

# ***SECTION 10***

# ***PERSONNEL TRAINING***



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#### CERTIFICATION/TRAINING REQUIREMENTS FOR TEACHERS OF ELLs

##### **Statement of Education of K-12 Language Minority Students and the Preparation of Elementary and Secondary Teachers in Broward County Public Schools**

The population of culturally and linguistically diverse students in all Broward County schools continues to experience dramatic growth.

Our students come from a variety of backgrounds; some are immigrants or refugees, while others are native-born Americans of different language heritages. These students enter Broward County Public Schools with a variety of educational experiences and levels of academic achievement. Many have received formal education in their home countries and are on grade level in all content areas in their first language. Others have had their education delayed or interrupted by various circumstances and may be behind academically.

Today, teachers face the challenge of responding to our increasingly diverse student population. Both self-contained and basic program classroom teachers need unique skills preparation to teach language minority students. These skills may be learned in (1) courses of study available through teacher preparation programs offered in colleges and universities, and (2) through inservice education and staff development programs offered by the school district.

Programs of study must be structured so that teachers of ELLs engage in training that includes an emphasis on learning processes, child development, literacy development, and methods of teaching content material to culturally and linguistically diverse students. Classroom teachers must participate in programs that include new language acquisition and language-sensitive teaching methodologies.

To meet the needs of ELLs, the Multicultural, ESOL and Program Services Department supports programs which facilitate and promote students' growth in oral and academic English language proficiency, encourage cultural and social adjustment, and value students' languages and experiences.

The ESOL training requirements for personnel identified as Categories I, II, III and IV are presented on the following pages.

## ESOL Certification/Endorsement

For any questions regarding certification please contact the Certification Department at 754-321-2362 or visit their website at

<http://www.broward.k12.fl.us/certification/>.

### Who are Category I teachers?

**Elementary and Secondary Language Arts/English, Developmental Language Arts, Intensive Reading, Reading Teachers**

Category I teachers are placed out-of-field in ESOL until they have completed their ESOL training requirements. These teachers must complete 300 inservice points or 15 semester hours of college credit through one of the following options:

Option 1 <i>University Courses</i>	15 semester hours college credit. These may be combined with the specific District ESOL inservice courses (Option 2).
Option 2 <i>Specific District ESOL Inservice Courses</i>	300 inservice points through the five specific District ESOL inservice courses. These may be combined with University courses (Option 1).

### Explanation of Options:

#### OPTION 1 - UNIVERSITY COURSES

15 semester hours college credit in the following courses:

- Methods of Teaching ESOL – 3 semester hours
- ESOL Curriculum and Materials Development – 3 semester hours
- Cross-Cultural Communication and Understanding – 3 semester hours
- Testing and Evaluation of ESOL – 3 semester hours
- Applied Linguistics – 3 semester hours

Interested teachers should contact the local universities of their choice to get current course schedules. Teachers who choose this option are encouraged to apply for the district Teacher Directed Improvement Fund (TDIF) to help with the cost of tuition (contingent upon meeting District TDIF Criteria). Please note that course titles may vary by university.

#### OPTION 2 - SPECIFIC DISTRICT ESOL INSERVICE COURSES

300 inservice points through the following District courses:

- Methods of Teaching ESOL – 60 inservice points
- ESOL Curriculum and Materials Development – 60 inservice points

- Cross-Cultural Communication and Understanding – 60 inservice points
- Testing and Evaluation of ESOL – 60 inservice points
- Applied Linguistics – 60 inservice points

Note: One of the actions available to teachers who have already earned the Reading Endorsement or Reading K-12 Certification is the ESOL for Reading Teachers (E-R-T) Practicum. The reverse crosswalk awards teachers endorsed or certified in reading 120 points/hours towards the ESOL Endorsement. The E-R-T Practicum option requires two ESOL courses and the completion of a Practicum for the additional 180 points/hours necessary to complete the 300-hour ESOL Endorsement. The two required ESOL courses are **Applied Linguistics** and **Methods of Teaching ESOL**.

In accordance with the timelines for completion of the ESOL Endorsement, as established in State Board of Education Rule, teachers have up to six years in which to complete the ESOL Endorsement.

These courses are offered by the Multicultural, ESOL and Program Services Department.

Course schedules are sent to schools each semester and can also be found on our website. Teachers may combine specific District ESOL inservice courses with university courses.

Category I Teachers must complete the 300 inservice points or 15 semester hours college credit according to the following schedule:

- 3 semester hours college credit or 60 inservice points **during the first two calendar years from date of an ELL assignment**  
**and**
- 3 semester hours college credit or 60 inservice points **during each calendar year from date of assignment thereafter, until all requirements for the ESOL endorsement are completed.**

**Note:** After the **Category I teacher** has all of the required courses listed in the Broward County Inservice Records, the teacher should apply for the ESOL add-on endorsement. The teacher must request a **CG-10** add-on endorsement application. After the teacher completes the CG-10 application, it should be sent directly to the **Certification Department at K. C. Wright for processing**. Contact certification specialists or an administrator at the Certification Department for any questions regarding add-on endorsement.

