Certification
Steps to Teacher Certification

**STEP 1:** **Apply on-line:** https://certify.fldoe.org/publicweb/default.aspx

Dept. of Education has gone paperless, must create an user ID and password to access your information including letters and certificates.

- Submit an official transcript showing an acceptable bachelor’s or higher degree conferred.
- Submit copies of valid out-of-state certificates held, if applicable.
- Meet the subject content requirements in a subject in which Florida offers certification by degree major, coursework (2.5 GPA), or a passing score on the subject area examination.

The Bureau of Educator Certification will not begin to process your application until all of the above items are received. Once your file is complete, it will take at least 60 days to process and you will be able to view your Statement of Status of Eligibility. Please be sure that your social security number is clearly written on every document sent to the Bureau.
**Steps to Teacher Certification**

**STEP 2: An Official Statement of Status of Eligibility.**
- Letter will reflect whether you qualify for a certificate.
- Lists deficiencies and requirements for a five year Professional Certificate.

**STEP 3: Obtain Employment in a Florida School.**
- Complete on-line application process with school district BEACON [www.brevardschools.org](http://www.brevardschools.org)
- District submits fingerprint record to the Department of Education at time of hire. Contact District Security for information 633-1000 ext. 233
- Temporary/Professional certificate is issued.
STEP 4: *Temporary to a Professional Certificate (must be completed by April 1st)*

- Apply on-line https://certify.fldoe.org/publicweb/default.aspx ($75 fee)
- Meet requirements listed on your Statement of Eligibility which may include:
  - Satisfying the testing requirements (*Professional Ed, Subject Area and General Knowledge test*).
  - Completion of college courses or BPS/ACP program.
- New Teacher Induction Program.
- Satisfying the practical teaching requirement.

  - *General Knowledge testing requirement must be met within the initial year of teaching no later than April 1st*
District Certificate Application can be used for:

- Applying to add a subject area to a Professional certificate (exception is Ed. Leadership, School Guidance, Speech & Language any area that takes the degree with transcript) ($75 fee per subject)

- Name Change on certificate ($20.00 fee)

- Reprint of certificate ($20.00 fee)
Renewal of Certificate Procedures

DEADLINE APRIL 1ST

APPLICATION FOR RENEWAL OF A
PROFESSIONAL FLORIDA EDUCATOR’S CERTIFICATE
DEADLINE IS APRIL 1 TO RENEW!

Effective July 1, 2014 must have earned 20 ESE credits toward renewing.

COMPLETE AND SIGN THE ATTACHED PAYROLL DEDUCTION SHEET. Once the application has been approved and processed, the application fee will be deducted from your paycheck. Please send the completed application, payroll deduction sheet and any related documents through the school courier to:
HUMAN RESOURCES – CERTIFICATION

EMPLOYEES ON LEAVE BY THE SCHOOL BOARD OF BREVARD COUNTY AT ANY TIME DURING THE PRESENT SCHOOL YEAR Please make your check or money order for the application fee payable to the SCHOOL BOARD OF BREVARD COUNTY.

OPTIONS FOR RENEWAL (Credit must be earned during the validity period of the certificate.)

Renewal with in-service credits: A minimum of 120 in-service credits required to include 20 ESE credits as of July 1, 2014. Please see your school secretary, school in-service representative or technology coordinator for assistance in printing your transcript from ProGOE.

Renewal with college credit: If using college coursework list the college/university where credit was earned. Please send an OFFICIAL TRANSCRIPT reflecting the courses taken for renewal. (A minimum of 6 semester hours of credit required must include the 1 credit college course in ESE).

Renewing with a combination of in-service credits and college credits: Under subjects to renew list the college/university where credit was earned and send an OFFICIAL TRANSCRIPT reflecting the course(s) taken for renewal.

Renewing with an appropriate subject area exam: Please check with the School Board certification office before you take the exam to make sure you are taking one that will count toward renewal of your certificate. Only subject area exams taken in a coverage already on your professional certificate may be used to renew. (One subject area exam is equivalent to 60 in-service credits.)

Renewing with college teaching: Please submit letter from college which includes title and course name, where taught, how many credit hours the course is worth and signed by a college official must include 1 credit of college course teaching ESE.

Renewing with National Board Certificate: A valid certificate issued by the National Board of Professional Teaching Standards will renew the Florida certificate for as long as the national certificate remains valid.
FINGERPRINTING – Florida Statue requires school districts to update fingerprints of certified employees every five years at the time of renewal of a Professional Certificate. It is important that you are aware that Level II Background Check Form must be processed before certificates will be renewed. For additional information call the Office of District & School Security at 633-1000 ext. 233.

SSN Statement: Collection of your social security number (SSN) is required pursuant to §1012.56, Florida Statues, for the purpose of promotion the public policy of Florida relating to child support. Your SSN is used by the Department is as unique identifier for maintaining your certification and related personnel records as required under the same statue. Your SSN may be disclosed to the Department of Revenue, as authorized under §1012.21, Florida Statues as Florida’s agency for administration of the title IV-D program of the federal Social Security Act for child support enforcement. Failure to provide your SSN to Educator Certification will prevent issuance of your Florida Educator’s Certificate.

<table>
<thead>
<tr>
<th>Certificate Renewal Requested</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Renewal of my valid Florida Professional Certificate</td>
<td>$75.00</td>
</tr>
<tr>
<td>LATE Renewal of my recently expired Florida Professional Certificate</td>
<td>$105.00</td>
</tr>
<tr>
<td>NOTE: To use the late fee option, all requirements for renewal of the certificate must have been completed prior to expiration of the certificate except for submitting the application and fee.</td>
<td>($75 plus $30 late fee)</td>
</tr>
</tbody>
</table>
Complete the District Renewal Application form (located on the district website under “department- certification”) with payroll deduction sheet, (DO NOT PRINT TRANSCRIPTS) and send to Human Resources/Certification. - Must be completed by **APRIL 1st** with all requirements to renew.

