

St. Lucie

PUBLIC SCHOOLS



HUMAN RESOURCES HANDBOOK

TEACHER CERTIFICATION

St. Lucie Public Schools is an Equal Opportunity Agency

March 2021

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CERTIFICATION OF INSTRUCTIONAL PERSONNEL

All instructional personnel are obligated to obtain proper certification to be employed. Application to the Florida Department of Education, Bureau of Educator Certification, should be made before or immediately upon employment in an instructional position. To maintain employment, each new instructional employee must provide the district with proof of certification within 120 work days of employment. Failure to do so may result in loss of employment. The application for initial certification may be completed on-line at <http://www.fldoe.org/edcert/apply.asp>.

An individual who meets the minimum application requirements is issued an Official Statement of Status of Eligibility (SOE) which reflects the results of an evaluation of the application and all supporting documents submitted by the applicant. The SOE is valid for three (3) years from the date it is issued. The SOE advises the applicant of three key pieces of information:

1. Whether or not the applicant meets the subject requirements (specialization) for the subject or endorsement requested.
2. The requirements that are remaining for issuance of a temporary certificate in that subject.
3. The requirements that are remaining for issuance of a professional certificate in that subject.

The Bureau of Educator Certification is required to issue a Temporary Certificate to a qualifying applicant within fourteen (14) days from receipt of the issue request from an employer. Additionally, the employer will be notified electronically once the certificate has been issued. Delays may apply for special holds due to criminal history or illegible fingerprints as they require manual processing.

FLORIDA COURSE CODE DIRECTORY

State Board of Education Rule 6A-1.09441, Florida Administrative Code (FAC), requires that school-level, district-level, and postsecondary-level personnel use the Florida Course Code Directory when determining appropriate educator certification for specified courses. Directory files are located at <http://www.fldoe.org/articulation/CCD/> and are broken down into the following sections:

- Section 1 – Narrative Section
- Section 2 – Administrative, Curricular and Service Assignments
- Section 3 – Grades K-5 Education Courses
- Section 3 – Grades 6-8 Education Courses
- Section 3 – Grades 9-12 and Adult Education Courses
- Section 4 – Exceptional Student Education K-12 Education Courses
- Section 5 – Career and Technical Education Programs and Courses
- Section 6 – Adult General Education Courses

TEMPORARY CERTIFICATES AND STATEMENTS OF STATUS OF ELIGIBILITY

The temporary Florida certificate is valid for three (3) years. This certificate provides teachers with a bachelor's degree the opportunity to teach full-time while they complete the requirements for the professional certificate.

The requirement to demonstrate mastery of general knowledge through Florida's General Knowledge Exam must be met within the three (3) years of the date of employment under the temporary certificate.

Instructional personnel new to teaching in Florida are required to complete the Professional Education Competence Program (PEC) during the three-year validity period of their temporary certificate. The function of this program is to determine that new teachers have acquired professional education competence as demonstrated by their day-to-day classroom performance. Most will complete the PEC in one year. This requirement must be met before a five-year professional certificate can be issued.

The Professional Education Test is another requirement listed in the SOE for temporary certificate holders. This test assesses knowledge of pedagogy and professional practices in the field of education.

Non-education majors are required to establish Professional Preparation Competence (PPC). This requirement includes 15 hours of education coursework and earning one year of full-time teaching experience (Note: 15 hour total applies to all

subjects; however, more than 15 hours may be needed to complete all of the specific course requirements). The coursework credit is defined as follows:

- Classroom management with a focus on creating safe learning environments in which effective teaching and learning can take place by promoting a physically, emotionally, socially, and academically secure climate for students

SAMPLE COURSE TITLES:
Classroom Management
Building Classroom Discipline and Management
Classroom Management and Teaching
Managing the Classroom
Classroom Management and Guidance
Core Classroom Management Strategies

NOTES:

- Courses in this area must be taken at a college or university that awards bachelor's or higher degrees. Courses in this area should have an education prefix.
- Exceptional Student Education courses relating to behavior management or behavior supports are not acceptable for this area.
- Creating a "safe learning environment" is an integral component of classroom management and therefore does not have to be specifically identified.
- Key Words: The titles of acceptable courses typically include the words "classroom" and "management" or "managing."

- Child and adolescent development including theories and principles of learning

SAMPLE COURSE TITLES:
Learning
Developmental Psychology
Cognition
Theories of Learning
Human Growth & Development
Psychological Foundations of Education
Psychology of Learning
Adolescent Psychology
Educational Psychology
Classroom Learning Principles
Child Development
Lifespan Development

NOTES:

- Courses in this area may be taken at a two-year college, or a college or university that awards bachelor's or higher degrees.
- Courses may have education, psychology, or other prefixes.
- Do not use general psychology, abnormal psychology, psychology of exceptional children, behavior, group behavior, personality dynamics, or mental hygiene.