**Who is a Category II teacher?**

**Teachers of Basic Subjects Taught in English to ELLs Using ESOL Strategies (Mathematics, Science, Social Studies, and Computer Literacy)**

These teachers must complete 60 inservice points through one of the following:

- 60 inservice points through the inservice entitled, “ESOL Strategies for Content Area Teachers”
- or**
- A graduate-level, 3 credit university course which offers a **combination** of ESOL Strategies/Methods, Curriculum & Materials Development, Testing & Evaluation, Cross-Cultural Communication & Understanding, and Applied Linguistics.

Category II Teachers who are assigned to teach ELLs beginning with the 1990-1991 school year must complete the training within one year from the date of the ELL assignment.

*Exception:* A beginning teacher will have two years to complete Category II training.

**Note: Category II & III teachers** are not required to obtain a State ESOL Endorsement. If the course is completed via Broward County Inservice Course, the teacher is given a verification form at the Final Session, and this form is sent to the Broward County Certification Department, whereby the teacher will be issued a Broward County Certificate. If the teacher completes the Category II or Category III ESOL requirement via a university course, the teacher will be asked by the Certification Specialist to complete a verification form, and a Broward County Certificate will be issued. Check the Certification Department Website at [www.broward.k12.fl.us/certification](http://www.broward.k12.fl.us/certification) or the intranet at web/certification for a verification form.

### Who is a Category III teacher?

#### Teachers of Other Subjects/Areas Not Included in Categories I and II

These teachers must complete one of the following:

- 18 inservice points through the inservice entitled, "**Issues and Strategies for Teaching English Language Learners (ELLs)**"
- or**
- A graduate-level, 3 credit university course which offers a **combination** of ESOL Strategies/Methods, Curriculum & Materials Development, Testing & Evaluation, Cross-Cultural Communication & Understanding, and Applied Linguistics
- or**
- 60 inservice points through the inservice entitled, “ESOL Strategies for Content Area Teachers.”

Category III Teachers who are assigned to teach ELLs beginning with the 1990-1991 school year must complete the training within one year from the date of the ELL assignment.

*Exception:* A beginning teacher will have two years to complete Category III training.

**Note: Category II & III teachers** are not required to obtain a State ESOL Endorsement. If the course is completed via Broward County Inservice Course, the teacher is given a verification form at the Final Session, and this form is sent to the Broward County Certification Department, whereby the teacher will be issued a Broward County Certificate. If the teacher completes the Category II or Category III ESOL requirement via a university course, the teacher will be asked by the Certification Specialist to complete a verification form, and a Broward County Certificate will be issued. Check the Certification Department Website at [www.broward.k12.fl.us/certification](http://www.broward.k12.fl.us/certification) or the intranet at web/certification for a verification form.

### **Who requires a Category IV course?**

#### **Guidance Counselors and School-based Administrators**

The Consent Decree originally required all administrators to obtain training in ESOL; however, no specific number of points was stipulated. Guidance Counselors were originally considered in Category III.

On September 9, 2003, a modification was made to the [Consent Decree in the *League of United Latin American Citizens et. al. v. the State Board of Education*, 1990]. This modification includes new training requirements for school-based administrators and guidance counselors.

The modification requires all school administrators and guidance counselors to obtain 60 inservice points in ESOL in an approved Category IV ESOL course or inservice component.

A Technical Assistance paper on the Modifications to the Consent Decree is available from the Florida Department of Education and it can be found at <http://info.fldoe.org/dscgi/ds.py/Get/File-2887/TAP.pdf>.

For further information refer to FAQs on our website at [www.broward.k12.fl.us/esol](http://www.broward.k12.fl.us/esol) under ESOL Endorsement or to the Certification/Incentives Department website under ESOL Training Requirements - Category IV.

#### **Timelines for Completion of the ESOL Training Requirements**

For Categories I, II, III or IV timeline, refer to the next page.

# Office of Academic Achievement through Language Acquisition

*Revised Timelines for Completion of the ESOL Training Requirements*

*Updated September 2006*

CATEGORY I	CATEGORY II	CATEGORY III	CATEGORY IV
Primary Language Arts/English, Developmental Language Arts, Intensive Reading, Reading <sup>3</sup>	Social Studies, Mathematics, Science and Computer Literacy	All other subjects not included in Categories I or II	School Administrators <sup>2</sup> & Guidance Counselors
<b>REQUIREMENTS</b>			
ESOL Endorsement: 15 semester hours or 300 in-service credit points <sup>1</sup>	3 semester hours or 60 in-service points	3 semester credit hours or 18 in-service credit points	3 semester hours or 60 in-service credit points
or			
K-12 ESOL Coverage: Bachelor's or Master's Degree in TESOL and Basic Subject Area Coverage			
or			
K-12 ESOL Coverage: Passing Score on ESOL Subject Area Test; Basic Subject Area Coverage, and 120 hours/points in ESOL			
<b>TIMELINES</b>			
<b>Experienced Teacher:</b>	<b>Experienced Teacher:</b>	<b>Experienced Teacher:</b>	<b>Hires Prior to September 5, 2003</b>
6 years or more allowed for completion of ESOL Endorsement. 3 years for K-12 ESOL Coverage obtained by a passing score on ESOL Subject Area Test.	1 year to complete	1 year to complete	3 years to complete from September 5, 2003
<b>Beginning Teacher:</b>	<b>Beginning Teacher:</b>	<b>Beginning Teacher:</b>	<b>Hires after September 5, 2003</b>
Same as above for experienced teachers	2 years to complete	2 years to complete	3 years to complete from date hired as school administrator or guidance counselor.

