



# The Teacher Advisor

HUMAN RESOURCE SERVICES — RECRUITMENT & CERTIFICATION COMPLIANCE

Dear teachers,

Welcome back to the second issue of The Teacher Advisor newsletter, brought to you by the Polk County Public Schools Human Resource Services Recruitment and Certification Compliance team!

Just like the previous issue, this newsletter is full of just-in-time information to help you learn more about certification compliance and teacher engagement. Whether you're an experienced or novice teacher, this newsletter will be helpful to you.

In this issue, we have provided updates about the reading endorsement requirement, amendments to various state rules, temporary certificate advisements, teacher engagement and recruitment events, and much more. Plus, we also have important legislative updates for current and future Reading Coaches on page 5. Check it out!

Sincerely,

*Your Friends in Certification*

## IN THIS ISSUE

- New Teacher Seminars
- Spotlight: Amendments
- New Teacher News: Temporary Certificate Advisements & Extensions
- Useful Tips: Inservice Points for 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

5:00PM – 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.

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

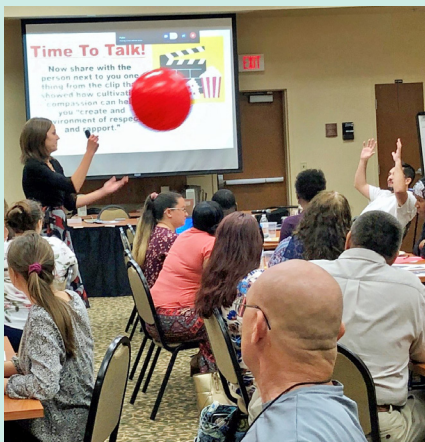
**Jan. 23** - Jim Miles Professional Development Center

**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

# Amendments To Florida Administrative Code

**Reading Endorsement:** Rule 6A-4.0292, F.A.C., now allows teachers who receive a passing score on the Reading Subject Area Exam to be awarded the Reading Endorsement without completing the previously required coursework. *(Note: For teachers who choose to complete the coursework—any teacher who has already completed one of the competencies under the previous plan will **not** have to retake that competency under the new plan).*

**Renewal & Reinstatement of a Professional Certificate:** Rule 6A-4.0051, F.A.C., now requires teachers with certificates in Elementary Education (K-6), Prekindergarten/Primary Education (age 3–grade 3), Elementary Education (grade 1-6), Primary Education (grades K-3), English (6-12), Reading (K-12), Reading (Endorsement), and English for Speakers of Other Languages (ESOL K-12) to 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. *(This means, any teacher who holds a certificate from the list above and whose certificate expires in **2025 or later** will have to complete the two credit hours/40 professional development hours in order to renew in 2025).*

**Guidance Counselors:** Rule 6A-4.0181, F.A.C., updated the job title from Guidance and Counseling to School Counseling, which reflects changes in Florida Law. In addition, revisions update and refine one of the pathways to certification as a school counselor and allow similar clinical counseling professionals an avenue to become certified school counselors. This rule will provide professional credentials to align with the level of mental health services provided in schools and may increase the number of certified school counselors in Florida's schools.

**School Social Workers:** Rule 6A-4.035, F.A.C., now provides professional credentials that align with the level of mental health services provided in schools. In addition, the revised rule may increase the number of certified school social workers by allowing a pathway for those with a master's level social work degree who served children and families in a setting other than a prekindergarten, elementary or secondary school.

**The Bureau of Educator Certification will issue additional guidance on these topics.**

# Understanding your Temporary Certificate Advisement

Dear new teachers,


Welcome back from the holiday break! Wasn't it so nice to have a full week off for Thanksgiving and two full weeks off for winter break?!

Now that you've had time to relax and recharge, it's time to really start focusing on completing some of the certification requirements listed on your Statement of Eligibility (SOE).

Your friends in certification may have already sent you, or will be sending you, a Temporary Certificate Advisement to help you better understand what needs to be completed before your temporary certificate expires.

## Here's what a typical Advisement looks like:

- 1) The date your temporary certificate expires (*Note: ALL requirements MUST be complete by this date.*)
- 2) Requirements recommended to be completed during the first year of your temporary certificate
- 3) Requirements recommended to be completed during the second year of your temporary certificate
- 4) Requirements recommended to be completed during the third (final) year of your temporary certificate.



