



Cert/HQ Alert

**Hours of
Operation**
7:30 AM—4:30 PM

Wednesday
12:00—4:30 PM

Certification/Highly Qualified Standards Office

www.palmbeachschools.org/certification

December 2010

HAPPY HOLIDAYS!

Renewing a Professional Certificate

Renewing a professional certificate is easier and faster than ever before. This notice showcases the links to everything a certificate holder needs to know to renew a professional certificate.

-RENEWAL FORMS – ALL forms and information required to renew a professional certificate are located at <http://www.palmbeachschools.org/certification/Certification/certforms.asp>

-IN-SERVICE POINTS – Teachers can access and print their own in-service points via PeopleSoft Self Service. Instructions can be found on the link referenced above by clicking on "**NEW!! PRINT YOUR OWN IN-SERVICE POINTS ON PEOPLESOFT SELF-SERVICE**," which is located above the blue Renewal Form tab.

-WHAT CAN I USE AS RENEWAL CREDIT? – Generally, in-service points (120 minimum) are used to re-certify, but other types of "renewal credit" exist and can be combined to total the equivalent of 120 points. The full list is located at <http://www.palmbeachschools.org/certification/Certification/renewalreq.asp> under "Types of Renewal Credit."

-HOW DO I COMPLETE THE "SUBJECTS TO BE RENEWED" SECTION OF THE RENEWAL APPLICATION?

(The application can be found by clicking on the blue Renewal Form tab mentioned above.)

- 1) Enter the subjects currently on your professional certificate, in the first left-hand column.
- 2) Enter the total number of in-service points you have earned for renewal, on the first line under the fourth column titled "Florida Inservice Credit Number of Points." Leave all the other sections blank unless they apply to you (refer to the link referenced in the Renewal Credit question above).
- 3) *LEAVE THE BOTTOM SECTION ("INSERVICE CREDIT") BLANK.*

-DO I HAVE TO BE FINGERPRINTED? – NO. Fingerprinting is NOT a regular part of renewing your professional certificate.

-DO I HAVE TO COME INTO THE CERTIFICATION OFFICE TO RECERTIFY? – NO. As long as you have all the components of your renewal application (application/payment verification/in-service printout), you may Pony the packet to **FHESC, CERTIFICATION, SUITE A-152**. As an FYI, it may take 3-4 weeks for your certificate to arrive by mail.

****Don't forget to SIGN your application!****

Changes to FTCE/FELE Testing Procedures

As of 12/14/10, official score reports will no longer be sent to the examinee's mailing address. Instead, scores will be posted to the examinee's account. The official score report will be available for 60 days to view, print, and save the scores. You may access your account on the testing web site at www.fl.nesinc.com.

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FastPacks Opportunity

The FastPack Project, funded by the FL DOE, has developed 12-week online courses to assist teachers in passing their subject area exam (SAE) in the areas of Chemistry 6-12, English 6-12, Mathematics 5-9, Physics 6-12, and Social Science 6-12.

- Courses will be opened only as “audit” courses.
- There is no course facilitator, but you will have access to a mentor who is your content expert.
- To register and receive a contract, go to www.beaconeducator.com/contractpage.asp?ID=50
- Once the completed contract is received, applicants will receive entry codes for the course and information on accessing a mentor.
- Completion date is June 30, 2011.

General Knowledge Test

Teachers holding a temporary teaching certificate and hired prior to December 1, 2010, must submit an official score report indicating passing scores for all four parts of the General Knowledge Test on or before June 30, 2011.

Fee Reimbursements for Non-HQ Teachers in Title I Schools

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

The reimbursement will be processed on a “first come, first served” basis until the funds run out. Teachers must submit reimbursement documentation on or before June 20, 2011.

For additional information, contact Leonor Diaz at PX 4-8057 or Ernesto Lontoc at PX 4-8799.

REMINDERS FOR SCHOOL ADMINISTRATORS

Not HQ Query

The “not HQ status” query has been updated and is available via PeopleSoft (HQT_NON_BY_SCH). Use the information in this query as a basis to remind teachers to register for the required subject area exam. This query should also be used to access data for the December 2010 Principal’s HQ Attestation Letter.

Master Schedules

Only highly qualified (HQ) teachers should be assigned to teach core content subjects. The core subject areas include Elementary Education, English/Language Arts, Reading, Mathematics, Science, Foreign Languages, Music, Art, Drama, and Social Sciences (History, Civics and Government, Economics and Geography).