

# CERTIFICATION

## HANDBOOK

2007-08

*CERTIFIED*



*QUALIFIED*

*HIGHLY QUALIFIED*

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# CERTIFICATION OVERVIEW

## The Bureau of Educator Certification Office:

- processes applications for initial certification, certain add-ons and all other services for non-employees
- provides course approval – email BEC at [edcert@fldoe.org](mailto:edcert@fldoe.org) with your name, social security number, the institution's name, course prefix, number, title and the certification requirement the course(s) will satisfy
- offers Certification Look-up, Application Status Look-up and Request Materials can be found on the website [www.fldoe.org/edcert](http://www.fldoe.org/edcert)

**NOTE: Florida Law requires that each certified educator keep his/her address current with the Bureau of Educator's Certification Office. You may access the website to verify and change your address.**

## The District Certification Office:

- processes renewal applications for district employees
- processes add-on, name change and duplicate certificate applications for district employees
- electronically requests issuance of certificates
- verifies completion of certain district programs

**NOTE: The district applications are on the Intranet in Public Folders > Human Resource Services > Educator Certificate Applications.**

When you earn a higher degree from an accredited institution, you must submit an official transcript with the higher degree conferred to the Human Resource Services Division. For a salary change, the official transcript must be received in the HRS office by **October 1 for the first semester and by February 1 for the second semester.**

## Certification and NCLB Specialists School Assignments Elementary

<b>Margaret Alford</b>	<b>Linda Harris</b>
Alta Vista Elementary	Alturas Elementary
Bartow Elementary Academy	Auburndale Central Elementary
Bethune Academy	Ben Hill Griffin Elementary
Blake Academy	Brigham Academy
Boswell Elementary	Carlton Palmore Elementary
Caldwell Elementary	Chain of Lakes Elementary
Churchwell Elementary	Cleveland Court Elementary
Combee Elementary	Crystal Lake Elementary
Dr. N.E. Roberts Elementary	Dixieland Elementary
Dundee Elementary	Eagle Lake Elementary
Eastside Elementary	Frostproof Elementary
Elbert Elementary	Garden Grove Elementary
Floral Avenue Elementary	Griffin Elementary
Garner Elementary	Highland City Elementary
Gause Riverside Academy	Highlands Grove Elementary
Gibbons Street Elementary	Inwood Elementary
Kathleen Elementary	Jesse Keen Elementary
Kingsford Elementary	Lewis/Anna Woodbury Elem.
Lake Alfred Elementary	Lime Street Elementary
Lake Marion Creek Elementary	Lincoln Avenue Academy
Lake Shipp Elementary	Medulla Elementary
Laurel Avenue Modular	Oscar Pope Elementary
Lena Vista Elementary	Polk City Elementary
Loughman Oaks Elementary	R. Bruce Wagner Elementary
North Lakeland Elementary	Scott Lake Elementary
Padgett Elementary	Sleepy Hill Elementary
Palmetto Elementary	Snively Elementary
Pinewood Elementary	Southwest Elementary
Purcell Elementary	Spook Hill Elementary
Sandhill Elementary	Valleyview Elementary
Sikes Elementary	Wahneta Elementary
Socrum Elementary	Wendell Watson Elementary
Stephens Elementary	Winston Elementary
<b>Countywide ESE</b>	
Sanders Learning Center	
ESE Hospital/Homebound	
Karen M. Siegel Academy	
Polk Life and Learning Center	
Roosevelt Academy	

## Certification and NCLB Specialists School Assignments Secondary

<b>DeeDee Maxwell</b>	<b>Merry Stewart</b>
Bartow Middle	Auburndale Senior
Boone Middle	Bartow Senior
Compass Charter Middle	Fort Meade Middle/Senior
Crystal Lake Middle	Frostproof Middle/Senior
Daniel Jenkins Academy	Gause Academy
Denison Middle	George Jenkins Senior
Dundee Ridge Middle	Haines City Literacy Lrning Acad
Jewett Middle Academy	Haines City Senior
Kathleen Middle	International Baccalaureate - Bartow
Lake Alfred-Addair Middle Academy	International Baccalaureate - East
Lake Gibson Middle	Kathleen Senior
Lakeland Highlands Middle	Lake Gibson Senior
Lawton Chiles Middle Academy	Lake Region Senior
McLaughlin Middle	Lakeland Senior
Mulberry Middle	Mulberry Senior
Sleepy Hill Middle	Polk Virtual School
Southwest Middle	Ridge Community Senior
Stambaugh Middle	Summerlin Academy
Union Academy	Winter Haven Senior
Westwood Middle	High School CCC - '10
Middle School BB - '09	High School DDD - '11
Middle School CC - '10	
Middle School DD - '09	Ridge Career Center
Middle School FF - '11	Traviss Career Center
	Teen Parent - Dwight Smith Center
Davenport School of the Arts	Teen Parent - Ridge Career Center
Harrison School for the Arts	East Area Adult
Jewett School of the Arts	West Area Adult
Rochelle School of the Arts	
B.E.S.T. Program - Lake Alfred	Alt Ed/DJJ (DeeDee & Merry)
B.E.S.T. Program - Lakeland	
Bill Duncan Opportunity Center-ACS	
Don E. Woods Center-ACS	

# CERTIFIED, QUALIFIED and HIGHLY QUALIFIED

## Certified

All teachers must hold or be deemed eligible (by a Florida Statement of Status of Eligibility) to hold a valid Florida certificate for full-time teaching.

## Qualified

Teachers must hold certificates covering subject/s required by Florida Course Code Directory (FCCD) for their teaching assignments.

