



# The Teacher Advisor

HUMAN RESOURCE SERVICES — RECRUITMENT & CERTIFICATION COMPLIANCE

Dear teachers,

Welcome to The Teacher Advisor newsletter, coming to you from the Polk County Public Schools Human Resource Services Recruitment and Certification Compliance team!

This newsletter is jam-packed with helpful information about certification for both experienced and new teachers.

Whether it's time to renew your professional certificate, you're just receiving your temporary certificate, or you have questions about your Statement of Eligibility, this newsletter is for you.

Check it out!

Sincerely,

*Your Friends in Certification*

## IN THIS ISSUE

- Spotlight: Reading Endorsement
- New Teacher News: Understanding Your SOE
- New Teacher Seminars
- Useful Tips: Renewals
- Certification FAQ
- Teacher Engagement Corner
- Check for Understanding

***Have a topic you'd like to see covered? Contact us!***

(Contact information can be found on the last page.)

# 2019-2020 NEW TEACHER SEMINARS

5:30-7:30PM

Dinner provided

These seminars are an extension of TIPS and provide focused learning topics that new teachers want to learn about most.

Join upcoming seminars and take away ideas that you can immediately implement in your classroom to help make the start of your career here at PCPS more successful.

## ***Demonstrating Knowledge of Students, Trauma-Informed Teaching***

Nov. 19 - Jim Miles Professional Development Center

Dec. 10 - Haines City Senior High

## ***Setting Instructional Outcomes, Designing Coherent Instruction Using Strategies to Evoke Higher-Order Thinking***

Jan. 23 - Jim Miles Professional Development Center

Feb. 6 - Haines City Senior High

## ***Demonstrating Knowledge of Content and Pedagogy, Integrating Instructional Technology***

Mar. 19 - Jim Miles Professional Development Center

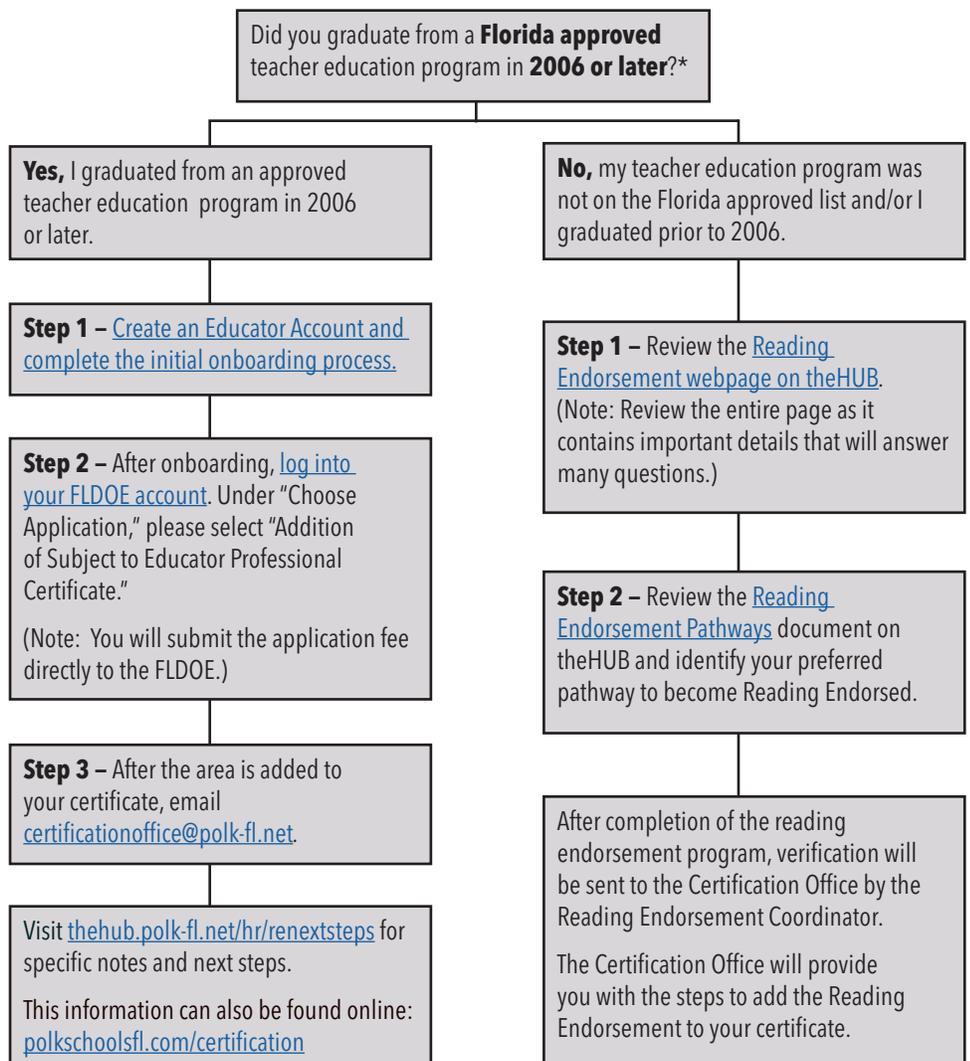
Apr. 14 - Haines City Senior High

## SPOTLIGHT

# Reading Endorsement

What's all this buzz about the Reading Endorsement requirement? Well, if you are a teacher delivering Tier 3 intensive reading intervention (as defined by Multi-tiered Systems of Support/MTSS Tier 3 and/or level 1 Florida Standards Assessment English Language Arts score) to a K-12 student, you will need to be reading endorsed by the beginning of the 2020-2021 school year.

No need to let this rain on your parade! PCPS is offering **FREE** courses! However, before you start registering, find out which competencies you have to complete. You may have already fulfilled some competencies without even knowing it! Follow this flowchart to find out.



**\*How do I know if I graduated from a Florida approved teacher education program?**  
[View the list of Florida approved education programs.](#)

# Understanding Your SOE

Dear new teachers,

