



TALENT ACQUISITION AND OPERATIONS, INSTRUCTIONAL

- OUT-OF-FIELD
  - Guide for Teachers
    - Prek/Primary; Prek Disabilities

# Topics

What Makes You Out-of-Field?

What Must You Do When Out-of-Field?

What About Involuntary Assignments?



# What Makes You Out-of-Field?

## The Florida Course Code Directory

Florida Course Code Directory (CCD) <http://www.fldoe.org/articulation/CCD/>

All courses funded through the Florida Education Finance Program and courses for which students may earn credit toward high school graduation

Indicates acceptable certification(s) by course

CCD is separated by sections and includes general information and courses by grade levels



FLORIDA DEPARTMENT OF  
**EDUCATION**  
fldoe.org



[2021-2022 Course Directory](#)

[2020-2021 Course Directory](#)

[2019-2020 Course Directory](#)

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# Example: Prek Disabilities

7650030\* PREK DISAB: 0-2 /Y  
Prekindergarten Disabilities: Age 0  
-2

ESE 6/PREK DISAB E  
EMTL HNDCP @6/PREK DISAB E  
MNTL HNDCP @6/PREK DISAB E  
SPC LRN DS @6/PREK DISAB E  
SPCH CORR @6/PREK DISAB E  
SP LG IMPR 6/PREK DISAB E  
VARYING EX @6/PREK DISAB E  
HEAR IMPRD 6/PREK DISAB E  
VISU IMPRD 6/PREK DISAB E  
E CHILD ED !0/PREK HANDICA @  
PRIMARY ED@B/PREK HANDICAP !  
PRESCH ED L PK PRIMARY H  
ELEMENTARY (K-6) K/PREK DISAB E  
IF CONTRACTED, IN ACCORDANCE WITH 6A-6.0361, FAC  
SEE SECTION 1 FOR SPECIFIC INFORMATION ON  
EXEMPTIONS TO THE ENDORSEMENT.

7650130\* PREK DISAB: 3-5 /Y  
Prekindergarten Disabilities: Age 3  
-5

ESE 6/PREK DISAB E  
EMTL HNDCP @6/PREK DISAB E  
MNTL HNDCP @6/PREK DISAB E  
SPC LRN DS @6/PREK DISAB E  
SPCH CORR @6/PREK DISAB E  
SP LG IMPR 6/PREK DISAB E  
VARYING EX @6/PREK DISAB E  
HEAR IMPRD 6/PREK DISAB E  
VISU IMPRD 6/PREK DISAB E  
E CHILD ED !0/PREK HANDICA @  
PRIMARY ED@B/PREK HANDICAP !  
PRESCH ED L PK PRIMARY H  
ELEMENTARY (K-6) K/PREK DISAB E  
IN ACCORDANCE WITH RULE 6A-1.0502, FAC  
IF CONTRACTED, IN ACCORDANCE WITH 6A-6.0361, FAC  
SEE SECTION 1 FOR SPECIFIC INFORMATION ON  
EXEMPTIONS TO THE ENDORSEMENT.  
IF CHILDREN ARE SERVED IN AN INCLUSIVE SETTING  
THROUGH A DISTRICT OPERATED HEADSTART, TITLE I,  
VOLUNTARY PREK EDUCATION  
OR SCHOOL READINESS PROGRAM  
SEE SECTION 1.



# Prekindergarten Disabilities

The prekindergarten disabilities endorsement, as described in [Rule 6A-4.01792, F.A.C., \*Specialization Requirements for the Prekindergarten Disabilities Endorsement\*](#), is required for ESE teachers who teach either course number 7650030 or 7650130 as listed in the CCD. This endorsement can be added to primary education, elementary education (K-6), early childhood education, or any ESE Florida educator certificate. The exceptions to the requirement for this endorsement are for teachers who:

- have certification in preschool education (birth through age four years) or
- have certification in prekindergarten/primary education (age three years through grade three) or
- have a Florida educator certificate in one of the following subjects: any ESE subject, primary education, elementary education K-6, or early childhood education and can document at least two full years of teaching experience (including satisfactory teacher evaluations as determined by the school district) with prekindergarten children with disabilities between July 1, 2006 – June 30, 2011.



