

THE TEACHER ADVISOR

Office of Teacher Certification, Endorsement and NCLB
 Compliance
 Human Resource Services

P O L K C O U N T Y S C H O O L S

Look for the following key terms

- Certificate Type
- Validity Period
- Expiration Date
- Banking In-Service Points
- Transferring In-Service Points
- College Credit Equivalencies
- Subjects Renewed/Retained

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WELCOME BACK TEACHERS!

Summer break is the time for relaxation, recreation and renewal for teachers. We trust that you found time for both relaxation and recreation and you are returning to work with renewed energy, enthusiasm and excitement about the possibilities and challenges this new school year will bring. On behalf of the Human Resource Services Division, **Welcome Back!**

August is also a time for renewal for the District Certification Office—that is, renewal of expiring Professional Certificates! You may not be aware, but approximately 20% or 1300 Polk County teachers renew their Professional Certificates each school year.

Therefore, this issue of *The Teacher Advisor* will be devoted to “*Everything you need to know about renewal of your Florida Professional Certificate.*”

For clarification purposes, Florida issues two types of certificates for full-time teaching:

(1) The Florida Professional is the highest level Educator Certificate issued by Florida. This certificate is renewable and valid for five years. (2) The Florida Temporary Certificate is a certificate which provides time for a teacher to complete requirements for the Professional Certificate. This certificate is not renewable. A teacher who holds the Florida

Temporary Certificate must satisfy all deficiencies on his/her Statement of Status of Eligibility in order to be issued the Florida Professional Certificate. If you are currently on a temporary certificate, tuck this information away for future reference.



Take a close look and you will find “everything you need to know” about renewal of your Florida Professional Certificate!

KNOW YOUR VALIDITY PERIOD? EDUCATOR CERTIFICATION LOOKUP

The first step in the renewal process is knowing the validity period of your Professional Certificate. You can quickly retrieve this information by linking to the Educator Certification Lookup website.

<http://www.fldoe.org/edcert/public.asp>

Type in your first and last name and choose POLK for your county. Click ‘Go’. Print this screen.

For the validity period of the Professional Certificate, Florida always begins with July 1 of the school year in which the certificate is issued and always ends on June 30, five years later. Renewal credit must be earned during this validity period, however, the re-

newal application must be completed and submitted to the District Certification office during the last year of the certificate’s validity period and prior to the date the certificate expires.

Did you find that your certificate expires on June 30, 2010?

PLANNING IS ESSENTIAL!

Your Florida Certificate is not only the measure of your education and training, but it is your license to teach and the means for your livelihood! Letting your certificate expire may result in loss of contract status and /or contract!

By taking the proper actions now, you can ensure this will not happen to

you! — Planning is Essential!

Now that you know your validity period, you will need to research your options and determine your renewal plan.

If you have four or less subjects on your certificate, you will need to earn a minimum of (6) six semester hours of college

credit. Endorsements are considered “riders” and do not require credit to renew.

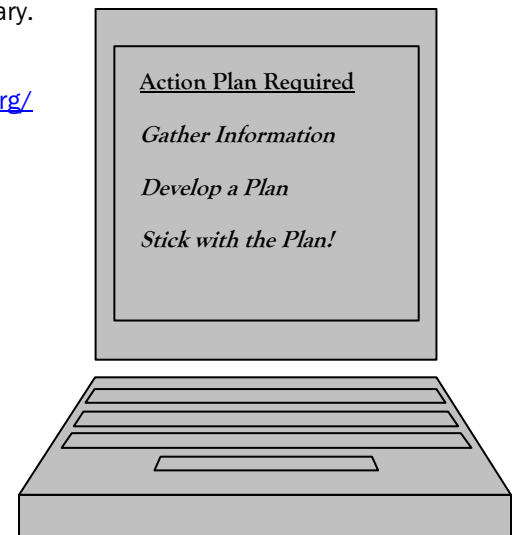
However, if you have more than four subjects on your certificate, your minimum will increase and vary. More information:

<http://www.fldoe.org/edcert/renew.asp>

If you are uncertain about the number of subjects on your certificate, or whether an area is a subject or endorsement, go back to the Certification Lookup Website. Endorsements are clearly marked.



Are you considering taking a Florida subject area test specific to a subject on your certificate as part of your renewal plan? Check out this website: <http://www.fldoe.org/asp/fce/>



COLLEGE CREDIT EQUIVALENCY

A minimum of six (6) semester hours of college credit or the equivalent must be earned during each renewal period to renew your certificate (more if you carry more than four subjects.) However, Florida provides an equivalency method which expands your options for the method of renewal:

- Sixty (60) in-service points in an approved Florida master in-service program are equivalent to three (3) semester hours of college credit for renewal purposes
- A passing numerical score on the Florida subject area test specific to the coverage to be renewed is equivalent to three (3) semester hours of college credit for renewal purposes.
- A valid certificate issued by the National Board

of Professional Teaching Standards will renew the Florida certificate only in the subject (s) shown on the national certificate.

- Teaching a college level course at an acceptable institution may be accepted the same as credit earned for that course.

Most Polk County teachers use in-service points to renew their certificates.