Florida Statute 1012.561 requires school districts to re-fingerprint certified employees every five years at the time of renewal of a Professional Certificate. This change is effective July 1, 2004. Fingerprint reports must be processed before certificate will be renewed. (Must complete the Level II Background Check form in yellow only). District Security will determine if teacher must come in. (see school secretary)
SCHOOL BOARD OF BREVARD COUNTY

Date ________________________________

(Print) Last Name           First                   Middle Employee Id Number School/Dept.

AUTHORIZATION FOR PAYROLL DEDUCTION
I hereby authorize the School Board of Brevard County, Florida to deduct $75.00 (ONE TIME ONLY) from my earnings for processing my certificate renewal. (CANNOT BE USED AFTER APRIL 1) Individuals no longer employed by the School Board of Brevard County, employees on leave or charter school employees are NOT eligible for the payroll deduction option. PLEASE RETURN THIS SHEET TO HUMAN RESOURCES/CERTIFICATION WITH YOUR APPLICATION.

___________________________________________
Employee Signature
Renewal of Certificate Procedures

Sample of the Level II Background Check Form

School Board of Brevard County
Level II Background Check

ALL Current Full Time Permanent Employees
Please Read & Print ALL Information Carefully in BLUE INK ONLY

Name: ___________________________

Date: _______________

Position: _______________

Do you have or will you be applying for a professional certification to be held with the Florida Department of Education? Yes ☐ No ☐

Has there been a change in your criminal history since your initial employment with Brevard Public Schools? Yes ☐ No ☐

If you have selected YES please complete the below disclosure.

Arrest Disclosure

Please disclose ANY arrest. This includes ANY arrest regardless of the disposition. This includes an arrest that resulted in charges that were DROPPED, ABANDONED, NOLLED PROSECUTE, EXPUNGED, ADJUDICATION WITHHELD, GUILTY, NOT GUILTY, UNDER INVESTIGATION. Arrests, expunged or sealed records are to be made available to the Brevard County School Board.

FAILURE TO DISCLOSE ANY AND ALL ARRESTS WILL RESULT IN AUTOMATIC DENIAL

All arrests, regardless of when or where they occurred must be disclosed.

I affirm that the above responses are true, complete, and correct to the best of my knowledge and are made in good faith. I understand that any incomplete or false information on this form may be considered just cause for the rejection of my application for employment and further stipulating by the School Board of Brevard County.

I have provided an accurate accounting of any and all arrests, regardless of when or where they occurred: ______________________ (Initial)

I fully understand that my failure to disclose an arrest will automatically disqualify my application: ______________________ (Initial)

Signature: ______________________

Date: _______________

Brevard Public Schools
Office of Civil Rights and Security

11-1-2016
If you have already been fingerprinted; and you are a current employee – your cost of fingerprinting is **waived**.

If you have not been fingerprinted before, payment for fingerprinting is required prior to coming to District Security for fingerprinting.

*Fingerprinting Hours are Monday through Thursday 8:00am - 4:00 pm.*

A Valid Driver’s License or State Identification Card must be presented and it must be current. – **NO expired driver’s licenses or State Identification license will be accepted.**

FEE $52.75 (as of 2-1-2015) via money order, Visa, MasterCard, Discover or American Express.

If paying via money order, the money order needs to be payable to “Cogent Systems”.

Please remember – **No Cash/Checks Accepted for Fingerprinting.**

You may pre-pay via website at [www.cogentid.com/fl/index_fdoe.htm](http://www.cogentid.com/fl/index_fdoe.htm). The website service is available 24 hours a day, 7 days a week. Once on the website for Cogent, click on Register Online and follow the prompts. Please use County/Brevard, CRI Literal/BREVARD COUNTY SCHOOLS/FDOE Cert. Please print out payment receipt and bring it with you for your fingerprinting.

This process takes approximately 8-10 business days.
All teachers/coaches: DO NOT select BCS you must select: Brevard County Schools/FDOE Certification. Failure to select the correct CRI Literal will disqualify your teacher or coaching certification. Selecting the incorrect CRI literal will result in the need for reprinting at your own cost.

Recertifying Teachers
All current teachers must complete a yellow form and send to District Security for print resubmission. The yellow form can be obtained from your school secretary.

Waiting Period
The level II background check takes approximately 8 - 10 business days for full completion. Once this has been completed and you are approved, your information will be forwarded to Human Resources. Human resources will then forward all the necessary information to the hiring school/office. Please check with your employer for follow-up. Once you have received confirmation to work, etc. NEW HIRES ONLY, will be eligible for Identification Badges. Badges are not issued at time of fingerprinting. You will need to get the appropriate paperwork from your attending secretary/admin. For further information on badges, please call 633-1000 x 233.
Contacts

**Professional Learning and Development**

*Director of Professional Learning & Development*

**Christine Moore:**

- Moore.Christine@brevardschools.org
- (321) 633-1000, Ext. 240

**Debra Latsbaugh, Administrative Secretary**

- Latsbuagh.Debra@brevardschools.org
- Ext. 240

**Alternative Certification Program Contact:**

- Thorstensen.Lynnette@brevardschools.org
- (321) 633-1000, Ext. 242

**PROGOE CONTACT:**

- Lynn Conroy – ProGOE/ESOL/GIFTED/READING
- Conroy.lynn@brevardschools.org ext. 175

**In-services**

**Joanne Bogle –**

- Bogle.joanne@brevardschools.org
- Ext. 209

**Delia(Itzel) Copley**

- Copley.delia@brevardschools.org
- Ext. 269

**Florida Department of Education (State):**

- In-state: (800) 445-6739
- Out-of-state: (850) 488-2317

**Certification Information:**

- FLDOE website: www.fldoe.org
- On-line Application: https://certify.fldoe.org/publicweb

8-17-2017
CALL CERTIFICATION

Before hiring a teacher, please make sure to contact certification to see if the applicant is eligible to be hired without having to take a subject area test first. BEACON has their certification areas listed for you to view under “certified” in red.

Use current course code directory 2017-2018
http://www.fldoe.org/articulation/CCD/1718.asp
The Course Code Directory is updated each year by the Department of Education. Please be sure that you and your staff are using the current directory.

