

## **Teachers on a Temporary Certificate – Resource Guide**

Teachers on a temporary certificate need to refer to their Statement of Status of Eligibility (SOE) letter they received from the Florida Department of Education to find the requirements needed to move from the Temporary to the Professional Certificate. If you need a copy of your SOE, you can access it through your FLDOE account. Select Quick Start Menu, Documents. Your requirements may consist of:

- Up to 15 semester hours of professional preparation coursework.
- Florida Teacher Certification exams: General Knowledge (GK) Exam, Professional Education Exam and, Subject Area Exam
- Professional Education Competency Checklist – completed by your principal via the DOV database.

There are pathways available to help with completing requirements. Teacher Development and Support offers opportunities at no/minimal cost.

### **Exam Preparation and Support**

<b>Subject Area, Professional Education, and General Knowledge Exams</b>	<p>Teachers may borrow a FREE test preparation study guide for the General Knowledge Tests, Professional Education Tests, and various subject area exams, which may be checked out for 30 days. Upon return of the study guide, educators may take a practice test for that specific area. Those earning a 70% or higher score will earn a Pearson Education test voucher to offset the exam cost.</p> <p>Contact <a href="mailto:tashara.jean-baptiste@browardschools.com">tashara.jean-baptiste@browardschools.com</a> for information.</p> <p>Teacher Development and Support has partnered with 240tutoring.com and offers a discounted rate of \$25/month for online test preparation. There is no contract, so you can cancel at any time. If interested, you can sign up at 240 Tutoring Discounted Rate. In addition, teachers may be eligible for a testing voucher to offset the cost of the Florida Teacher Certification Examinations (FTCE).</p> <p>Contact <a href="mailto:tashara.jean-baptiste@browardschools.com">tashara.jean-baptiste@browardschools.com</a> for information.</p>
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NOTE: Teachers may be able to waive one or more of the above exams. The chart on the next page outlines available options and the steps needed to complete the Florida Teacher Certification Exams (FTCE).

EXAM	OPTIONS	NEXT STEPS
<b>Subject Area Exam (SAE)</b>	<p><b>OPTION 1:</b> A master's degree or higher that matches the area of certification shown on the FL certificate satisfies the SAE, except if certified in Educational Leadership, Reading K-12, School Counseling, School Psychologist and Speech-Language Impaired.</p> <p><b>OPTION 2:</b> Take and pass the SAE.</p>	<p>Review chart provided by FL Department of Education (FLDOE) to verify if your master's degree or higher satisfies the subject area test:  <a href="https://www.browardschools.com/cms/lib/FL01803656/Centricity/Domain/12647/MA_to_SAE.pdf">https://www.browardschools.com/cms/lib/FL01803656/Centricity/Domain/12647/MA_to_SAE.pdf</a></p> <p>Submit <b>official</b> transcript for master's degree or higher to the FLDOE.</p> <p>Official Score Report sent directly to the FLDOE by the testing agency. No action required.</p>
<b>Professional Education Exam (PED)</b>	<p><b>OPTION 1:</b> Three years of overall evaluations with an Effective or Highly Effective rating earned during the validity period of the current temporary certificate can waive the PED, providing <b>all</b> requirements outlined in the Statement of Status of Eligibility Letter (SOE) are on file with the FLDOE. (Ratings do not have to be for consecutive years.)</p> <p><b>NOTE:</b> FL Statute does not allow for this option if: the educator holds certification in School Social Work or Speech-Language since no professional preparation requirement; they completed an in or out-of-State teacher education college program; used college teaching experience to qualify for the temporary certificate; or qualified for the temporary certificate via the STEM Pathway.</p> <p><b>OPTION 2:</b> If participating in the district's ACE program, earn a Highly Effective Summary Evaluation from the previous school year of completing the ACE Program.</p> <p><b>OPTION 3:</b> Take and pass the PED.</p>	<p>After all requirements outlined in the SOE are on file with the State, email <a href="mailto:certificationrequests@browardschools.com">certificationrequests@browardschools.com</a> requesting verification be sent to the FLDOE to waive the Professional Education exam. Talent Acquisition &amp; Operations, Instructional Certification Department is the only one that can provide verification to the FLDOE.</p> <p>The district's Employee Evaluations Department provides summative evaluations to the Talent Acquisition &amp; Operations, Instructional Certification Department. No action required.</p> <p>Teacher Development &amp; Support will send required verification to the State. No action required.</p> <p>Official Score Report sent directly to the FLDOE by the testing agency. No action required.</p>
<b>General Knowledge Exam (GKE)</b>	<p><b>OPTION 1:</b> A master's degree or higher in any subject area satisfies the GKE.</p> <p><b>OPTION 2:</b> Take and pass the GKE.</p> <p><b>OPTION 3:</b> Took the GKE but failed at least one of the subtests. After the attempt to pass, three <b>consecutive</b> years of overall evaluations with an Effective or Highly Effective rating earned during the validity period of the current temporary certificate can waive the GKE.</p>	<p>Submit official transcript for master's degree or higher to the FLDOE.</p> <p>Official Score Report sent directly to the FLDOE by the testing agency. No action required.</p> <p>Email <a href="mailto:certificationrequests@browardschools.com">certificationrequests@browardschools.com</a> requesting verification be sent to the FLDOE to waive the exam. If you did not pass at least one portion of the exam, you must provide a copy of your failed exam with the request. Talent Acquisition &amp; Operations, Instructional Certification Department is the only one that can provide verification to the FLDOE.</p> <p>The district's Employee Evaluations Department provides summative evaluations to the Talent Acquisition &amp; Operations, Instructional Certification Department. No action required.</p>

