably discharged veterans and their spouses or surviving spouses. Educator candidates who are eligible to apply for the Military Certification Fees Waiver (MCFW) include:

- Active duty service members of the U.S. Armed Forces or reserve unit;
- The spouses of active duty service members of the U.S. Armed Forces or reserve unit;
- Veterans who were honorably discharged or retired from service as members of the U.S. Armed Forces or reserve units;
- The spouses of veterans who were honorably discharged or retired from service as members of the U.S. Armed Forces or reserve units; or
- The surviving spouses of veterans or service members who died while on active duty as members of the U.S. Armed Forces or reserve units.

To complete a waiver request, the educator candidate is required to:

- Submit the waiver request via the [Military Certification Fees Waiver site](#) on or after July 1, 2018;
- Upload official documentation for review to determine that you meet the qualification requirements for MCFW eligibility; and,
- Wait to submit any payments until after you receive email notification that you are eligible for an MCFW;
- On or after July 1, 2018, submit your application for an Educator’s Certificate or register for a certification exam.

An MCFW remains valid for up to five years upon determination of eligibility, after which time an educator may submit a new request for review according to eligibility requirements in effect upon submission of the request for a new waiver. Fees for the following certification services will be waived for individuals granted MCFWs:

- \$75.00 per subject for an initial certification application
- \$75.00 for an initial application for certification in athletic coaching
- \$75.00 for an application to upgrade from a Temporary to a Professional Certificate
- \$75.00 per subject for addition of a subject or endorsement to a valid certificate

**Note:** Eligible MCFW applicants, including current school district employees, must submit certification applications directly to the Bureau of Educator Certification. Submitting a district application to add a subject/endorsement to a valid Temporary or Professional Certificate will require payment of processing fees to the employing school district.

The following chart provides minimum acceptable supporting documentation to determine eligibility: **Basis for Waiver of Fee**

### Documentation Required

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Member of Armed Forces  
Military ID card

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Spouse of member of Armed Forces  
Military dependent ID card (DD Form 1173)

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Member of reserves, serving or served active duty  
Military ID card and Activity Duty Report (DD Form 220); or  
Military ID card and current orders for active duty

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Spouse of member of reserves, serving or served active duty  
Military dependent ID card (DD Form 1173); or  
Military dependent ID card (DD Form 1173-1) and  
spouse’s DD Form 220 or spouse’s orders for active duty

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Honorably discharged veteran  
Certificate of Release or Discharge from Active Duty (DD Form 214 Member 4)

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Spouse or surviving spouse of honorably discharged veteran

DD Form 214 Member 4 of spouse and marriage certificate

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Honorably discharged veteran of reserves, served active duty  
DD Form 214 Member 4

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Spouse of honorably discharged veteran of reserves, served active duty  
DD Form 214 Member 4 of spouse and marriage certificate

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Surviving spouse of member of armed forces on active duty at time of death  
Official documentation from Department of Defense

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Surviving spouse of member of reserves on active duty at time of death  
Official documentation from Department of Defense

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Additional documentation may be requested if documents provided by applicants do not contain sufficient information to determine current eligibility or marital status. Expired documents cannot be used to establish eligibility.

**Note:** Do not send original documents to the Bureau of Educator Certification. Documents submitted to the Bureau of Educator Certification become part of the applicant's permanent certification record and cannot be returned. All documentation added to an educator's permanent certification record is subject to Florida public records laws.

### **Certification Examinations**

Registration fees for initial attempts on examinations for certification will be waived for educator candidates granted MCFW eligibility. Please visit [FTCE/FELE Certification Website](#) for detailed information on Florida's certification examinations.