Teachers not appropriately certified according to the FCCD, must be approved by the Board to teach out-of-field and must comply with their Agreements to Earn, or ESOL Plans of Study. Allowable out-of-field endorsement areas are Gifted, ESOL, Reading and Work Experience.

Teachers entering the Polk County School system under temporary certification (in a teaching assignment which requires a bachelor's level subject area) are required to document a passing score on the requisite Florida Subject Area Test before being placed under contract, and before being paid regular teacher's salary.

**Highly Qualified** – Core Academic Areas (English, Civics, Reading, Government, Language Arts, Economics, Math, Music, Drama, Art, Science, History, Foreign Languages, Geography)

**K-6 Art** – Certification in Art K-12; and either a passing score on the Art K-12 Florida Subject Area Examination; or, Verification of an Out of State Subject Area Content Test for either K-6 or K-12 Art; or, Verification of an Out of State HOUSSE Plan for either K-6 or K-12 Art

**K-6 Drama** – Certification in Drama K-12; and either a passing score on the Drama K-12 Florida Subject Area Examination; or, Verification of an Out of State Subject Area Content Test for either K-6 or K-12 Drama; or, Verification of an Out of State HOUSSE Plan for either K-6 or K-12 Drama

**K-6 Music** – Certification in Music K-12; and either a passing score on the Music K-12 Florida Subject Area Examination; or, Verification of an Out of State Subject Area Content Test for either K-6 or K-12 Music, or, Verification of an Out of State HOUSSE Plan for either K-6 or K-12 Music

**K-6 or PreK/Primary Education** – Certification in the appropriate subject according to grade level assigned; and either a passing score on appropriate Florida subject area exam (SAE) for grade level assigned; or Verification of an Out of State Subject Area Content Test or Verification of an Out of State HOUSSE Plan for level assigned.

**K-6 Foreign Language** – Certification in the appropriate Foreign Language; and either a passing score on the (appropriate to assignment) Foreign Language Florida Subject Area Examination; or, Verification of an Out of State Subject Area Content Test for either K-6 or K-12 (appropriate to assignment) Foreign Language; or, Verification of an Out of State HOUSSE Plan for either K-6 or K-12 (appropriate to assignment) Foreign Language

**Secondary 6-12 (Except Art, Drama, Music, Reading, and Social Science)** – Certification in the subject area/s taught

**Secondary 6-12 Reading** – Certification in either the Reading Endorsement or the Reading Subject Coverage (This is an allowable Out-of-Field Assignment.)

**Middle Grades & Secondary Social Science** – Certification in the appropriate subject according to the Florida Course Code Directory; and, either a passing score on the appropriate Florida Subject Area Test or Verification of an Out of State HOUSSE Plan in the area assigned to teach

**ESE (instructional level of students is K-6)** – Certification in Exceptional Student Education (ESE); and either a passing score on the Florida K-6 Subject Area Examination; or, Verification of an Out of State Subject Area Content Test for K-6 Elementary Education; or, Verification of an Out of State HOUSSE Plan for K-6 Elementary Education

**ESE (instructional level of students is 5-9)** – Certification in Exceptional Student Education (ESE); and either a passing score on the Florida Middle Grades Integrated Curriculum Subject Area Examination; or, Verification of an Out of State HOUSSE Plan for Middle Grades Integrated Curriculum

**ESE (instructional level of students is K-9)** – Certification in Exceptional Student Education (ESE); and either a passing score on the Florida K-6 Subject Area Examination; or, Verification of an Out of State Subject Area Content Test in K-6 Elementary Education; or, Verification of an Out of State HOUSSE Plan for K-6 Elementary Education; AND, a passing score on the Florida Middle Grades Integrated Curriculum Subject Area Examination; or, Verification of an Out of State HOUSSE Plan for Middle Grades Integrated Curriculum

# SCHOOL BOARD OF POLK COUNTY, FLORIDA

Human Resource Services Division  
1915 S. Floral Avenue  
Bartow, Florida 33830

Ron Ciranna, J.D. Assistant Superintendent  
Phone: (863) 534-0730 Fax: (863) 534-0737  
[www.polk-fl.net](http://www.polk-fl.net)

## Guidelines for Provisional Substitute Teachers 2007-2008 School Year

To be placed under contract and paid as a regular teacher in the Polk County School District, an individual must meet all of the conditions described on the Conditional Employment Agreement (CEA). An individual who does not meet the conditions of the CEA pertaining to certified, qualified and highly qualified may be employed as a Provisional Substitute Teacher under the conditions outlined below.

### Conditions of Employment as a Provisional Substitute Teacher:

- Must sign a Conditional Employment agreement prior to reporting to work
- Must document possession of at least a bachelor's degree from an accredited or a recognized institution prior to reporting to work
- Must document proof of taking the appropriate Florida subject area examination each 31 day period if the exam is computer-based
- Must document proof of taking the appropriate Florida subject area examination each regular or supplemental administration date if the exam is paper/ pencil
- Position must continue to be advertised; however, only a teacher deemed Highly Qualified may replace a Provisional Substitute Teacher.
- Provisional Substitute Teacher status is allowed during one school year only, regardless of the hire date
- Provisional Substitutes are paid **\$115** a day with benefits (retirement, insurance and sick leave; see website for benefit information). Holdback is taken from Provisional Substitute Teachers' monthly checks.

