

From: Schuck, Lois A.
Sent: Thursday, September 13, 2007 4:51 PM
To: McMullen, Carla M.
Subject: FW: Important Certification Information

IMPORTANT NOTE #1 (Certificate Renewal):

Check your certificate expiration date and your inservice record through the School Board's website.

PATH: www.polk-fl.net > click FOR OUR STAFF > scroll to Professional Development System > follow the instructions to log into the system.

If your certificate expires 6/30/08, you can locate the renewal application in Outlook's Public Folders.

PATH: OUTLOOK > Public Folders > All Public Folders > Human Resource Services > Certification NCLB SEMS Dept > Certification Application Forms > open and print the Certificate Renewal Application.

IMPORTANT NOTE #2 (Certification Handbook-Certified, Qualified & Highly Qualified):

The Certification Handbook is located on the School Board's website. On pages 20-22 of the handbook, you can locate information about certificate renewal requirements.

PATH: www.polk-fl.net > click District Office > scroll Human Resources Services Division > click Certification, Endorsement & NCLB > click Certification Handbook - Certified, Qualified, Highly Qualified.

IMPORTANT NOTE #3 (Add-on Application and Reimbursement Form):

If you passed a subject area exam or completed a district endorsement program and need to add the certification area to your certificate, you can locate the Add-on Application in Outlook's Public Folders.

If you passed a subject area exam to satisfy Highly Qualified, you can locate the reimbursement form and information in Outlook's Public Folders.

PATH: OUTLOOK > Public Folders > All Public Folders > Human Resource Services > Certification NCLB SEMS Dept > Certification Application Forms > open and print the Certificate Add-on Application.

IMPORTANT NOTE #4 (Testing Website):

For information about paper/pencil or computer based certification exams, visit the testing website at www.fl.nesinc.com.

If you need to pass the general knowledge exam by April 1, 2008, please register for the paper/pencil exam because the essay section cannot be taken on the computer.

IMPORTANT NOTE #5 Issue Request Form:

The Certificate Issue Request form is filled out by the charter school's administrator. A copy of the teacher's statement of eligibility must be attached to the form. Then send the packet to the District Certification Office Route E.

PATH: OUTLOOK > Public Folders > All Public Folders > Human Resource Services > Certification NCLB SEMS Dept > Certification Application Forms > open and print the Charter School Issue Request form.

If you have any questions, please email ask your certification contact at your school to email me with your SAP #.

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