Purpose of Teacher Certification

a) 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.

b) The Florida Bureau of Educator Certification (BEC) issues two types of full-time teaching certificates:

   (1) Initial Professional Certificate (State Issued)
   (i) Complete online application [www.fldoe.org/edcert/apply.asp](http://www.fldoe.org/edcert/apply.asp)
   (ii) Send all official transcripts to BEC
   (iii) Send copy of valid out-of-state standard certificate to BEC to be evaluated for reciprocity (write your social security number on copy)
   (iv) Fingerprint clearance required for issuance of certificate (Do we want to tell them that BEC will receive FP results from us?)
   (v) (Do we want to say anything about how to address a criminal history referred to Professional Practices and the fact that the app

   (2) Temporary (State Issued)
   (i) Complete online application [www.fldoe.org/edcert/apply.asp](http://www.fldoe.org/edcert/apply.asp)
   (ii) Send all official transcripts to BEC
   (iii) Pass requisite subject area exam
   (iv) Fingerprint clearance and issue request from hiring district required for issuance of certificate
   (v) District Deadlines to complete requirements for issuance of a Florida Professional Certificate
      1. CLAST/General Knowledge—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
      2. Expanding Temporary - Complete all requirements outlined on the Statement of Status of Eligibility (SOE) on or before April 1st of the year the certificate expires. Based upon an individual evaluation of your credentials, you may need to satisfy one or more of the following:
         a. Professional Preparation - complete specified education courses
            i. May be satisfied by completing a State Approved Alternative Certification Program
         b. Professional Education Competence (PEC)
         c. Professional Education Exam (PED)
         d. Satisfy practical teaching experience requirement)
            i. May be satisfied by completing a State Approved Alternative Certification Program
         e. Apply for initial professional certificate at [www.fldoe.org/edcert/apply](http://www.fldoe.org/edcert/apply)
            i. You will need to send an official transcript of coursework completed since your initial application for certification.

(3) Alternative Certification (If you did not major in education): If your Status of Status of Eligibility (SOE) lists required coursework, you may choose from one of the methods to fulfill your requirements for your professional certificate:
Teacher Certification/Endorsement/NCLB Compliance

(i) Complete required college and university courses with a grade of “C” or higher and complete FL-approved Professional Education Competence (PEC) Program

(ii) Complete the District’s Alternative Certification Educator (ACE) Program - ACE or ACE 2 and PEC Program 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

(iii) Complete Educator Preparation Institute (EPI) at Polk State College, Contact Beverly Woolery, bwoolery@polk.edu

(iv) Complete American Board for Certification of Teacher Excellence (ABCTE) and PEC Program http://www.abcte.org/passport/states/fl

(4) Temporary Vocational Certificate (District Issued)

(a) Statement of Status of Eligibility

1. CLAST/General Knowledge/TABE – 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

2. Expiring Temporary Vocational Certificate - Complete all requirements outlined on the Statement of Status of Eligibility (SOE) on or before April 1st of the year the certificate expires

3. Expiring Temporary Vocational Certificate - Complete all requirements outlined on the District Statement of Status of Eligibility (SOE) on or before April 1st of the year the certificate expires

   a. Professional Preparation - complete specified education courses

   b. This requirement may be satisfied by completing four (4) required courses at one of the following colleges or universities:

      i. http://reach.ucf.edu/~technicaled/certification.html Contact Dr. Joann Whiteman at jwhitema@mail.ucf.edu

      ii. http://www.uwf.edu/pals/resources.html Contact Dr. Wally Bouchillon wholmesb@uwf.edu

      iii. http://www.spcollege.edu Contact Dr. Thomas Loveland at Loveland.Thomas@spcollege.edu

   c. Professional Education Competence (PEC)

   d. Satisfy practical teaching experience requirement

   e. Apply for Initial Professional Polk County School District

      i. Send official transcript for Professional Preparation coursework to Polk School District Certification Department

(5) Professional Vocational Certificate(District Issued)

(a) Renewal

   i) Renewal of State Professional and District Professional Vocational Certificates

   (ii) Methods of renewal (Must be earned during validity period of certificate to be renewed.)

      1. College Credit – One 3 semester hour course is equivalent to 60 inservice points. Attach one (1) official transcript to the completed renewal application. Photocopies are not official transcripts. 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. Course(s) used for certificate renewal must be completed at an accredited college or university.