- Educational assessment practices that include analysis and application of data from statewide standardized assessments and other multiple sources to improve instruction and learning

SAMPLE COURSE TITLES:

Measurement & Evaluation in the Classroom
Measurement, Evaluation & Assessment in Education
Measurement & Evaluation in Education
Educational Measurement
Assessment of Exceptional Individuals

NOTES:

- The focus of this course is on analysis of data to improve student outcomes.
- Courses in this area must be taken at a college or university that awards bachelor's or higher degrees.
- Courses in this area should have an education prefix.
- Exceptional Student Education courses are acceptable in this area.
- Do not accept a course in Measurement in Education without additional information that the course includes the use of data to improve student achievement.
- Do not accept courses covering *only* Test Construction.
- Do not accept courses in Educational Research or Psychoeducational Assessment.
- Key Words: The titles of acceptable courses frequently include the words "Evaluation" or "Assessment."

- Effective instructional techniques, strategies, and materials to meet the needs of diverse learners, including students with disabilities

SAMPLE COURSE TITLES:

Professional Teaching Practices
Effective Teaching in the Secondary School
Instructional Strategies
Middle Grades Instructional Strategies
Secondary Classroom Methods
Field Experiences
Teaching Practicum
Integrated Teaching in Elementary Education
Teaching Students with Exceptionalities in Inclusive Settings
Teaching Exceptional Students in Secondary Settings

UNACCEPTABLE COURSES

Curriculum Development
Elementary and Secondary Curriculum

NOTES:

- The focus of this requirement is on effective teaching techniques, *not* curriculum development. Therefore, a course covering *only* curriculum is not acceptable.
- Courses in this area must be taken at a college or university that awards bachelor's or higher degrees. Courses in this area should have an education prefix.
- Exceptional Student Education courses are acceptable in this area.
- Appropriate grade levels for courses in this area are preschool, prekindergarten, elementary, and secondary.
- Most courses on effective instructional strategies cover teaching methods for diverse learners. Therefore, specialists do not have to check course descriptions for inclusion of strategies for diverse learners. (See next note for exception.)
- If an individual has taken a senior institution instructional strategies course that clearly does not address diverse learners (e.g., Instructional Strategies for the Typical Learner), EDG 2701 Teaching Diverse Populations (or EDF 2085 Introduction to Diversity for Educators) may be used in conjunction with the upper level instructional strategies course to *complete* this requirement. EDG 2701 (or EDF 2085) by itself does not satisfy this requirement.
- Key words: Indicators of acceptable courses are titles that include the words "Teaching," "Instructional Strategies," or "Methods."

- For certificate subject coverages classified by rule as academic or degreed career and technical, applications of research-based instructional practices in reading

SAMPLE COURSE TITLES:

Florida Online Reading Professional Development (FORPD)*
Foundations of Developmental Reading
Teaching Reading in Middle and High School
Methods of Teaching Reading in the Elementary School
Developmental Reading
RED 5047 and RED5147 at Florida public universities
Content Area Reading in the Secondary School
Literacy in Special Education

NOTES:

- This requirement addresses the foundations of research-based reading practices.
 - The FORPD* course, like all other professional preparation courses, must be taken for college academic credit as reflected on an official transcript.
 - Completion of Competency 2 of a district Reading Endorsement add-on program *without earning college credit* does not satisfy this requirement.
 - Courses in this area must be taken at a college or university that awards bachelor's or higher degrees.
- Instructional strategies for teaching students of limited English proficiency including instruction in the English language and development of the student's mastery of the four language skills of listening, speaking, reading, and writing

SAMPLE COURSE TITLES:

Theory and Practice of Teaching ESOL
TESOL Issues and Practices
ESOL Curriculum/ Instruction
ESOL Strategies
ESOL testing/assessment
ESOL 1, 2, or 3
ESOL Instruction in Content Area
Methods of Teaching ESOL
ESOL Foundations (or ESOL Methods)

UNACCEPTABLE COURSES

Teaching Diverse Populations (or Introduction to Diversity for Educators)
Courses with ESOL infused
Applied Linguistics
Cross Cultural Studies
Multicultural Perspectives
Language Acquisition

NOTES:

- Courses in this area must be taken at a college or university that awards bachelor's or higher degrees.
 - Teaching experience CANNOT be used toward this requirement.
- Practical Teaching Experience Requirement (PTER). This requirement may be satisfied by one of the two plans listed below:

- a. Six (6) semester hours earned in a college student teaching program or supervised internship completed in an elementary or secondary school or
- b. One (1) year of full-time teaching experience in an elementary or secondary school. See section entitled:
See Using Appropriate Teaching Experience for additional important information on PTER.

SAMPLE COURSE TITLES:

Directed Teaching
Internship
Student Teaching
Practice Teaching

- Elective Credit

All college-level education courses completed at an accredited or approved junior college, community college, state college or university that are not used to satisfy a specific requirement in professional preparation may be recorded as elective credit.