Congratulations! You've made it through the first grading period. By now, you should have established some strong rituals, routines and procedures with your students.

Now that you've got your routine down, it's time to start thinking about your certification requirements. If you recently received your Official Statement of Status of Eligibility (a.k.a. SOE), continue reading to understand how to interpret it.

Also, complete this Moodle course:

[Navigating Your Way Through Your Statement of Status of Eligibility](#)

Here's what a typical SOE looks like:

- 1) Personal information
  - 2) Date your SOE expires
  - 3) Disclaimer about a school district's right to impose additional requirements
  - 4) What needs to be done to receive your Temporary Teaching Certificate
- Your friends in certification will do this part!**

**FLORIDA DEPARTMENT OF EDUCATION**  
fldoe.org

### Official Statement of Status of Eligibility

**1**

JOHN DOE  
1915 S FLORAL AVE  
BARTOW, FL 33830

Florida DOE Number: 1234567  
Applicant ID Number: 111-11-1111  
Processing Date: 10/25/2019  
Expiration Date: 10/24/2022

**2**

**DO NOT DESTROY. PLEASE RETAIN UNTIL ALL REQUIREMENTS ARE COMPLETE**

**3**

This Official Statement of Status of Eligibility outlines requirements for issuance of a Florida Educator's Certificate. Florida school district personnel will advise you of any additional requirements for employment in the school district and including compliance with applicable federal laws and regulations.

For Florida educator certification purposes, college degrees and credits must be earned at institutions that are either accredited by an agency recognized by the U.S. Department of Education or approved by the Florida Department of Education. College level credits recommended by the American Council on Education (ACE) are also acceptable.

**YOU ARE ELIGIBLE FOR A FLORIDA EDUCATOR'S CERTIFICATE AS SHOWN BELOW.**

**Temporary Certificate:** For issuance of a three-year non-renewable Temporary Certificate covering Physics (Grades 6-12), the following requirements must be completed, and official documentation must be submitted to the Bureau of Educator Certification:

**4**

- verification of employment and request for issuance of certificate on the appropriate certification form from a Florida public, state supported, or non-public school which has an approved Professional Education Competence Program
- results of your fingerprint processing from the Florida Department of Law Enforcement and the FBI. Your employer will assist you in completing the fingerprint process. If your application or fingerprint report reflects a criminal offense or suspension/revocation record, your file will be referred to Professional Practices Services for further review. Issuance of your certificate will be contingent upon the results of this review.