### (1). Reclassification from Provisional Substitute to Regular Teacher Status for Education Majors who completed an Internship in a Degree Program

Submit Complete Reclassification Packet to Certification/NCLB. This packet must include:

- Electronic Personnel Action Form (ePAF) – initiated by school secretary, electronically signed by principal
- Copy of valid and reciprocal out-of-state certificate showing certification coverage for current assignment (if applicable)
- Documentation of highly qualified status if a teacher of core academic subject(s), either by a passing score on the appropriate Florida Subject Area Examination; or, Verification of Out-of-State HOUSSE Plan in the content area assigned; or, Verification of a Highly Qualified Subject Area Content Test in the content area assigned
- Verification of application and fee for Florida certification
- Official degree transcripts to BOTH Department of Education and Polk County School Board
- Statement of Status of Eligibility for the subject area/s assigned to teach

Once the complete reclassification packet is received and verified by Certification/NCLB, the effective date as a regular teacher, eligible to be placed under contract and receive full teacher salary, **will be retroactive to the date of hire as a Provisional Substitute Teacher.**

### (2). Reclassification from Provisional Substitute to Regular Teacher Status for those who did not complete an Internship in a Degree Program

Submit Complete Reclassification Packet to Certification/NCLB. This packet must include:

- Electronic Personnel Action Form (ePAF) – initiated by school secretary, electronically signed by principal
- Copy of official score report reflecting passing score on appropriate Florida Subject Area Exam
- Verification of application and fee for certification which matches subject area exam passed
- Official degree transcripts to BOTH Department of Education and Polk County School Board
- Statement of Status of Eligibility for the subject area/s assigned to teach

Once the complete reclassification packet is received and verified by Certification/NCLB, the effective date as a regular teacher, eligible to be placed under contract and receive full teacher salary, **will be the first working day after a passing score has been achieved on the appropriate Florida Subject Area Exam.**

# Educator Certification

**Certificate Lookup**

**Application Status Lookup**

**Request Materials**

**NEW!!**

**Update your mailing address via secure web access  
Click the "Application Status Lookup" button.**

## Step 1: Completing Your Initial Application Package

All completed application packages must have:

- ☒ **A completed on line certificate application [www.fldoe.org/edcert/apply.asp](http://www.fldoe.org/edcert/apply.asp)**
- ☒ **\$56.00 processing fee for each subject you request by credit card**
- ☒ **Official transcripts showing all degrees and credits**
- ☒ **Copies of teaching certificate(s) you hold from U.S. states or territories**



**Your application package cannot be evaluated until it is complete and received in the Bureau of Educator Certification.**

### Important Notes:

**Send the copy of the Verification of Application, along with your official transcripts showing all degrees and credits, and any copies of valid teaching certificates that you hold from U.S. or territories to:**

**Lois Schuck  
District Certification Office  
Route E**

# Educator Certification

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**Update your mailing address via secure web access  
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## **Step 2: The Official Statement of Status of Eligibility**

### **What is an Official Statement?**

When you send a complete application package to our Bureau requesting a Florida certificate, your complete package is evaluated to determine your eligibility for a Florida certificate. The result of that determination is mailed to you as an Official Statement of Status of Eligibility.

### **The Official Statement is valid for three years and has two functions:**

- to officially state whether or not "you are eligible" for a Temporary Certificate or a Professional Certificate in the subject area(s) you requested, and
- to provide you with a customized list of the requirements you must complete to be issued full state certification in Florida.

### **Important Notes:**

Teachers who hold three-year non-renewable temporary certificates must follow their Statement of Status of Eligibility. This document is an individualized listing of all the deficiencies that you must satisfy in order to be issued a Professional Certificate. State law requires that you submit a passing score on all sections of the General Knowledge exam within the first twelve months of employment. Passing scores earned on the CLAST prior to 7/1/02 are acceptable. If your Statement of Status of Eligibility reflects that you have specific testing requirements to meet, the district certification office, as well as your school secretary, have the registration bulletins and test information you need. For more information about the requirements listed on your Statement of Status of Eligibility, you may visit the Department of Education's website: **[http://www.fldoe.org/edcert/cert\\_types.asp](http://www.fldoe.org/edcert/cert_types.asp)**.

For reappointment purposes, all of the deficiencies outlined on your Statement of Status of Eligibility must be completed and documented with the district certification office no later than April 1 of the year of expiration of your temporary certificate. However, please note: the General Knowledge exam requirement must be met by April 1 of your first year of hire. As a courtesy to our teachers, the district certification office sends reminder notices to teachers on temporary certificates throughout the validity period of the certificate.

**SAMPLE Official Statement of Status of Eligibility (old rule prior to 7/27/06)**

John Doe 1234 Main Street Any town, FL 32333	Applicant ID Number: 999999 Processing Date: July 26, 2006 Expiration Date: July 26, 2009
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**YOU ARE ELIGIBLE FOR A FLORIDA EDUCATOR’S CERTIFICATE AS SHOWN BELOW.**

**TEMPORARY CERTIFICATE: For issuance of a three-year nonrenewable Temporary Certificate covering SUBJECT (MUST BE IN AREA OF TEACHING ASSIGNMENT), you must complete the following requirements and send official documentation to the Bureau of Educator Certification:**

- employment with a Florida public, state supported, or nonpublic school which has an approved Professional Education Competency demonstration program **See Page 10**
- results of your fingerprint processing from the Florida Department of Law Enforcement and the FBI. Your employer will assist you in completing the fingerprint process. If your application or fingerprint report reflects a criminal offense or suspension/revocation record, your file will be referred to Professional Practices Services for further review. Issuance of your certificate will be contingent upon the results of this review. **See Page 11**