**POLK COUNTY PUBLIC SCHOOLS**  
STUDENTS FIRST

**Human Resource Services**

**Temporary Certificate Advisement to Upgrade to the Professional Certificate**

Date Sent from Certification Office: Dec 20, 2019  
 Teacher Name, SAP:#

**Temporary Certificate Expiration Date: Jun 30, 2022** 1

Please refer to your Statement of Status of Eligibility (SOE) from the Florida Department of Education (FLDOE)

<u>FIRST YEAR</u>	
<u>REQUIREMENT</u>	<u>DEADLINE DATES</u>
General Knowledge Test (GK):	Prior to Temporary Certificate Expiration Date
Subject Area Exam (SAE):	Prior to Temporary Certificate Expiration Date
1038/1 - PHYSICS 6-12	

2 If you have already met a specific requirement, it will be noted on your advisement

<u>SECOND YEAR</u>	
<u>REQUIREMENT</u>	<u>DEADLINE DATES</u>
Professional Education Competence Program (PEC):	Prior to Temporary Certificate Expiration Date
Education Courses:	Prior to Temporary Certificate Expiration Date

3

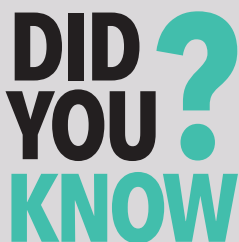
<u>THIRD YEAR</u>	
<u>REQUIREMENT</u>	<u>DEADLINE DATES</u>
Professional Education Test:	Prior to Temporary Certificate Expiration Date
On-line application to Upgrade for a Professional Certificate:	After all requirements are met prior to Temporary Certificate Expiration Date

4

**Additional Information**

- GK Test:** As indicated on your SOE, "a passing score on the Florida General Knowledge Test earned no more than ten (10) years prior to the date of application".
- SAE:** If enrolling in an alternative certification program such as ACE or EPI, then this exam must be passed prior to enrollment.
- PEC:** This is a mentoring program through your school location. PEC *does not* clear out any education courses listed on your SOE.
- Education Coursework:** Complete the ACE or EPI Program, or complete through an accredited college/university. For additional certification information, please visit our website: <https://polkschoolsfl.com/certification/>

*Note: Your Temporary Certificate Advisement is created specifically for you based on your requirements listed on your Statement of Eligibility that was issued by the Florida Department of Education. Also, please pay special attention to the date your temporary certificate expires to ensure that you complete all requirements by that date.*



Senate Bill 7070 modified temporary certificate extension allowance to include highly effective ratings and completion of a two-year mentorship program. The State Board of Education now allows the department to extend the validity period of a temporary certificate for two years when the requirements for the professional certificate were not completed due to serious illness or injury to the applicant, the military service of an applicant's spouse, other extraordinary extenuating circumstances, or if the certificate holder is rated highly effective on the immediate prior year's performance evaluation, or has completed a two-year mentorship program.



# USEFUL TIPS:

## INSERVICE POINTS FOR RENEWALS

When renewing your professional teaching certificate, use these helpful tips to ensure you have the proper amount of inservice points:

**Tip #1:** If you have four or less academic areas on your certificate, you will need a minimum of 120 inservice points which include 20 inservice points in teaching students with disabilities (SWD).

*Note: Endorsements are not an academic area and do not require any inservice points to renew.*

**Tip #2:** Did you know there are other methods to renew instead of inservice points? The methods include: inservice points, college credit, subject area exam, National Board certification, college teaching experience and Schools of Excellence. Learn more!

<https://polkschoolsfl.com/renewingyourcertificate/>

**Tip #3:** Inservice records can be found in NetConnect. If you are unable to view certain points you believe should be on your record, contact Patti Wilkins, [patti.wilkins@polk-fl.net](mailto:patti.wilkins@polk-fl.net). Or, if you have transferred points from a different county, be sure they are sent to Patti Wilkins.

**Tip #4:** There are multiple options to meet the SWD requirement, however, the easiest (and free!) way is to complete a FDLRS course. Visit [www.fl-pda.org](http://www.fl-pda.org) to complete a course. Note: Be sure to follow the color legend for courses that meet the SWD credit. Learn more!

<https://polkschoolsfl.com/renewingyourcertificate/>

## CERTIFICATION FAQ

### *How do I print my teaching certificate?*

If your certificate was issued prior to November 2017 (when the Bureau of Certification launched their new VERSA system) then you will not be able to print your certificate (you should have received a hard copy certificate in the mail at that time). Those with certificates issued after November 2017 can now log in to their VERSA account and view and/or print their certificate. *Note: After you are logged in to your account, locate the “View Documents” option and select your name, then click “Select” next to it to view/print your certificate.*

### *I previously taught Out of Field (OOF) and did not satisfy that Agreement to Earn. Can I go OOF again in a new area and receive a new Agreement to Earn?*

No. Per Florida Administrative Code (FAC) 6A-1.0503, you are not permitted to go out of field in another coverage until the previous *Agreement to Earn* is satisfied.