WEBSITE INFORMATION:
http://www.fldoe.org/articulation/CCD/1718.asp

- Click: “Course Code Directory”
- Click: “2017-2018” Directory”
- Click: Elementary Grades
  Middle/Junior Grades
  Senior High Grades
  Exceptional Education
  Career & Technical

Search/Find: Type Course Code Number (leave off the X, E or Z). The right column will list acceptable certification areas.
HUMAN RESOURCES

Testing
## Registration Fee for FTCE and FELE Examinations

ALL COMPUTER BASED TESTING

<table>
<thead>
<tr>
<th>Test Type</th>
<th>First Time Registration</th>
<th>Re-take</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Knowledge Test</td>
<td>$130.00</td>
<td>$150.00</td>
</tr>
<tr>
<td>Professional Education Test</td>
<td>$150.00</td>
<td>$170.00</td>
</tr>
<tr>
<td>Subject Area Examination</td>
<td>$200.00</td>
<td>$220.00</td>
</tr>
</tbody>
</table>
Computer Based Examinations

Subject Area Exams:

- Agriculture (6-12)
- Art (K-12)
- Biology (6-12)
- Business Education (6-12)
- Chemistry (6-12)
- Computer Science (6-12)
- Drama (6-12)
- Earth/Space Science (6-12)
- Educational Media Specialist (PK-12)
- Elementary Education (K-6)
- English (6-12)
- ESOL (K-12)
- Exceptional Student Education (K-12)
- Family and Consumer Science (6-12)
- French (K-12)
- German (K-12)
- Guidance & Counseling (PK-12)
- Health (K-12)
- Hearing Impaired (K-12)
- Humanities (K-12)
- Latin (K-12)
- Marketing (6-12)
- Mathematics (6-12)
- Middle Grades English (5-9)
- Middle Grades General Science (5-9)
- Middle Grades Mathematics (5-9)

Continued…
Computer Based Examinations

Subject Area Exams continued:

- Middle Grades Social Science (5-9)
- Music (K-12)
- Physical Education (K-12)
- Physics (6-12)
- Prekindergarten/Primary Ed (K-3)
- Preschool Education (Birth - age 4)
- Social Science (6-12)
- Spanish (K-12)
- Technology Education (6-12)
- Visually Impaired (K-12)

Computer Based Tests Requires a Master's or higher:

- Reading K-12
- Guidance & Counseling PK-12
- Speech-Lang. Impaired K-12
- School Psychologist PK-12
- Florida Ed. Leadership (FELE)

Other Computer Based Tests Required for Professional Certificate:

- General Knowledge Test
- Professional Educators Test
To register for FTCE (Florida Teacher Certification Exam) and FELE (Florida Education Leadership Exam) test:

www.fl.nesinc.com

(check for score report delays, results may be delayed as much as 5 weeks)

1-866-613-3281

Local Testing Site
Pearson Testing Center
2176 Sarno Road Suite 109
Melbourne, FL
General Knowledge Test

Under Florida Department of Education rules, all teachers holding a temporary certificate who started teaching during the 2017-2018 school year are required to take and pass the General Knowledge (GK) test by APRIL 1st, 2018. Reappointment eligibility is contingent on passing this test. Teachers who do not pass the GK test are not eligible for employment as a teacher until passing scores have been submitted to Human Resources Services. (Essay portion takes 6 – 8 weeks for results)

Also, applies to short-term contract teachers.
There are two ways to obtain the Reading Certification:

**OPTION 1: Reading K-12 Coverage**
- A Master’s degree in Reading with 30 semester hours in Reading coursework.
- Pass the Reading subject area test.
- Comparable out-of-state Teaching Certificate.

**OPTION 2: Reading Endorsement**
- District add on Endorsement Program - 5 (five components)
- May combine college coursework and components if coursework was completed after July 1, 1998.
- Comparable out-of-state Teaching Certificate.
HUMAN RESOURCES

Out of Field
There should be **NO out of field teachers** without an approval from Dinah Kramer prior to hiring the teacher or re-classing a teacher.

**Out of field Procedures**

1. Email Dinah Kramer before hiring a teacher out of field for approval. Once she approves the teacher out of field then you can start the process. Use the email response as documentation no memo necessary.

2. **DO NOT DO A MEMO FOR JUSTIFICATION. THIS IS A CHANGE FROM PREVIOUS STEPS.** You will note your justification on the reclass/transfer form or appointment form.

11-1-2016
3. Complete the out of field agreement form on the teacher with the date and subject the teacher will be out of field in. Explain to the teacher they must take the required test within one year of assignment or two courses for guidance, gifted, reading each school year to meet the requirement.

4. Parents must be notified that the teacher is out of field within 30 days of assignment. Notification in a newsletter is acceptable. Keep copy in FTE file for auditors with full date MM/DD/YY.

5. Send the out of field agreement form and reclass/transfer or appointment form to Employment Specialist for Board Approval within 30 days of assignment.

Please remember if a teacher is placed out of field and does not meet the requirements by the end of the school year that teacher cannot be out of field in the future and could result in a fine to the District if the teacher’s file is audited showing the out of field requirements were not met.
SS123 Certification Comparison Report Reference List

You should monitor your certification comparison report monthly for accuracy. Share the section with your data entry clerk or person who handles inputting of schedules.

- Physical Therapist – non employee – contracted put information on S166 screen, along with subject area code for PT this must be done in order for them to come off your report

- Occupational Therapist – non employee – contracted put information on S166 screen, along with subject area code for OT this must be done in order for them to come off your report

To set up a contracted therapist as a “teacher” in the AS400 system, follow these instructions:

• Go to Screen S166 – move cursor to the Name Line (not the employee line as you do for direct hires) and hit the F4 button to get a listing of names that includes the contracted employees.

• Then go to the “subject” area and F4 to enter the code for the therapist. You do not have to enter the expiration date on the line.
If you follow these instructions, your contracted therapist should not show up on your certification comparison report.

You need to make sure on the S602 screen under the section of “teacher, under the “C” there is an “I” not an “O” to show therapist in-field. Please refer to the example below.