**PROFESSIONAL CERTIFICATE: For issuance of a professional Educator’s Certificate valid for five years covering SUBJECT (MUST BE IN AREA OF TEACHING ASSIGNMENT), you must complete the above requirements for a Temporary Certificate and submit a CG-10 Application Form, \$56 fee, and documentation of the following requirements:**

- achievement of a passing score on the Florida General Knowledge Test. *Current Florida law requires that an individual satisfy this requirement within one year from the date of employment in a Florida public school to continue employment in any Florida public school under the Temporary Certificate. Contact your employer for important information concerning this deadline.* **See Page 14**
- achievement of a passing score on the Professional Education Test **See Page 15**
- achievement of a passing score on the Subject Area Examination (**SUBJECT MUST BE IN AREA OF TEACHING ASSIGNMENT**) for your teaching assignment (**MUST BE PASSED BEFORE YOU CAN BE CLASSIFIED AS A REGULAR TEACHER**) **Page 13**
- completion of a Florida approved Professional Education Competence demonstration system **See Page 15**
- 20 semester hours in education courses which must include:
  - 6 semester hours covering the sociological and psychological foundations of education **See Page 16**
  - 6 semester hours in general methods, curriculum, school administration or school supervision **See Page 17**
  - 2 semester hours in teaching **SUBJECT** in the middle or secondary school **See Page 17**
  - the Practical Teaching Experience requirement by completing two years of full-time teaching experience in an elementary or secondary school

**Find Certification information online at <http://www.fldoe.org/edcert>  
Access examination information by selecting “FTCE Testing”  
Contact our office at (Florida residents) 800-445-6739 or (outside Florida) 850-488-2317**

**SAMPLE Official Statement of Status of Eligibility (new rule on 7/27/06)**

John Doe 1234 Main Street Any town, FL 32333	Applicant ID Number: 999999 Processing Date: July 27, 2006 Expiration Date: July 27, 2009
--	---

**YOU ARE ELIGIBLE FOR A FLORIDA EDUCATOR’S CERTIFICATE AS SHOWN BELOW.**

**TEMPORARY CERTIFICATE: For issuance of a three-year nonrenewable Temporary Certificate covering SUBJECT (MUST BE IN AREA OF TEACHING ASSIGNMENT), you must complete the following requirements and send official documentation to the Bureau of Educator Certification:**

- employment with a Florida public, state supported, or nonpublic school which has an approved Professional Education Competency demonstration program **See Page 10**
- results of your fingerprint processing from the Florida Department of Law Enforcement and the FBI. Your employer will assist you in completing the fingerprint process. If your application or fingerprint report reflects a criminal offense or suspension/revocation record, your file will be referred to Professional Practices Services for further review. Issuance of your certificate will be contingent upon the results of this review. **See Page 11**

**PROFESSIONAL CERTIFICATE: For issuance of a professional Educator’s Certificate valid for five years covering SUBJECT (MUST BE IN AREA OF TEACHING ASSIGNMENT), you must complete the above requirements for a Temporary Certificate and submit a CG-10 Application Form, \$56 fee, and documentation of the following requirements:**

- achievement of a passing score on the Florida General Knowledge Test. *Current Florida law requires that an individual satisfy this requirement within one year from the date of employment in a Florida public school to continue employment in any Florida public school under the Temporary Certificate. Contact your employer for important information concerning this deadline. See Page 14*
- achievement of a passing score on the Professional Education Test **See Page 15**
- achievement of a passing score on the Subject Area Examination (**SUBJECT MUST BE IN AREA OF TEACHING ASSIGNMENT**) for your teaching assignment (**MUST BE PASSED BEFORE YOU CAN BE CLASSIFIED AS A REGULAR TEACHER**) **Page 15**
- completion of a Florida approved Professional Education Competence demonstration system **See Page 15**
- additional semester hours in education courses with credit in the following professional education areas:
  - classroom management including safe learning environments
  - human development and learning
  - educational assessment to include content measured by state achievement tests and the interpretation and utilization of data to improve student achievement
  - effective instructional strategies including the needs of diverse learners
  - curriculum and special methods of teaching **SUBJECT** in the middle or secondary school
  - foundations of research-based practices in teaching reading

the Practical Teaching Experience requirement by completing one year of full-time teaching experience in an elementary or secondary school

**Find Certification information online at <http://www.fldoe.org/edcert>  
Access examination information by selecting “FTCE Testing”  
Contact our office at (Florida residents) 800-445-6739 or (outside Florida) 850-488-2317**

# *Educator Certification*

**Certificate Lookup**

**Application Status Lookup**

**Request Materials**

## **Step 3: Employment in a Florida Elementary or Secondary School And Request for Issuance of Certification**

### **Traditional Public Schools**

Florida has 67 public school districts (each county is a school district) and several developmental research schools and state-supported schools which operate as independent school districts. Each school district is responsible for employing teachers from among those eligible for certification.

- The District Certification Office will request issuance of your certificate when you meet teacher contract status requirements for the Polk County School Board.

# Educator Certification

Certificate Lookup

Application Status Lookup

Request Materials

## Step 4: Submitting Fingerprints for Certification

### Employees of Public Schools

Employees of Florida traditional and charter public schools have fingerprints taken through the school district's personnel office for employment and certification purposes.

