I-TEACH

Transition to Teaching Program

School District of Palm Beach County
Department of Professional Development
Pew Leadership Development Center
9482 MacArthur Boulevard
Palm Beach Gardens, Florida 33403

Jennifer Illes
I-TEACH Program Coordinator
561.366.6102
I-TEACH Transition to Teaching Program

The I-TEACH Program is a recruitment, support, and retention program that targets mid-career changing professionals and recent college graduates with non-education degrees to teach high-need subject areas, especially math and science, in a Title I secondary school. Acceptance into the program is competitive and limited.

How to Become a Teacher

View the certification presentation on the School District of Palm Beach County website that discusses the path toward certification

Additional support with the eligibility process can be provided by contacting Nancy Bourgeois, I-TEACH Program Coordinator, at nancy.bourgeois@palmbeachschools.org.

Potential teaching candidates needing assistance with the school district application process can contact our program partner, Career Source, Palm Beach County. Career Source can help with completing an application, writing a resume, and preparing for an interview. Contact Judy Dunn, Manager of the Executive Transition Unit, 1951 North Military Trail, Suite D, West Palm Beach, FL 33409, 561-340-1060, Ext. 2602.

A pre-employment interview can be scheduled with the School District of Palm Beach County Recruitment and Retention Office by calling 561-434-8430.

Qualifications

To qualify for the I-TEACH Program, an applicant must meet the following criteria:

- Be hired by the School District of Palm Beach County as a full-time teacher in a Title I secondary school.
- Teach a high-need subject area.
- Hold a temporary teaching certificate from the Florida Department of Education.
- Be in the first year of teaching.
- Be a recent college graduate (within three years) or mid-career changer.

I-TEACH Application Packet

Once hired as a full-time teacher, potential participants interested in the I-TEACH Program must complete the application packet and submit it to the I-TEACH Program Coordinator via email, interoffice mail, or by the postal service to the Mary and Robert Pew Leadership Development Center, 9482 MacArthur Blvd., Palm Beach Gardens, FL 33403. The packet includes the following:

- An application. The application can be found at http://www.palmbeachschools.org/staffdev/I-Teach.asp.
• A two-page essay on why you wanted to become a teacher.
• A current resume.
• A letter of recommendation from your school administrator, college professor, or recent employer.
• A screening questionnaire.
• An interview.

**Application Process**

Through Career Source Palm Beach County, each potential participant will complete the BestWork DATA Job Thoughts screening instrument. Information about this screening instrument and process for completion will be provided by the I-TEACH Program Coordinator.

Application packets will be reviewed. Candidates will be contacted with an interview time and date. Each prospective participant will be interviewed by designated members of the I-TEACH Steering Committee. The committee will select the most qualified candidates to be recommended for admittance to the program. Candidates will be notified by the Program Coordinator of their acceptance. Participants will receive a $1500 stipend upon acceptance and completion of the Tips for New Teachers I and II Workshops. An additional $500 bonus will be awarded upon completion of the program within the eighteen (18) month time frame. More specific information can be found in the Incentive Commitment Letter found on pages 9 and 10.

**The I-TEACH Program Components**

The I-TEACH Program consists of the following components:

1. The Professional Development Certification Program which includes:
   a. Twenty classroom-based tasks
   b. Demonstration of the Florida Educator Accomplished Practices through the Competency Verification Form
   c. Reading Competency 2 Course
2. Attending the Tips for New Teachers Workshops I and II, the CRISS training, the Poverty and Its Effects on Education Workshop, and the Differentiated Instruction Workshop.
3. Passing the Florida Teaching Certification Exams (FTCE) within the required time frame.
4. Teaching a high-need subject area in a Title I secondary school for four years.
5. Completing the I-TEACH program within 18 months.
6. Meeting weekly with the I-TEACH Mentor.

During the course of the 18 month program, I-TEACH participants will be completing the ACP components and tasks, meeting with their school-site I-TEACH Mentor and Administrator, attending professional development workshops and courses, demonstrating competence in the Florida Educator Accomplished Practices through classroom observations and activities, and taking and passing the FTCE tests.
Length of Program

Participants in the program must complete the I-TEACH Program within an 18 month time frame.

The Professional Development Certification Program (PDCP)

Once accepted to the I-TEACH Program, each participant will be automatically enrolled in the Professional Development Certification Program (PDCP) in order to complete state certification requirements and have the opportunity to be trained as educators.