Panel: ___

S602. Class - Base

Copy To: Course Sect Tchr
5012040X KOL

Identifiers: Title Ext Id L SA Crdt-Cds P Dp Alt--Sbj Flgs Xref
MATH GRADE TWO MA 0 EP

Inst Grd Lvl: PE Waiver:

Meets: C1 Se From To Tot Bell Mods Avmn Ext: T-Prds-Schl
01 33 08092010 05232011 180 02 0606 300 3 0606

VP:

Teacher: Tch Short Bldg/Rm RWM I N Sts Oc1 Oc2 Oc3 Oc4 Oc5 Oc6 Av1
01 01 0207 ___ N N 035 0 0 15 0 0 20

Prim Tch: 00001-207 A

Value: Crdt D-M Max Wgt T Q S Pgm-E F F-G-T D P ES H I D I A G h O G
0.00 4.00 Z Y S 101 Y Z 02 02 Z Z Z N Y E

Misc:Cntl Tm Ln FTA TR

Fees:Type----Amt Type----Amt Type----Amt

Record displayed (view only).

1=Hlp 3=Exit 4=Prpt
7=Bwd 8=Fwd 9=Npg 10=Del 11=View 12=Esc

Upd 01/24/2011 08:24:25 ELAK
District Career & Technology Certified teachers – write District certificate on report

Non – Certificated teachers - has no District or State certification only experience

Homebound teachers – if they are servicing your student but not your teacher (YOU MUST ENTER THEIR INFORMATION ON S166 PANEL)

Extra PE time at the Elementary level, which include the ESE students as well – use correct course code that takes any certification area (check course code directory 2017-2018 under Physical Education)

All short-term contract teachers should be entered on the student schedule. Do not keep the teacher on leave as the teacher of record.

If you have not hired a new teacher yet for a student schedule/class do not use other teacher name, substitute or administrator use “TBA” code

For Elementary Schools – homerooms under “Q” put a “Z” not “Y”
If a new teacher is hired and the certificate has not been issued yet it will show out of field until the certificate information is in the teacher certification screen (write new teacher on report)

If a teacher has taken a subject area test but has not added it yet, it will come up out of field. Make sure to check if the subject has been added (ask for copy of certificate from the teacher) then contact certification to update their cert. screen. Make sure on the S602 screen panel you change the O to an I if in-field.

Make sure that the S166 screen is up to date with teacher information and subject areas.

ESE teachers that have been “HOUSSE’d” write “HOUSSE” on report T9 on the H507 panel will show the courses they are HOUSSE’d in (Prior to July 1, 2017)
Florida Virtual School students should be assigned the course code for that program, if not sure contact Heather Price 633-3660 ext. 223. Virtual teachers will appear on the report with their social security number not an ID number.

In many cases the S602 screen is not inputted correctly that the teacher is in-field. Make sure to check the report and if under the “certificate” CALC it is an “I” and the under the CURR “O” that means that the teacher is in-field and the field under CURR needs to be changed. This information is located in the Secretarial Manual under “department” – “certification” regarding the SS123 certification comparison report. Make sure when changing schedules that you look at the report again to make sure the information has been inputted correctly.

Contact Help Desk ext. 735 if you are not able to correct or input information on a screen.
Definitions of information contained on the report:

- **TCH**: Teacher Number
- **Short**: Teacher last Name, First Initial
- **SE (From/To Session)**: This is the session in which the class begins and ends. This value is used to determine the From/To Dates of the class.
- **MODS (From/To Modules)**: This is the From/To Bell Modules for the designated Class.
- **MTWRFSN (Week Days)**: This is used to indicate the days of the week that the class meets.
- **Course (Course Id)**: This is the State defined course number.
- **Sect (Course Section)**: This is used in conjunction with the course to uniquely identify each course offering (class) within the Session School, Session Year, and Year Type.
**Out of Field Teachers By School Certification Comparison Report (SS123)**

- **Title (Course Title):** The title of the course as it appears on the Course Record Panel (S176).
- **Cls Stat (Class Status):** The Values are the following:
  - **C** - Closed - Maximum Seats are Zero
  - **E** - Empty - Occupancy Counts 1-6 are equal to zero
  - **F** - Full - Maximum Seats equal at least one of the 1-6 Occupancy Counts
  - **O** - Overfilled - At least one of the 1-6 Occupancy Counts is greater than the Maximum Seats
  - **V** - Vacant - All of the 1-6 Occupancy Counts are less than the Max Seats
- **Certificate Curr -** The Teacher's Certification/Licensure Status. The Values:
  - **A** - Adjunct Teaching Certificate - Adjunct Tch Crt
  - **B** - Substitute Teacher - Substitute Tchr
  - **H** - Core Academic - Subj per HOUSSE Core Sbj - HOUSSE
  - **I** - Infield-Cert to teach Course - Infield-Cert
  - **M** - Infield-Minor Fld of study - Infield-Minor
  - **N** - Non-Cert Expert-Board Appt'd - Non-Cert Expert
  - **O** - Out-of-field Appt'd by board - Out-of-fld Appt
  - **S** - Infield-Subject Area Expert - Infld-Subj Expr
Certificate Calc: This is the calculated teacher certification for the designated course. The Certification Subject Areas belonging to the Teacher (S166) will be compared to the 'required' Subject Areas associated with the designated Course on Panel S178. If the Course has 'required' Subject Area(s) that the Teacher does NOT, this will be 'O' (Out-of-field Appt'd by board). If the Course has at least one 'required' Subject Area that the Teacher also holds, this will be 'I'. If there are no Certification Subject Areas defined for the designated course, this will be ‘I’.

Note** If the teacher’s certification status changes during the year the school should check the S166 and S602 for accuracy. If necessary update the certification on S602.
Team Tchr: Team Teacher Training - This is used to indicate the prior existence of the teacher's status regarding training in team-teaching methods, as per Section 1003.03 (5), F.S.

The Values:

A - Team prior to July 1, 2005 - Prior July 1, 2005
B - Trained Team Teacher - Trained Tm Tchr
C - Scheduled to attend training - Schld for Train
D - Not Scheduled for Training - Not Scheduled
Z - Not Applicable - N/A
**Sched Meth:** This is used to indicate the scheduling method.