\*Refer to the [Resource Guide for Teachers on a Florida Temporary Certificate](#) for available resources to assist you in completing certification requirements. Rev 8.16.24

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## Teachers on a Temporary Certificate – Resource Guide

### Comparison of Options for Completing Professional Prep Courses as Outlined in the Statement of Status of Eligibility from the FL Department of Education

	<b>Option 1</b> Complete Courses on My Own	<b>Option 2</b> Teacher Development and Support ACE Program <i>State-approved PLCP</i>	<b>Option 3</b> Teacher Development and Support BEC Pathway <i>Courses at Broward College or Florida Atlantic University</i>	<b>Option 4</b> Teacher Development and Support BEC Pathway <i>Courses at St. Thomas</i> (2025 Expiration Only)
<b>Cost</b>	Yes	No	College application fee & course materials	No
<b>Level of Courses</b>	Must be above junior college level.	No college coursework, job-embedded tasks	Undergraduate	Graduate
<b>Time Required</b>	Depends upon course/institution	1- to 2-year program	1-year pathway	3-week course
<b>Delivery of Instruction</b>	Depends upon course/institution	Online with coach support	Online	Online
<b>Receive College Credits</b>	Yes	No	Yes	Yes
<b>Apply towards Basic or Advanced Incentive Award*</b>	Yes	No	Yes	Yes
<b>Courses apply toward New Educator Professional Improvement Supplement (\$300) teachers with 0-2 years of experience**</b>	Yes	No	Yes	Yes
<b>Need General Knowledge (GK) to take part in or have master's degree***</b>	No	Must meet GKT entrance requirement	No	No
<b>Must hold valid certificate in subject currently assigned</b>	No	Yes	No	No
<b>Must take part in New Teacher Academy</b>	Yes	Yes	Yes	Yes
<b>Must attend a New Teacher Orientation</b>	No	Yes	Yes	Yes
<b>Must have a state-issued Temporary Certificate</b>	No	Yes	Yes	Yes
<b>Teacher Must Send Official Transcripts to FLDOE after completion of courses</b>	Yes	No	Yes	Yes
<b>Contact Information</b>	Teacher must contact the institution for information	Pamela Voss <a href="mailto:alternativecertification@browardschools.com">alternativecertification@browardschools.com</a>	Pamela Voss <a href="mailto:alternativecertification@browardschools.com">alternativecertification@browardschools.com</a>	Tashara Jean-Baptiste <a href="mailto:Tashara.jean-baptiste@browardschools.com">Tashara.jean-baptiste@browardschools.com</a>

