

HR/CERTIFICATION INFORMATION FOR CHARTER SCHOOLS

1. Apply for a certificate before employment
2. Issue Request
 - a. PAF must be submitted to HR to load into SAP
 - b. Submit for full time teaching assignments that require a state issued certificate
 - c. Submit an original Issue Request form to the District Certification Office
 - d. Position Title and Date of hire must match on SAP and Issue Request
 - e. Attach a SOE - Eligible for certificate
 - f. Dual reported fingerprint clearance
3. Pass General Knowledge within 1st year of employment for teachers on a temporary certificate
4. Complete PEC forms and submit to District Certification Office
5. Add-On and Renewal Applications must be submitted to the District Certification
6. Methods of HQ for Teachers
 - a. O/S HOUSSE & SAE
 - b. SAE
7. Methods of HQ for Para Educators
 - a. Transcript
 - b. Para Pro Exam - Official or Notarized copy
 - c. Passing score on CLAST or General Knowledge - Copy
8. Submit unofficial transcript to District Certification Office to post to SAP
9. Out of Field
 - a. Report to Charter Board
 - b. Complete 120 inservice hours or 6 semester hours within 12 months of out of field anniversary date
 - c. Notify parents prior to FTE week in the Parental Notification Letter
10. Change in the Course Code Directory for the use of MGIC effective 7/1/12

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MEMORANDUM

TO: District School Superintendents

FROM: Dr. Frances Haithcock

DATE: May 13, 2011

SUBJECT: Middle Grades Integrated Curriculum Certification

The purpose of this memorandum is to inform you of pending action related to the Middle Grades Integrated Curriculum (MGIC) certification for instructional personnel assignments that will go into effect beginning with the 2012-2013 school year.

- The MGIC certification will only be **appropriate for instructional personnel assigned to courses designated as Middle/Junior (grades 6-8).**
- A symbol will appear in the 2011-2012 Course Code Directory to indicate that all elementary and high school courses that currently allow the MGIC certification not allow the certification beginning with the 2012-2013 school year. In other words, the **MGIC certification will be “dagged” for any elementary and high school courses.**
- The MGIC certification for Middle/Junior (M/J) courses will be appropriate only for **appointments to these course(s) prior to July 1, 2012.**

It is the Department's intent to request that the State Board of Education repeal the rule related to the Middle Grades Integrated Curriculum certification. It is important to note that educators will have the right to apply for and participate in the MGIC teacher certification examination for a period of three years from the date of repeal of the rule; however, only those teachers holding a MGIC certification appointed prior to July 1, 2012, will be designated as “in field” and/or “highly qualified.”

Should you have any questions concerning the MGIC certification and instructional personnel assignments, please contact the Bureau of Curriculum and Instruction Chief at Teresa.Sweet@fldoe.org.

FH/tds

cc: Assistant Superintendents of Instruction
Principals
Personnel Directors
Florida College and University Education Deans
District Certification Contacts

DR. FRANCES HAITHCOCK
CHANCELLOR OF PUBLIC SCHOOLS