The Values:

- **A** - Alternate Week Schedule - Alternate Week
- **B** - Block Scheduling - Block
- **C** - Co-teaching - Co-teaching
- **G** - Individual/Small Grp (Out) - Ind/SmGrp (Out)
- **I** - In-Class One-on-One (In) – In Class 1 on 1
- **M** - Open Space Classroom or Pod - Open Space, Pod
- **S** - Self-contained (Traditional) - Self-contained
- **W** - Wheel Class - Wheel Class
How to run the report at your school?

Schools can run this report from panel S606. The data clerk responsible for student information in your school is familiar with how to run reports from the Student Information System.

Contact ET Help Desk at 633-1000, ext. 735 for assistance on setting up a report.

PLEASE SHARE THIS INFORMATION WITH YOUR DATA CLERKS.
Human Resources Teacher Certification Checklist for Principals to Verify

_______ *Print SS123 - Certification Comparison – In/Out of Field and Highly Qualified Teachers (S606 panel) check to make sure every teacher is in-field and highly qualified, and if not make note as to why. (curr/calc/HQ columns on the report I-I-Y)

_______ Verify teachers are correctly reported for FTE

_______ If the teacher has completed the 5 ESOL courses or passed the ESOL K-12 subject area exam verify it has been added to their certificate.

_______ If the teacher is out of field in a subject area and/or ESOL, verify that the teacher has been board approved if not, take action to complete board approval process – prior to survey week. (District website under School Board – Board Agenda)

_______ Verify parent notification has been completed and sent to parents (make copy for your school audit file). Newsletter is acceptable as long as you have the full date mm/dd/yyyy on the newsletter.

_______ *Print SS017 – Teachers with ELL Students Report (S169 panel-A sequence)

_______ *Print SS017 – Teachers ELL History Report (S169 panel-A sequence)

_______ Verify teachers have necessary ESOL credits and/or on their timeline to complete endorsement.

_______ If the teacher is certified in ESOL, ensure students are coded as program 130 on student schedules.

School ________________________________

Principal Name (Print) __________________

Principal Signature __________________________ Date ________________

I have verified that the teachers at my school have been reported to the Board for Approval and the required documents are on file.

Attach a copy of the these report(s) ONLY – Out of Field/Highly Qualified, Teachers with ELL Students, Teacher ELL History reports, keep a copy of the reports and this checklist in your school audit file. Do not send copies of Parent letters, ESOL forms, or student schedules with report.

Originals are to be sent to Dinah Kramer, Sr. Human Resources Partner – Human Resources no later than________________________.
Procedures for Reporting Out-of-Field ESOL Teachers

1. Make the reporting of out-of-field English/Language arts/Reading teachers of ESOL a part of the registration process for ELL students. As soon as you register the student and he/she is placed with a teacher without the endorsement, complete the ESOL Out-of-Field Form send it to Dinah Kramer in Human Resources at that time. Human Resources will report this to the Board for approval in the preparation of the next Board Agenda. The school board approval must be 'timely' (generally within 30 days of placement of the ELL). To verify that Human Resources has received your ESOL out of field approval form you need to go to the District website, click on School Board, School Board Agenda, then to the Human Resources section to Instructional. Verify that the names are under the ESOL Out Of Field section. Remember all requests for approval must be in Human Resources two weeks prior to the School Board Meeting.
Procedures for Reporting Out-of-Field ESOL Teachers

2. Continue to report the same teacher every year that an ELL student is placed in his/her class. Report to the parents of the ELL student, within 30 days of placement, using the parent letter or newsletter with full date (mm/dd/yyyy) to tell them of the out-of-field status of the teacher. Please print the letter on school letterhead, listing the student's name in the letter.


FAILURE TO FOLLOW THESE PROCEDURES WILL RESULT IN A FINE FROM THE STATE AUDITOR.
Out-of-Field ELL Approval Request

SCHOOL BOARD OF BREVARD COUNTY
2700 Judge Fran Jamieson Way
Viera, Florida 32940-6699

ESOL
OUT-OF-FIELD FOR ELL APPROVAL REQUEST
for Language Arts/English and Reading Teachers

LAST NAME, FIRST(teacher)  SCHOOL

Employee Identification Number

Date of Out-of-Field Assignment in ESOL
(The date an ELL student is placed in the Language Arts/English and Reading teacher's class.)

Check one or both of the statements below:
The Language Arts/English and Reading teacher signed pre-service ESOL Training Agreement (Teachers employed beginning with the 1995-96 school year.)

AND/OR
The Language Arts/English and Reading teacher will be completing ESOL training according to the timeline in State Board Rules.

___________________________________  ______________________________
Signature of Teacher  Date  Signature of Principal  Date

SUPERINTENDENT'S APPROVAL

__________________________________  ________________
Signature of Superintendent  Date

Please send this form to Dinah Kramer in Human Resources
(within 30 days of assignment)
Keep a copy of this form and parent notification at your school for auditing purposes.

11-1-2016
This report is run by the schools to list the teachers with ELL students. It includes staff information concerning a teacher's training information for ESOL and the student ID number, name, course/section and funding program assigned to that course/section.

Reason: To make available to the schools an up to date report concerning teachers with ELL students, their ESOL credits and the FEFP funding program that is assigned to those ESOL applicable classes.

Control: Report Format- This field indicates the report format to run. For the report above use, Format T.

(F)
S Report Sequence - The following report sequences are available.

A Yr-T/Schl/TNm
B Yr-T/Schl/Tch
C Yr-T/Schi/Dept/TNm
D Yr-T/Schi/Dept/Tch
E Yr-T/Schl/TNm *Validations

Note: Sequence E can be run after all students are updated. This validation sequence will print only teachers and students that may still need to be updated or reported as "Out of Field".

11-1-2016
Use current school year
Example: S169 Print Teacher
S169 Teacher ELL History
This report may be run by the schools to list their teacher’s ELL History data. It includes staff information related to a teacher’s ESOL history and training as well as information on current ESOL eligible classes and/or ELL students.

