



# Cert/HQ Alert

## Hours of Operation

7:30 AM—4:30 PM

Wednesday from  
11:30 AM—4:30 PM

Certification/Highly Qualified Standards Office

[www.palmbeachschools.org/certification](http://www.palmbeachschools.org/certification)

October 2011

### Certificate Renewal

Employees holding professional teaching certificates expiring on June 30, 2012 can renew their certificates NOW. The Renewal Form and Online Payment Form are located on the District's Certification website.

### Tuition Waiver for Classroom Teachers

Per FL Statute 1009.26(10), Florida colleges *may* waive tuition and associated matriculation fees for classroom teachers who meet the following conditions:

- Employed full-time by the School District.
- Meet the academic requirements established by the college or state university.
- Enroll in courses approved by the FDOE for up to 6 credit hours per term on a space available basis.
- Enroll in courses scheduled outside the School District's regular school day.

Courses, will be limited to special education, math, or science undergraduate courses with levels 1 through 4 and designated by the identified prefixes.

Teachers are encouraged to contact the college/university for information on whether the institution is offering tuition waivers for the identified classes.

If teachers are using a class to renew their teaching certificate, they must request an official transcript reflecting the 3-credit course and the grade earned and then submit the documents to the District's Certification Office.

### General Knowledge Test Requirement

Teachers holding a temporary teaching certificate and hired prior to December 1, 2011, must submit an *official* score report reflecting passing scores for all **four parts** of the General Knowledge Test on or before June 30, 2012.

### Middle Grades Integrated Curriculum

Please note this very important message:

*As of October 25, 2011, Middle Grades Integrated Curriculum (MGIC) certification will no longer be available. In other words an applicant can no longer apply for certification in MGIC.*

### Reimbursement Opportunities for Title I Teachers Seeking HQ Status

#### 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 above reimbursements 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.

### Payroll Deduction

Payroll deduction can be used for District certification transactions as of September 1, 2011.