

# ESOL Endorsement

[ESOL Automatic Transfer List](#)

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## COMMONLY ASKED QUESTIONS AND ANSWERS

### What is ESOL Training?

The State of Florida agreed in an out of court settlement in front of a federal judge in 1990 that teachers who serve the English Language Learner (ELL) student population in Florida must have appropriate training. English for Speakers of Other Languages (ESOL) Endorsement requirements for Language Arts teachers were part of the certification rules prior to the Multicultural Education and Training Advocacy (META) Consent Decree, which was signed on August 14, 1990.

The Consent Decree called for Language Arts teachers to have or be working toward the Endorsement if they served ELL students. Understandable instruction and academic achievement are concerns and goals for ELL students in both Federal and State law. The Agreement calls for all teachers to have some ESOL training if they serve ELL students, depending on which “category” of subjects the teacher is teaching.

On April 25, 2003, the League of United Latin American Citizens (LULAC) and the Florida Board of Education participated in mediation regarding the terms of the Consent Decree. The result was a modification of the original Consent Decree. The stipulation set forth an additional option by which a teacher may obtain ESOL coverage (certification); it also establishes training requirements of 60 hours’ ESOL training for school-based administrators and guidance counselors within three years of hire.

### Who takes ESOL training?

The district is required to provide trained teachers to all ELL students who attend school in Brevard County. *As of 2004, the district is also required to provide 60 hours of ESOL training to all school-based administrators and guidance counselors.* In 2005-06, Reading teachers of ELLs were added to the Category 1 list along with Language Arts teachers and were required to start the process toward ESOL Certification. Category 2 or “basic” teachers (math, science, social studies, and computer teachers) must take one of the 60-hour courses to complete appropriate training that makes them eligible to teach ELLs; and an 18-hour ESOL training program was developed for Category 3 or “other” teachers. Category 4 or principals, assistant principals, and guidance counselors are required to complete 60 hours of ESOL training.

According to the META agreement, *teachers who have ELL students fall into three groups, according to the subjects they teach:*

## **Teachers Category 1 – Language Arts Teachers and Reading Teachers**

- Teach language arts or reading to students who are “regular diploma” students (this would include an SLD teacher who is teaching “regular diploma” ESE students).

### **Requirement Options and Application Information**

Take five district in-service ESOL courses (60 X 5 = 300 hours) and apply to add the ESOL Endorsement to Teaching Certificate. The district will pay the application fee required if the applicant is employed under a teacher contract for Brevard Public Schools.

Complete two district ESOL courses (60 X 2 = 120 hours), take and pass the Subject Area Exam (SAE) in ESOL, apply to add the ESOL Coverage to Teaching Certificate. The district will pay the application fee required if the applicant is employed under a teacher contract for Brevard Public Schools.

Take five designated college courses in ESOL and apply to the DOE to add the ESOL Endorsement to Teaching Certificate with an official transcript from the college and an application fee.

### **Eligibility to Teach ELLs**

Category 1 teachers who have ELLs and who are taking ESOL requirements on an appropriate timeline maintain district compliance with state law; they are eligible to teach ELLs while they are taking their course work. They are out of field in ESOL until they meet the requirements to be certified in ESOL and apply for the addition to their certificates.

Category 1 teachers who are eligible to teach ELLs and who have an ELL assigned to them while taking course work but before they are certified must be approved by the School Board as out-of-field in ESOL but eligible for ELLs. The school principal is responsible for completing the out-of-field agreement form for each teacher and sending it to Human Resources within 30 days of an ELL’s placement in a classroom so that the School Board can approve the ESOL out-of-field placement. Principals must use a parent notification letter to notify the parents of the ELL student that the teacher is out-of-field for ESOL.

## **Teachers Category 2 – Social Studies, Math, Science, Computer Skills**

- Teachers of these subjects are called “basic subject area” teachers; they must take 60 hours of ESOL training if they teach ELLs.
- They are NOT required to gain certification in ESOL, and they are NOT reported to the School Board as “out of field in ESOL”.

- Any one of the five ESOL courses for teachers meets the training requirement for “basic subject area” teachers to be eligible for ELLs.
- The in-service records of “basic subject area” teachers verify their ESOL training for audit purposes.