The PDCP is designed to develop quality teachers for the District’s classrooms, by offering professional education preparation via distance learning and peer support, to newly hired educators with subject area expertise. The program promotes the development of a collaborative school community that will more effectively support student achievement. The PDCP includes the following components: Supervision from the trained ACP support team, demonstration of the Florida Educator Accomplished Practices through completion of the PDCP professional development tasks/activities and Competency Verification Report, and participation in professional development workshops/courses.

Additional information about the Professional Development Certification Program can be found in the handbook at http://www.palmbeachschools.org/staffdev/AlternativeCertification.asp.

Support Team Description and Responsibilities

The I-TEACH support team consists of a building level administrator, a designated I-TEACH mentor, a PDCP area mentor, and I-TEACH and PDCP District Personnel. The responsibility of these support team members is to assist and support I-TEACH participants as they become effective teachers. This should be accomplished through regular observations and follow-up meetings.

I-TEACH Administrator should:

1. Be the administrative contact for the I-TEACH Program at the school-site.
2. Meet with the newly identified participant on a regular basis to keep up-to-date with progress in the program.
3. Conduct informal and formal observations.
4. Recommend an Professional Growth Plan (PGP)
5. Analyze the cumulative data regarding each participant’s overall performance to make the ultimate determination of whether or not each participant has successfully demonstrated all of the Florida Educator Accomplished Practices (FEAPs) as documented on the Competency Verification Report.

Support will be provided at the school-site from a trained I-TEACH mentor who will assist with all aspects of the program. The I-TEACH mentor is chosen through a competitive interview process with selected members from the I-TEACH Steering Committee. The I-TEACH mentor is assigned to the participant by the I-TEACH Coordinator.
Confidential support from the I-TEACH mentor will include help through classroom observations, after school conferences, lesson planning, classroom management, and understanding school culture. Financial compensation is available for “before and after” duty day conferences for the I-TEACH mentor and participant. Swap time is available for compensation if approved by the school administrator. See pages 11 and 12 for more information.

**I-TEACH Mentor should:**

1. Meet with the participant at least 90 minutes per week in the first year of teaching and 60 minutes per week during the second year to provide high quality support. Third year support will be provided on an “as-needed” basis.
2. Attend the series of three mentor training workshops—Instructional Mentoring, Coaching and Observation, and Analyzing Student Work.
3. Attend Monthly Mentor Forums.
4. Turn in the monthly mentor log on Form 2412.
5. Follow the NTC Model shown below.

<table>
<thead>
<tr>
<th>NTC Model Formative Assessment</th>
<th>Description and Use by Mentor and Teacher</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Collaborative Assessment Log</strong></td>
<td>A tool that provides a framework for ongoing conversations between the mentor and teacher which causes the teacher to highlight successes, identify and prioritize challenges, and commit to specific next steps.</td>
</tr>
<tr>
<td><strong>Professional Goal Setting</strong></td>
<td>A tool that provides a process of professional goal-setting and reflection upon professional growth as it relates to a continuum of teacher performance based on the Florida Educators Accomplished Practices (FEAPs). New educators should demonstrate competence at the pre-professional level and move toward the professional level.</td>
</tr>
<tr>
<td><strong>Self-Assessment Summary</strong></td>
<td>A tool that allows the mentor to assist the new teacher in articulating their specific areas of strength and needs for growth.</td>
</tr>
<tr>
<td><strong>Individual Learning Plan</strong></td>
<td>A tool that allows the mentor to guide/support the teacher through identifying an overarching instructional goal and student learning goal. In addition, the teacher will identify at least four supporting goals linked to particular FEAPs.</td>
</tr>
<tr>
<td><strong>Mid-Year Review</strong></td>
<td>Tool that allows teachers to reflect on their professional goals mid-year using the continuum of teacher performance based on FEAPs.</td>
</tr>
<tr>
<td><strong>Prof. Growth Reflections</strong></td>
<td>A tool that allows the teacher to assess their practice over the course of the year and identify areas of growth according to the FEAPs.</td>
</tr>
<tr>
<td><strong>School/Community Resources</strong></td>
<td>A tool that allows the teacher to explore the school’s demographics and local community resources that are available to help the teacher support the students.</td>
</tr>
<tr>
<td><strong>Class Profile</strong></td>
<td>A tool that allows the teacher to synthesize available assessment data and identify the range of learning needs.</td>
</tr>
<tr>
<td><strong>Analysis of Student Work</strong></td>
<td>A tool that allows the teacher to carefully, and collaboratively examine student work to better understand student learning needs and ways to address those needs.</td>
</tr>
<tr>
<td><strong>Parent Communication</strong></td>
<td>A tool that allows the teacher to develop the ability to prepare for and communicate effectively with parents.</td>
</tr>
<tr>
<td><strong>Classroom Observations</strong></td>
<td>A set of three tools that allow the mentor to collect data around student-student interactions, student-teacher interactions, participation, engagement, and alignment of content standards to learning needs.</td>
</tr>
<tr>
<td><strong>Lesson Planning</strong></td>
<td>A tool that allows the mentor to assist the teacher in developing successful lessons that address the diversity of student needs.</td>
</tr>
</tbody>
</table>
Each I-TEACH participant will be matched with an PDCP Area Mentor who will assist with task/activity completion. There are five PDCP Area Mentors, one for each area in the district. Participants are grouped into one of the five areas.

