

August 2011



WHAT'S NEW IN CERTIFICATION – BACK TO SCHOOL ISSUE

Out-of-Field (OOF) Teaching Assignments

When preparing your master schedules, be cognizant of core assignments that result in an out-of-field situation for your teachers by referring to the Florida Course Code Directory (CCD) <http://www.fldoe.org/articulation/CCD/1112>. This directory shows you the certification(s) appropriate for the courses you are assigning. Use only the first seven digits of the Broward course number, as that is the valid course code used by the State.

Out-of-field placements are prohibited unless unavoidable, in which case you must obtain prior approval from your area superintendent (except for Reading, as shortage is recognized). We are aware that some ESE elementary teachers will be out-of-field this year due to the revised course codes for students with disabilities. Affected teachers will be notified by certification and will be given this school year to pass the K-6 subject area exam and add the area to their existing certificate. Reimbursement for the exam is available. <http://www.broward.k12.fl.us/certification/NoChildLB.html>

SAP/BRITE OOF Reporting Changes

- ◆ OOF program will run on the 13th of each month between September and April
- ◆ All course sections/periods taught OOF will be identified
- ◆ A proposed run will be placed on Opti-Spool for you to see in advance of the 9/13 official program run; review for correct SS #, personnel #, course code #, and student characteristics in TERMS to avoid reporting errors and discrepancies
- ◆ Teachers identified as OOF on 9/13 will be reported to the Board on 10/4/11 for Survey 2
- ◆ Teachers identified as OOF 9/14/2011 – 01/13/2012 will be reported to the Board on 2/7/12 for Survey 3
- ◆ Teachers identified as OOF after Survey 3 will be reported to the Board in May; date to be determined

No Child Left Behind

Ensure that all teachers teaching core academic subjects are infield. Social science, ESE, and elementary education teachers assigned to teach core subjects must also have an appropriate subject area exam or HOUSSE plan on file. Pull the SAP/BRITE report for Highly Qualified Teachers to ascertain who is not highly qualified at your location. The Certification Department will notify non HQ teachers once schedules have been solidified. <http://www.broward.k12.fl.us/erpdb/brite/onlinelibrary/coursedocs/HighlyQualified2.pdf>

You can still use the HOUSSE option for obtaining highly qualified status if you have:

- ◆ Veteran foreign language teachers of Chinese, Greek, Hebrew, Italian, Japanese, Portuguese, Russian, and teachers of American Sign Language http://www.broward.k12.fl.us/certification/HOUSSEevalcore_nclb.pdf
- ◆ Veteran teachers newly hired from another state who earned their HQ status in another state http://www.broward.k12.fl.us/certification/VerifHQ_oosthousse.pdf

Also, experienced elementary and ESE teachers (teaching alternate achievement standards) who passed an elementary education subject exam in another state can document their highly qualified status by having their former school district complete a Verification of Highly Qualified Subject Area Content Test form. http://www.broward.k12.fl.us/certification/Verif_HQ_SAE.pdf

ESOL Training Verification for Category 2, 3 and 4

The Certification Department will no longer print ESOL training certificates for those individuals completing ESOL training for Categories 2, 3, and 4. Once mandated training is completed, submit the *Verification of ESOL Training form* to the Certification Department so your records in SAP can be updated accordingly. <http://www.broward.k12.fl.us/certification/FormsESOL.html>

Category I ESOL Training

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.

http://www.broward.k12.fl.us/certification/EsolTr_Cat1.html

TIMELINE FOR COMPLETING TRAINING REQUIREMENTS CATEGORY I TEACHERS

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

Middle Grades Integrated Curriculum (MGIC) Certification

There is pending action at the State related to MGIC certification. It is their intent to repeal the rule related to this certification and eliminate this subject area. Please note that effective July 1, 2012:

- ◆ MGIC certification will only be appropriate for courses designated as Middle/Junior (Grades 6-8) and appropriate only if appointed to teach these courses(s) prior to July 1, 2012.
- ◆ All elementary and high school courses that currently allow the MGIC certification will no longer allow the certification beginning July 1, 2012.
- ◆ The Certification Department will keep a database to track all MGIC certified teachers teaching a Middle/Junior (Grades 6-8) this year so they can continue to be designated as infield and/or highly qualified for subsequent years.

Credit Cards Now Accepted

The Certification Department now accepts MasterCard, Visa and American Express for all teacher certification applications processed by the district. Please check the website for details. <http://www.broward.k12.fl.us/certification/Forms.html>

Certification Assistance Zone Site Visits

Due to budget deficits and a reduction in personnel in the Certification Department, no certification assistance zone site visits are scheduled. Please make note of the Certification Administrator for your area/zone:

MARIA YEN	754-321-2364	maria.yen@browardschools.com
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All schools Central Area
Deerfield Beach, Ely-Blanche, Monarch and Northeast Innovation Zones in the North Area

DIANE ROGERS 	754-321-2357	diane.rogers@browardschool.com
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All schools South Area
Coconut Creek, Coral Glades, Coral Springs, Stoneman Douglas, and Taravella Innovation Zones in the North Area