325 W. Gaines Street | Room 201 | Tallahassee, FL 32399-0400 | [www.fldoe.org](http://www.fldoe.org)  
Find Certification information online at <http://www.fldoe.org/teaching/certification>  
Contact our office at (US domestic calls) 800-445-6739 or (outside the US) 850-245-5049

**BOLO**  
"Be on the look out"

Be on the lookout for your Temporary Certificate Advisement – an additional resource to assist teachers in upgrading a 3-year temporary certificate to a 5-year professional certificate.

**DID YOU KNOW?**

Teachers on a temporary certificate or teachers who have chosen to accept an out-of-field assignment (excluding ESOL, Gifted, Ed. Leadership, Reading) may be eligible for reimbursement for the cost of passing the associated subject area exam as well as the \$75 add-on fee. (Note: Exams must be taken and passed between July 1, 2019 and May 1, 2020 to be eligible for reimbursement consideration.)

Teachers seeking reimbursement must meet eligibility criteria. Contact [teacherengagement@polk-fl.net](mailto:teacherengagement@polk-fl.net) to access the SAE Reimbursement Guidelines and Application.

# USEFUL TIPS:

## RENEWALS

**Does your Professional Certificate EXPIRE in 2020?**

**If yes, then it's time to start thinking about renewing!**

When renewing your professional teaching certificate, use these helpful tips:

**Tip #1:** Review steps for renewal at [polkschoolsfl.com/certification](http://polkschoolsfl.com/certification).

**Tip #2:** When renewing your teaching certificate online through FLDOE VERSA, indicate you are an employee of **District 53-PCSB**.

**Tip #3:** Submit payment via the **Renewal Payment Form** found in Staff Portal.

**Tip #4:** The minimum requirement to renew your certificate is 120 general inservice points, with 20 of those points being in SWD. Your district service record is found in [NetConnect](#).

**Tip #5:** Complete this Moodle course to learn more: [How to Renew Your 5-Year Professional Certificate](#)

## CERTIFICATION & COMPLIANCE LIBRARY

The following resources are accessible to you within the library:

- [How to Renew Your 5-Year Professional Certificate](#)
- [Navigating Your Way Through Your Statement of Status of Eligibility](#)
- Adding a Subject or Endorsement to Your Temporary or Professional Certificate - **Coming Soon!**

## ...UNDERSTANDING YOUR SOE

The second page (and sometimes third) normally contains the most important information. This is where the Florida Department of Education (FLDOE) outlines what requirements you must fulfill in order to receive your 5-year Professional Teaching Certificate.

- 1) Indicates which subtests of the General Knowledge Exam you must take. Visit the [FLDOE website](#) to learn more about how to fulfill this requirement.
- 2) Indicates that you must take the Professional Education Test.
- 3) Indicates which subject area exam you must take.
- 4) Indicates you must complete the Professional Education Competency (PEC) program at your school.
- 5) Indicates any coursework and/or additional requirements you must complete.

**FLORIDA DEPARTMENT OF EDUCATION**  
fldoe.org

**Professional Certificate:** For issuance of a Professional Educator's Certificate valid for five years covering Physics (Grades 6-12), the above requirements for a Temporary Certificate must be completed, and a CG-10 Application Form, appropriate non-refundable application fee, and official documentation of the following requirements must be submitted to the Bureau or Educator Certification:

1. a passing score on the English language Skills subtest of the Florida General Knowledge Test earned no more than ten (10) years prior to the date of application.
2. a passing score on the Essay subtest of the Florida General Knowledge Test earned no more than ten (10) years prior to the date of application.
3. a passing score on the Math subtest of the Florida General Knowledge Test earned no more than ten (10) years prior to the date of application.
3. a passing score on the Reading subtest of the Florida General Knowledge Test earned no more than ten (10) years prior to the date of application.
4. a passing score on the Professional Education Test earned no more than ten (10) years prior to the date of application.

**Subject area mastery content requirements for Physics (Grades 6-12) as documented by the following:**

3. a passing score on the Florida state approved examination earned no more than ten (10) years prior to the date of application.

4. completion of a Florida approved Professional Education Competence Program administered and documented by your employer.

