

TEACHER CERTIFICATION/ ENDORSEMENT/ NCLB COMPLIANCE HANDBOOK

CERTIFIED

QUALIFIED



HIGHLY QUALIFIED

2010 - 2012

Overview of Florida Statutes

Florida Statutes - 1012.54 Purpose of instructional personnel certification. *It is the intent of the Legislature that school personnel certified in this state possess the credentials, knowledge, and skills necessary to allow the opportunity for a high-quality education in the public schools. The purpose of school personnel certification is to protect the educational interests of students, parents, and the public at large by assuring that teachers in this state are professionally qualified. In fulfillment of its duty to the citizens of this state, the Legislature has established certification requirements to assure that educational personnel in public schools possess appropriate skills in reading, writing, and mathematics, and adequate pedagogical knowledge, including the use of technology to enhance student learning, and relevant subject matter competence so as to demonstrate an acceptable level of professional performance. Further, the Legislature has established a certificate renewal process which promotes the continuing professional improvement of school personnel, thereby enhancing public education in all areas of the state.*

I. **Two Types of Full-time Educator's Certificates Issued by the Florida Bureau of Educator Certification (BEC)**

- A. Initial Professional Certificate
- B. Temporary Certificate

II. **Application Procedures for State Issued Certificates**

- A. Online application completed at www.fldoe.org/edcert/apply.asp
- B. All official transcripts sent to BEC
- C. Any valid out-of-state standard certificates sent to BEC to be evaluated for reciprocity (social security number written on copy)
- D. Fingerprint clearance from hiring district submitted for issuance of certificate
- E. Responses to any inquiries from BEC for legal documentation submitted
- F. Temporary Certificate Requirements
- G. Application procedures completed as above
- H. Documentation of passing scores on requisite subject area exam(s) at BEC
- I. Fingerprint clearance and issue request from hiring district submitted for issuance of certificate

III. **District Deadlines to Complete Requirements for Issuance of a Florida Professional Certificate**

- A. Documentation of passing scores on either the CLAST Exam prior to 7/1/02 **OR** General Knowledge Exam (GK) **on or before April 1st of the school year initially employed**
- B. All requirements outlined on the Statement of Status of Eligibility (SOE) completed **on or before April 1st of the year the temporary certificate expires.**
- C. Based upon an individual evaluation of credentials, requirements may include one or more of the following:
 - 1. Professional Preparation – completion of specified education courses (may be satisfied by completing a State Approved Alternative Certification Program)
 - 2. Professional Education Competence (PEC) program completion
 - 3. Professional Education Exam (PED) passed
 - 4. Practical teaching experience requirement completion (may be satisfied by completing a State Approved Alternative Certification Program)
 - 5. Application for initial professional certificate at www.fldoe.org/edcert/apply
 - 6. Submission of official transcript of coursework completed since initial application for certification.