SAMPLE COURSE TITLES/CATEGORIES:

Vocational Education
Adult Education
Elementary Education
Teaching Diverse Populations (or Introduction to Diversity for Educators)
Seminar in Education
Educational Leadership
Any course with an education prefix
Higher Education
Exceptional Child Education
Counseling in the Elementary School
Teacher Effectiveness Training
Introduction to Education or Introduction to Teaching Profession)
Introduction to Guidance
Introduction to Educational Technology

PROFESSIONAL CERTIFICATES

Florida's highest teaching certificate, the professional certificate, is a renewable teaching credential valid for five (5) years. Teachers with a bachelor's degree from a state-approved program can qualify for this certificate after they pass all required Florida Teacher Certification Exams (FTCE) and complete applicable paperwork.

RECIPROCITY

Florida offers two reciprocal routes to the professional certificate for applicants who hold valid standard certificates from other U.S. states, territories, and the National Board for Professional Teaching Standards (NBPTS).

DISTRICT-ISSUED CERTIFICATES

Career and Technical Education courses may be taught by qualified non-degreed personnel with expertise based upon verified satisfactory occupational experience. A person holding a district-issued certificate must be assigned to teach only Career and Technical Education courses as indicated in the Florida Course Code Directory. No teacher in a non-degreed assignment may be employed out-of-field.

The Human Resources Department issues an initial three-year nonrenewable temporary certificate in the same manner that state-certified teachers are certified. During the validity period of this temporary certificate, the teacher must provide documentation of the following to qualify for the professional certificate:

- A. The requirement to demonstrate mastery of general knowledge through Florida's General Knowledge Exam must be met within the three (3) years of the date of employment under the temporary certificate.
- B. Successful completion of the district's Professional Education Competence (PEC) Program.
- C. A passing score on the Professional Education Test.
- D. A minimum of 12 semester hours in education courses with credit in each of the professional education areas listed below:
 - Teacher Methods
 - Course Construction
 - Lesson Planning and Evaluation
 - Teaching Special Needs Students
- E. Industry certification if state or national industry certifications are available and applicable as indicated in the Industry Certification Funding List (<http://www.fldoe.org/workforce/fcpeal/>).

Upon receipt of the above documentation with the appropriate application and \$75 processing fee, the Human Resources Department will issue the Career and Technical Education teacher the five-year professional district certificate that is valid for five (5) years from July 1st of the school year it was issued. This certificate must be renewed in the identical manner that a state-issued certificate is renewed. Note, if the Career and Technical Education teacher also holds a Florida

Department of Education (FDOE) certificate, the District will align the district-issued certificate validity dates to match the FDOE certificate. Additionally, only a total of 120 in-service points will be required to renew both certificates.

ATHLETIC COACHING CERTIFICATES

Athletic Coaching certificates are issued to individuals who do not hold a valid Florida educator's certificate, but who are paid to coach in the public schools. For individuals who hold a valid Florida educator's certificate, the additional coaching certificate is not required by the State. Individuals who hold valid Florida certificates who wish to hold coaching certification may apply and meet the requirements to add the Athletic Coaching Endorsement.

The coach should apply for the one time only three-year nonrenewable Athletic Coaching Certificate or the five-year renewable certificate, if former college coursework is appropriate, at www.fldoe.org/edcert/apply.asp. The current processing fee is \$75.00.

The coach receives an Official Statement of Status of Eligibility from the Florida Department of Education (FDOE) that indicates eligibility for a three-year Athletic Coaching certificate and also lists the requirements for the five-year certificate. If the coach is not eligible for the five-year certificate, then he/she must complete the course requirements within the three-year validity period of the first certificate. When the coaching certificate is received, a copy should be sent to the Human Resources Department for inclusion in the coach's personnel file.

The School District of St. Lucie County in partnership with the American Sport Education Program (ASEP) offers ASEP on-line and classroom courses at http://www.asep.com/asep_content/org/slsd.cfm. When the coach has completed the coursework, he/she will then apply to FDOE for the five-year Athletic Coaching certificate. Official documentation, including a copy of a valid cardiopulmonary resuscitation (CPR) card, will be sent to FDOE by the Human Resources Department verifying that the coach has completed the Athletic Coaching requirements. Applications must be submitted before the end of the validity period of the three-year certificate.

JROTC CERTIFICATES

The District accepts any initial qualification training from one of the United States military branches (Air Force, Army, Marines, or Navy). The validity dates will mirror those provided by Cadet Command. This is typically a three-year period.

Each certificate renewal shall be filed with the Human Resources Department. JROTC staff are not issued a local certificate with St. Lucie Public Schools.

