



Cert/HQ Alert

Certification/Highly Qualified Standards Office

Hours of Operation
7:30 AM—4:30 PM

Wednesday from
11:30 AM—4:30 PM

www.palmbeachschools.org/certification

February 2012

REORGANIZATION OF CERTIFICATION SUPPORT SERVICES

Effective January 30, 2012, Certification/HQ Staff will provide service and support to the schools and departments as outlined below:

Arleen Baker	North Area and Charter Schools	Cherrie Hires	Departments and Non-school Sites
Maureen Crespo	Central Area	Alexis Pashkow	South Area
Leonor Diaz	Highly Qualified	Jacquelyn Richardson	West Area

MIDDLE GRADES INTEGRATED CURRICULUM (MGIC)

Per the Florida Department of Education, MGIC will only be appropriate for courses designated as Middle/Junior (Grades 6-8) and appropriate only for teachers who have been assigned to teach one or more of the four MGIC subjects prior to July 1, 2012.

All elementary and high school courses that currently allow the MGIC certification will **no longer permit** the certification beginning July 1, 2012.

The Certification Office will monitor all MGIC certified teachers assigned to teach a Middle/Junior (Grades 6-8) course under the MGIC umbrella this year, so they can continue to be designated as in-field and/or highly qualified for subsequent years.

TEMPORARY TO PROFESSIONAL CERTIFICATE

Teachers who currently hold a temporary certificate expiring on June 30, 2012, should review the requirements listed on their Official Statement of Status of Eligibility.

Teachers should allow sufficient time to complete all requirements and submit the necessary documents to their certification analyst to ensure receipt of a professional certificate by June 30, 2012.

Once all requirements are completed, teachers may go online to www.fldoe.org/edcert and apply for a professional certificate.

REIMBURSEMENT OPPORTUNITIES

Subject Area Exams (SAE)

Funding is available for teachers in **Title I** schools who need to become highly qualified (HQ) in the core content areas they currently teach. Teachers will be reimbursed for the SAE registration fee and add-on fee, once they have passed the exam and added the subject to their teaching certificate.

Reading Endorsement

Funding is available for teachers in **Title I** schools to receive a reimbursement up to \$300 per course for Reading Endorsement courses completed between July 1, 2011 and June 1, 2012. In order to be eligible for funding, teachers must add the Reading Endorsement to their teaching certificate by June 1, 2012. Teachers will also be reimbursed for the fee to add the Reading Endorsement to their teaching certificate. The reimbursement will be processed on a "first come, first served" basis until the funds are depleted. Teachers must submit official documentation for reimbursement on or before June 1, 2012.

GENERAL KNOWLEDGE TEST

On or before June 30, 2012, teachers holding a temporary certificate who were hired between December 1, 2010 and November 30, 2011, must submit an official score report indicating passing test results for all four parts of the General Knowledge Test. It takes four to six weeks to receive an official score for the essay portion of the test.

RENEWAL OF PROFESSIONAL CERTIFICATE

Reminder: Please include payment in the form of a money order, online payment receipt, or completed payroll deduction form in the amount of \$75, when applying to add a subject or renew a certificate.