- If the results of your fingerprints are clear and your application for certification is complete, your certificate is issued within 30 days of our Bureau's receipt of your district's request.
- If the results of your fingerprint processing reflect any criminal offense record or if you reported a record on your application for a Florida Educator's Certificate, you will need to provide the district certification office a letter of explanation (in your own handwriting) and a copy of the disposition of case.
- Your application will be referred to **Professional Practices Services** for review. That office will contact you regarding information needed to review your records for determination of eligibility for a certificate. Issuance of your certificate will be pending the results of this review.

### Important Note:

It is important to quickly comply with any requests for documents made by Professional Practices. Failure to comply in a timely manner could result in the loss of employment in our District.

# Educator Certification

Certificate Lookup

Application Status Lookup

Request Materials

## Certificate Types and Requirements

Florida offers two types of Educator Certificates: the Temporary Certificate and the Professional Certificate. All Florida certificates bear a beginning validity period of July 1 and an ending validity period of June 30.

The Professional Certificate	The Temporary Certificate
Valid for five school years	Valid for three school years
Renewable	Nonrenewable
Florida's highest Educator Certificate	Provides time to complete all requirements for a Professional Certificate while teaching full-time
<b>Requirements:</b>	<b>Requirements:</b>
Complete all application process requirements	Complete all application process requirements
Hold at least a bachelor's degree	Hold at least a bachelor's degree
Demonstrate Mastery of <b>Subject Area Knowledge</b> for a requested subject	Demonstrate Mastery of <b>Subject Area Knowledge</b> or meet <b>Subject Specialization</b> with a 2.5 GPA for a requested subject
Demonstrate <b>Mastery of General Knowledge</b>	
Demonstrate <b>Mastery of Professional Preparation and Education Competence</b>	

# Educator Certification

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Request Materials

## Subject Area Knowledge

*If your Official Statement of Status of Eligibility tells you that you must achieve a passing score on a subject area examination:*

**You may demonstrate mastery of Subject Area Knowledge as follows:**

- **For Bachelor's degree level subjects:** Achievement of a passing score on the **appropriate subject area examination** earned since July 1, 2002
- **For Master's degree level subjects:** Completion of the required **degree and content courses** listed in State Board rule for the subject and achievement of a passing score on the appropriate Florida subject area examination
- **For all subject areas:**
  - Hold a valid standard certificate in the subject area applied for from a US state or territory (the certificate must be comparable to the Florida certificate in the same subject), or
  - Hold a valid certificate in the subject area applied for issued by the National Board for Professional Teaching Standards

### **IMPORTANT NOTES:**

If you need to pass a subject area test to be deemed Highly Qualified for your teaching assignment, the appropriate test will be identified for you by your Certification/NCLB Specialist. It may be possible for you to be reimbursed for the fee for your subject area examination. In addition, free study guides are available. Contact the District Certification office at 534-0725 for more information.

Test Registration bulletins are available through your school secretary.

For more information about test registration OR to verify pass/fail status, you may go to:

**[www.cefe.usf.edu](http://www.cefe.usf.edu)**

For information regarding the competencies and skills required for each area of certification, go to: **<http://www.firn.edu/doe/sas/ftce/ftcecomp.htm>**

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## General Knowledge

*If your Official Statement of Status of Eligibility tells you that you must achieve a passing score on the Florida General Knowledge Test:*

**You may demonstrate mastery of General Knowledge by any one of the following:**

- Achievement of a passing score on the Florida General Knowledge Test
- Achievement of a passing score on the Florida College Level Academic Skills Test (CLAST) earned prior to July 1, 2002
- A valid standard teaching certificate issued by a US state or territory
- A valid certificate issued by the National Board for Professional Teaching Standards
- Completion of two (2) semesters of full-time college teaching experience

### **IMPORTANT NOTE:**

Mastery of General Knowledge must be documented within twelve months of your employment as a teacher in Florida. We require that you pass the General Knowledge exam before April 1<sup>st</sup> of your first year in order to be reappointed for the following school year.

# Educator Certification

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## Professional Preparation and Education Competence

*Your Official Statement of Status of Eligibility may tell you that you need to satisfy one or more of the following requirements: Achieve a passing score on the Professional Education Exam, Complete a Florida approved Professional Education Competence Demonstration System (PEC), Education Courses, and/or the Practical Teaching Experience Requirement. All of these are components of Mastery of Professional Preparation and Education Competence:*

**You may demonstrate mastery of Professional Preparation and Education Competence by any one of the following:**

- Completion of a state-approved teacher preparation program from a Florida institution and achievement of a passing score on the Florida Professional Education Test
- Completion of a teacher preparation program from an out-of-state accredited or approved institution and achievement of a passing score on the Florida Professional Education Test
- Completion of a Florida state-approved **alternative certification program** Polk County Schools offer the ACE program. Contact Vivian Castelli 647-4280 or e-mail her at **Vivian.Castelli@polk-fl.net** (See page 18)
- Completion of a Florida state-approved **alternative certification program** PCC offers the Education Preparation Institute (EPI) Program. Contact Beverly Woolery by email **BWoolery@polk.edu**. (See page 19)
- Completion of specified education courses, completion of an approved professional education competence demonstration system, and achievement of a passing score on the Florida Professional Education Test\*
- A valid standard teaching certificate issued by a US state or territory
- A valid certificate issued by the National Board for Professional Teaching Standards
- Completion of two (2) semesters of full-time college teaching experience

### IMPORTANT NOTES:

\*If you choose not to enter an alternative certification education program and decide instead to complete your professional preparation coursework at a college or university, refer to Courses Approved to Satisfy Professional Preparation Course Requirements on the following pages.