ADDITIONS

Instructions for adding a subject to a certificate are as follows:

Adding a Coverage to a Professional Certificate

1. [Create](#) or [log in](#) to your VERSA User Account (District Affiliation is 56-St. Lucie).
2. Apply for your addition with the FLDOE via the [Online Licensing Service](#).
3. Pay the processing fee to St. Lucie Public Schools [here](#).

Adding a Coverage to a Temporary Certificate

1. [Create](#) or [log in](#) to your VERSA User Account (District Affiliation is 56-St. Lucie).
2. Apply for your addition with the FLDOE via the [Online Licensing Service](#).
3. If the addition is through in-service, you will pay the processing fee to St. Lucie Public Schools [here](#). If adding as a result of a subject area exam or college credit, you will pay the processing fee to FLDOE.

RENEWALS

Applications for renewals are accepted up to one (1) year prior to the certificate expiration date. Renewals must occur on or before April 1 of the expiration year to be eligible for reappointment.

Active Employees and Local Charter Schools

1. [Create](#) or [log in](#) to your VERSA User Account (District Affiliation is 56-St. Lucie).
2. Review the [step by step instructions](#) on how to complete the FLDOE renewal application.
3. Apply for your renewal with the FLDOE via the [Online Licensing Service](#).
4. Pay the processing fee to St. Lucie Public Schools [here](#).

Former Retired Employees

1. [Create](#) or [log in](#) to your VERSA User Account (District Affiliation is 100-FLDOE).
2. Review the [step by step instructions](#) on how to complete the FLDOE renewal application.
3. Apply for your renewal with the FLDOE via the [Online Licensing Service](#).
4. Pay the processing fee to FLDOE.

Any person applying on or after July 1, 2014, for renewal or reinstatement of a Professional Certificate must earn at least one (1) semester hour of college credit or the equivalent twenty (20) in-service points in the *instruction of students with disabilities*. A minimum of six (6) semester hours of acceptable college credit or 120 in-service points is still required in order to renew your certificate. The credit in the *instruction of students with disabilities* will now be required as a part of the overall credit for any renewal or reinstatement application received on or after July 1, 2014.

As an acceptable equivalent, you may earn a passing score on a Florida subject area exam during the current validity period for a subject reflected on your certificate to satisfy three (3) semester hours or sixty (60) in-service points of renewal credit. If your current Professional Certificate includes a subject in the *instruction of students with disabilities*, a passing score on the corresponding subject area exam (i.e., Exceptional Student Education, Hearing Impaired, Speech-Language Impaired, Visually Impaired) earned during the current validity period will satisfy three (3) semester hours of renewal credit and also the requirement for credit in the *instruction of students with disabilities*.

Instructional Personnel employed at a designated School of Excellence may substitute one (1) school year of employment at a School of Excellence for twenty (20) in-service points, up to sixty (60) points total in a five-year cycle, toward the renewal of a Professional Certificate. The 2017-2018 school year is the earliest that instructional personnel can substitute credit for one (1) year of employment at a designated School of Excellence. Instructional personnel must work a minimum of ninety-nine (99) days to earn credit for one (1) year of employment.

Teachers should check the amount of in-service points earned within the validity period (ex: July 1, 2016 - June 30, 2021) in [Frontline](#) prior to submitting the renewal application. Other renewal options include:

- 60 in-service points plus one 3 credit hour course
- two 3 credit hour courses (6 semester hours total)
- subject area exam (taken within validity period) plus 60 in-service points or 3 semester hours of coursework (same subject must already be on your certificate)
- a valid National Board Certification will renew all corresponding areas shown on the Florida certificate
- college teaching

Renewals that have a validity period of 2020-2025 will need to meeting the following requirements:

- Applicants who are renewing their certificates in the coverage areas below must take two credit hours (or 40 hours of professional development) in the use of explicit, systematic, and sequential approaches to reading instruction, developing phonemic awareness, and implementing multisensory intervention: Elementary Education (K-6), Prekindergarten/Primary Education (age 3 through grade 3), Elementary Education (grades 1-6), Primary Education (grades K-3), English (grades 1-6), Middle Grades English (grades 5-9), Middle Grades Integrated Curriculum (grades 5-9), English (6-12), Reading (K-12), Reading (Endorsement), and English for Speakers of Other Languages (ESOL) (grades K-12).
- Coursework that meets these criteria and the SWD requirement can be used for both purposes.
- This change impacts those who are renewing their Professional Certificates with a validity period that starts July 1, 2020 or after, meaning that educators who have certificates with a validity period beginning July 1, 2020 would have until June 2025 to complete the requirements.

FLORIDA TEACHER CERTIFICATION EXAMINATIONS

The purpose of the Florida Teacher Certification examinations (FTCE) is to ensure that all teacher candidates demonstrate the necessary content and pedagogical knowledge necessary to effectively instruct students in Florida. All FTCE exams are offered via computer at multiple locations throughout the state. Information on Florida Teacher Certification Exams can be found by going to www.fl.nesinc.com. This website provides up-to-date registration and testing information, information about test preparation materials, and services that enable you to register and obtain your unofficial test results on-line.