**PDCP Area Mentor should:**

1. Provide ongoing support and guidance for PDCP task completion.
2. Facilitate cohort meetings.
3. Preview tasks and the portfolio prior to final submission to the District Alternative Certification Coordinator.
4. Guide and assist participants as they progress through the Florida Alternative Certification Program (FACP) tasks and recommend resources as needed.

Please refer to the PDCP handbook for more detailed information. The handbook can be found at [http://www.palmbeachschools.org/staffdev/AlternativeCertification.asp](http://www.palmbeachschools.org/staffdev/AlternativeCertification.asp).

**PDCP District Support Personnel should:**

1. Maintain communication with PDCP Area Mentors and participants, provide program orientation meetings, score participant tasks, provide guidance and feedback via the FACP system, and provide on-going support to PDCP Area Mentors and participants.
2. Record assessments in a timely manner, and offer suggestions for improvement and comments on the tasks.
3. Design and facilitate implementation of short and long-term program goals, and review final portfolios.
4. Send a progress report of task completion to the participant and the building administrator three times a year.

**I-TEACH Program Coordinator should:**

1. Assist potential candidates and process applications.
2. Provide all levels of support to program participants via email, telephone, and school-site visits.
3. Register participants for upcoming professional development activities.
4. Keep up-to-date information on current status of participants.
5. Communicate with Administrators, Mentors, and Participants on a regular basis.
6. Communicate regularly with PDCP District Personnel.
7. Exit participants from the program when all criteria have been met.

**I-TEACH Program Participant should:**

1. Meet with I-TEACH Program Coordinator to review program requirements.
2. Attend I-TEACH Orientation meeting.
3. Complete Form 2412 to report hours for working with mentor before and/or after the duty day.
5. Take and pass all state-required tests within the required time frame.
6. Complete all PDCP requirements.

**Program Bonuses**

- After signing the Incentive Letter of Commitment, a $1500 stipend will be paid to each I-TEACH participant upon entering the program upon completion of the Tips for New Teachers I and II Workshops. Each participant must agree to teach a high-need subject within a high-need secondary school in the District for a minimum of four years.
- Upon completing the I-TEACH Program within the 18 month time frame, each participant will receive a $500 bonus.
- If a participant is unable to meet the requirements as stipulated in the Incentive Letter of Commitment, he/she will be required to reimburse the I-TEACH Program the stipend/bonus amounts received.
- The School District will have the right to retrieve any bonuses paid via deduction(s) to pay in a manner convenient to the School District.

**Program Schedule**

The I-TEACH Program participant will have 18 months to complete the requirements of the program. Requirements can be completed during the 18 month time frame at the convenience of the participant and based on when workshops are scheduled.