- IV. Alternative Methods to Satisfy Professional Preparation Requirements**
- A. Completion of required college and university courses with a grade of “C” or higher and completion of FL. approved Professional Education Competence (PEC) Program
 - B. Completion of the PCSB District Alternative Certification Educator (ACE) Program, ACE or ACE 2, through Polk County School District, Contact Vivian Castelli, vivian.castelli@polk-fl.net; www.polk-fl.net/hrd/aceweb/acehome.htm or www.polk-fl.net/hrd/ACE2/ace2home.htm
 - C. Completion of Educator Preparation Institute (EPI) at Polk State College, Contact Beverly Woolery, bwoolery@polk.edu
 - D. Completion of American Board for Certification of Teacher Excellence (ABCTE) and PEC Program <http://www.abcte.org/passport/states/fl>
- V. Two Types of Full-time Career Educator’s Certificates Issued by the School Board of Polk County**
- A. Polk District Temporary Career Educator’s Certificate
 - B. Polk District Professional Career Educator’s Certificate
- VI. Application procedures for Polk District Issued Certificates**
- A. Polk District Certification Application submitted to the Polk Certification Department
 - B. All official transcripts and professional licenses and/or certificates sent to Polk Certification Department
 - C. Occupational Experience Forms submitted to Certification Department
 - D. Fingerprint clearance and issue request from hiring district submitted for issuance of certificate
- VII. District Statement of Status of Eligibility Deadlines to Complete Requirements for Issuance of a Polk District Professional Certificate**
- A. Documentation of passing scores on one of the following: CLAST Exam prior to 7/1/02 **OR** General Knowledge Exam (GK) **OR** score of at least 12.0 on the Full Battery Level 9 or 10 Test of Adult Basic Education (TABE) **on or before April 1st of the school year initially employed**
 - B. Completion of all requirements outlined on the District Statement of Status of Eligibility (SOE) **on or before April 1st of the year the temporary certificate expires**
 - C. Submission of transcript documenting completion of Professional Preparation vocational education courses specified on Statement of Status of Eligibility (may not be satisfied by completing an Alternative Certification Program or non-vocational education courses)
 - D. Completion of Professional Education Competence (PEC)
 - E. Completion of practical teaching experience requirement
 - F. Application for Initial Professional Polk District Career Educator’s Certificate
- VIII. Renewal of State Professional and District Professional Career Educator’s Certificates**
- A. Renewal required every five years
 - B. Renewal of four or fewer academic areas requires the equivalent of 120 inservice points **earned during validity period of certificate to be renewed**
 - C. Endorsements are not academic areas and do not require inservice points.
 - D. Accepted methods of documenting points may be combined
 1. **College Credit** – One 3 semester hour course is equivalent to 60 inservice points. Attach one (1) official transcript (**not a photocopy**) from an accredited college or university to the completed renewal application. A grade of at least a ‘C’ must be earned in each college course used for renewal. A grade of ‘pass’ or ‘satisfactory’ is an acceptable grade.
 2. **Inservice points**
 - a. If inservice points are used to renew a certificate, a copy of the inservice record must be attached to the district renewal application.

- b. To transfer inservice points from another district to Polk County, submit an out of county inservice transfer form to the Professional Development Department.
 - 3. **Subject Area Exam** – A passing score on subject area exam *for a subject shown on the certificate* is equivalent to 60 inservice points. Passing scores are automatically submitted to the DOE.
 - 4. **National Board Certification** – A valid NBPTS Certificate will renew the corresponding coverage on the Professional Certificate and is equivalent to 120 inservice points. Attach a copy of the valid NBPTS Certificate to the application.
 - 5. **College Teaching Experience** – A course taught at the college level at an accredited institution is equivalent to a course taken for renewal. Request that the registrar at the college/university submit a letter listing the prefix, number, and name for each course, the number of semester hours earned by students in each course and the dates the courses were taught. Teaching multiple sections of the same course may only be used as one course for renewal.
- X. **State Licensure – Issued by the Florida Department of Health**
- A. State Licensure may be used in place of teacher certification for the following areas
 - 1. Speech/Language Impaired
 - 2. Psychologists
 - 3. Occupational Therapy
 - 4. Physical Therapy
 - B. State Licensure may be required for some district issued certificates
- XI. **Positions for which certification is optional but not required**
- A. ROTC Instructors have the option to seek District certification
 - B. Experts in Field - Dance instructors have the option to seek State certification
 - C. Individuals in areas where teacher certification is optional will not qualify for a Professional Services Contract (tenure)
- XII. **Teacher Contract**
- A. Definition of **fully qualified** is used in this Collective Bargaining Agreement - it describes the state of being certified, qualified, and/or highly qualified based upon the courses and students the teacher is assigned to teach in the master schedule.
 - B. Teachers assigned to teach core courses must be certified, qualified and highly qualified. (For more information, link to our *Certified, Qualified, Highly Qualified Definitions*.)
 - C. Teachers assigned to teach non-core courses must be certified and qualified. (For more information, link to our *Certified, Qualified, Highly Qualified Definitions*.)
- XIII. **Overview of Services Provided to Educators**
- A. State Bureau of Educator Certification
 - 1. Applications
 - a. Initial Application for State Professional and Temporary Certificates
 - b. Add-on Application to State Issued Certificate for master’s degree areas of certification
 - c. Location of Applications www.fldoe.org/edcert/apply
 - 2. Course Approval Procedure
 - a. Email BEC at edcert@fldoe.org
 - b. Include in the email
 - Name
 - Your Dept. of Education (DOE) #