Reason: To make available to the schools an up to date report concerning teacher’s ELL status.

Panel: ____                  S169. Print Teachers                  S: ###   Y: CCYY   R

Request: 011

Title: (S) Teacher ELL History
Submitted from S169

Controls: C F P H S   I/E
01 S Y B A   I

Select: A Lin Year-T Sch1 E S Dp St Typ Lvl Subj Grp Es

xxxx x xxxx x x xx x xxx xxx xxxxxx x x

001 2013 R ###

Make sure teachers that have earned the 300 hrs. have added the ESOL Endorsement to their certificate by completing the District Add a new subject application. There is no fee as the district pays. It is NOT added automatically to their certificate. This is a MUST.
Transferring College & Online Courses

Some college courses can be transferred to ProGOE to satisfy requirements for the ESOL Add-On Endorsement Program. Transfer list is located on the District website under Professional Learning and Development.

We DO NOT transfer college courses that are taken for in-service credits. If a teacher wants to use college courses to renew they will attach a transcript to their renewal application at time of renewal.

If you have a taken a college course that you think can be transferred for the ESOL Add-on Endorsement Program, please send an email to: Dinah Kramer – kramer.dinah@brevardschools.org with the following information:

- Name of college/university
- Name of college course (i.e., Multicultural Education)
- Year course completed
If we do not have your transcript on file in Human Resources, you must send an official transcript.

**Please note the following:**

- Only courses with a “C” or higher will be acceptable for transfer. (effective 7-1-2014)

- Reading courses must have been completed after January 1, 1998.
1. Complete all five ESOL endorsement courses = 300 hrs. or

2. Take the subject area test in ESOL K-12 and two ESOL courses within three years of passing the test or the coverage will be deleted from your certificate at time of renewal by the State.

3. Make sure if you went through a State Approved Education Program such as UCF you applied to have the ESOL endorsement certification on your certificate. This is a separate certification that you must apply for. Many graduates do not realize this and think it is automatically added to their certification areas.

4. You will need to complete the District Add-on Certificate application located on the District website under “department – certification”, send directly to Human Resources/Certification not the State so that we can add the endorsement or coverage. Currently the District pays the $75 to add it to your certificate. If you have the ESOL endorsement on a transcript you will need to pay for the addition $75 as it was part of your degree requirement and apply on-line to add https://certifyfldoe.org/publicweb/
5. When completing the District Add-on application the service code you are requesting is “ADDNEW”.

6. The subject code will be 1016-E for the endorsement, 1016-6 if you took the test.

7. Make sure to print out your ProGOE transcript and attach to the District Add-on application if you took the courses.

8. Once the ESOL certification is added to your certificate you can view and print the certificate from the State website.

9. Once ESOL is added you will not be reported out of field in ESOL. A reminder that if you took the ESOL K-12 test and you do not take the two required courses within three years of passing the test the ESOL coverage will be dropped at time of your renewal.
## Notification and Training Requirements for Teachers with an ELL Student

### Subject Area: Primary Reading; Language Arts, and Elementary Teachers

Teacher needs 300 ESOL in-service hours (five in-service courses) to add the ESOL Endorsement.

**REQUIRED NOTIFICATIONS**
1. Out-of-Field for LEP Approval Request
2. Parent Notification Letter
   - Out-of-field approval by School Board and Parent Notification required every year until teacher adds the ESOL Endorsement to certificate.

**CERTIFICATION REQUIREMENT:**
If the teacher does not have the ESOL Endorsement, he/she needs to take one 60-hour ESOL course during the current school year. Each year that the teacher is out-of-field for ESOL, he/she needs to take one 60-hour ESOL until all five 60-hour in-services (300 hours) have been completed and the ESOL Endorsement has been added to teaching certificate.

**Five ESOL In-services Needed:**
1. Cross Cultural Communication
2. Applied Linguistics
3. Testing and Evaluation
4. Method of Teaching ESOL
5. Curriculum and Materials
   - Available online

Shorter Route to ESOL Coverage: Passing score on the K-12 ESOL (SAGE) Subject Area Exam plus 120 ESOL in-service hours. Hours must be earned either before or within three years of passing the K-12 ESOL SAGE.

### Subject Area: Science, Social Studies, Math, and Computer

Teacher needs 60 ESOL in-service hours (one 60-hour ESOL course) to be covered for ESOL.

**REQUIRED NOTIFICATION:**
No Notice to School Board or Parent Required

**TRAINING REQUIREMENT:**
Science, social studies, math or computer teachers need only one 60-hour ESOL in-service. No additional ESOL hours required.

### All “OTHER” teachers (Music, Art, PE, Reading Coach, etc.)

Teacher needs 18 ESOL in-service hours to be covered for ESOL.

**REQUIRED NOTIFICATION:**
No Notice to School Board or Parent Required

**TRAINING REQUIREMENT:**
“Other” teachers need only one 18-hour ESOL in-service. No additional ESOL hours required.

### Administrators and Guidance Counselors

60 ESOL in-service hours of ESOL must be completed within 3 years of hire date in the administrative or counselor position.

**REQUIRED NOTIFICATION:**
No Notice to School Board or Parent Required

**TRAINING REQUIREMENT:**
All administrators and Guidance Counselors must have 60 in-service hours of ESOL training within three years of hire date as an Administrator or Guidance Counselor.

**Three-part in-service is needed:**
1. ESOL Administration: Online Foundations (24 hours)*
2. ESOL Administration: Teacher Evaluation (18 hours)
3. ESOL Administration: Cultural Awareness (18 hours)
   - Available online
Verify Teacher ESOL Certification

To verify if a teacher is ESOL Certified, you can look at their teaching certificates that you have on file for your teachers or pull your ELL report S169. They will be considered certified if you see this on their certificate:

- ESOL for Speakers of Other Languages K-12 (1016/6)
- ESOL for Speakers of Other Languages Endorsement (1016/E)

If you have a teacher that you wish to look up their certification electronically, you can use the H507 screen or you can pull the report titled: Registrant Detail in PROGOE. This report is located under the My School tab on your ProGOE home page.