<table>
<thead>
<tr>
<th>Workshop</th>
<th>When Offered</th>
<th>How to Register</th>
</tr>
</thead>
<tbody>
<tr>
<td>I-Teach Orientation</td>
<td>Throughout the school year</td>
<td>Contact the I-TEACH Coordinator for more information</td>
</tr>
<tr>
<td>Tips for New Teachers I</td>
<td>Throughout the school year</td>
<td>Register via eLearning Management</td>
</tr>
<tr>
<td>Tips for New Teachers II</td>
<td>Throughout the school year</td>
<td>Register via eLearning Management</td>
</tr>
<tr>
<td>CRISS Training</td>
<td>Throughout the school year</td>
<td>Register via eLearning Management</td>
</tr>
<tr>
<td>Differentiated Instruction</td>
<td>Throughout the school year</td>
<td>Register via eLearning Management</td>
</tr>
<tr>
<td>General Knowledge Test Review--optional</td>
<td>One Saturday first and second semester, as needed</td>
<td>Contact the I-TEACH Coordinator for more information</td>
</tr>
<tr>
<td>Professional Education Test Review--optional</td>
<td>One Saturday first and second semester, as needed</td>
<td>Contact the I-TEACH Coordinator for more information</td>
</tr>
<tr>
<td>Reading Competency 2 Course</td>
<td>Once first and once second semester, as needed</td>
<td>Register via eLearning Management</td>
</tr>
<tr>
<td>PDCP Task Workshops--optional</td>
<td>Monthly workshops to complete tasks</td>
<td>Contact PDCP area mentor</td>
</tr>
<tr>
<td>Poverty and Its Effects on Education</td>
<td>Throughout the school year</td>
<td>Register via eLearning Management</td>
</tr>
</tbody>
</table>

**Program Completion**
Successful completion, within the required 18 month time frame, of the School District of Palm Beach County I-TEACH Transition to Teaching Program will be based on all of the following:

- Submission of a completed PDCP portfolio
- Proof of passing all required Florida Teacher Certification Exams (FTCE)
- Completion of required I-TEACH Workshops

When the Professional Development Certification Program final portfolio of the twenty tasks is submitted for review, (the portfolio will be kept on file for five years), the I-TEACH Program Coordinator verifies that the participant has completed all I-TEACH Program components.

Upon successful completion of the PDCP, passing all of the FTCE tests within the required time frame, and successful attendance at the required workshops, the I-TEACH Program Coordinator will initiate the Florida Department of Education Professional Educators Competencies Form with the state. The I-TEACH participant will then be able to apply for the professional teaching certificate by going to the State site, www.fldoe.org/edcert.

If all I-TEACH criteria have been met and completed within the 18 month time frame, the I-TEACH program completer will receive a $500 bonus.

**Educator Support Program (ESP) and I-TEACH**

If a teacher is enrolled in the I-TEACH Program, he/she will not have to complete the ESP. If the participant withdraws from the I-TEACH Program, the ESP must be completed.

**Appeal Process**

The School District of Palm Beach County policies regarding reappointment of instructional personnel apply to I-TEACH participants.

An appeal may be processed by submitting a written request to the Manager of Professional Development for a review and for reconsideration of the decision within ten (10) days of receiving notification of unsuccessful completion. After review of the portfolio, program requirements, and other supporting documents, the Manager of Professional Development may or may not grant program completion. The decision of the Manager may be appealed to the Director of Professional Development, in writing, within ten (10) days of receiving notification of an unsuccessful appeal to the Manager. The Director’s decision will be final.

**Withdrawal from the I-TEACH Program**

An I-TEACH participant may withdraw from the program at any time by stating, in writing to the I-TEACH Program Coordinator, his/her reason for withdrawal. The participant will be required to repay the stipend/bonus he/she received.
In an effort to recruit and retain highly qualified instructional employees to the School District of Palm Beach County and in order to continue to strive for high student achievement, the I-TEACH Program will provide a monetary incentive to eligible I-TEACH participants.

I understand that by accepting the I-TEACH Incentives, I agree to the following conditions:

- I agree that as an I-TEACH Program participant, teaching a high-need subject area in a Title I school, I will receive an initial incentive of $1500.00 less applicable standard deductions upon completion of the Tips for New Teachers I and II Workshops. **Note:** For the FY 2014 school year, the critical need areas are math, science, English, and social science.

- I agree that as an I-TEACH Program participant, I will receive a $500.00 incentive minus standard deductions when I complete all requirements of the I-TEACH Program and receive my professional teaching certificate in my critical need area within the eighteen (18) month timeframe.

  **Note:** The incentives will be paid in two (2) installments. The $1500.00 will be paid within the first sixty (60) days of entering the I-TEACH Program. The $500.00 will be paid within sixty (60) days of completing the I-TEACH Program within the eighteen (18) month timeframe and after receipt of the professional teaching certificate in the critical need area.

- I accept and agree to a four (4) year commitment to assignment at a Title I school. The term of the commitment is for four (4) consecutive school years at that Title I school.

- I accept and agree to complete all requirements of the I-TEACH Program and receive my professional teaching certificate in my critical need area within an eighteen (18) month timeframe.