# COURSES APPROVED TO SATISFY PROFESSIONAL PREPARATION COURSE REQUIREMENTS

(Old Rule Prior to 7/27/06)

*If your Official Statement of Status of Eligibility tells you that you must satisfy credit in:*

## **Sociological Foundations:**

### *Sample Course Titles*

*Introduction to Education  
Social Foundations of Education  
Principles of Education  
Philosophy of Education  
School and Community  
Social Bases of Education  
Teaching Diverse Populations*

## **Approved Courses:**

(choose 1 course from listing below)

### **Telephone #:**

(297-1000)	Polk Community College:	EDF 1005; EDG 2701
(667-7011)	University of South Florida:	EDF 3542; 3604; 3810
(680-4172)	Florida Southern College:	EDU 206
(638-7243)	Warner Southern College:	EDU 2000
(667-0740)	Southeastern College:	EDUC 2133-02

*If your Official Statement of Status of Eligibility tells you that you must satisfy credit in:*

## **Psychological Foundations:**

### *Sample Course Titles*

*Human Growth and Development  
Theories of Learning  
Psychology of Learning  
Psychological Foundations of Education  
Adolescent Psychology  
Developmental Psychology*

## **Approved Courses:**

(choose 1 course from listing below)

### **Telephone #:**

297 1000	Polk Community College:	DEP 2004; CHD 2260
667 7011	University of South Florida:	DEP 3103; 4005; EDF 3122,
680 4172	Florida Southern College:	EDU 209; PSY 209, 305
638 7243	Warner Southern College:	EDU 2010
667 0740	Southeastern College:	EDUC 2233

*If your Official Statement of Status of Eligibility tells you that you must satisfy credit in:*

**General Methods:**

Sample Course Titles:

*School Administration  
School Supervision  
School Law  
Teaching Strategies  
Curriculum and Instructional*

*Educational Tests and Measurements  
Classroom Management  
Audio-Visual Education  
Educational Leadership*

**Approved Courses:**

**(choose 2 courses from listing below)**

Polk Community College:	NO APPROVED COURSES
University of South Florida:	EDA 6061, 6106, 6192, 6195, 6232, 6242, 6243, 6262, EDF 4430, 6432; EDG 4620, 6415, 6417, 6627, 6694; EDM 6235; EDS 6050, 6131, 6239; LIS 6506, 6508
Florida Southern College:	EDU 225; EDU 310, 325, 430, 463
Warner Southern College:	EDU 3000, 3010

*If your Official Statement of Status of Eligibility tells you that you must satisfy credit in:*

**Special Methods:**

- a. Grades K-12 subject areas – Four semester hours in methods of teaching the subject to include credit at the elementary and secondary levels for each of the following subjects:

Art	Health
Computer Science	Humanities
Dance	Music
Foreign Languages	

One course for at least three semester hours of credit (which is a comprehensive K-12 course) is acceptable. These courses must be completed at a senior institution – No Courses Approved at Community College Level

- b. Middle Grades (5-9) and Secondary (6-12) - Two semester hours in methods of teaching the subject at the appropriate level for each middle grades and secondary subject are required.  
These courses must be completed at a senior institution – No Courses Approved at Community College level.
- c. A Special Methods course is not required for the following areas of certification: Kindergarten through sixth grade, Exceptional Student Education K-12, Educational Media Specialist PK –12, Physical Education K-12, Hearing Impaired K-12, Visually Impaired K-12 and PreKindergarten/Primary Education PK-3.



**The Alternative Certification Education [ACE] programs** in Polk County Schools are designed for new teachers who have non-education degrees and wish to become professionally certified. It offers an attractive non-cost (**ACE Online**) or a low-cost (**ACE2**) option to the expense of education courses!

To be eligible for **either** program you must:

Hold a **bachelor's degree or higher**.

1. Acquire a teaching position with the Polk County School System.
2. Pass the FLDOE **Subject Area Exam**. Some of the tests may be taken on computer at the test site for quicker results. The tests are given at various colleges in Florida. Go to <http://www.cefe.usf.edu> to get more information.
3. Complete an **application** (visit <http://www.polk-fl.net/prodev/aceweb/acehome.htm>) or <http://www.polk-fl.net/prodev/ACE2/ace2home.htm>.
4. Both programs now use the **Teaching Skills Assessment Program (TSAP)** assessment through Eckerd College at a cost of \$99.00. It is provided online and is an assessment of an applicant's prior knowledge and experience. Polk County requires that you take the TSAP at a district site with a proctor to ensure the integrity of your test. **The TSAP is used to waive some of the tasks required by both programs.** ACE participants complete an additional screening since it is very important for an applicant to have excellent computer skills and be extremely self-disciplined. The online professional development is self-paced and completion will depend upon individual commitment.

Enrollment in either the ACE or ACE2 program encompasses:

1. Pre-assessment of prior knowledge and experience to waive tasks using the TSAP and PEC components.
2. Professional Educator Competency Program (reading coach assignment, observations, documentation of Educator Accomplished Practices, etc.) which usually takes place during the first year of teaching.
3. Competency-based online coursework with the assistance of online tutors or face-to-face instruction.
4. All of the required FLDOE tests for certification.
5. Completion of the Florida **Online Reading Professional Development (FORPD)** provided free by the FLDOE.

Some advantages are:

1. This is all at no cost (ACE) or at low-cost (ACE2) (\$750.00) to the participant.
2. Both programs provide an opportunity to waive requirements through the TSAP of Eckerd College.
3. The process incorporates the PEC observation and on-site requirements.
4. Online tutors are assigned for each of the Educator Accomplished Practices or instructors provide face-to-face professional development utilizing the EAPs.