Remember, the only teachers that need to be certified in ESOL are Category 1 teachers (reading and language arts) teachers. Category 2 and 3 teachers do not need ESOL Certification. They need a 60-hour or 18-hours of ESOL training depending on the subject area they teach. You can verify any training that a teacher has completed by having them either send to you electronically or giving you a hard copy of their PROGOE transcript or pull your ELL report S169.
Q: Who must have the ESOL endorsement?
A: All teachers who teach English/Language arts/Reading to ELL (English Language Learner) students. This includes all elementary education teachers who teach English/Language arts/Reading and all middle and secondary teachers of English/Language Arts/Reading. The ESOL endorsement requires 15 semester hours of appropriate college courses or 300 hours of in-service training.

Q: How should a teacher without the ESOL endorsement be reported out-of-field to the district?
A: Just as soon as an ELL student registered at your school and is placed in an English/Language arts/Reading class of a teacher without the endorsement, complete the ESOL OUT-OF-FIELD APPROVAL FORM FOR ALL ELL and send it to James Hickey, Office in Human Resources.
Q: What is the time line for obtaining the endorsement?

A: The time it takes to complete requirements for the ESOL endorsement may be different for each teacher. Six years or more may be allowed to complete the requirements for the endorsement. The timeline is determined by the placement of an ELL student into a teacher’s class who does not have the endorsement. The first time an ELL student is placed in that teacher’s class, the teacher has one year to take the first 3 semester hours or 60 in-service points of ESOL coursework. After that the teacher continues to take 3 semester hours or 60 in-service points until a total of 15 semester hours or 300 ESOL in-service points have been earned. This continues until all 5 courses or 300 hours have been completed and the person applies to have the ESOL endorsement added to his/her certificate.

If the teacher just has the required training as needed it is not added to their certificate. It will only show on their in-service records that they have met the training requirements.
Q: How should a teacher without the ESOL endorsement be reported out-of-field to the district?

A: Just as soon as an ELL student registered at your school and is placed in a language arts class of a teacher without the endorsement, complete the ESOL OUT-OF-FIELD APPROVAL FORM FOR ALL ELL and send it to Dinah Kramer office in Human Resources.

Q: Should I submit this form every year for the same teacher if that teacher is out-of-field for ESOL?

A: Submit the form for ESOL out-of-field teachers. The submission of this form should be a part of the student registration process. Send the form as soon as possible after the ELL student is enrolled.

Q: If the teacher is in the process of taking ESOL courses, do they still have to be reported as out-of-field and parents notified.

A: Taking the courses is a very important part of the process, but the teacher is considered to be out-of-field until the ESOL endorsement is added to his/her teaching certificate. Taking the courses, being approved by the Board and reporting to parents satisfies the out-of-field requirement and allows the district to collect the funding for ELL students. You must continue to report them until the ESOL endorsement is added to the teaching certificate.
ESOL Questions & Answers

Q: Why is submission of this form to Human Resources as soon as possible so important?
A: Reporting out-of-field teachers to the School Board for approval is very important part of the process and it must be done in a timely manner. If the teacher is not approved by the Board to teach out-of-field, we lose the funding for that ELL student.

Q: What about reporting out-of-field ESOL teachers to parents?
A: This is another very important part of the process. Parents should be notified as soon as possible, and certainly before the next FTE is taken. We have special letters already written in both English and Spanish for you to use to notify the parents of an ELL student being taught by an English/Language arts/Reading teacher who does not have the ESOL endorsement. Copies of these letters are in the ESOL Program and Services Procedures Manual.

Q: What about teachers who teach other subjects to ELL students. Do they have to be reported as out-of-field?
A: No. Only English/Language arts/Reading teachers requiring the endorsement must be reported.
Q: What are the requirements for these “other” teachers?
A: Teachers of computer literacy, mathematics, science, and social studies are required to take 3 semester hours or 60 in-service points in ESOL.
• For the experienced teacher, the course or 60 points must be completed within the first year after the teacher is first assigned an ELL student.
• For the beginning teacher, the course or 60 points must be completed within 2 years after the teacher is first assigned an ELL student. (Remember that ESOL FTE may not be collected/reported on AS400 for ELL students in classes of teachers who are not on their training time lines or completed with training.)

Q: What about teachers who teach subjects other than mentioned above?
A: These teachers are required to complete 3 semester hours or 18 in-service points in ESOL.
• For experienced teachers the course or 18 hours should be completed within one year after the teacher is assigned an ELL student.
• For beginning teachers the course or 18 hours should be completed within two years after being assigned an ELL student.
PRESERVICE AGREEMENT TO COMPLETE ESOL TRAINING - BREVARD COUNTY GUIDELINES

Name ___________________________ School ___________________________

Social Security Number

As a condition of my employment by Brevard County Schools, when the first ELL student is assigned to my class, I will take the ESOL training within the timeline indicated in the chart below for my area of assignment.

<table>
<thead>
<tr>
<th>AREA OF ASSIGNMENT I</th>
<th>AREA OF ASSIGNMENT II</th>
<th>AREA OF ASSIGNMENT III</th>
<th>AREA OF ASSIGNMENT IV</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language Arts / English / Reading Teacher</td>
<td>Computer Literacy, Mathematics, Science, Social Studies</td>
<td>All other subjects not included in Area I or II</td>
<td>School Guidance Counselor</td>
</tr>
</tbody>
</table>

**REQUIREMENTS and TIMELINES**

- **Area I ESOL Endorsement:**
  - 300 in-service credits or 18 college semester hours (60 credits or 3 semester hours)
  - ESOL Methods of Teaching (60 credits or 3 semester hours)
  - ESOL Curriculum & Materials (60 credits or 3 semester hours)
  - ESOL Testing and Evaluation (60 credits or 3 semester hours)
  - ESOL Applied Linguistics (60 credits or 3 semester hours)
  - ESOL Cross Cultural Awareness (60 credits or 3 semester hours)

- **Courses Required for Area II:**
  - 60 in-service credits or 3 semester hours
  - By end of the course listed for Area I teachers

- **Course Requirement for Area III:**
  - 18 hours in-service credits
  - 18 ESOL course (the course introduction is offered on district in-service days or through online 18 hr. course)

- **Course Requirement for Area IV:**
  - Special in-service ESOL Admin course of 60 in-service credits for school admin/guidance or equivalent college course

*NOTE: Any 60 in-service credits listed in Area I ESOL Endorsement that was completed previous to hire will be credited for this requirement.*

I understand I must provide transcripts, grade reports, or in-service credit records to the Department of Certification/Professional Development to verify completion of approved ESOL training. I am aware that failure to comply with the training requirement by completion timeline for my area of assignment will be grounds for nonrenewal of my annual contract with the School Board of Brevard County and/or appropriate discipline by my administrator.