- I understand that for the term of the commitment, I will not be eligible to apply for a voluntary transfer or volunteer for the Unit Adjustment Transfer (UAT). If I am transferred through the UAT procedures, I agree to reassignment to another Title I school if a vacancy exists in my area(s) of certification. If no such vacancy exists at another Title I school, I understand that I will be placed at a non-Title I school.

- I agree that if I do not voluntarily remain at my secondary Title I school to which I was initially assigned for the minimum of four (4) full school years or if I voluntarily/involuntarily leave the employment of the District during this four (4) full school year period of time, or if I do not obtain a valid State Professional Teaching Certificate in my critical need area and complete the I-TEACH Program within eighteen (18) months, I will forfeit and must repay any monetary award(s) as provided by this agreement.
• I agree that if I voluntarily or involuntarily leave the employment of the District as a teacher anytime after receiving my initial incentive payment, but before obtaining a valid State Professional Teaching Certificate in my critical need area, I will forfeit and must repay the initial incentive payment I received from the District.

• By signing this Commitment Letter, I agree that should I not fully comply with the promises and commitments made herein, the School District will have the right to retrieve any bonuses paid to me via deduction(s) to my pay in a manner convenient to the School District.

______________________________       ______________________________
Name (Please Print)            Hire Date

______________________________       ______________________________
Employee ID#                                                         School

______________________________       ______________________________
Signature                                                                 Subject Area/Grade Level

After signing the Commitment Agreement, make copies for your files and return the original to Jennifer Illes, Pew Leadership Development Center, 9482 MacArthur Boulevard, Palm Beach Gardens, FL 33403. If you have any questions, please call 561.366.6102.
Swap Time Approval Form

I-TEACH Mentor

What: Permission to Utilize Swap Time

In order to declare mentoring hours, you must mentor during non-student contact time, when students are not officially on campus. This means that planning time and lunch time during the school day may not be used for mentoring, unless you “swap the time out.”

I-TEACH Mentor Name_________________________ Emp. Number________

School__________________________________________________________

Mentee Name________________________ Mentee Emp. Number________

Swap Time

If you complete a classroom observation or model a lesson during your planning time or other free time during your paid 7 ½ hour duty day, you must make up the same amount of time outside your paid 7 ½ hour duty day by completing school work, planning, grading, and/or conferring. This is called “swap time.” You would then record the swap time hours on your mentor log.

The principal’s signature indicates approval to use “swap time.”

Principal’s signature_____________________________________________________

Date_______________________________________________________________
Swap Time Approval Form

I-TEACH Participant

What: Permission to Utilize Swap Time

In order to declare collaboration hours, you must meet with your mentor during non-student contact time, **when students are not officially on campus. This means that planning time and lunch time during the school day may not be used for collaborating, unless you “swap the time out.”**

I-TEACH Participant Name_________________________ Emp. Number_________

School_____________________________________________________________

Mentor Name________________________ Mentor Emp. Number_____________

Swap Time

If you collaborate with your I-TEACH mentor during your planning time or other free time during your paid 7 ½ hour duty day, you must make up the same amount of time outside your paid 7 ½ hour duty day by completing school work, planning, grading, and/or conferring. This is called “swap time.” You will record your swap time (after duty day hours) on your log.

The principal’s signature indicates approval to use “swap time.”

Principal’s signature_________________________________________________

Date____________________________________________________________
# I-TEACH

**TRANSITION TO TEACHING PROGRAM**  
**SCHOOL DISTRICT OF PALM BEACH COUNTY**  
(please print clearly)

<table>
<thead>
<tr>
<th>Last Name, First Name</th>
<th>Email Address</th>
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<thead>
<tr>
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<th>Gender</th>
<th>Male</th>
<th>Female</th>
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<tr>
<th>Birth Date (MM/DD/YY)</th>
<th>Race/Ethnicity</th>
<th>Asian</th>
<th>Black</th>
<th>Hispanic</th>
<th>Multi-Racial</th>
<th>White</th>
<th>Native American</th>
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<thead>
<tr>
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<th>Major</th>
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<tr>
<td>Bachelor’s</td>
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<td>Master’s</td>
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<td>Doctorate</td>
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<tr>
<th>Year Received Bachelor’s Degree</th>
<th>Previous Occupation</th>
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<table>
<thead>
<tr>
<th>District Start Date</th>
<th>Date Temporary Certificate Expires</th>
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<th>Doe Number</th>
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<table>
<thead>
<tr>
<th>School</th>
<th>Teaching Assignment</th>
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<table>
<thead>
<tr>
<th>Title I School</th>
<th>Yes ☐ No ☐</th>
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<table>
<thead>
<tr>
<th>How Did You Hear About I-TEACH?</th>
<th>Principal</th>
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<table>
<thead>
<tr>
<th>Principal’s Email Address</th>
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</table>
As a non-education major teaching in the School District of Palm Beach County, I may seek certification by one of the following: a. Completing college course work, b. Completing another state recognized alternative certification program, c. Completing the School District of Palm Beach County’s Professional Development Certification Program (PDCP), OR d. Completing the I-TEACH Program. In order to qualify for either the PDCP or I-TEACH, I must hold a temporary teaching certificate from the Florida Department of Education (DOE).