TEACHING OUT OF FIELD

Employees hired to teach out of field must complete the minimum college credit hours or equivalent, as specified below, each year toward certification in order to be eligible for reappointment.

A teacher out of field in a subject other than English for Speakers of Other Languages (ESOL) shall complete at least six semester hours of college credit or the equivalent toward the appropriate certification within one (1) calendar year from date of initial appointment to the out-of-field assignment and each calendar year thereafter until all course requirements are completed for the appropriate certification.

A teacher out of field in ESOL only shall complete at least three semester hours of college credit or the equivalent toward the ESOL requirements within the first two (2) calendar years from date of initial assignment and three semester hours or the equivalent during each calendar year thereafter until all course requirements for certification in ESOL are completed.

A teacher out of field in ESOL and another subject shall complete at least six semester hours of college credit or the equivalent toward the appropriate certification within one (1) calendar year from the date of initial appointment to the out-of-field assignment and each calendar year thereafter until all course requirements are completed for the appropriate certification. During the first two (2) years, at least three of the required hours or the equivalent shall be completed in ESOL strategies. Beginning with the third year and each year thereafter, at least three semester hours or the equivalent shall be completed in ESOL strategies and at least three semester hours in requirements for the other subject shall be completed until all course requirements are completed for the appropriate certifications.

If the out-of-field teacher is completing professional preparation coursework towards the professional certificate, six semester hours of the education coursework may be used in lieu of the six semester hours of college credit or the equivalent toward the appropriate certification.

St. Lucie Public Schools shall post out of field assignments thirty (30) days prior to the start of the student semesters. The principal is also required to notify parents in writing when teachers are teaching out of field before the October and February Full-Time Equivalent (FTE) survey periods. Each year as applicable, the out-of-field teacher shall file appropriate verification of course work until fully certified with the Human Resources Department.

ESOL

The Consent Decree addresses the civil rights of English Language Learner (ELL) students, foremost among those their right to equal access to all education programs. In addressing these rights, the Consent Decree provides a structure that ensures the delivery of the comprehensible instruction to which ELL students are entitled. Training requirements are broken down into four categories (see Appendix A for ESOL information).

Category I: A teacher who is responsible for Language Arts/English, Developmental Language Arts, Intensive Reading, or Reading must complete the five ESOL Endorsement classes and add the coverage to their teaching certificate.

- Applied Linguistics
- Cross Cultural Communication
- ESOL Curriculum
- Methods of Teaching ESOL
- Testing and Evaluation of ESOL

Once the ESOL Endorsement has been obtained, the teacher will also bank 300 points that may be used toward subsequent renewals of their certificate in any area. Alternatively, teachers may (1) take any two of the ESOL Endorsement classes and (2) take the ESOL K-12 Subject Area Exam (SAE). ESOL K-12 Certification will be retained on the Florida educator's certificate as long as the teacher has completed 120 ESOL in-service points or two ESOL college classes prior to recertification. The ESOL in-service or coursework must be completed within three (3) years of adding the ESOL K-12 certification to the teaching certificate.

Category II: A secondary education teacher who teaches Social Studies, Mathematics, Science, or Computer Literacy requires 60 ESOL in-service points or one of the endorsement classes listed above.

Category III: This applies to elective teachers; a teacher who is not in Category 1, 2, or 4 (i.e. Art, Music, Physical Education, Media Specialists, Speech-Language Pathologists, Occupational Therapists, Foreign Language teachers, etc.) require 18 ESOL in-service points or one of the endorsement classes listed above.

Category IV: Administrators and Guidance Counselors require 60 ESOL in-service points or one of the endorsement classes listed above.

When a Category I teacher who is not certified or endorsed in ESOL is assigned to teach a class in which an active ELL student is enrolled, the teacher is identified as out of field. Once this occurs, the teacher is required to work toward ESOL endorsement/certification regardless of whether or not they have ESOL students in their class in subsequent years. Beginning with the 2011-2012 school year, Category I teachers must complete all ESOL training requirements consecutively, within a six-year period. In other words, teachers must earn 60 in-service hours within the first two (2) years and 60 in-service hours each year after until fulfilling the required hours. They may take more than the minimum required hours each calendar year, but they cannot skip any years or double-up. The intent is for training to occur in a continuum in order to help the teacher become proficient as soon as possible, thereby benefiting the ELL students.

SALARY SUPPLEMENTS

The restriction on awarding salary supplements for advanced degrees is based upon Senate Bill 736 which was passed during the 2011 legislative session. The exact language from Senate Bill 736 is as follows:

A District school board may not use advanced degrees in setting a salary schedule for instructional personnel or school administrators hired on or after July 1, 2011, unless the advanced degree is held in the individual's area of certification and is only a salary supplement.