### *My teaching certificate expires on June 30, 2020—what do I need to know?*

Type of Certificate	Helpful Information to renew/upgrade:
Professional	Visit <a href="http://polkschoolsfl.com/certification">polkschoolsfl.com/certification</a> and follow the steps under the renewal information section
Temporary	It is recommended to apply now through the FLDOE to upgrade to the professional certificate. Reference your SOE and the letter the FLDOE sent you dated 6/28/19 regarding this process to ensure all requirements are met prior to your certificate expiring.
District	Reference the email that was sent in the fall. If you cannot locate it, then be on the lookout for another email reminder that will be sent during the week of Jan. 13.

### *I have completed my payment in Staff Portal and my RENEWAL application online with the FLDOE. What are my next steps?*

Once you complete your payment method in Staff Portal and your Renewal application with the FLDOE, your friends in certification will check to make sure you have the proper amount of inservice points, and they will renew your certificate. You do not have any next steps. *Note: The certification specialists process applications in the order they are received. Also, please understand that there are hundreds of applications. The certification specialists are working diligently to process the applications as quickly as possible.*

### *How can I renew an endorsement on my certificate?*

Endorsements renew automatically when you renew your professional teaching certificate. They are not considered an academic area, and therefore, you do not need inservice points to renew endorsements.

# CERTIFICATION FAQ

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*Does the updated ruling pertaining to the renewal and reinstatement of a Professional Certificate (obtaining two credit hours/40 professional development points in reading) apply to me if I am renewing my certificate that expires June 30, 2020?*

**No**, any teacher who holds a certificate from the list in the Amendments (Rule 6A-4.0051, F.A.C.) in this newsletter's Spotlight section and whose certificate expires in **2025 or later** will have to complete the two credit hours/40 professional development hours in order to renew in 2025.

*What is the ACE Program, and how do I apply?*

The ACE Professional Development Certification Program is designed for new K-12 teachers who have a non-education degree and wish to become professionally certified. It offers an attractive, low-cost alternative to the expense of education courses. [View the latest flyer to get more information and to learn how to apply.](#)

*How can I access my advisement for my temporary certificate?*

Search your inbox for an email from *Workflow* with the subject line of *Teacher Certification Advisement*.

**Note:** Teachers hired this school year who hold a temporary certificate or are eligible to hold a temporary certificate can expect to receive their advisement by: **March 6** if hired during *Sept. – Feb.* or **May 1** if hired during *March – April*. Those hired through August should have received their Temporary Advisement prior to the winter break.

## What other resources are available to assist me with the renewal process?

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There are other resources such as a Moodle training and the renewal checklist, along with other FAQ's to assist with the renewal process. Check them out!

- ▶ [Moodle training: "How to Renew Your 5-Year Professional Certificate"](#)
- ▶ [Renewal Checklist](#)
- ▶ [Renewal FAQs](#)

## REMINDER!

The FLDOE does **not** notify the district when a teacher's certification status changes. The certification office must rely on each teacher to provide them with an update (i.e. passed a test, received their certificate, added an endorsement or subject, etc.)

## Hot Off the Press - Reading Coaches

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**Are you a current reading coach or interested in becoming a reading coach in the future?**

If so, take notice. The qualifications to serve as a reading or literacy coach have changed **per 6A-6.053** (i.e., K-12 Comprehensive Evidence-Based Reading Plan).

Reading/literacy coaches must meet the following minimum qualifications beginning the 2020-2021 school year:

- ▶ Must have a minimum of a bachelor's degree and advanced coursework or professional development in reading.
- ▶ Must be rated highly effective and be endorsed or K-12 certified in the area of reading.
- ▶ Must have experience as a successful classroom teacher.
- ▶ Coaches must exhibit knowledge of evidence based reading research, special expertise in quality reading instruction and infusing reading strategies into content area instruction, and data management skills.
- ▶ Must have a strong knowledge base in working with adult learners.
- ▶ Must be excellent communicators with outstanding presentation, interpersonal, and time management skills.

