

Out-of-Field Frequently Asked Questions

Q: Why am I being reported as out-of-field?

A: When you are assigned a course or student population (e.g. ESOL, Gifted, or ESE) for which you do not hold appropriate certification (as per the Florida Department of Education Course Code Directory), you are considered as teaching out-of-field. Out-of-field indications are based on the specific courses and students you are assigned by your location.

Q: What do I have to do?

A: You must begin working on satisfying the state-mandated out-of-field training requirements for your out-of-field subject area(s). The specific training requirements and training deadline for all out-of-field subject areas are outlined on the Certification web site at: <http://www.broward.k12.fl.us/certification/Out-of-Field.html>

Q: Why was I identified as out-of-field for Autism?

A: If a teacher is assigned a class where 100% of the students in the class are identified as having Autism Spectrum Disorder, the teacher must hold either the Autism Spectrum Disorder Endorsement or the Severe/Profound Disabilities Endorsement. Teachers with experience in teaching this student population may be able to use their experience toward the certification requirements. For further information please visit the Certification web site at: <http://www.broward.k12.fl.us/certification/Out-of-Field.html>

Q: What are the alternatives for satisfying ESOL Category 1 requirements?

A: Teachers identified as out-of-field for ESOL Category 1 have two options.

The first option is to complete the five ESOL Endorsement courses leading to the ESOL Endorsement. The courses may be completed as college credit or as district in-service. For the list of required courses and the timeline within which they must be completed visit the Certification web site at: http://www.broward.k12.fl.us/certification/EsolTr_Cat1.html

The second option is to pass the ESOL subject area exam. The passing exam will meet subject area requirements to add the subject of ESOL K-12 to your certificate. *Note that to maintain the ESOL subject coverage on your certificate (when adding via a passing exam) you will need to complete two 60-point in-service courses (or six hours of college credit) in ESOL within three years of adding the subject of ESOL K-12 to your certificate.*

Once you have either completed the five courses toward the ESOL Endorsement or passed the exam for ESOL K-12 you must apply to add the area to your certificate. Submit a *State Application for Additions* and the associated fee to the district Talent Acquisition & Operations Department, attention: Certification for processing. The application is downloaded from the Certification web site and the fee is paid online on the web site at: <http://www.broward.k12.fl.us/certification/Forms.html>

Q: What does the option “Involuntary Out-of-Field Assignment” on the out-of-field notification mean?

A: An involuntary assignment can be defined as a teaching assignment that places you out-of-field, is an assignment for one school year only, and is one for which you do not agree to complete out-of-field training. Note that the indication of involuntary may never be used for ESOL as ESOL training is mandated by state statute.

Q: I completed the required training in the out-of-field subject area. Why am I still being indicated as out-of-field?

A: A teacher is considered out-of-field until they have added the required subject area to their certificate.

Q: I no longer teach the subject and/or student population I am being indicated as out-of-field for. Why must I complete out-of-field training?

A: Florida Administrative Code does not include a “forgiveness” rule if a teacher no longer teaches the subject they were indicated out-of-field for. This means that once you are indicated as out-of-field, you are required to satisfy the mandated training regardless of whether you continue in the out-of-field assignment (exception: involuntary assignments).

Q: I have completed all the courses required to obtain the ESOL/Gifted/Reading Endorsement through district in-service. How do I add the subject area to my certificate?

A: You must submit a *State Application for Additions* and the associated fee to the district Talent Acquisition & Operations Department, attention: Certification for processing. The application is downloaded from the Certification web site and the fee is paid online on the web site at: <http://www.broward.k12.fl.us/certification/Forms.html>