The Human Resources Department references a list of acceptable majors recommended by the Florida Department of Education to determine eligibility for the advanced degree supplement.

SCHOOL BOARD POLICIES

6.20*+ CERTIFICATION OF ADMINISTRATIVE AND INSTRUCTIONAL PERSONNEL

Except for employment under emergency conditions, as provided in Florida Statutes, and for part-time service as authorized in these policies, no person shall be employed or continued in employment in an instructional capacity who does not hold or who is not eligible to hold a valid Florida certificate. The certificated staff member shall be responsible for maintaining a valid teaching certificate. The staff member shall register the certificate and each certificate reissuance or renewal in the Human Resources Department as soon as the Florida Department of Education reissues or renews the certificate.

(1) The Superintendent's designee shall serve as the contact person with the certification section of the Florida Department of Education and will assist with all certification requirements.

(2) An individual nominated for an instructional position shall be properly certificated, be eligible for certification, or qualify for employment or reemployment as a non-degreed vocational education teacher or a noncertificated instructional staff member.

(3) As state and/or federal rules/legislation changes, administrative and instructional personnel may be required to meet additional education and certification requirements to be in compliance. Failure to comply with this policy may result in disciplinary action up to and including termination.

(4) All persons employed or occupying a position whose function includes the provision of direct instructional services to students or direct support in the learning process of students must hold the certificate(s) required by Florida Statutes and Florida Department of Education rules.

(5) Periodically as required, the Superintendent shall develop and recommend and the School Board shall adopt a District certification manual governing certification of non-degreed full-time vocational teachers, substitute teachers, and non-certificated instructional personnel.

(6) In-service training programs shall be designed to assist instructional personnel in the performance of their assigned duties by improving their competencies, knowledge, and skills.

(7) In addition to subject area certification, instructional staff members shall comply with all provisions of the META Decree. Failure to comply with this policy may result in disciplinary action up to and including termination.

(8) The Board will make every attempt to comply with Federal and State standards in the employment of instructional personnel.

STATUTORY AUTHORITY: [1001.41](#), [1012.22](#), [1012.23](#), F.S.

LAWS IMPLEMENTED: [1001.43](#), [1011.60](#), [1012.24](#), [1012.54](#), [1012.55](#), [1012.56](#), [1012.57](#), F.S.

STATE BOARD OF EDUCATION RULES: [6A-1.0501](#), [6A-1.0502](#), [6A-1.0503](#)

History:

Adopted: 03/30/2004

Revision Date(s): 06/12/2012, 07/22/2014, 12/11/2018

Formerly: 3.62, 3.68

6.21* DISTRICT CERTIFICATES

The School Board authorizes issuance of School District Certificates to substitute teachers, JROTC teachers, and full-time and part-time non-degreed Career & Technical Education teachers. The areas of certification shall be as provided by the state of Florida; additionally, the School Board may establish alternative qualifications for teachers with an industry certification in the career area in which they teach.

Each certificate shall bear an effective date of July 1 of the school fiscal year for which it is issued and shall expire on June 30.

(1) The Substitute Certificate shall be valid for five (5) school fiscal years and shall be issued to an individual who meets criteria established for employment in the School Board policy entitled "Substitute Teachers."

(a) To re-issue a valid Substitute Certificate, an individual shall submit an application form to the Human Resources Department.

(b) To re-issue an expired Substitute Certificate, an individual shall submit to the Human Resources Department an application form and a complete set of fingerprints taken by a law enforcement agency or properly trained District personnel to obtain a records check by the Florida Department of Law Enforcement (FDLE) and the Federal Bureau of Investigation (FBI). The fingerprint processing fee shall be paid by the individual.

(2) The following types of Full-time Certificates shall be issued at the non-degreed level.

(a) Non-degreed instructional personnel will be issued a three-year (3) Temporary Certificate upon receipt of fingerprint clearance from the FDLE and FBI.

(b) A five (5) year Professional Certificate will be issued when all requirements have been completed as specified by the Human Resources Department. In addition, all individuals hired on or after July 1, 2011 shall provide documentation of industry certification when state or national industry certifications are available and applicable. All employees that hold a district issued certificate shall maintain all credentials established by the Human Resources Department for issuance of the district certificate.

(c) To re-issue a valid Professional Certificate, official transcripts must be filed with the appropriate renewal form showing six (6) semester hours of college credit which includes three (3) semester hours specific to each area on the certificate. One hundred twenty (120) In-service Points shall be considered equivalent.

STATUTORY AUTHORITY: [1001.41](#), [1012.22](#), [1012.23](#), F.S.

LAWS IMPLEMENTED: [1001.43](#), [1012.32](#), [1012.39](#), F.S.