### Teachers Category 3 – “Other teachers”

All teachers other than Language Arts, Reading, Math, Science, Social Studies, and Computer skills are called “other ESOL” teachers; they must take 18 hours of training to be eligible for ELLs. This category includes pre-kindergarten teachers and reading coaches.

- These teachers do NOT receive certification in ESOL.
- Their in-service records verify their training in ESOL and their eligibility for ELLs for audit purposes.
- They are NOT reported to the School Board as “out of field for ESOL”.

### School-Based Administrators-Category 4

Under the LULAC stipulation modifying the META Consent Decree, principals and assistant principals are now required to have 60 hours of ESOL training.

- School administrators must take the ESOL training **within three years of hire** as a school-based administrator, unless they have already taken 60 hours of ESOL before being hired as a school-based administrator.
- We developed a partially online ESOL Administrator/Guidance Counselor 60-hour course in 2004-05; it contains a 24-hour section online, “Foundations”. The additional 36 hours of the 60-hour Administrator/Guidance ESOL course are comprised of two 18-hour sections: ESOL Administration Teacher Evaluation and ESOL Administration Cultural Awareness.

### School-Based Guidance Counselors-Category 4

Under the LULAC stipulation modifying the META Consent Decree, school guidance counselors are now required to have 60 hours of ESOL training.

- Guidance counselors must take the ESOL training within three years of hire as a school-based counselor.
- We developed a partially online ESOL Administrator/Guidance Counselor 60-hour course in 2004-05, which includes a 24-hour section online, “Foundations”. The additional 36 hours of the 60-hour Administrator/Guidance ESOL course are comprised of two 18-hour sections: ESOL Administration Teacher Evaluation and ESOL Administration Family Outreach/ESOL Administration Cultural Awareness.

### **Pre-Service Agreements**

All teachers who have ELL students must be ESOL trained according to the category of subject they teach.

Prior to 1995, there was no district pre-service agreement for ESOL training. Teachers who were hired prior to 1995 who have not yet taken ESOL training and were assigned an ELL may take ESOL training during evening, Saturday, and summer classes.

In an effort to meet state requirements, a pre-service agreement was enacted in 1995-96.

All new teacher hires in 1995-96 and 1996-97 signed a pre-service agreement before hire. Under its terms, teachers new to the district committed to take the appropriate number of hours of ESOL training within the state specified time frame whether or not they had ELL students.

- Language Arts teachers agreed to begin the training within the first two years of employment and acquire certification within six years of employment.
- “Basic Subject Area” teachers committed to take their one course (60 hours) within the first two years.
- “Other ESOL” teachers committed to take their 18 hours of training within one year. In 1997-98 and thereafter, the pre-service agreement was modified. All new teachers hired since July 1997 sign an agreement to take ESOL training according to their appropriate timeline and requirement cited in State Board Rule 6A-1.053 Definition of Qualified Instructional Personnel.

### **Training Timelines**

Timelines vary according to the agreement you signed and your individual situation. The summer following a school year “counts” within that year.

If you signed an agreement on or after July 1, 1997, and you teach Language Arts or Reading

- You must take one ESOL course when you are assigned an ELL student. Each subsequent year, you must take one 60-hour course until all requirements for certification are completed.
- After you have taken two ESOL courses, you have the options of (1) taking your third ESOL class; or (2) taking the Subject Area Exam (SAE) in ESOL. If you pass the SAE in ESOL and apply for ESOL coverage to be added to your teaching certificate, you have met all ESOL requirements and are now “in field” for ESOL.

If you signed an agreement on or after July 1, 1997, and you teach a “basic subject area”

- Experienced teachers have one year (by the DOE timeline) from the time you are assigned an ELL student to complete the one 60-hour course required.
- Beginning teachers have two years (by DOE timeline) from the time you are assigned an ELL student to complete the one 60-hour course required.

If you signed an agreement on or after July 1, 1997, and you teach an “other ESOL” subject

- You have *one year* from the time you get an ELL student to complete the 18-hour program if you are *an experienced teacher* and *two years* if you are *a beginning teacher*.

