
INTEROFFICE MEMORANDUM

TO: BOARD MEMBERS
TIM WYROSDICK, SUPERINTENDENT

FROM: DON LEWIS LYNN, JR.
ASST. SUPT./HUMAN RESOURCES

SUBJECT: HRPD REVISION – FLORIDA EDUCATOR CERTIFICATION PROCEDURES

DATE: 03/12/2014

The attached pages from our Human Resource Procedures Manual include a proposed revision regarding the process for renewal of a professional certificate. This adds the 20-hour ESE in-service requirement to employees with district vocational certification.

If you have any questions concerning this revision, please call me at 983-5030.

C1.2 Procedures for Florida Educator Certification

The Statement of Eligibility

The Statement of Status of Eligibility is issued to an individual who submits a completed application for a Florida certificate and has earned an acceptable bachelor's or higher degree. The Statement is valid for three years from the date it is issued and provides the individual with the following information:

- His/her status of eligibility for a Florida certificate
- An outline of deficiencies for both a temporary and a professional certificate in the subject for which he/she has applied.

The Professional Certificate

The professional certificate is Florida's standard certificate, the certificate recognized by other states for reciprocity purposes. It is valid for five (5) school fiscal years and is renewable. Florida Statutes provide for issuance of a Professional Educator's Certificate to an individual who meets all of the following:

- Is at least 18 years of age
- Files a written statement to uphold the Constitutions of the United States and Florida
- Documents receipt of an acceptable bachelor's or higher degree with a 2.5 GPA
- Obtain employment and complete the fingerprint process (FDLE & FBI)
- Is of good moral character
- Is competent and able to perform the duties, functions and responsibilities of a teacher
- Completes the subject area content requirements as listed in Florida State Board of Education Rules

Direct Routes to a Professional Certificate

Florida Statutes provide for three direct routes to the professional certificate which satisfy all academic requirements, including all tests. (Employment/fingerprint requirements must still be met prior to issuance of the certificate.) Meeting one of the following plans will assure eligibility for a professional certificate.

1. Graduates of Florida state-approved teacher preparation programs, and passing scores for the CLAST prior to July 1, 2002 or the General Knowledge Test after July 1, 2002, Professional Education and Subject Area Tests.
2. A valid standard certificate from a US state other than Florida or US territory.
3. A valid standard certificate issued by the National Board for Professional Teaching Standards (NBPTS).

Implementation

- The out-of-state certificate must be valid at the time of application for the Florida certificate. However, if the applicant renews an expired out-of-state certificate or earns a standard certificate while the Statement of Eligibility is still valid, it may be submitted to update the Statement of Eligibility and qualify for the Florida Professional Certificate.
- The out-of-state certificate must be issued in a subject(s) in which Florida offers certification and pursuant to the same level of training required for that subject in Florida. The applicant will qualify for each of the subjects shown which meet this criteria and for which the applicant submits an application and fee.
- A standard certificate is one comparable to the Florida Professional Certificate.
- Certificates are acceptable from all states, the District of Columbia, Guam, Puerto Rico, the US Virgin Islands, and Department of Defense Educational Authority (DODEA, formerly DODDS), American Samoa and the Northern Marianas.
- This provision applies to all academic, degreed vocational, specialty and administrative class subjects.
- The NBPTS certificate must be valid at the time of application. However, if the applicant renews the expired NBPTS certificate or earns the NBPTS certificate while the Statement of Eligibility is still valid, it may be submitted to update the Statement of Eligibility and qualify for the Florida Professional Certificate.
- The subject or endorsement shown on the Florida certificate will be the one that is comparable to the Florida subject or endorsement.
- An applicant may add a subject to *any* professional certificate based on this provision, provided the out-of-state certificate still meets the requirements of this provision *at the time the addition application is received.*

Renewal of a Professional Certificate

At least six (6) semester hours of college credit or the equivalent must be earned during each validity period to renew a certificate.

College Credit Equivalents:

Inservice points: Inservice points earned from a Florida Public School District that has an approved Master Inservice Plan. Sixty (6) inservice points are equivalent to three (3) semester hours of college coursework.

Subject Area Exam: A passing score on the subject area exam for the subject shown on the certificate is equivalent to three (3) semester hours of college credit.

National Board Certification: A certificate issued by the National Board for Professional Teaching Standards (NBPTS) corresponding to at least one subject on the Florida certificate, equates to six (6) hours of renewal credit.

College Teaching: A course taught at the college level at an accredited or approved institution is the same as a course taken at the college level for renewal. Verification of course name, prefix, number, semester hours and dates taught should be submitted on college letterhead by the registrar or dean.

All educators who apply to renew a Professional Certificate on or after July 1, 2014 must satisfy the Students With Disabilities (SWD) requirement. Any educators of Santa Rosa County that hold a District Professional Vocational Certificate must also meet this SWD credit at renewal. Acceptable SWD credit is one (1) semester hour of college credit or 20 Florida approved inservice points in teaching students with disabilities. Any combination of college and/or inservice credit can be used to satisfy this requirement. A passing score on a Florida Subject Area Exam for Exceptional Student Education K-12, Hearing Impaired K-12, Visually Impaired K-12 or Speech-Language Impaired K-12 that corresponds with the specific ESE coverage on the certificate is equivalent to three (3) semester hours of renewal credit and satisfies the SWD credit. The SWD credit must be completed within each renewal period.

Banking of ESOL/Reading Credit

- For individuals who hold a professional certificate: ESOL/Reading credit or inservice earned in excess of the six (6) semester hours of credit required for renewal can be banked for subsequent validity periods.
- For individuals who hold a temporary certificate: ESOL/Reading credit or inservice earned during the validity of the temporary certificate may be used to renew the first professional certificate. The temporary certificate and the professional certificate must be issued for consecutive school years. The ESOL/Reading credit that is banked may not be included within a degree program.

C1.3 Endorsement Certification

Teachers who hold a valid academic Florida certificate and who have completed the required coursework are entitled to add the endorsement coverage for the areas listed below, to a valid Florida Educator's Certificate. To add this coverage teachers must apply by completing the Application for Florida Educators Certificate (CG10). Please note that the required courses must be taken through an accredited university or through a Florida district approved inservice component or add-on program. Requirements for each subject area endorsement are listed in the Master Inservice Plan.

Link to: <http://www.santarosa.k12.fl.us/pdc/inservice/mip.pdf>

Add-on Endorsements are listed below:

- Autism Endorsement