      2. Inservice Points – Minimum of 120 inservice points for four or less academic areas on certificate. Endorsements are not academic areas and do not require inservice points. Attach a copy from the School Board Website (see instructions below).

      3. Subject Area Exam – A passing score on subject area exam for the subject shown on the certificate is equivalent to 60 inservice points. Passing scores are automatically submitted to the DOE.
Teacher Certification/Endorsement/NCLB Compliance

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 your valid NBPTS Certificate to the application.

5. College Teaching Experience – A course taught at the college level at an accredited institution is the same as a course taken for renewal. Request that the registrar at your 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.

(iii) Inservice points
1. Points earned for District training are posted to the Professional Development Scheduler (PDS)
2. http://pds.polk-fl.net/login.asp to check in-service record
3. If points are used to renew a certificate, a copy of the in-service record must be attached to the district renewal application.
4. In-service points from another District to Polk County may be transferred
   a. Submit an out of county in-service transfer form to the Professional Development Department

ii) State Licensure – Issued by the Florida Department of Health
   (1) State Licensure, may be used in place of teacher certification for the following areas
       (a) Speech/Language Impaired
       (b) Psychologists

iii) Positions for which certification is not required
   (1) ROTC
       (a) ROTC instructors have the option to seek District certification, however, it is not mandatory
   (2) Experts in Field
       (a) Dance only
           (i) Dance instructors have the option to seek State certification; however, it is not mandatory.
   (3) Individuals in areas where teacher certification is optional will not qualify for a Professional Services Contract (tenure)

b) Teacher Contract
   i) 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
      (1) Teachers assigned to teach core courses must be certified, qualified and highly qualified (Link to our Cert, Qualified, Highly Qualified information sheet)
      (2) Teachers assigned to teach non-core courses must be certified and qualified. (Link to our information sheet.)

2) Overview Services provided educators
   a) State Bureau of Educator Certification
      i) Applications
         (1) District Renewal Application for State Professional Certificate
         (2) District Renewal Application for District Professional Certificate
         (3) District Add-on Application to State Issued Certificate
         (4) District Application for Initial District Temporary Certificate
         (5) Location of Applications (Outlook/Public Folders)
Teacher Certification/Endorsement/NCLB Compliance

ii) Course Approvals
   (1) Approval Procedure
       (a) Email BEC at edcert@fldoe.org
       (b) Include in the email
           (i) Your name
           (ii) Your Dept. of Education (DOE) #
           (iii) College/University name
           (iv) Course Information
               1. Title
               2. Alpha prefix and number
           (v) Requirement you are seeking to satisfy by completing the course
   iii) Certification Look-Up
       (1) The public may view your certificate on the Department of Education Certificate Look-Up website
       (2) Website http://www.fldoe.org/edcert/public.asp
   iv) Individuals who hold valid state issued Florida Certificates are required to keep his/her current (by law educators must change address within 30 days of moving)
   v) Follow this procedure to change your address with the Florida Department of Education
       (1) Create account https://certify.fldoe.org/publicweb/default.aspx
       (2) Change address
b) District Certification
   i) Applications
       (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 Applications
   ii) Requests Issuance of Certificates
       (1) Temporary Certificates
           (a) Electronically submit issue request and fingerprint clearance
               (i) Criminal history will be reported to Professional Practices Services (PPS) Department by BEC
               (ii) PPS will send a letter requesting the applicant submit paperwork regarding the incident(s) within 90 days of receipt of the letter
               (iii) PPS may deny your application
               (iv) Applicant has 30 days to request an Settlement Agreement
               (v) Application may be voided if no contact is made by applicant to PPS
               (vi) Applicant will be terminated if
   iii) Administer and Oversee Compliance Assurance System
       (1) Compliance Assurance Plan (CAP)
       (2) ESOL Plan of Study
           (a) Who, What, When, How (ESOL information sheet)
       (3) Agreement to Earn
           (a) Who, What, When, How (Out of field Assignment information sheet)
       (4) Candidate Conditional Employment Agreement
Teacher Certification/Endorsement/NCLB Compliance

(a) Documentation of HQ w/i 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.

(5) Temporary Certificates
(a) GK
(b) Expiring

2 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 “English Language Learner” (ELL) 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 ELL students are as indicated below:

1. The primary English/Language arts subjects taught to ELL 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 ELL 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 ELL 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:
Teacher Certification/Endorsement/NCLB Compliance

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