



Cert/HQ Alert

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

Wednesday from
12:30—4:30 PM

Certification/Highly Qualified Standards Office

www.palmbeachschools.org/certification

September 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 web site.

Teachers Renewing a Certificate with ESOL K-12 Certification

Teachers who added ESOL Certification to their educator certificate by passing the ESOL K-12 Subject Area Exam must provide documentation of completing two (2) out of the five (5) required ESOL courses within three (3) years from the date they added the ESOL K-12 subject area to their certificate. Failure to meet the requirements and timeline will result in the deletion of ESOL from the teacher's certificate.

Teachers must provide coursework verification by submitting via pony a copy of their in-service printout and/or an official college transcript to the Certification/HQ Standards Office at the FHESC in Suite A-152.

Information regarding coursework is located on the Multicultural Education Department's web site or by contacting Dr. Carole Wilkinson via email at Carole.Wilkinson@palmbeachschools.org or telephone at (561) 434-8320. Information regarding certification can be obtained by calling the appropriate certification analyst who services your school.

Out-of-Field & Out-of-Compliance Notifications

Teachers will be notified of their out-of-field and/or out-of-compliance status via email. A preliminary email will be sent on September 9th, encouraging teachers to submit documentation to support their in-field status if they believe they have been notified in error.

A second email will be sent by September 20th to those teachers who remain out-of-field and/or out-of-compliance. This email will confirm that the teachers will be reported out-of-field and/or out-of-compliance to the School Board at the October 5, 2011 Board Meeting.

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.

Becoming In-Field

The majority of teachers currently assigned to teach out-of-field can become in-field by taking a subject area exam (SAE).

For information and to register for a SAE, teachers may access the following web site: www.fl.nesinc.com.

Once teachers pass the SAE, they must provide documentation of a passing score in order to add the subject area to their certificate.

Payroll Deduction

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