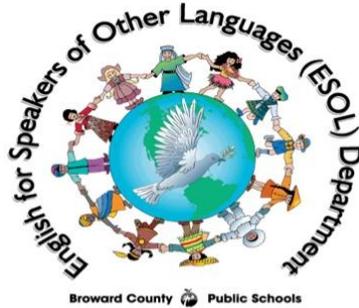


# The School Board of Broward County, Florida ESOL DEPARTMENT



## ESOL TRAINING REQUIREMENTS

### Frequently Asked Questions

**Q: Are all teachers required to complete the ESOL training requirement courses?**

**A:** 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 will find more information on the META Consent Decree by checking the Florida Department of Education website/professional development and training: [www.fldoe.org/ala/cdpage2.asp](http://www.fldoe.org/ala/cdpage2.asp).

**Q: Are all teachers required to complete their ESOL Endorsement?**

**A:** No. While any teacher may become ESOL Endorsed if he or she chooses, only teachers that fall under Category I (Reading, Developmental Language Arts –ESOL Reading, English-Language Arts) are required to obtain their ESOL Endorsement. The ESOL Endorsement is equivalent to 300 points/hours of professional development.

**Q: What category am I assigned if I teach (subject)?**

**A:** Categories are assigned according to subject(s) area(s) you teach.

### CAT I - ESOL ENDORSEMENT COURSES

#### Target Audience:

Primary Language Arts/English, Developmental Language Arts, Intensive Reading, Reading (60 Inservice Points)

CAT I Courses: Applied Linguistics, Cross-Cultural Communication, ESOL Curriculum & Materials Development, Methods of Teaching ESOL, ESOL Testing & Evaluation.

**Once all five CAT I ESOL Endorsement** courses have been completed and posted to your inservice record download the State Application for additions from the Certification Department's web site at [www.broward.k12.fl.us/certification/Forms.html](http://www.broward.k12.fl.us/certification/Forms.html). Completed application forms must be sent to the Certification Department at the K.C. Wright Bldg. for processing.

### CAT I - ESOL ENDORSEMENT FOR READING TEACHERS

**NOTE:** Reading Endorsement/Certification, the **CAT I Applied Linguistics**, and the **CAT I Methods of Teaching ESOL** courses must be completed as a prerequisite for the E-R-T Practicum.

For more information, click on the following link:

[www.broward.k12.fl.us/esol/Eng/ESOL/ESOLEndorsement.htm](http://www.broward.k12.fl.us/esol/Eng/ESOL/ESOLEndorsement.htm)

### **CAT II ESOL STRATEGIES FOR CONTENT AREA TEACHERS**

#### **Target Audience:**

Mathematics, Social Studies, Science & Computer Literacy Teachers  
(60 Inservice Points)

### **CAT III ISSUES & STRATEGIES FOR TEACHING LEP STUDENTS**

#### **Target Audience:**

Related subjects other than English, Math, Science, Social Studies, and Computer Literacy  
(including Occupational and Physical Therapists)  
(18 Inservice Points)

### **CAT III FOR STUDENT SERVICE PROVIDERS**

#### **Target Audience:**

School Psychologists, Speech/Language Pathologists, & Social Workers **Only**.  
(18 Inservice Points)

This course will be offered once a year during the 2<sup>nd</sup> semester. After completing the training requirements for this course, you will be required to complete a **BCPS Verification of ESOL Training** form. The form will be issued to BCPS participants only at the final session. The ESOL Training Department will submit the forms to the Certification Department once your inservice points are posted to your inservice record. Once confirmed by Certification, your records in SAP will be updated to reflect this qualification.

### **CAT IV ESOL SCHOOL ADMINISTRATORS & CAT IV GUIDANCE COUNSELORS**

#### **Target Audience:** School Administrators and Guidance Counselors

(60 Inservice Points)

The CAT IV courses are being offered online (electronic/interactive) through BVU (Broward Virtual University). Contact BVU at 754-321-5053 for more information or visit their web site at: [www.sbbc-vu.com/](http://www.sbbc-vu.com/)

#### **Q: If I already have my Reading Endorsement, am I awarded credit toward my ESOL Endorsement?**

**A:** Yes. The 2007 Reverse Crosswalk (Reading to ESOL) awards teachers with the Reading Endorsement 120 points/hours towards the ESOL Endorsement. In addition, reading teachers would be required to take 2 additional courses and complete a practicum or demonstration of mastery in successfully teaching reading to an English language learner (ELL).

#### **Q. When should I begin taking my ESOL training course(s)?**

**A.** 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 Department Administrators track 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.

#### **Q. Do I have to be assigned an ELL student to begin taking ESOL courses?**

**A.** 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](http://www.fldoe.org/aala/timeline.asp)

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

**A.** All Category I teachers identified as out-of-field must strictly follow the six (6) year META training timeline shown below, regardless of a change in assignment or if contact with an LEP student in any given year is not made. The timeline begins the day and month of the initial assignment to an ESOL student. Failure to adhere to the training timeline will prevent you from ever teaching out-of-field again in Broward County Public Schools and will result in an audit finding from the Office of the Auditor General. For more information go to [www.broward.k12.fl.us/certification/EsolTr\\_Cat1.html](http://www.broward.k12.fl.us/certification/EsolTr_Cat1.html).