Please visit <http://www.polk-fl.net/prodev/aceweb/acehome.htm> or <http://www.polk-fl.net/prodev/ACE2/ace2home.htm> for more information. Please carefully read the prerequisites and requirements on the respective applications available on these webpages.

Please contact Vivian Castelli at 647-4280 or [vivian.castelli@polk-fl.net](mailto:vivian.castelli@polk-fl.net) if you need more information or have additional questions and concerns.

Applications should be sent through the courier to Vivian Castelli, Prof. Dev., Jim Miles PD Center, Route E.



***Educator Preparation  
Institute (EPI)***

Learn how this state-approved accelerated Alternative Certification Program assists individuals who are non-education majors that hold a temporary teaching certificate obtain Florida teacher certification.

National Board Certified Teachers are the instructors and mentors. Classes meet twice a month from 8:00am – 1:00pm and the remainder is on the Internet. Participants can complete the program in less than a year. Reading Competency 2 Endorsement is included in the program. The total cost is \$1550, which includes books and lab fees. Participants can pay monthly.

**Polk Community College  
Winter Haven Campus  
999 Avenue H Northeast  
Winter Haven, FL 33881**

**For additional information please visit PCC Website at [www.polk.edu/epi](http://www.polk.edu/epi) or contact**

**Beverly Woolery (863) 292-3642  
Email: [bwoolery@polk.edu](mailto:bwoolery@polk.edu)  
Or  
Sherri Davis (863) 298-6812  
Email: [sherrid@polk.edu](mailto:sherrid@polk.edu)**

# Educator Certification

Certificate Lookup

Application Status Lookup

Request Materials

## Florida Educator Certification Renewal Requirements

### General Information

The District Certification Office will send you a Notification of Expiring Professional Certificate in September of the year your Professional certificate will expire. You will also be sent an application for renewal. You will need to complete the application and return it to the District Certification Office. The \$56 renewal fee will be deducted from your paycheck.

#### Renewal Requirements:

- Six (6) semester hours of college credit or equivalent must be earned during each renewal period to renew your certificate. See information below for retaining all subjects on your certificate.
- Renewal requirements must be completed during the last validity period of the Professional Certificate and prior to expiration of the Professional Certificate. It is the responsibility of each applicant to obtain current information regarding renewal requirements from the employing school district, nonpublic school, or Bureau of Educator Certification.
- The application form and appropriate fee must be submitted during the last year of the validity period of the certificate and prior to the expiration of the Professional Certificate. However, the renewal application may be submitted after expiration of the Professional Certificate if the following criteria are met:
  - Appropriate renewal requirements are completed prior to expiration of the Professional Certificate, and
  - Renewal application form, application fee, and \$30.00 late fee are submitted prior to July 1 of the year following expiration of the certificate.
- A grade of at least "C" must be earned in each college course used for renewal. A grade of "pass" or "satisfactory" is an acceptable grade.
- In the event a subject is deleted from the certificate at the request of the certificate holder or due to non-completion of renewal requirements, all requirements which are in effect when an application is submitted to add the subject to the certificate again must be completed.
- College level credits used for certificate renewal must be completed at an accredited college or university or a non-accredited college or university that has been approved by the Florida Department of Education. Florida residents may view our list of **accredited colleges and universities**.

## Appropriate Categories for Renewal

The following topics are appropriate for renewing your Professional Certificate.

- Content specific to the subject area(s)
- Methods or education strategies specific to the subject area(s)
- Methods of teaching reading and literacy skills 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, or 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

## College Credit Equivalency

- Sixty (60) inservice points in an approved Florida master inservice program are equivalent to three (3) semester hours of college credit.
- 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.

## **Retention of Subjects**

Six (6) semester hours of college credit or equivalent must be earned during each renewal period to renew your certificate. See information below for retaining all subjects on your certificate.

### **Retaining One Subject Coverage**

At least three (3) semester hours or equivalent must meet the criteria in the section entitled "Appropriate Categories for Renewal."

### **Retaining Two Subject Coverages**

All six (6) semester hours or equivalent must meet the criteria in the section entitled "Appropriate Categories for Renewal" to retain each subject.

### **Retaining More than Two Subject Coverages**

You may use two consecutive validity periods to renew all coverages as follows:

- **First Renewal Period**

At least three (3) semester hours or equivalent must meet the criteria in the section entitled "Appropriate Categories for Renewal" in at least one subject area on your certificate. This will retain all subjects for the next validity period.

- **Second Renewal Period**

Three (3) semester hours or equivalent must be earned for each additional subject you want to retain on your certificate. The credit must meet the criteria in the section entitled "Appropriate Categories for Renewal." A minimum of six (6) semester hours or equivalent is required to renew the certificate. If you have more than four subjects you want to retain, you must complete more than six (6) semester hours or equivalent during the second validity period.