**What are the five courses in the ESOL Endorsement Program?**

Beginning on July 1, 2011, new standards for ESOL Endorsement Program courses by the State Board of Education take effect if a district offers an Add-On Certification Program in ESOL to their Language Arts and Reading teachers. The five ESOL courses that are approved to be offered beginning on July 1, 2011 for the ESOL Endorsement Program are as follows: ESOL-Applied Linguistics, ESOL-Cross-Cultural Communication, ESOL-Curriculum and Materials, ESOL-Methods of Teaching, and ESOL-Testing and Evaluation.

Prior to this date, the five ESOL Endorsement Program courses offered by Brevard County Public Schools were: ESOL-Applied Linguistics, ESOL-Cross-Cultural Communication, ESOL-Curriculum, Methods and Materials, ESOL-Empowering Teachers, and ESOL-Testing and Evaluation.

**Registration for ESOL Courses**

Information regarding 60-hour ESOL course offerings and registration is available through The ProGOE<sup>2</sup> system. The courses can be located in ProGOE<sup>2</sup> by searching the "Course by Subject" catalog by the curriculum area: ESOL. Teachers may register in ProGOE<sup>2</sup> for courses as needed.

ESOL 18-Hour courses are announced in the Professional Development Council’s District In-service Day Newsletter; at times we announce additional sessions via memo to the ESOL Contacts and/or through the Leadership Team Packet. If you have any questions and/or concerns, please contact Lynn Conroy via e-mail at [Conroy.Lynn@brevardschools.org](mailto:Conroy.Lynn@brevardschools.org).

**How can I verify the courses that I have completed in the ESOL Endorsement Program?**

Log into ProGOE<sup>2</sup> and click on the "Courses Tab" and under My Schedule click on "My Transcript". All in-service credit coursework is listed by school year, title and component title on the ProGOE<sup>2</sup> transcript.

**I took ESOL Empowering Teachers prior to July 1, 2011. Will the course be accepted as one of the five courses for the ESOL Endorsement Program?**

Yes, Brevard Public Schools will accept this course if it was taken prior to July 1, 2011 through the approved Brevard Public Schools Endorsement Program. To complete the ESOL Endorsement requirements, you will select four additional courses from this list to complete the Endorsement: ESOL Applied Linguistics, ESOL Cross-Cultural Communications, ESOL Curriculum and Materials, ESOL Methods of Teaching, or ESOL Testing and Evaluation.

**I took Curriculum, Methods, and Materials prior to July 1, 2011. Will the course be accepted as one of the five courses for the ESOL Endorsement Program?**

Yes, Brevard Public Schools will accept this course if it was taken prior to July 1, 2011. If you are working towards the ESOL Endorsement, then **you will need the following four courses** in addition to your Curriculum, Methods, and Materials course to complete the Endorsement: ESOL Applied Linguistics, ESOL Cross-Cultural Communications, ESOL Methods of Teaching, ESOL Testing and Evaluation.\*\*\*\*\***SPECIAL NOTE: Teachers that wish to use the 60 credits from the ESOL-Curriculum, Methods, and Materials course prior to July 1, 2011 cannot take the ESOL-Curriculum and Materials course offered after July 1, 2011 as one of the five required courses for the Endorsement.**

**I took ESOL-Empowering Teachers and ESOL-Curriculum, Methods, and Materials prior to July 1, 2011, what courses do I need to take to complete the ESOL Endorsement?**

You need to take three of the four courses in this list to complete the Endorsement: ESOL Applied Linguistics, ESOL Cross-Cultural Communications, ESOL Methods of Teachers, or ESOL Testing and Evaluation.

**The only course that I have left to take is ESOL Empowering Teachers, what course do I take for my remaining course?**

The ESOL-Methods of Teaching course will count as your fifth course for the Endorsement.