**Completion of the following Professional Preparation Coursework Requirements:**

5. a minimum of 15.00 semester hours in education courses with credit in each of the professional education areas listed below. Please note that it may require more than the minimum semester hours to satisfy all requirements.
5. classroom management with a focus on creating safe learning environments for students in which effective teaching and learning can take place by promoting a physically, emotionally, socially, and academically secure climate for students
5. child and adolescent development including theories and principles of learning
5. educational assessment practices that include analysis and application of data from statewide standardized assessments and other multiple sources to improve instruction and learning

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Contact our office at (US domestic calls) 800-445-6739 or (outside the US) 850-245-5049

## Hot Off the Press - Reading Endorsement & Professional Certificate Renewal Updates

- 1) Rule 6A-4.0292, F.A.C., Specialization Requirements for the Reading Endorsement-Academic Class-this rule is also amended to allow teachers who receive a passing score on the Reading Subject Area Exam to be awarded the Reading Endorsement without completing the previously required coursework. The Bureau of Educator Certification will issue additional guidance on this topic.
- 2) Rule 6A-4.0051, F.A.C., Renewal and Reinstatement of a Professional Certificate: teachers with certificates in Elementary Education (K-6), Prekindergarten/Primary Education (age 3-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) 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 strategies in order to renew professional certificates with a beginning validity period of July 1, 2020. The Bureau of Educator Certification will issue additional guidance on this topic.
- 3) Rule 6A-4.0163, F.A.C., Reading Endorsement Competencies: The rule now explicitly states teachers who have completed one of the competencies under a previous Reading Endorsement plan will not have to retake that competency under new Reading Endorsement plans. In other words if a reading competency course has been completed in the past, the competency may be used to satisfy that course even if the course has been rewritten to include new research or material.

## CERTIFICATION FAQ

***I am required to add the Reading Endorsement to my certificate, but I graduated from a College of Education. Who can evaluate my college transcripts?***

The Florida Department of Education evaluates transcripts, not the District Certification Office or District Reading Endorsement Office. Visit the district's [certification webpage](#) for step-by-step instructions on how to add this coverage to your certificate. Follow the instructions for "Adding a subject using an official transcript." The application fee will be paid through the FLDOE, not the Staff Portal.

***My notification from the FLDOE stated that I was not eligible for the Reading Endorsement, and I needed additional coursework. Who do I contact to determine what additional coursework is needed?***

You may contact the [Reading Endorsement Office](#) for more guidance on what courses will assist you in obtaining the Reading Endorsement coverage.

***I am certified to teach Elementary Education K-6. Should I complete the Reading Endorsement and add it to my certificate?***

While a teacher may not currently be assigned to provide Tier 3 intensive reading intervention, any teacher who holds certification covering ELA instruction in grades K-5 are strongly encouraged to earn the Reading Endorsement to ensure he/she is qualified for any potential teaching assignment within the coverage area issued on their teaching certificate.

***When can I expect to receive my Statement of Eligibility?***

The Statement of Eligibility is normally issued within 30 days of your completed application at the FLDOE. However, due to the processing delay at the FLDOE, it may take longer than 30 days. This delay should not impact meeting certification requirements.

***When should I expect to receive my Temporary Certificate Advisement?***

Your Temporary Certificate Advisement will be generated shortly after the FLDOE issues your Statement of Status of Eligibility (SOE). Please notify the Certification Office as soon as you receive your SOE from the FLDOE.

***May teachers who are not certified or endorsed in reading provide the intensive reading interventions and be considered "out-of-field" while working toward earning the reading endorsement?***

Yes. In accordance with Rule 6A-1.0503, Florida Administrative Code (F.A.C.), Definition of Qualified Instructional Personnel, teachers who are not certified or endorsed in reading may be considered out-of-field and continue to provide intensive reading interventions as they work toward earning the certification or endorsement in reading.

# ...CERTIFICATION FAQ

## **How many Reading Endorsement Competencies must an “out-of-field” teacher complete each year in order to continue to provide intensive reading interventions?**

A teacher who completes at least *two of the five* reading endorsement competencies *per year* may continue to provide intensive reading interventions. Rule 6A-1.0503, F.A.C., states that teachers who are out-of-field must earn *six semester hours of college credit, or the equivalent in-service credit*, toward the appropriate certification *within one calendar year* from the date of initial appointment to the out-of-field assignment, and each calendar year thereafter until all requirements are completed. Note: The department does not require teachers to complete all five competencies of the 300 hour Reading Endorsement in one year.