- 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 CAT II or CAT III, you have one year to complete your training from the moment you are employed and are assigned an ELL student(s).  
**Important Note:** If you are a newly hired teacher, you have two years to complete the CAT II or CAT III course as of the date you were assigned ELL student(s).
- If you are a CAT IV, you must obtain 60 inservice points/hours in ESOL in a CAT IV approved ESOL course or inservice component. **Timeline:** Hired prior to effective date of the Modification (September 9, 2003). Must complete within three (3) years. If hired after effective date of the Modification (September 9, 2003) you must complete within three (3) years of hiring date as a school administrator or guidance counselor. NOTE: Any ESOL-approved inservice hours and coursework taken prior to the effective date of the Modification or prior to being hired as a school administrator or guidance counselor may be counted toward the required 60 points. The CAT IV ESOL School Administrators and CAT IV ESOL Guidance Counselors are only offered online (electronic/interactive).

**Q. Can I combine ESOL endorsement university courses with existing district ESOL endorsement inservice course training?**

**A.** Yes. If you are using college courses, you must submit an official transcript(s) to the Certification Office clearly marked "For ESOL Credit". You must have your transcript reviewed by the Certification Office 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. For more information click on the following link: [www.broward.k12.fl.us/certification/EsolTr\\_Cat1.html](http://www.broward.k12.fl.us/certification/EsolTr_Cat1.html)

**Q. What is the process to add on the required ESOL endorsement?**

**A.** Once all five CAT I required courses are completed and are reflected on your inservice record you must submit your application. The application can be downloaded from the BCPS Certification Dept. website at [www.broward.k12.fl.us/certification/Forms.html](http://www.broward.k12.fl.us/certification/Forms.html). Click on State Application - Additions. Forward your application to the Certification Department at the KCW Bldg.

**Q. Are all ESOL CAT I through IV courses bankable?**

**A.** Yes, please check the Florida Dept. of Education website for more information at [www.fldoe.org/aala/timeline.asp](http://www.fldoe.org/aala/timeline.asp).

## ESOL Training Requirements Con't.

### **Q. Where can I obtain the required ESOL book for the CAT I courses?**

**A.** CAT I courses require the use of one book titled:

**“The Cross-Cultural Language and Academic Development Handbook” 3<sup>rd</sup> Edition.**

To access the ESOL Training Coursework Requirement Book order form click on the following link:

[www.broward.k12.fl.us/esol/Eng/ESOL/ESOLEndorsement.htm](http://www.broward.k12.fl.us/esol/Eng/ESOL/ESOLEndorsement.htm)

### **Q. If I have received a denial letter/out-of-field for ESOL waiver denied, whom do I contact?**

**A.** Please contact your innovation zone Certification Department Administrator. Visit their website at:

[www.broward.k12.fl.us/certification/AboutUs.html](http://www.broward.k12.fl.us/certification/AboutUs.html).

### **Q. When are ESOL inservice courses offered?**

**A.** During the first, second and summer semesters. The first semester generally begins at the end of September, second semester at the end of January, and summer semester at the end of May.

### **Q. Where can I obtain an ESOL training schedule?**

**A.** You can download a copy of the schedule from the ESOL Training Department’s website at [www.broward.k12.fl.us/esol/Eng/ESOL/ESOLEndorsement.htm](http://www.broward.k12.fl.us/esol/Eng/ESOL/ESOLEndorsement.htm). Schedules are also sent 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" >"Instructional Resources"> "Learning Communities" "ESOL" > "ESOL Endorsement".

### **Q. What are the registration procedures for ESOL structured coaching/mentoring courses?**

**A.** You can register for ESOL courses in ESS (Employee/External Self-Service) through the BRITE Portal at [www.browardschools.com/ESS](http://www.browardschools.com/ESS).

Once you are logged into ESS, click on the Professional Development tab and search for your course by the title. For instructions on how to search the Professional Development course catalog visit ESS (Employee Self Service) homepage at [www.broward.k12.fl.us/erp/brite/HR/ess.html](http://www.broward.k12.fl.us/erp/brite/HR/ess.html). ESS is available from any computer within Broward County Public Schools and from home by typing in [www.browardschools.com/ESS](http://www.browardschools.com/ESS).

**Are you brand new and never had a personnel number with Broward County Public Schools (BCPS)?** A brand new external user is a user who has never been employed with BCPS or registered to take training through BCPS. Brand new external participants must submit a registration form with all required information. To access a secure registration form, go to: <http://broward.gosignmeup.com/>.

**Charter school/external** participants must update their contact information in ESS in order to receive course information from your ESOL training facilitator via e-mail. After a participant registers for a course a confirmation form will automatically sent to the e-mail address the charter school/external participant has listed in ESS.

### **Q. When and where should I complete my course appraisal?**

**A.** After successfully completing a course, all participants must complete an appraisal through ESS (Employee Self-Service). Information regarding appraisals can be found at:

[www.broward.k12.fl.us/erp/brite/HR/ess.html](http://www.broward.k12.fl.us/erp/brite/HR/ess.html)

**If you have any questions regarding ESOL training courses, please contact:**

Vicky B. Saldala - ESOL Director - 754-321-2953 - [victoria.brioso@browardschools.com](mailto:victoria.brioso@browardschools.com)

Celina M. Chavez - ESOL Educational Specialist - 754-321-2981 – [celina.chavez@browardschools.com](mailto:celina.chavez@browardschools.com)

Jenna Moniz – ESOL Educational Specialist – 754-321-2981 – [jenna.moniz@browardschools.com](mailto:jenna.moniz@browardschools.com)

Jeanie Mesler - ESOL Training Course Organizer - 754-321-2958 - [jeanie.mesler@browardschools.com](mailto:jeanie.mesler@browardschools.com)