

The School Board of Broward County, Florida
MULTICULTURAL, ESOL AND PROGRAM SERVICES DEPARTMENT



1. **If you have any questions regarding ESOL training courses, please contact:**
Vicky B. Saldala - ESOL Director - 754-321-2965 - victoria.saldala@browardschools.com
Vivian Suarez – Coordinator, Title III, Bilingual/ESOL - 754-321-2982 - vivian.suarez@browardschools.com
Celina M. Chavez - ESOL Educational Specialist - 754-321-2982 – celina.chavez@browardschools.com
Jeanie Mesler - ESOL Training Office/Inservice Facilitator-754-321-2958 jeanie.mesler@browardschools.com
2. **Are ESOL training courses a state- mandated requirement?** Yes, this is a state-mandated requirement due to the 1990 META Consent Decree. All teachers in the State of Florida must start their ESOL course(s) once they are first responsible for the instruction of an English language learner (ELL).
 - **You may find more information on the META Consent Decree by checking the Florida Department of Education website/professional development and training:** www.fldoe.org/aala/cdpage2.asp.
3. **What category am I assigned if I teach (subject)? Categories - as per the Certification Dept. you are assigned according to subject(s) area(s) you teach.**
 - **Category I teacher** (Primary Language Arts/English, Developmental Language Arts, Intensive Reading, Reading³) You must complete five specific courses (300 inservice hours). These are: Cross-Cultural Communication and Understanding, Methods of Teaching ESOL, Applied Linguistics, Testing & Evaluation, and ESOL Curriculum and Materials Development. When completing all 5 CAT I courses, you may apply for your endorsement. **Reading endorsed teachers** will follow the ESOL for Reading Teachers (ERT) Plan. Download a brochure from the Dept. of Education to see the many options available for obtaining the ESOL coverage www.fldoe.org/aala/pdf/esol_cert_brochure.pdf.
 - **Category II teacher** (Science, Social Studies, Math, and Computer Literacy). You must take one specific course (60 inservice hours) titled: ESOL Strategies for Content Area Teachers. When completing this course the Certification Department will issue a certificate (usually takes 6-8 weeks)
 - **Category III teacher** (All other subjects not included in Categories I or II). One specific course (18 inservice hours) titled: Issues & Strategies for Teaching LEP Students. If you teach ABE, then you are NOT state mandated to complete courses. When completing this course the Certification Department will issue a certificate (usually takes 6-8 weeks).
 - **Category III – Target Groups** – (School Psychologists, Speech/Language Pathologists, & Social Workers). When completing this course the Certification Department will issue a certificate (usually takes 6-8 weeks).
 - **Category IV Training for Guidance Counselors and School-Based Administrators** (School Administrators& Guidance Counselors) (60 inservice hours). When completing this course the Certification Department will issue a certificate (usually takes 6-8 weeks).
4. **When should I start taking my ESOL training course(s)? Once a teacher is responsible** for the instruction of an ELL, **this is the starting date (LEP DATE) of the training timeline.** This information is automatically placed in the system and the BCPS Certification Dept. administrators track the teachers to ensure they have started their ESOL training in accordance to the State ESOL Training Timeline; furthermore, the ELL will be coded in the system as an active “LY” ELL student and funding will be generated for this student.
 - **You do not have to be assigned ELLs if you wish to start training, but you should adhere to the State Training Timeline. Please refer to the DOE website for a copy of the State ESOL Training Timeline:** www.fldoe.org/aala/timeline.asp

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5. **What is the time frame for completing the ESOL training?**

- **If you are Category I**, your training begins the day and month you are **assigned an ESOL student**. Should your teaching assignment change, you must continue to complete requirements per the timeline below. Failure to do so will result in your inability to ever be placed out-of-field again in Broward County Public Schools.
 - First two calendar years - 3 semester hours or 60 inservice points
 - Year 3 - 6 semester hours or 120 inservice points
 - Year 4 - 9 semester hours or 180 inservice points
 - Year 5 - 12 semester hours or 240 inservice points
 - Year 6 - 15 semester hours or 300 inservice points
 - If you are using college courses, you must submit an official transcript(s) to the Certification Office clearly marked "For ESOL Credit".
- **If you are Category II or Category III**, you have one year to complete your training from the moment you are employed and are assigned an LEP student(s). Important Note: If you are a newly hired teacher, you have two years to complete the Category II or Category III course as of the date you were assigned LEP student(s). A certificate will be issued by the Certification Department.
- **If you are a Category IV**, see State Training Timeline...There is Category IV training for Guidance Counselors and another Category IV training for School-Based Administrators. A certificate will be issued by the Certification Department.

6. **Can I combine ESOL endorsement university courses with existing district ESOL endorsement inservice course training?** Yes, nevertheless, you must have your transcript reviewed by a Certification Specialist at the Broward County Public Schools' Certification Department. The university courses must be equivalent to the ESOL endorsement District/State approved courses needed for your assigned category. You can contact the Certification Department at 754-321-2356.