State Board of Education Rule: [6A-1.0502](#)

History:

Adopted: 03/30/2004

Revision Date(s): 04/09/2013, 11/18/2014, 06/14/2016

Formerly: new

6.22+ TEACHING OUT-OF-FIELD

(1) For initial employment in St. Lucie County, each member of the instructional or certificated administrative staff shall be employed in the subject field in which he or she is properly certified except as approved by the Superintendent.

(2) The School Board shall approve each out-of-field assignment and the minutes shall reflect such approvals.

(3) The principal shall notify parents in writing when teachers are teaching out of field prior to the October and February Full-Time Equivalent (FTE) survey periods.

(4) Instructional personnel who are out of field for certification shall complete the minimum college credit hours or equivalent as specified in this policy each year toward certification in order to be eligible for reappointment. Any teacher who fails to meet such requirements on an annual basis shall not be eligible to teach out of field for any subsequent year until the requirements are fulfilled.

(a) A teacher out of field in a subject other than English for Speakers of Other Languages (ESOL) shall complete at least six (6) semester hours of college credit or the equivalent toward the appropriate certification within one (1) calendar year from date of initial appointment to the out-of-field assignment and each calendar year thereafter until all course requirements are completed for the appropriate certification.

(b) A teacher out of field in ESOL only shall complete at least three (3) semester hours of college credit or the equivalent toward the ESOL requirements within the first two (2) calendar years from date of initial assignment and three (3) semester hours or the equivalent during each calendar year thereafter until all course requirements for certification in ESOL are completed.

(c) A teacher out of field in ESOL and another subject shall complete at least six (6) semester hours of college credit or the equivalent toward the appropriate certification within one (1) calendar year from the date of initial appointment to the out-of-field assignment and each calendar year thereafter until all course requirements are completed for the appropriate certification. During the first two (2) years, at least three (3) of the required hours or the equivalent shall be completed in ESOL strategies. Beginning with the third year and each year thereafter, at least three (3) semester hours or the equivalent shall be completed in ESOL strategies and at least three (3) semester hours in requirements for the other subject shall be completed until all course requirements are completed for the appropriate certifications.

(5) Each year as applicable, the out-of-field teacher shall file appropriate verification of course work with the Human Resources Department until fully certified.

(6) An experienced teacher teaching out-of-field in a core academic subject area may demonstrate subject area expertise other than that demonstrated through holding state certification by utilizing the High, Objective, Uniform State Standard of Evaluation (HOUSSE) plan as outlined by the Florida Department of Education. Such approved teachers will not be required to be reported to parents as not having certification in the subject. This provision is not applicable to teachers of ESOL or Reading.

STATUTORY AUTHORITY: 1001.41, 1012.22, 1012.23, F.S.

LAWS IMPLEMENTED: 1001.43, 1012.42, 1012.55, F.S.

History:

Adopted: 03/30/2004

Revision Date(s): 05/24/05, 06/12/2012

Formerly: 3.69

What Type Of Training Do I Need For ESOL?

The following information is being provided to answer questions regarding ESOL compliance for educators.

I'm a Category 1 Teacher – What do I need?

This applies to a teacher who is responsible for Language Arts/English, Developmental Language Arts, Intensive Reading, or Reading.

OPTION 1: ESOL Endorsement	OPTION 2: ESOL K-12 Certification
Complete the five (5) ESOL Endorsement classes: Applied Linguistics Cross Cultural Communication ESOL Curriculum Methods of Teaching ESOL Testing and Evaluation of ESOL	(1) Take any two (2) of the ESOL Endorsement classes and (2) Take the ESOL K-12 Subject Area Exam (SAE) Register at http://www.fl.nesinc.com/
When you obtain the ESOL Endorsement, you also bank 300 points that you may use toward subsequent renewals of your certificate in any area.	Once you have obtained the ESOL K-12 Certification, you will retain it on your Florida educator's certificate as long as you have taken 120 ESOL in-service points or two (2) ESOL college classes prior to recertification. This in-service or coursework needs to be within three (3) years of adding the ESOL K-12 certification to your teaching certificate.

When a Category I teacher who is not certified or endorsed in ESOL is assigned to teach a class in which an active ELL student is enrolled, the teacher is identified as out of field. Once this occurs, the teacher is required to work toward ESOL endorsement/certification regardless of whether or not they have ESOL students in their class in subsequent years. Beginning with the 2011-2012 school year, Category I teachers must complete all ESOL training requirements consecutively, within a six-year period. In other words, teachers must earn 60 in-service hours within the first two (2) years and 60 in-service hours each year after until fulfilling the required hours. They may take more than the minimum required hours each calendar year, but they cannot skip any years or double-up. The intent is for training to occur in a continuum in order to help the teacher become proficient as soon as possible, thereby benefiting the ELL students.

Category 1 teachers MUST add the ESOL Endorsement or ESOL Certification to their teaching certificate to be in compliance.