# LEADING FROM THE CLASSROOM

## AN EXCLUSIVE TEACHER LEADERSHIP OPPORTUNITY

Teachers throughout PCPS are feeling empowered and equipped to make large-scale changes on their campus and make an impact beyond the walls of their classrooms as a result of their participation in Leading from the Classroom. Teachers who are selected to participate in Leading from the Classroom learn about adult learning theory, distributive leadership, and leveraging growth mindset to make change that is specific to the needs that are prevalent on their own campuses. Graduates have focused on teacher retention, school culture, and new teacher support – to name a few! Take a look at our fall graduates from Class III and where they'll be making their impact!

- **Sarah Allen**, Garner Elementary
- **Cynara Appling**, Garner Elementary
- **Samuel Billante**, Frostproof Middle/Senior
- **Caitlin Craft**, Tenoroc High
- **Caroline Freeborn**, Tenoroc High
- **Casey Dodge**, Kathleen Senior High
- **Christen Fiermonti**, Valleyview Elementary
- **Andrea Andrews**, Valleyview Elementary
- **Tanya Hoke**, Laurel Elementary
- **Alexis Jones-Simmons**, Westwood Middle
- **Carol Dean**, Westwood Middle
- **Randy Lee**, Lakeland Senior High
- **Christin Martin**, Jewett School of the Arts
- **Alayna Walter**, Loughman Oaks Elementary
- **Jeannene Baumbach**, Loughman Oaks Elementary
- **Juan Alvarado**, Ridge Community High
- **Angela Yopp**, Ridge Community High
- **Kelly Larrow**, Mulberry Middle
- **Mallory Williamson**, Wendell Watson Elementary

**DID  
YOU  
KNOW**

### PCPS may be able to reimburse your Subject Area Exam!

Teachers on a temporary certificate or teachers who have chosen to accept an out-of-field assignment (excluding ESOL, Gifted, Educational Leadership, and 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.





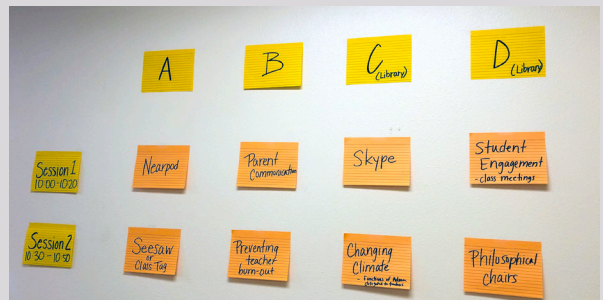
**Susan Collier** Personnel Assistant II    **Tomeka Thompson** Teacher Engagement Coordinator    **Jessica Solano** Teacher Engagement Leader    **Caroline Giroux** Recruitment Coordinator    **Shellie Jeske** Teacher Engagement Analyst

# What is Teacher Engagement?

Teachers agree that professional learning is even more enjoyable when it comes from other teachers! Teacher Engagement has created multiple opportunities throughout the year to showcase what teachers are doing in their classrooms that's making a difference so that other teachers can use these ideas in their own classrooms. In the fall, Teacher Engagement hosted an unconference-style learning event, EdCamp, at Florida Southern College as well as the Emerge Symposium, a teacher-led mini-conference at Southeastern University. We encourage you to participate in one or both of these events in the spring so you can engage in discussions with other teachers to help find solutions to challenges you're facing with your students at your school.

## EDCAMP

JAN. 25, 9:00 AM - 12:00 PM  
FLORIDA SOUTHERN COLLEGE



## EMERGE SYMPOSIUM

FEB. 21, 5:00 PM - 8:00 PM  
JIM MILES PROFESSIONAL DEVELOPMENT CENTER





# Check for Understanding

- 1) True or False? The FLDOE notifies the district when a teacher's certification status changes.
- 2) True or False? Amendments made to the rule regarding the Reading Endorsement now allow teachers to take and pass the Reading Subject Area Exam to be awarded the Reading Endorsement without completing the previously required coursework.
- 3) Which of the following will allow a teacher on a temporary certificate to receive a two-year extension?
  - A. Serious illness or injury to the applicant
  - B. Military service of an applicant's spouse
  - C. Other extenuating circumstance
  - D. Highly effective rating on the immediate prior year's performance evaluation
  - E. All of the above

## ANSWERS:

1. False. The FLDOE does not notify the district and therefore the district relies on the teacher to provide them with updates to their certification status.
2. True
3. E. All of the above

## The Teacher Advisor

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### **FIND PAST ISSUES ON THEHUB**

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