Go the Polk County home page and look for Quick Links >Staff>PDS Scheduler>Login>Choose Retrieve Inservice Record & Transcript. Print this screen.

<http://www.polk-fl.net/>

A P P R O P R I A T E C A T E G O R I E S F O R E A R N I N G R E N E W A L C R E D I T S

The following topics are appropriate categories for earning renewal credit :

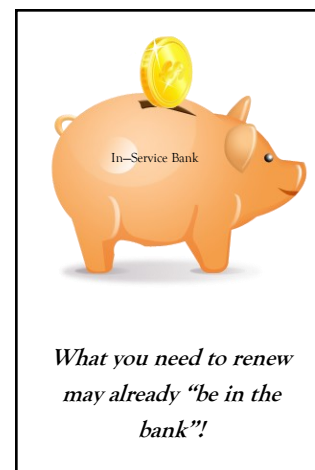
- Content specific to the subject area (s)
- Methods or education specific to the subject area (s)
- Methods of teaching reading and literacy skill acquisition
- Computer literacy, computer applications and computer education
- Exceptional Student Education
- ESOL (English for Speakers of Other Languages)
- Drug abuse, child abuse and neglect or student dropout prevention
- Training Related to the goals of the Florida K-20 System, such as:
 - Content—English, economics, mathematics, science, social sciences, foreign languages humanities, global economy, technology, ecology, first aid, health or safety
 - Classroom Strategies- Cooperative learning, problem-solving skills, critical thinking skills, classroom management, child development, collaboration techniques for working with families, social services, child guidance and counseling,
- teaching reading, educational assessments, etc.
- School Administration Accountability
Instructional Design, leadership skills, school and community relations, school finance, school facilities, school law or school organization
- Vocational and Adult Education Accountability
Adult learning, principles of adult or vocational education, vocational education for students with special needs, or vocational guidance

B A N K I N G O F E S O L A N D R E A D I N G C R E D I T

The 1998 and 2004 Legislatures passed bills that enable individuals who take college credit or in-service points in ESOL or teaching of Reading to “bank” the credit for renewal as follows:

1. For individuals who hold a Professional Certificate: ESOL or Reading credit or in-service earned in excess of the six (6) semester hours of credit required for renewal may be banked for subsequent validity periods.
2. For individuals who hold a Temporary Certificate: ESOL or Reading credit earned during the validity of the Temporary Certificate may be used to *renew* the first Professional Certificate. The Temporary Certificate and the Professional Certificate must be issued for consecutive school years. The ESOL or Reading credit that is banked may not be included within a degree program.

Refer to the screen print of your in-service record to locate credit marked as “banked”. If you believe you have bankable credit that is not marked, e-mail Patti Wilkins in Professional Development.



T R A N S F E R R I N G I N - S E R V I C E P O I N T S F R O M A N O T H E R F L O R I D A D I S T R I C T

If you are transferring to Polk County from another Florida school district, you may request an INSERVICE TEACHER EDUCATION Transfer Record (Form OTE 206) from your former District. Please have the completed form mailed to Polk County Schools, Teacher Certification Office, P. O. Box 391, Bartow, Florida 33831-0391, ATTN: Karen Pfister. When the form is date stamped into the Certification Office, a copy will be sent to you and a copy sent to Patti Wilkins in the Professional Development Office. Although only ESOL and Reading points will be posted to Polk County record, the original transfer form will be filed in Karen Pfister’s office and will be pulled whenever you submit your renewal application. Any other valid points credited on the form, but not on your Polk County in-service record, will be used, if necessary, in support of your application.



TIME TO “PULL” THIS INFORMATION
TOGETHER AND DEVELOP A PLAN!

GATHERING & APPLYING INFORMATION + PLANNING = ACHIEVING GOALS!

1. Certificate Type—Renewable
2. Validity Period
3. Expiration date / Year of Expiration
4. Subjects to be Renewed
5. Subjects to be Retained (if more than 4 on certificate)
6. Content Credits Earned during validity period
7. Out-of-District In-service Points Transferred

Questions

Is this the year my professional certificate will expire? If answer is yes.

Have I met the minimum requirements for renewal? If no, what activities must I complete in order to complete the minimum before June 1?

Is this the year my professional certificate will expire? If answer is no.

What activities must I complete in order to complete the minimum before June 1, the year of expiration of my professional certificate?

Develop your Plan!

STEPS TO FOLLOW THE YEAR OF EXPIRATION
OF YOUR PROFESSIONAL CERTIFICATE

1. Locate Renewal Application on Outlook (Outlook, Public Folders>Human Resource Services>Certification NCLB SEMS DEPT>Certificate Applications—Click on Renewal Application)
2. Print Application
3. Complete the Application in Ink
4. Send your completed renewal application with your method of renewal (explained on the application) to the District Certification Office, ATTN: Karen Pfister on or before June 1 of the year of expiration on your certificate.

your payroll check.

- Your renewed certificate will be mailed directly to your home address within three working weeks.
- It is no longer necessary to send the District HR Department a copy of your new certificate.

Now, it is time to develop a plan to renew your new certificate and start the process over!



Congratulations! Good Job! Take time to celebrate—but not for long—it is time to start the process over!

The fee of \$75 will be deducted from