7. **When are ESOL inservice courses offered?** During the fall semester, second semester and summer semester. The fall sessions generally begin in October, winter/spring sessions in January, and summer sessions begin in June after the 196-teaching calendar ends.

8. **Where can I obtain an ESOL training schedule?** You can download a copy of the schedule from the Multicultural, ESOL and Program Services Department website at www.broward.k12.fl.us/esol/Eng/ESOL/ESOLEndorsement.htm. Schedules are also sent, via CAB, to all ESOL Contact Persons and Inservice Facilitators and posted to the ESOL CAB Conference. Go to the CAB desktop, double-click on "BCPS Resources", on the top, click on "Instructional Resources", click on "Learning Communities", click on "ESOL", click on "ESOL Endorsement".

9. **Where can I obtain the new ESOL book for Category I courses?** We have updated the requirements for the independent study CAT I ESOL training courses which began the first semester of the 2008-2009 school year. The following courses will now require the purchase of one book titled "The Cross-Cultural Language and Academic Development Handbook". The Cross-Cultural Language and Academic Development Handbook will no longer be available through BVU. Order this book online at: Pearson - www.mypearsonstore.com, Barnes & Noble Bookstore - www.barnesandnoble.com or Amazon - www.amazon.com. When at the site search for Crosscultural Language and Academic Development Handbook, The: A Complete K-12 Reference Guide, 3rd Edition.

The courses below will no longer require viewing videotapes but will require the above book.

CAT I APPLIED LINGUISTICS – Course Type #10462459

CAT I CROSS-CULTURAL COMMUNICATION – Course Type #10461797

CAT I METHODS OF TEACHING ESOL – Course Type #10457375

CAT I TESTING & EVALUATION – Course Type #10461863

CAT I ESOL Curriculum & Materials course requirements will remain the same at this time.

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10. **What are the registration procedures for teachers?** You can book courses through ESS on the BRITE Portal. Bring confirmation forms to orientation sessions. Do not show up at an event if not registered. **Pre-booked** participants will not be accepted. Participants must be firmly booked. Confirmation forms are automatically sent to the e-mail address you have in your ESS contact information. Please be sure that your contact information is updated. If you are not sent an automatic e-mail after you have booked the course, then you either did not update your contact information or you did not book for the course correctly. Contact your **ESS Resident Expert** if you need assistance. There are no exceptions, even if there is available space. (Facilitators are instructed not to let anyone start a course if they did not **book** for the course.) If participants are unable to attend, they **MUST** cancel from an event at least 24 hours prior to the start date in ESS. Participants **MUST** update contact information into ESS for course information notices that are automatically sent. If an event must be canceled, the organizer or facilitator will notify participants via email. If workshops have been canceled due to a hurricane, please check the Multicultural, ESOL and Program Services Department website for rescheduling dates. **Charter school and external** participant's registration procedures can be found on BRITE's homepage at www.broward.k12.fl.us/erp/. Under "Employee Self-Service News" click on "Instructions for External Self-Service".
11. **Instructions on how to search the Professional Development course catalog, how to pre-book, book and add course to favorites** – Visit BRITE's homepage at www.broward.k12.fl.us/erp/. Under "Employee Self-Service News" click on "7 Steps to Professional Development".
12. **What if I can not watch the BECON broadcast sessions after hours?**
You could program your class VCR and record the broadcasts according to the Broadcast Schedule posted on our website at www.broward.k12.fl.us/esol/Eng/ESOL/ESOLEndorsement.htm. Ask your Media Specialist to check whether the broadcast has been duplicated at your school site. **This recommendation applies only to BCPS employees whose schools have access to BECON.** These broadcasts are for CAT I ESOL Curriculum & Materials Development, CAT II ESOL Strategies for Content Area Teachers, and CAT III Issues & Strategies only.
13. **What is the process when all five category I courses are completed?**
First make sure that all 5 courses (3 courses for Reading Teachers) are reflected on your Inservice Records-BCPS teachers only! There is a new District version of the CG-10 endorsement application that will be used to add the ESOL add-on endorsement only to valid Florida professional certificates. This new application can be downloaded from the BCPS Certification Dept. website at www.broward.k12.fl.us/certification/Forms.html. Click on Endorsements and Subject Additions. Processing is done at the Certification Dept. downtown/KCW Bldg.
14. **Are all ESOL CAT I through IV courses bankable?** Yes, please check the Florida Dept. of Education website for more information at www.fldoe.org/aala/timeline.asp.
15. **If I have received a denial letter/out-of-field for ESOL waiver denied, whom do I contact?**
Please contact, via CAB, your innovation zone Certification Dept. administrator:
Althia Pryce – 754-321-2354
Maria Yen – 754-321-2364
Carla Bell – 754-321-2357
Sheila Gipson - Certification Specialist – 754-321-2352
16. **When and where should I complete my course appraisal?**
ALL participants must complete their appraisal on ESS (Employee Self-Service) after the final session date. Participants will receive information regarding their appraisal from the ESOL training facilitator. Click on this link www.broward.k12.fl.us/esol/Eng/ESOL/ESOLEndorsement.htm for appraisal information. Scroll down and click on "Course Appraisal".