**Because some of the Reading and ESOL Endorsement Program courses have similar objectives, is it possible for me to receive credit for a Reading Endorsement course because I completed all five ESOL Endorsement Program courses (300 credits) with Brevard Public Schools?**

No, as of July 1, 2011 you cannot receive credit for a reading endorsement course for completing the ESOL Endorsement courses with Brevard Public Schools. The approved route for ESOL

endorsed teachers to add the reading endorsement onto their certificate is detailed on the Florida Department of Education web site: [http://www.justreadflorida.com/Endorsement/files/Reading\\_Certification\\_Brochure.pdf](http://www.justreadflorida.com/Endorsement/files/Reading_Certification_Brochure.pdf)

**If I still have questions, how do I get guidance on which courses I still need to take to complete my ESOL Endorsement?**

Please review your ProGOE<sup>2</sup> transcript for ESOL courses completed and then email your completed courses and questions to Lynn Conroy at [Conroy.Lynn@brevardschools.org](mailto:Conroy.Lynn@brevardschools.org). Be sure to list the ESOL courses you have successfully completed in your email.

**Validity Period of Certificates**

This is the time period for which a certificate is valid. If you have a temporary, non-renewable certificate, the validity period is three years from July 1 – June 30; at the end of the three years, you must apply for a five-year, renewable Professional certificate.

When you get a five-year, renewable Professional certificate, you have five years to earn enough in-service points and/or college credit to renew it. ALL validity periods in Florida will START on July 1 and ALL validity periods END on June 30; only the year changes. Any in-service or college credit used to renew a certificate must be earned during the validity period (with the exception of ESOL or Reading banking).

**ESOL Banking Rules**

To assist teachers in using the credit earned for ESOL courses, the DOE allows “banking” of ESOL points. The “banking rules” changed in 1997, so the number of “bankable points” you have is now determined by the current DOE rules.

**If ESOL training is taken under a five-year, professional, renewable certificate:**

Points for any ESOL courses taken may be banked if you have enough points for renewal of certificate without using those ESOL points.

- You may now bank as many ESOL points as you have that are “excess” and may bank them for more than one renewal period. (Old rules provided that for courses taken prior to July 1, 1997 a maximum 120 points could be banked and they could be used only in the subsequent renewal period.)

**If ESOL training is taken under a three-year, non-renewable, temporary certificate:**

Points for any ESOL courses taken may be banked while earned on a three-year, non-renewable certificate. \*\*\*\*These banked ESOL in-service credits must be used toward the renewal of the educator’s FIRST PROFESSIONAL CERTIFICATE ONLY.

*\*Administrative Rule 6A-4.0051(5)(b) - An educator who holds a temporary certificate may use college credits or in-service points completed in English-for-Speakers-of-Other-Languages training and the teaching of reading toward renewal of the educator's first professional certificate. Such training must not have been included within the degree program, and the educator's temporary and professional certificates must be issued for consecutive school years.*

### **Transfer of College Course Credits to ESOL Training**

It is possible to transfer previous college credit to in-service points for ESOL credit under the Brevard County Add-On Certification Program for ESOL, provided that the course work matches the objectives of one of the ESOL courses approved for the Add-On Program.

If you think you have taken a college course that “matches” one of the ESOL Endorsement courses, take the following steps as soon as possible:

1. Check the “ESOL Automatic Course Transfer List” on the Professional Learning and Development website to see if your course is listed as pre-approved for transfer. If so, send your official transcript with the matching course highlighted in the courier to Dr. Jane Respass, Professional Learning and Development.
2. If the course you took is not on the Automatic Transfer List:
  - a. Get an Official Transcript from the university involved, verifying that you took and successfully completed the course with a grade of B or better;
  - b. Get a course description from the appropriate college catalogue, and review it for a “language acquisition” component or mention of “language differences and strategies for dealing with them”, or similar description,
  - c. Send your official transcript and course description to Professional Learning and Development, requesting a review of the course and transfer of the course credit to ESOL in-service credit.
- If the course is approved for ESOL credit and you took the course within your current validity period, you may also use the credit to renew your teaching certificate.
- If the course is approved, but you took it before your current validity period started, you will get ESOL credit on the training database, but you will NOT be able to use the credit toward renewal of your certificate.

If you have additional questions about transferring college credit to ESOL in-service credit, contact Dinah Kramer, Certification, via e-mail.

## **Contacts**

**For questions about ELL identification, testing, monitoring and ESOL materials, email the ESOL/Equity Resource Teacher.**

**For training, certification, banking, or renewal questions, email Lynn Conroy, Professional Learning and Development.**