## **My temporary teaching certificate expires on June 30, 2020, and I haven’t fulfilled all of my requirements. What should I do?**

All requirements to upgrade to your professional certificate as listed on your Statement of Status of Eligibility (SOE) must be completed and documented to **both** the District Certification Office **and** the Florida Department of Education (FLDOE) **on or before June 30, 2020** in order for you to be considered for reappointment in Polk County for the 2020-2021 school year. If you have met all requirements to upgrade to a Professional Teaching Certificate, please [apply online through FLDOE](#) in **all** areas that are on your Temporary Teaching Certificate. Don’t forget to document your teaching experience!

If you have not met all requirements, you can still complete them! Access your Statement of Eligibility provided to you by the FLDOE:

<b>If your SOE states...</b>	<b>Then...</b>
General Knowledge Exam, Professional Education Test and/or Subject Area Exam	Visit the FTCE website to register for this exam.
Professional Education Competence Program	Meet with your administrative team to ensure you have been assigned a mentor so you can complete the PEC program at your school.
Professional Preparation Coursework	Refer to the following FAQ.

## **My Statement of Eligibility says that I have additional semester hours in education courses to complete. What are my options to fulfill this requirement?**

There are many! Review your options by visiting [thehub.polk-fl.net/hr/optionstocompletecourses](http://thehub.polk-fl.net/hr/optionstocompletecourses).

## **NEW TEACHER WELCOME RECEPTION**

We had a great time celebrating new teachers at the exclusive New Teacher Welcome Reception!

Set in the glamorous Venue 650 in Winter Haven, the night was filled with delicious food and inspirational topics. Check out this quick video highlighting the event!



[youtu.be/zfgYJnNYE0E](https://youtu.be/zfgYJnNYE0E)



# What is Teacher Engagement?

The Teacher Engagement Team has been there. Each of us has been a teacher and knows the increasing challenges and undeniable rewards of the teaching profession. That's why we've designed programs to support your growth and help you connect with your community, both inside and outside the classroom. We want you to continue serving as a valued teacher in Polk County Public Schools.

### Our programs include:

- ▶ Extending Excellence: Peer-Mentor Program
- ▶ Leading from the Classroom: An Exclusive Teacher Leadership Opportunity
- ▶ New Teacher Seminars: An Extension of TIPS
- ▶ Emerge Events: Opportunities for teachers to learn from other teachers
- ▶ Affinity Groups: Common-interest groups exclusively for teachers

**Contact us today to discover what programs work best for you!**

[teacherengagement@polk-fl.net](mailto:teacherengagement@polk-fl.net)

863-534-0781

[thehub.polk-fl.net/hr/teacherengagement](http://thehub.polk-fl.net/hr/teacherengagement)

## KNOW DIFFERENT!

Have you seen Teacher Engagement's new monthly newsletter spotlighting teachers who are doing innovative techniques in their classrooms?

They're no different than you! They just "know different!"

This newsletter is an excellent resource to freshen up your instruction and get ideas from teachers just like you!

If you have a strategy that you think would be great to share, send it to [teacherengagement@polk-fl.net](mailto:teacherengagement@polk-fl.net).



**Recruitment and Certification Compliance Team**  
 Kim Gooch, Karen Pfister, Michelle Acevedo-Torres, Christina Porter

# Check for Understanding

- 1) True or False? All teachers who deliver Tier 3 intensive reading intervention to a K-12 student must be reading endorsed by the 2020-2021 school year.
- 2) True or False? Teachers on a temporary certificate must take and pass the General Knowledge Exam within their first year of employment.
- 3) When renewing your teaching certificate online through VERSA, which district should you indicate you're an employee of?
  - A. District 35
  - B. District 42
  - C. District 53
  - D. District 61

**ANSWERS:**

- 1) True
- 2) False. Teachers have until their temporary certificate expires to take and pass the exam.
- 3) C. District 53

## The Teacher Advisor

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**FIND PAST ISSUES ON THEHUB**

thehub.polk-fl.net/hr/certification

**DID YOU KNOW?**

Florida Senate Bill 7070 modified teacher certification requirements by eliminating the requirement that individuals teaching under a temporary certificate must demonstrate mastery of general knowledge within one calendar year of the date of employment. This means teachers now have until their temporary certificate expires to take and pass the exam. However, we still recommend you take this exam within the first year!

Certification exam information can be found here: [www.fl.nesinc.com](http://www.fl.nesinc.com)