



# Application Form 2011-2012

## Polk County School Board

### Alternative Certification Educator {ACE Online} Program



**IMPORTANT:** Prior to completing the application below, it is necessary for the applicant to review all requirements of this application in regards to the Alternative Certification Educator Program to become familiar with participation in this program. To acquire more information, please call the Polk County School's office of Professional Learning at 647-4280 [57310] and ask to speak with Vivian Castelli or email requests for information to [vivian.castelli@polk-fl.net](mailto:vivian.castelli@polk-fl.net).

The application below is to request participation in the Polk County Schools **Alternative Certification Educators (ACE) Program**. In accordance with Florida statutes, the **ACE Program** is designed to provide mid-career professionals or recent non-college of education graduates the opportunity to fulfill instructional requirements to qualify as an educator. After completing the **ACE Program**, the participant may seek a professional certificate. **Please note that participation in the program does not guarantee certification and fees are nonrefundable, all requirements must be fulfilled to complete successfully.**

**Prerequisites:**

1. Full time teaching position with Polk County Schools.
2. Successful Subject Area Exam in subject taught.
3. Hold a Temporary Teaching Certificate.
4. Complete application with administrator's signature of approval.

The application below must be completed in entirety for consideration in the ACE Program.

<b>Applicant Information: Please type or print all information below.</b>			
<b>Today's Date</b>		<b>Name</b>	
<b>Address</b>			
<b>City, State, Zip</b>			
<b>Telephone</b>		<b>E-Mail</b>	
<b>Assigned School</b>			
<b>Undergraduate Degree</b>	<b>Circle one:</b> BA      BS	<b>Area of Study</b>	
<b>Graduate Degree</b>		<b>Graduation Date</b>	
<b>School Telephone</b>		<b>Date Beginning Teaching Assignment</b>	
<b>Teaching Assignment</b>		<b>Previous Occupation</b>	
<b>Temp. Teaching Certificate Area</b>		<b>Date of Certificate</b>	
<b>Subject Area Test Taken and Passed</b>		<b>Subject Area Test Date</b>	
<b>REQUIRED: Submit a copy or your teaching schedule at your school to assist with planning for site visits.</b>			
<b>ACE Program <u>Non-Refundable*</u> Fee: Pay \$750 (check or money order made out to Polk County School District). Check or money order must be included with application. Credit cards not accepted at this time.</b>			

**\*Please note that the application fee is non-refundable. Please read and consider all requirements before making application.**

Please send completed application to Vivian Castelli, Professional Development, Jim Miles PD Center, Route E.



**SITE ADMINISTRATOR**

An **administrator** at the site school who signs this application is the administrator who agrees to serve on the support team for this applicant. **This administrator agrees to:**

- Sign the application as indication of approval.
- Conduct a minimum of three observations for communication, diversity, and learning environment.
- Facilitate implementation of TARGET and ARROW processes.
- Assist the Professional Learning Department in decisions concerning the participant and completion of the ACE Program.

Signature of Site Administrator \_\_\_\_\_\*

Today's Date \_\_\_\_\_

**\*Please note that your signature is indication that you recommend the teacher as an excellent candidate for the ACE Program and agreement to fulfill the responsibilities outlined above.**

**ACE APPLICANT GUIDELINES**

**I agree, as a participant in the ACE Program to:**

- Complete a pre-assessment of Florida Educator Accomplished Practices.
- Demonstrate computer skills in various applications, especially e-mail and Internet.
- Attend and participate in all days of initial TIPS Training and follow-up requirements.
- Attend training of "ABC's of Ed-Ventures" for introduction to D2L, navigation, vocabulary, etc.
- Successfully participate in comprehensive demonstration of competence in critical skills of the Educator Accomplished Practices by completing 23 tasks of Ed-Ventures online training and/or any additional training required by the program by selecting one of the time options below on the participant contract.\*
- Demonstrate accomplished practices through three observations by an administrator.
- **Successfully complete the competency 2 course of the Reading Endorsement during first year of program.**
- Complete a digital portfolio to be kept on file for five years in PD.
- Agree to teach for three (3) years in Polk County School District.
- Achieve a passing score on Florida's test of general knowledge.
- Pass the Florida Professional Educator Examination.
- Meet any other requirement of law

I have read and understand the ACE Program Guidelines listed above. **Please initial.** YES \_\_\_\_\_ NO \_\_\_\_\_

Timeline: You will be required to make a decision requiring a timeline for completion when you sign your contract. It is important that participants access the online training and information vital to success in the classroom. Therefore, participants must demonstrate a commitment by selecting a time frame in which to complete the online training toward certification. The options are:

<p><b>I. Twelve month completion :</b></p> <ul style="list-style-type: none"> <li>a. Complete 12 tasks first semester taught.</li> <li>b. Complete 11 final tasks second semester taught.</li> </ul>	<p><b>II. Eighteen month completion :</b></p> <ul style="list-style-type: none"> <li>a. Complete 9 tasks first semester taught.</li> <li>b. Complete 7 additional tasks second semester taught.</li> <li>c. Complete 7 final tasks</li> </ul>
<p><b>III. Twenty-four month completion:</b></p> <ul style="list-style-type: none"> <li>a. Complete 6 tasks first semester taught.</li> <li>b. Complete 6 additional tasks second semester taught.</li> <li>c. Complete 6 additional tasks third semester taught.</li> <li>d. Complete 5 final tasks fourth semester taught.</li> </ul>	<p><b>IV. Thirty month completion:</b></p> <ul style="list-style-type: none"> <li>a. Complete 5 tasks first semester taught.</li> <li>b. Complete 5 additional tasks second semester taught.</li> <li>c. Complete 5 additional tasks third semester taught.</li> <li>d. Complete 4 additional tasks fourth semester taught.</li> <li>e. Complete 4 final tasks fifth semester taught.</li> </ul>

Signature of Applicant \_\_\_\_\_

Today's Date \_\_\_\_\_



Please send completed application to Vivian Castelli, Professional Development, Jim Miles PD Center, Route E.