_________________________  ___________________________
Signature of Teacher  Date

PER Page 06-0 2012

11-1-2016

56
ATHLETIC COACHING
Contact Certification before offering a Coaching Position to make sure they are eligible to be hired.

Athletic Coaching Endorsement

All paid community coaches who do not hold a state-issued teaching certificate must hold a valid Athletic Coaching certification in order to be hired. Community coaches may apply to the Department of Education for a temporary athletic coaching certificate when they are hired [https://certify.fldoe.org/publicweb/](https://certify.fldoe.org/publicweb/). The coach does not have to complete courses prior to issuance of the temporary certificate. When the temporary certificate is issued, the coach has three fiscal years dating from July 1 of the year of issue to complete the required three coaching courses. There are no extensions and another three year temporary certificate cannot be issued by the State.
Contact Certification before offering a Coaching Position to make sure they are eligible to be hired. Athletic Coaching Endorsement

The Brevard Public Schools Athletic Coaching Endorsement Program consists of three college-course equivalent in-service courses that have been approved by the Florida Department of Education. The courses are mandated by the Department of Education and cover the following topics: Athletic Coaching Theory; Sports Medicine; and Sport Specific Training. Each course is a 60-hour equivalent course with objectives stated in the Master In-service Plan for Brevard County. Along with the Sports Medicine course (or First Aid course in ASEP) a valid certificate in CPR through American Red Cross or American Heart Association is required for certification.
When the three coaching courses are completed, the coach may apply for a five-year, professional Athletic Coaching certificate. The professional certificate can be applied for every five years upon application to the Department of Education [https://certify.fldoe.org/publicweb](https://certify.fldoe.org/publicweb). No additional coaching courses are required to apply for the five year professional coaching certificate.

**Educational Services Facility**
The Office of Professional Learning & Development offers all three athletic coaching courses free of charge to our community coaches and teachers each year. The courses at this time are all face-to-face courses and are held evenings at the Educational Services Facility (ESF) during the school year and sometimes in the summer. The schedule of courses is advertised through the Leadership Team Packets that go to school principals every week; the course offerings are also posted on the Brevard Public Schools website.
American Sport Education Program-Online
For those coaches who cannot attend the face-to-face courses at the ESF, we collaborate with the American Sport Education Program (ASEP) to offer them online coaching courses. Currently the online ASEP courses carry a charge to the participant of $50 - $60 each. Any online coaching courses completed by our coaches can be transferred to Brevard Public Schools in-service records. The website for this program is [www.asep.com](http://www.asep.com). Certificates of completion, along with the valid CPR card must be submitted to Professional Learning and Development office for review and credit.

When the three required coaching courses are successfully credited, the coach can apply [https://certify.fldoe.org/publicweb/](https://certify.fldoe.org/publicweb/) for their five year athletic coaching certificate. We verify completion, and submit the information to Department of Education who will then issue the five year athletic coaching certificate.

For information regarding current course offerings and registration, contact Joanne Bogle at 321-633-1000, ext. 209. For information regarding the Athletic Coaching Endorsement requirements, contact Sharon Doran at ext. 211.
Contact Certification before offering a Coaching Position to make sure they are eligible to be hired. Even if they coached previously.

Each coach must complete the Coaching Agreement
If requirements are not completed, that coach will NOT be paid a supplement and would be considered to have VOLUNTEERED his/her time.
ATHLETIC COMMUNITY COACH AGREEMENT
Brevard County, Florida

I, _______________________, understand that as a community coach I am considered an employee of Brevard Public Schools and must adhere to all District and State policies for educators. I must also complete the following requirements before I can begin to coach and be with the students:

- Apply for a three year temporary athletic coaching certificate [https://certify.fldoe.org/publicweb/default.aspx](https://certify.fldoe.org/publicweb/default.aspx) give a copy of my confirmation of applying to the Athletic Director.
- Be fingerprinted and pay the required fee (contact District Security 633-1000 ext. 233)
- Be Drug Screened and pay required fee (see school secretary)
- Complete all hiring paperwork required by the School Board for the coaching position, including the employment application on BEACON (see school secretary),
- Complete all three required courses and receive a valid CPR card from the American Heart Association or the American Red Cross before my three year temporary certificate expires.

The required Athletic Coaching courses are currently offered through the School Board of Brevard County. Course information is available on the District website [http://professionaldevelopment.brevard.k12.fl.us](http://professionaldevelopment.brevard.k12.fl.us) or by contacting the Athletic Director, school secretary, or Certification at 633.1000 ext. 210 or ext. 211. The courses are also available on-line at [www.asep.com](http://www.asep.com) for a fee.

The three required courses are: Sports Specific, Sports Medicine, and Sports Theory and receive a valid CPR card from American Heart Association or American Red Cross.

If I hold a valid five year athletic coaching certificate with the State of Florida I am not required to take the courses again, unless there has been a change in the requirements with the Dept. of Education.

I understand that it is my responsibility to complete ALL requirements. I further understand that if I fail to complete all requirements above including the three required courses and CPR prior to the expiration of my three year temporary, I will not receive the coaching supplement and will be considered as having volunteered my time.

Print: Community Coach Name/ School Signature/ date
Print: Athletic Director Name/School Signature/date
Print: Principal Name/ School Signature/date

O: Dinah Kramer, Sr. H.R. Partner - Personnel File
C: Athletic Director
Cc: Community Coach