As an applicant to the I-TEACH Program, I have read and, if accepted into the program, agree to abide by the guidelines of the program as approved by the School Board (see the School District of Palm Beach County I-TEACH Program Handbook). I understand that I must complete all parts of the I-TEACH program, within the required time frames, which include the following components:

- Complete the Professional Development Certification Program.
- Achieve passing scores on all Florida Teacher Certification Exams.
- Participate in all required I-TEACH professional development activities.
- Teach a high-need subject area, as a full-time teacher in a district secondary, Title I school, under the supervision of a trained I-TEACH mentor for the entire time of participation.
- Demonstrate competence of the Florida Educator Accomplished Practices (FEAPs).

I must complete the I-TEACH Program within eighteen (18) months and teach in a secondary Title I school for at least four (4) years. It is my responsibility to secure computer access for purposes of email and Internet use.

I am aware that application to the I-TEACH Program does not guarantee admission to the program.

**A STATEMENT OF ELIGIBILITY AND TEMPORARY TEACHING CERTIFICATE FROM THE FLORIDA DEPARTMENT OF EDUCATION MUST ACCOMPANY THIS FORM TO DETERMINE ELIGIBILITY.**

**VALIDATION STATEMENT: PRINCIPAL**

As the principal, I recommend the teacher named above for participation in the district’s I-TEACH Program. I agree that the required observations will be conducted either by me or my designee. I understand that successful completion of the I-TEACH Program is contingent on the candidate meeting all program requirements within the required timeframe of eighteen (18) months, demonstrating all accomplished teaching practices, passing required tests, committing to teach in a Title I school for at least four (4) years, and submitting a completed portfolio. I agree to help facilitate this process.
I-Teach Document Verification Form

Below is a copy of the Document Verification Form which is required for your portfolio. Please sign and submit to the I-TEACH Coordinator with your completed portfolio.

DOCUMENT VERIFICATION

I verify that all of the Professional Development Certification Program documentation, including all tasks and activities, is my own original work.

______________________________  ______________________________
Printed Name                        Signature
THE SCHOOL DISTRICT OF PALM BEACH COUNTY
EDUCATOR SUPPORT PROGRAM (ESP) ALTERNATIVE
CERTIFICATION PROGRAM (ACP)

Competency Verification Report
This form stays in the new educator’s portfolio until the end of the program.

<table>
<thead>
<tr>
<th>Employee Name (first, middle initial, last)</th>
<th>Employee ID #</th>
<th>Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>Teaching Assignment</td>
<td></td>
</tr>
</tbody>
</table>

NAME OF SUPPORT TEAM (print)
- Administrator
- Mentor
- Online Mentor
- Other Professional Educator

EDUCATOR ACCOMPLISHED PRACTICES Check which competencies were successfully demonstrated.

<table>
<thead>
<tr>
<th>ACCOMPLISHED PRACTICE</th>
<th>DEMONSTRATED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructional Design and Lesson Planning</td>
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<tr>
<td>The Learning Environment</td>
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<tr>
<td>Instructional Delivery and Facilitation</td>
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<tr>
<td>Assessment</td>
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<tr>
<td>Continuous Professional Improvement</td>
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<tr>
<td>Professional Responsibility and Ethical Conduct</td>
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</tbody>
</table>

I have reviewed the recommendations of the support team and verify that the new educator

☐ HAS  ☐ HAS NOT

successfully demonstrated the Educator Accomplished Practices.

Signature of Principal Date

Signature of ESP / ACP Contact Date

Signature of New Educator Date

PRSD 1020 (Rev. 06/29/2011)