**Teachers on a Temporary Certificate**

Teachers on a temporary certificate will need to refer to the Official Statement of Status of Eligibility Letter they received from the Florida Department of Education for requirements that need to be completed to move from the Temporary to the Professional Certificate. Your requirements may consist of:

- Completion of up to 15 semester hours of professional preparation coursework.
- Passing the following Florida Teacher Certification exams:
  - General Knowledge (GK) Exam
  - Professional Education Exam and,
  - Subject Area Exam
- Submission of the Professional Education Competency Checklist. This form is submitted by your principal via the Onboarding DOV database.

There are several different programs and support opportunities available for you to choose from to assist you with completing your requirements and preparing for Florida Teacher Certification Exams. The Departments of Coaching and Induction and Teacher Professional Learning and Growth both offer opportunities at no/minimal fee. In addition, local universities and The Broward Teachers Union offer support and programs. You will need to contact them directly for options.

This document briefly outlines the programs the District offers. You are encouraged to research the variety of programs (inside and outside the District) to determine the programs that will best work for you.

<table>
<thead>
<tr>
<th>Option 1</th>
<th>Option 2</th>
<th>Option 3</th>
<th>Option 4</th>
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<tbody>
<tr>
<td>Complete Courses on My Own</td>
<td>Coaching &amp; Induction Department (Must be a teacher at a TIF 5 School)</td>
<td>Teacher Professional Learning and Growth Department</td>
<td>Teacher Professional Learning and Growth Department</td>
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<tr>
<td>Complete the courses outlined on your Statement of Eligibility at a university/college.</td>
<td>This department coordinates, in conjunction with St. Thomas University, the required professional preparation courses to teachers in select schools. This program is designed to offer graduate level, online certification courses that are taught in 3-week cycles.</td>
<td>The Alternative Certification for Educators (ACE) program is a State approved competency-based, FREE, online program of study. Passing of the General Knowledge exam is an initial requirement for entry. In addition, you must have a State issued Temporary Certificate and a valid Statement of Eligibility.</td>
<td>The Broward Educator Certification (BEC) program offers on-line courses at Broward College and Florida Atlantic University. There is a minimal fee to participants.</td>
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<td>Cost is determined by the college/university. Teacher may be eligible for reimbursement up to a specific amount.</td>
<td>After completion of coursework, submit transcripts to DOE. Free to selected teachers. Contact Christopher Gates at <a href="mailto:Christopher.gates@browardschools.com">Christopher.gates@browardschools.com</a> for information.</td>
<td>After completion of coursework, submit transcripts to DOE.</td>
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<tr>
<td>Reimbursement information found at: <a href="https://www.browardschools.com/Page/32146">https://www.browardschools.com/Page/32146</a></td>
<td></td>
<td><a href="mailto:lisa.wagner@browardschools.com">lisa.wagner@browardschools.com</a></td>
<td>For information, contact Lisa Wagner at <a href="mailto:lisa.wagner@browardschools.com">lisa.wagner@browardschools.com</a></td>
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### Teachers on a Temporary Certificate

**If You Need to Pass the Florida Teacher Certification Exam(s) - Options for Financial Assistance**

<table>
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<tr>
<th>Request Voucher</th>
<th>Request Reimbursement</th>
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<tbody>
<tr>
<td>Coaching &amp; Induction Department (Must be a teacher at a TIF 5 School)</td>
<td>Talent Acquisition &amp; Operations – Instructional (All Schools)</td>
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<tr>
<td>Receive a Voucher to use when registering for the exam as payment.</td>
<td>Receive reimbursement for Passed Exam(s), if a voucher was not used.</td>
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</table>

#### Subject Area Exams & Professional Education Exam

- Contact Coaching & Induction to request the appropriate Exam Review Book and pass the post-test with a score of at least 70%. You will receive your voucher after you have successfully passed the post-test. Contact Angela Peterson, Coaching & Induction, at angela.t.peterson@browardschools.com

  **NOTE:** For the Professional Education Exam, there may be a review session available. Contact christopher.gates@browardschools.com for additional information.

#### General Knowledge Exam (GK)

- Face-to-face courses are offered four times a year over two consecutive days. This is a free resource available to select teachers. In addition, teachers who attend all four days of the courses will receive a voucher to cover the expense for the GK exam. Contact christopher.gates@browardschools.com for additional information.

  **If you don’t use a voucher to pay for the GK exam, you can request reimbursement for the passed exam. See above row for reimbursement link.**

  The following are resources for the GK test preparation courses:
  - Teacher Professional Learning and Growth has partnered with ThinkTime and offers free online courses. Please email your name and personnel number to alternativecertification@browardschools.com to request a code.
  - Broward Teachers Union offers face-to-face courses. Contact BTU: http://www.btuonline.com/.

#### Other Test Prep Resources: NAVAEd – follow them on Facebook at NavaEDFL. They go live on Facebook every Tuesday from 5-6 pm ET for all things math. They help with the Math portion of the General Knowledge, Elementary Education K-6 math, middle grades and secondary math. If you are struggling with specific problems or concepts, just send in your questions and they can help you solve them. Feel free to email your questions to info@navaed.com at any time and they will forward them to the math instructor to review on Tuesday night.
Teachers on a Temporary Certificate

Other District Requirements/Programs

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<th>New Teacher Academy (NTA)</th>
<th>New Teacher Orientation (NTO)</th>
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<td>The NTA is a four-day professional learning opportunity to aide teachers in making their initial 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.</td>
<td>NTO is a one-day orientation for newly hired teachers who have never taught with Broward County Public Schools. It includes sessions on benefits, employee evaluations, new teacher support, safety and security, Broward Teachers Union, and certification. Teachers are oriented to various aspects of the district and to inform them of the resources available to them.</td>
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<td>NTA is offered during the summer and during the school year. For more information please email <a href="mailto:Linda.whitehead@browardschools.com">Linda.whitehead@browardschools.com</a>.</td>
<td>NTO is offered prior to the start of the school year. Teachers hired after the first day, may attend the session the following August.</td>
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<tr>
<td></td>
<td>This is not a paid day.</td>
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ESOL Requirement

State Board of Education Rule (SBER) 6A-1.0503 and per the Multicultural Education, Training, Advocacy, Inc. (META), a teacher assigned a Limited English Proficiency (LEP) student is required to obtain the ESOL training. Your ESOL category is based on your teaching assignment. Your timeline for completion begins when you are assigned a Limited English Proficient (LEP) student. You must complete your first course within the first two (2) years of being assigned 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.

Out-of-Field Requirement

A teacher may be placed out-of-field if the teacher is:
- Assigned to teach a course for which the teacher does not have a valid certificate in the appropriate area (i.e. certified in social studies but teaching math).
- Assigned a student characteristic for which the teacher does not hold appropriate certification (i.e. ESOL, ASD, gifted, etc.).

The Florida Course Code Directory outlines the appropriate certification areas for all courses, as well as directives on appropriate certification needed based on specific student characteristics. If you are out-of-field, you must complete the mandatory requirements by April 30 of the current school year. Listed below are the options available for satisfying the training requirement:
- Passing a Subject Area Exam www.flnesinc.com (not applicable for all areas); or,
- Six semester hours of college course work in the out-of-field area completed during the out-of-field assignment, or
- Infield Designation (not applicable for all areas); or,
- Gifted/Reading Only: 120 inservice points and/or 6 semester hours of college course work

Access the website for more information: https://www.browardschools.com/Page/40449