**Notes:**

- <sup>1</sup> For ESOL Endorsement only-3 semester hours or 60 in-service credit points within two years after the teacher first becomes responsible for the Language Arts instruction of a LEP student. 3 semester hours or 60 in-service credit points each subsequent year that the teacher continues to be responsible for the Language Arts instruction of a LEP student, until a total of 15 semester hours or 300 in-service credit points have been earned.
- <sup>2</sup> All other administrators (district-level) are required to receive training in the terms of the Consent Decree, Cross-Cultural communications and delivery of comprehensible instruction. However, no specific number of in-service points or hours are required.
- <sup>3</sup> As described in K12 Memo 2006-121, Reading Endorsement or Teachers of Developmental Language Arts Courses in Grade 6-12 and as noted in the Florida Course Code Directory, teachers assigned to teach Developmental Language Arts or Reading to English language learners (ELLs) are required to obtain the ESOL Endorsement. It is also important to note that teachers assigned to teach Developmental Language Arts as an alternative to Intensive Reading are required to obtain the Reading Endorsement by beginning of the 2007-08 school year.

**ESOL In-service or Coursework must include all of the following areas:**

- Methods of Teaching English to Speakers of Other Languages (ESOL)
- ESOL Curriculum and Materials Development
- Cross-cultural Communication and Understanding
- Testing and Evaluation of ESOL
- Applied Linguistics

**Recertification Flexibilities:**

- ESOL in-service credit points and/or ESOL College credits count as in-field for recertification in any coverage

**Banking of ESOL Points:**

- Any points earned in excess of 6 semester hours or 120 points within one validity period may be banked towards the renewal of a certificate in subsequent renewal periods.

<http://www.firn.edu/doe/omsle>

## ESOL ENDORSEMENT FOR READING TEACHERS

Reading Endorsed or Reading K-12 Certified teachers are able to obtain the ESOL Endorsement through the optional E-R-T (ESOL for Reading Teachers) package (reverse crosswalk). In addition to completing the Reading Endorsement or Reading K-12 Certification, which earns the participant 120 crosswalk hours, the E-R-T package requires course work in CAT I Applied Linguistics and CAT I Methods of Teaching ESOL. A practicum worth 60 in-service points requires teachers to complete *Consent Decree activities, a Case Study, a Lesson Plan, and conduct a lesson for Observation.*

### The E-R-T package in-service points are as follows:

Reading to ESOL crosswalk hours/points	120 hours/points
CAT I Applied Linguistics	60 hours/points
CAT I Methods of Teaching ESOL	60 hours/points
<u>Practicum/Demonstration of Mastery</u>	<u>60 hours/points</u>
Total in-service required for the ESOL Endorsement	300 hours/points

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

Information regarding the practicum will be provided via e-mail upon request to. The practicum will be available during the fall, spring and summer sessions.

Multicultural, ESOL and Program Services Department  
754-321-2965

[victoria.saldala@browardschools.com](mailto:victoria.saldala@browardschools.com)



## **Q & A Section 10: Personnel Training**

**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)

Once all five CAT I ESOL Endorsement courses have been completed and posted to your inservice record, download the State Application form 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 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. BCPS participants will be issued a Broward County Certificate. Processing time may take up to 4 weeks after the course has been closed.

### **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 754-321-4825 for more information or visit their web site at:

[www.sbbc-vu.com/](http://www.sbbc-vu.com/)

### **CAT I - ESOL ENDORSEMENT FOR READING TEACHERS**

**NOTE:** Reading Endorsement/Certification, CAT I Applied Linguistics, and 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)

**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:** If you are a CAT I the timeline begins the day and month you are assigned an ELL 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. For more information click on the following link: [http://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: [http://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 an endorsement once all five CAT I courses are completed?**

**A.** First make sure that all five CAT I required courses are reflected on your inservice record. 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).
- 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 an 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](http://www.broward.k12.fl.us/certification/AboutUs.html) at:  
<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 It is also 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".
- 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 title. Confirmation forms are automatically sent to the e-mail address you have listed in your ESS contact information. Charter/external participants need to make sure that contact information is updated in order to receive course information from your. **Charter school and external** participant's registration procedures can be found on BRITE's homepage at <http://www.broward.k12.fl.us/erp/brite/HR/external/>. Instructions on how to search the Professional Development course catalog visit ESS (Employee Self Service) homepage at <http://www.broward.k12.fl.us/erp/brite/HR/ess.html>.

**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:**

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