**Note: A subject which has not been renewed during two successive validity periods will be deleted from the certificate.**

## ESOL (English to Speakers of Other Languages)

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 a copy of your 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
    - 1) The appropriate subject area coverage and level, and
    - 2) One of the following:
      - a) 60 in-service points in ESOL strategies as documented by the school district, or
      - b) three semester hours in ESOL strategies, or
      - c) ESOL endorsement, or
      - d) ESOL (stand alone) coverage
  - b. Basic subjects: mathematics, science, social studies, and computer literacy Taught in the home language using home language strategies require
    - 1) the appropriate subject coverage and level, and
    - 2) proficiency in the native language as evidenced by test or certification as documented by the school district, and
    - 3) one of the following:
      - a) 60 in-service points in home language strategies, or
      - b) three semester hours in home language strategies, or
      - c) ESOL endorsement, or
      - d) 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
  - a. the appropriate subject area coverage and level, and
  - b. one of the following:
    - 1) 18 in-service points in ESOL strategies as documented by the school district, or
    - 2) 3 semester hours in ESOL strategies, or
      - ESOL endorsement, or
      - ESOL stand alone coverage

**School Board of Polk County, FL**  
**Human Resource Services**  
**Plan for District ESOL Compliance**

- The District Certification/NCLB office will annually identify Out-of-Compliance ESOL teachers in all three categories by using the SAP ESOL Audit Report.
- The District Certification Office will send Principals the names of the Out-of-Compliance ESOL teachers.
- Principals will personally address the Out-of-Compliance finding with each teacher. Teachers will be allowed two weeks to dispute and resolve the finding prior to the distribution of the Notification of Out-of-Compliance Memorandum.
- The District Certification Office will distribute the Notification of Out-of-Compliance Memorandum to Principals.
- Principals will personally meet with each teacher to read and sign the Notification of Out of Compliance Memorandum.
- Principals will return (as a packet) all the signed Notification of Out-of-Compliance Memoranda for his/her school within two weeks of the date on the letters.
- The District ESOL Office will prepare a training schedule to meet the needs of the district and notify each Out-of-Compliance ESOL teacher of the schedule.
- Teachers who receive a Notification of Out-of-Compliance Memorandum must document proof of completion of compliance requirements within one school year (from the date on the letter.)
- Teachers who do not document compliance within the one school year period will be reclassified as Out-of-Compliance ESOL Provisional Substitute Teachers (see attached).
- Out-of-Compliance ESOL Provisional Substitute Teachers will be reclassified to Regular Teacher status effective the first work day after documenting completion of all requirements to bring their ESOL Plans of Study into compliance.
- Out-of-Compliance ESOL Provisional Substitute Teachers who do not achieve compliance within the second school year grace period will be terminated from employment with the Polk County School District and will be ineligible for hire as a teacher until they either add the ESOL endorsement (Category 1 Plan of Study), or complete the necessary training requirements (Category 2 or 3 Plan of Study).

**Office of Academic Achievement through Language Acquisition**  
**Revised Timelines for Completion of the ESOL Training Requirements**  
**Updated September 2006**

CATEGORY I	CATEGORY II	CATEGORY III	CATEGORY IV
Primary Language Arts/English, Developmental Language Arts, Intensive Reading, Reading <sup>3</sup>	Social Studies, Mathematics, Science and Computer Literacy	All other subjects not included in Categories I or II	School Administrators <sup>2</sup> & Guidance Counselors
<b>REQUIREMENTS</b>			
ESOL Endorsement: 15 semester hours or 300 in-service credit points <sup>1</sup>	3 semester hours or 60 in-service credit points	3 semester credit hours or 18 in-service credit points	3 semester hours or 60 inservice credit points.
or			
K – 12 ESOL Coverage: Bachelor's or Master's Degree in TESOL and Basic Subject Area Coverage			
or			
K – 12 ESOL Coverage: Passing Score on ESOL Subject Area Test; Basic Subject Area Coverage, and 120 hours/points in ESOL			
<b>TIMELINES</b>			
<b>Experienced Teacher:</b>	<b>Experienced Teacher:</b>	<b>Experienced Teacher:</b>	<b>Hires Prior to September 5, 2003</b>
6 years or more allowed for completion of ESOL Endorsement. 3 years for K-12 ESOL Coverage obtained by a passing score on ESOL Subject Area Test.	1 year to complete	1 year to complete	3 years to complete from September 5, 2003
	<b>Beginning Teacher:</b>	<b>Beginning Teacher:</b>	<b>Hires After September 5, 2003</b>
Same as above for experienced teachers	2 years to complete	2 years to complete	3 years to complete from date hired as school administrator or guidance counselor.

**Notes:**

<sup>1</sup> For ESOL Endorsement only - 3 semester hours or 60 in-service credit points within two years after the teacher first becomes responsible for the Language Arts instruction of a LEP student. 3 semester hours or 60 in-service credit points each subsequent year that the teacher continues to be responsible for the Language Arts instruction of a LEP student, until a total of 15 semester hours or 300 in-service credit points have been earned.

<sup>2</sup> All other administrators (district-level) are required to receive training in the terms of the Consent Decree, Cross-Cultural communications and delivery of comprehensible instruction. However, no specific number of inservice points or hours are required.

<sup>3</sup> As described in K12 Memo 2006-121, Reading Endorsement for Teachers of Developmental Language Arts Courses in Grade 6-12 and as noted in the Florida Course Code Directory, teachers assigned to teach Developmental Language Arts or Reading to English language learners (ELLs) are required to obtain the ESOL Endorsement. It is also important to note that teachers assigned to teach Developmental Language Arts as an alternative to Intensive Reading are required to obtain the Reading Endorsement by beginning of the 2007-08 school year.

**ESOL Inservice or Coursework must include all of the following areas:**

- Methods of Teaching English to Speakers of Other Languages (ESOL)
- ESOL Curriculum and Materials Development
- Cross-cultural Communication and Understanding
- Testing and Evaluation of ESOL
- Applied Linguistics

**Recertification Flexibilities:**

- ESOL in-service credit points and/or ESOL College credits count as in-field for recertification of any coverage

**Banking of ESOL Points**

- Any points earned in excess of 6 semester hours or 120 points within one validity period may be banked towards renewal

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