XIII. Overview of Services Provided to Educators, continued

- College/University name
 - Course Information
 - Title
 - Alpha Prefix and number
 - Requirement you are seeking to satisfy by completing the course
3. Certification Look-Up
 - a. The public may view your certificate on the Department of Education Certificate Look-Up website
 - b. Website <http://www.fldoe.org/edcert/public.asp>
 - c. Individuals who hold valid state issued Florida Certificates are required to keep his/her address current (by law educators must change address within 30 days of moving)
 - d. Website to create account <https://certify.fldoe.org/publicweb/default.aspx>
 - B. District Certification Department
 1. District Certificate Renewal Application for state certification (must renew every 5 years)
 2. District Add-on Application
 3. District Initial Temporary Certificate Application
 4. District Initial Professional Certificate Application (must renew every 5 years)
 5. District Certificate Renewal Application for district certification
 6. Location – Outlook>Public Folders>All Public Folders>Human Resource Services>Certification/NCLB/SEMS Dept.>Certification Application
 7. Certification Department Requests Issuance of Certificates
 - a. Temporary Certificates
 - b. Electronically submits issue request and fingerprint clearance
 - Criminal history will be reported to Professional Practices Services (PPS) Department by BEC
 - PPS will send a letter requesting the applicant submit paperwork regarding the incident(s) within 90 days of receipt of the letter
 - PPS may deny your application
 - Applicant has 30 days to request a Settlement Agreement
 - Application may be voided if no contact is made by applicant to PPS
 - Applicant will be terminated if settlement is not reached
 8. Administer and Oversee Compliance Assurance System
 - a. Compliance Assurance Plan (CAP)
 - b. ESOL Plan of Study (ESOL information sheet)
 - c. Agreement to Earn (Out of field Assignment information sheet)
 - d. Candidate Conditional Employment Agreement
 - e. Documentation of HQ within 90 days - Teachers new to the system who are assigned to teach core content courses will be given ninety (90) days from their date of hire to document highly qualified status as prescribed by the District Conditional Employment Agreement. Failure to provide the necessary documentation will result in termination
 - f. Temporary Certificates
 - General Knowledge
 - Expiring Certificates

ESOL (English to Speakers of Other Languages)

Contact: Richard Estridge

In August, 1990, a judge of the United States District Court, Southern District of Florida, signed a Consent Decree giving the court power to enforce an agreement between the Florida State Board of Education and a coalition of eight groups represented by Multicultural Education, Training, and Advocacy, Inc. (META) and Florida legal services attorneys regarding the identification and provision of services to students whose native language is other than English. The plaintiff organizations involved in the case represent a broad spectrum of the civil rights educational community. BY LAW, you are required to get ESOL training once you are assigned your first LEP (Limited English Proficient) student. Compliance is not an option. If you took coursework that you believe will satisfy this requirement, you must submit an official transcript to the ESOL office. If you completed training in another Florida county, you must provide the ESOL office with proof of that training.

Certification coverages and training requirements for instructional personnel serving LEP students are as indicated below:

1. The primary English/Language arts subjects taught to LEP students using ESOL strategies require
 - a. the appropriate coverage and level to teach English/Language arts plus the ESOL endorsement, or
 - b. the appropriate foreign language coverage plus the ESOL endorsement, or
 - c. the ESOL (stand alone) coverage.
2. Basic subjects: mathematics, science, social studies, and computer literacy taught to LEP students:
 - a. Basic subjects taught in English using ESOL strategies **require** the appropriate subject area coverage and level, **and ONE** of the following:
 - 60 in-service points in ESOL strategies as documented by the school district
 - three semester hours in ESOL strategies
 - ESOL endorsement OR
 - ESOL (stand alone) coverage.
 - b. Basic subjects: mathematics, science, social studies, and computer literacy taught in the home language using home language strategies **require** the appropriate subject coverage and level, **and** proficiency in the native language (as evidenced by test or certification as documented by the school district), **and ONE** of the following:
 - 60 in-service points in home language strategies
 - three semester hours in home language strategies
 - ESOL endorsement OR
 - ESOL (stand alone) coverage.
3. All subjects taught to LEP students other than English, mathematics, science, social studies, and computer literacy using ESOL strategies **require** the appropriate subject area coverage and level, **and ONE** of the following:
 - 18 in-service points in ESOL strategies as documented by the school district
 - 3 semester hours in ESOL strategies
 - ESOL endorsement OR
 - ESOL stand alone coverage.