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\*Basic & Advanced Incentives: The School Board of Broward County provides Incentive Awards for teachers who take courses or earn in-service points following their last degree (bachelor's or master's degree only). Teachers holding a Specialist or Doctorate degree are not eligible. This incentive is available to full-time teachers after they have completed three years of continuous instructional, contracted service with the district. Submit applications electronically between April 1 and September 15 per Article 21 of the BTU contract. <https://www.browardschools.com/Page/35693>

\*\*Professional Improvement Supplement – refer to CBA, Appendix E (4). <https://www.browardschools.com/Page/32146>

\*\*\* Completion of a master's degree or higher from an accredited institution recognized by the US Dept of Education will satisfy the GK requirement.

<b>Other District Requirements/Programs</b>	
<b>New Teacher Academy (NTA)</b>	<b>New Teacher Orientation (NTO)</b>
<p>The NTA is a four-day learning opportunity to support teachers in making their first classroom experience positive for them and their students. It is mandatory for all newly hired faculty members who are new to the profession and/or new to Broward County Public Schools.</p> <p>NTA takes place during the summer and during the school year. Email <a href="mailto:NewTeacherAcademy@browardschools.com">NewTeacherAcademy@browardschools.com</a> for more information.</p>	<p>NTO is a one-day orientation for newly hired teachers who have never taught with Broward County Public Schools. Sessions cover benefits, employee evaluations, new teacher support, safety and security, Broward Teachers Union, and certification. Teachers will learn about resources available to them.</p> <p>NTO takes place prior to the start of the school year. Teachers hired after the first day may attend the session the following August.</p> <p>This is not a paid day.</p>

### **ESOL Requirement**

Per State Board of Education Rule (SBER) 6A-1.0503 and the Multicultural Education, Training, Advocacy, Inc. (META), a teacher assigned a Limited English Proficiency (LEP) student must obtain the ESOL training. *Your ESOL category is based on your teaching assignment.* Your timeline for completion begins once assigned a Limited English Proficient (LEP) student. You must complete your first course within the first two (2) years of assignment to the LEP student. When assigned an LEP student, your administrator will review the requirements with you, and you will sign the ESOL Agreement. ESOL information and timeline for completing training available at: <https://www.browardschools.com/Page/40372>.

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### Out-of-Field Requirements

A teacher is out-of-field if the teacher is:

- Assigned to teach a course for which the teacher does not have a valid certificate in the proper area (i.e., certified in social studies but teaching math); or
- Assigned a student characteristic for which the teacher does not hold proper certification (i.e., ESOL, gifted).

The Florida Course Code Directory outlines the proper certification areas for all courses, as well as directives on the required certification needed based on specific student characteristics. **If you are out-of-field, you must complete mandatory requirements by April 30 of the current school year for consideration of your reappointment for the next school year.** Listed below are the options available for satisfying the requirement:



- Pursue Infield Designation (see below); or,
- Pass a Subject Area Exam [www.flinesinc.com](http://www.flinesinc.com) (not applicable for all areas); or,
- Complete six semester hours of college course work in the out-of-field area completed during the out-of-field assignment, or
- Gifted/Reading Only: Complete 120 in-service points and/or 6 semester hours of college course work.

Access the website for more information: <https://www.browardschools.com/Page/40360>, Go to the Quick Links menu off to the right and click on the + for Out of Field. There you can look for the subject area you are out of field in find all options available to you.



Talent Acquisition highly recommends the use of Infield Designation (ID) as the method used to permanently satisfy mandated out of field training. ID can be used for all out-of-field areas **except** for: Athletic Coaching, Autism Spectrum Disorders Endorsement, Driver Education, Educational Leadership, ESOL, Orientation and Mobility Endorsement, Prekindergarten Disabilities Endorsement, Profoundly Handicapped Endorsement, Reading, School Psychology, School Social Worker, and Speech-Language Impaired.