I'm a Category 2 Teacher – What do I need?

This applies to a **secondary education teacher** who teaches Social Studies, Mathematics, Science, or Computer Literacy.

60 ESOL in-service points **OR** 1 of the endorsement classes listed above.

Category 2 teachers CANNOT add the 60 ESOL in-service points to their teaching certificate. An in-service transcript will document their compliance.

I'm a Category 3 Teacher – What do I need?

This applies to **elective teachers**: a teacher who is not in Category 1, 2, or 4 (i.e. Art, Music, Physical Education, Media Specialists, Speech-Language Pathologists, Occupational Therapists, Foreign Language teachers, etc.).

18 ESOL in-service points **OR** 1 of the endorsement classes listed above.

Category 3 educators CANNOT add the 18 ESOL in-service points to their teaching certificate. An in-service transcript will document their compliance.

I'm a Category 4 Administrator or Guidance Counselor – What do I need?

60 ESOL in-service points **OR** 1 of the endorsement classes listed above.

Category 4 personnel CANNOT add the 60 ESOL in-service points to their teaching certificate. An in-service transcript will document their compliance.

Where is ESOL coursework offered?

SLPS Professional Development

Professional development opportunities for ESOL coursework are offered through the Frontline website. Visit <https://www.mylearningplan.com/LearningPlan/Calendar.asp> to view the professional development calendar for St. Lucie Public Schools. Additional out-of-district professional development offerings are available at <http://share.stlucie.k12.fl.us>.

Schultz Center

The Schultz Center offers all ESOL courses mandated by the state of Florida to meet the requirements for teachers of ELLs. Courses are delivered online via Blackboard, a web-based course management system, with corresponding assignments submitted to the ESOL certified facilitator. You can find registration details at <https://schultzcenter.org/esol/>.

Florida Teachers of Tomorrow

Online, self-paced ESOL courses are offered by request on an ongoing basis. Email your name and courses needed to Teach@FloridaTeachers.org. Information is available at <https://www.teachersoftomorrow.org/florida/>.

Hillsborough Consortium for Technology and Education

The Center for Technology and Education (CTechEd), also known as the Hillsborough Consortium for Technology and Education, offers ESOL courses. Course descriptions can be obtained by visiting <https://www.cteched.org/esol-online-1>.

Beacon Educator

Courses provide current research-based content featuring engaging and interactive learning activities. <http://www.beaconeducator.com/>.

North East Florida Educational Consortium (NEFEC)

Through the distance learning program in Instructional Services, educators are able to complete all Florida Department of Education category requirements. <http://www.nefec.org/events/>

University of Phoenix

St. Lucie Public Schools currently has a partnership with the University of Phoenix for graduate-level coursework. Teachers of St. Lucie Public Schools receive a tuition discount. The Continuing Teacher Education Schedule can be accessed here: <http://www.phoenix.edu/programs/continuing-education/education.html>. If you have questions or would like more information, please visit <http://www.phoenix.edu/stluciek12.html>.

Florida Atlantic University

The Department of Curriculum, Culture and Educational Inquiry (CCEI) at Florida Atlantic University offers master's -level ESOL endorsement courses. View the program at <https://www.fau.edu/education/academicdepartments/ccei/mastersci/> and contact Michelle Vaughan at mvaugh3@fau.edu for further information.

*****Caution: If any of the courses you take do not have the same titles as the ones listed by FDOE as endorsement classes, they must be reviewed by Professional Development to ensure that they are aligned to the five (5) classes and their objectives.*****

How do I get my ESOL coursework on my Frontline transcript?

Any ESOL in-service or coursework completed outside St. Lucie Public Schools **MUST** be applied to the teacher's in-service transcript on Frontline.

For questions regarding your Frontline transcript, please contact Laura VanDuzer in Talent Development at laura.vanduzer@stlucieschools.org or 772/429-3940.

How do I add the ESOL Endorsement to my Florida educator's certificate?

Contact Ron Barr at 772/429-7512 or ronald.barr@stlucieschools.org for instructions on adding the ESOL Endorsement to a Florida educator's certificate.

When must the ESOL coursework be completed?

Category I	Category II	Category III	Category IV
Experienced Teacher			
6 years for completion of ESOL Endorsement. 3 years for K-12 ESOL coverage obtained by a passing score on ESOL Subject Area Exam.	1 year to complete	1 year to complete	Hires Prior to September 5, 2003: 3 years to complete from September 5, 2003

Category I	Category II	Category III	Category IV
Beginning Teacher			
6 years for completion of ESOL Endorsement. 3 years for K-12 ESOL coverage obtained by a passing score on ESOL Subject Area Exam.	2 years to complete	2 years to complete	Hires After September 5, 2003: 3 years to complete from date hired as school administrator or guidance counselor.

Notes:

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

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

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