# Completing Prek Dis Subject Area Requirements

- The district does not offer professional development for the Prek Disabilities Endorsement. You must take the coursework. The Prek Disabilities Endorsement may only be added through completion of the required coursework.
- The total semester hours required for the Prek Disabilities Endorsement is twelve, however, **two years of full-time instructional experience in working with ESE students at the prek level can be used in lieu of six of the required semester hours.** While accruing the required teaching experience, with prek ESE students you must take six semester hours of college coursework to satisfy requirements for two of the following subject requirements: (a), (b), or (c). *(Note that requirement (a) consists of a total of six hours and so a year of experience may be used in lieu of three or all six hours depending on the courses completed).* Course requirements are found at the Florida Department of Education web site:  
<http://www.fldoe.org/teaching/certification/administrative-rules/6a-4-01792.stml>



# Completing Prek Dis Subject Area Requirements (cont'd)

- To document the experience your principal must complete and submit the Verification of Teaching Experience form to the Talent Acquisition & Operations (Instructional) Department; attn: Certification. The form must document your experience in working with prek ESE students specifically. The form is available for download from the following web address: <https://docs.google.com/viewer?url=https%3A%2F%2Fwww.browardschools.com%2Fcms%2Flib%2FFL01803656%2FCentricity%2FDomain%2F12647%2FTchExpVerif.pdf>
- Other options are
  - Pass the Prek/Primary or Preschool Education subject area exam and add the subject to your certificate. Note that if you hold a professional certificate you must pass the Prek/Primary or Preschool Education exam to meet requirements to add the subject to your certificate. Exam information and registration is obtained at: <http://www.fl.nesinc.com/index.asp>
  - Document infield status for the subject of Prek/Primary via the rubric; note the Infield Rubric is a method through which teachers may use experience and training in a subject to be considered "infield". Specifics can be found at: <https://www.browardschools.com/Page/60258>



# Example: District Head Start and Title 1 PreK

5100520	DIST HEAD START District Head Start	/Y	E CHILD ED !0 PRIMARY ED !B	PRESCH ED L PK PRIMARY H
5100530	DIST TITLE 1 PREK District Title 1 Prekindergarten	/Y	CDA OR CDA EQUIVALENT E CHILD ED !0 PRIMARY ED !B	PRESCH ED L PK PRIMARY H





## So.....What Does This All Mean?

- When you are assigned a course for which you do not hold appropriate certification

We compare required certification(s) for assignment against the current certification(s) you hold

Match = infield

No match = out-of-field



# What Must You Do?

## Training Requirements

complete two (new) college courses each year

OR

pass the subject area exam for Prek/Primary or  
Preschool Education

OR

document infield status via rubric



# More info: The Infield Rubric Option

Four lesson Plans (Social Studies, Science, Math, Language/Literacy) demonstrating developmentally appropriate practices for targeted age group and including integrated approaches, alignment to standards, and connected differentiated student activities.

- Lesson plan activities must be aligned to the Florida PreKindergarten standards.
- Your submissions must include all criteria on the lesson plan template.
- Your submissions must be an original submission developed by you.
- You may **not** submit an exemplar lesson plan created by the district or an adopted materials vendor (i.e., Go Math, STEMscopes, etc.).
- You may **not** submit a lesson plan that another colleague has written and/or submitted or that was created by or for a university.

**Submit attached to an Infield Status Rubric to *Elizabeth Glaid, Curriculum Specialist with Head Start/Early Intervention at [liz.glaid@browardschools.com](mailto:liz.glaid@browardschools.com)***



# Satisfying Training Requirements is Important Because...

- ✓ It ensures high quality instruction
- ✓ It ensures adherence to state mandates
- ✓ It avoids financial penalties

Important points (as required by the state):

- If you are assigned as oof you must be Board approved
- You are presented with and are requested to sign an OOF Agreement when newly identified as oof
- You are presented with an OOF Reminder each oof period thereafter after
- The parents of all your affected students must receive notification that you are oof
- You must complete the required training



# What About Involuntary Assignments?

- Defined as an assignment that places you OOF, is for one school year only, and for which you do not agree to complete mandated OOF training.
- Cannot be used for ESOL.
- Must indicate when acknowledging the OOF Notification (selected when newly reported as out-of-field).
- You are not responsible for satisfying OOF training requirements for the involuntary assignment, however, this means you may not be placed OOF in any area (unless you are in compliance with the mandated training for the oof area).



## General Reminder:

Any indication of out-of-field is based on what your location (or a previous location you were employed at) assigned you. If you feel you were mis-identified as out-of-field you must contact your location. Per Florida Statute 1012.42 and Florida Administrative Code 6A-1.0503, if you are assigned course(s) and/or a student population for which you are not appropriately certified you are required to be identified as out-of-field and required to complete training/obtain certification in the out-of-field subject area(s) regardless of the method you are providing instruction through (e.g. virtual or in-classroom) and regardless of whether you continue in the out-of-field assignment.



# The School Board of Broward County, Florida

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Individuals with disabilities requesting accommodations under the Americans with Disabilities Act Amendments Act of 2008, (ADAAA) may call Equal Educational Opportunities/ADA Compliance Department at 754-321-2150 or Teletype Machine (TTY) 754-321-2158.

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