Charter School Principal Meeting
May 15, 2024

How to Conduct a Self-Audit

Established 1915
BROWARD
County Public Schools

Overview Topics

- Must refer to the Florida Course Directory to determine acceptable certification for instructional staff based on teaching assignments (subject/grade level)

- Monitoring and record keeping of all instructional staff verifying they hold a valid educator certificate with revised self audit excel

- Determining if an instructional staff is out-of-field

Qualifying for a FLDOE Educator Certificate

- A Statement of Status of Eligibility is not a Florida Educator Certificate

- Must have a Statement indicating '**eligible**'

- Fingerprints authorization date must be within 12 months of issuance request

- Ensure timely submission of Certificate Issuance Request Form

- Validity end date on the FLDOE certificate is the expiration date

- Instructional staff employed in public schools must have a valid Florida educator certificate. Refer to Florida State Statue 1012.55 and 6A-1.0503

Sample of 'Eligible' & 'Not Eligible' Florida Status Statements

Processing Date: 05/31/2022
Expiration Date: 05/31/2025

YOU ARE ELIGIBLE FOR A FLORIDA EDUCATOR'S CERTIFICATE AS SHOWN BELOW.

Temporary Certificate: For issuance of a three-year non-renewable Temporary Certificate covering Exceptional Student Education (Grades K-12), the following requirements must be completed, and official documentation must be submitted to the Bureau of Educator Certification:

• verification of employment and request for issuance of certificate on the appropriate certification form from a Florida public, state supported, or non-public school which has an approved Professional Education Competence Program

• verification of eligibility to work in the United States submitted by an official of the employing Florida public, state supported, or nonpublic school

YOU ARE NOT ELIGIBLE FOR A FLORIDA EDUCATOR'S CERTIFICATE AS SHOWN BELOW.

Temporary Certificate: For issuance of a three-year non-renewable Temporary Certificate covering Preschool Education (Birth through Age 4), the following requirements must be completed, and official documentation must be submitted to the Bureau of Educator Certification:

Subject area mastery content requirements for Preschool Education (Birth through Age 4) as documented by the following:

   • a passing score on the Florida state approved examination earned no more than ten (10) years prior to the date of application

   OR

Subject area content requirements for Preschool Education (Birth through Age 4) as documented by the following:

   • 45.00 semester hour(s) in preschool education to include the areas specified below:

Certificate Issuance Request

Certificate Issuance Request Form for Charter School New Hires must have all sections completed with a fingerprint authorization date prior to employment date.

✓ Email completed form at the time of hire to certificationrequests@browardschools.com

✓ Charter School Information including Certification Issuance Request Form and Fingerprints Instructions at **https://www.browardschools.com/Page/35691**

✓ Please **review video guide** at link above when completing the Certificate Issuance Request prior to submitting a request to our office to ensure it is filled out correctly and to avoid processing delays.

✓ You will receive an email from our office acknowledging receipt of your request.

✓ It is the charter school's responsibility to follow up to ensure FLDOE certificate is issued.

Broward County Public Schools
Talent Acquisition & Operations (Instructional)
Certificate Issuance Request for Charter Schools

Please note this form must be completed in its entirety to be accepted.

Name of Location: _____ Location # ____ Contact Name: _____ Date: _____

Contact Phone #: _____ Email (e.g. "CS-4-digit loc numb"): _____

Principal's Signature: _____ Date: _____

Please request issuance of a Florida Department of Education certificate for the individual listed below.

Name: _____ SS#: _____

Home Mailing Address (must be a local address): _____

Home Phone # (with area code): _____

Date of Employment in this position: _____ Teaching Assignment (specific subject/grade): _____

Date Fingerprinted (date must be within the prior twelve-month period): _____

NOTE: If the "Date Fingerprinted" is after the "Date of Employment (in position)" you MUST provide an explanation here: _____

Please read and initial each of the following statements. Please note that any Certificate Issuance Requests received without all requested information and documentation cannot be processed. Submit to: certificationrequests@browardschools.com

____ I have verified the mailing address listed above is current.

____ I have verified the fingerprint date is within the prior twelve months.

____ I have included a copy of a completed I-9 form with this request. (Note: an I-9 cannot be accepted that contains expired documentation)

____ I have included a copy of the valid (unexpired) Statement of Status of Eligibility with this request.

____ I have verified that a full employment history check has been completed on the above individual in accordance with F. S. 1002.33.
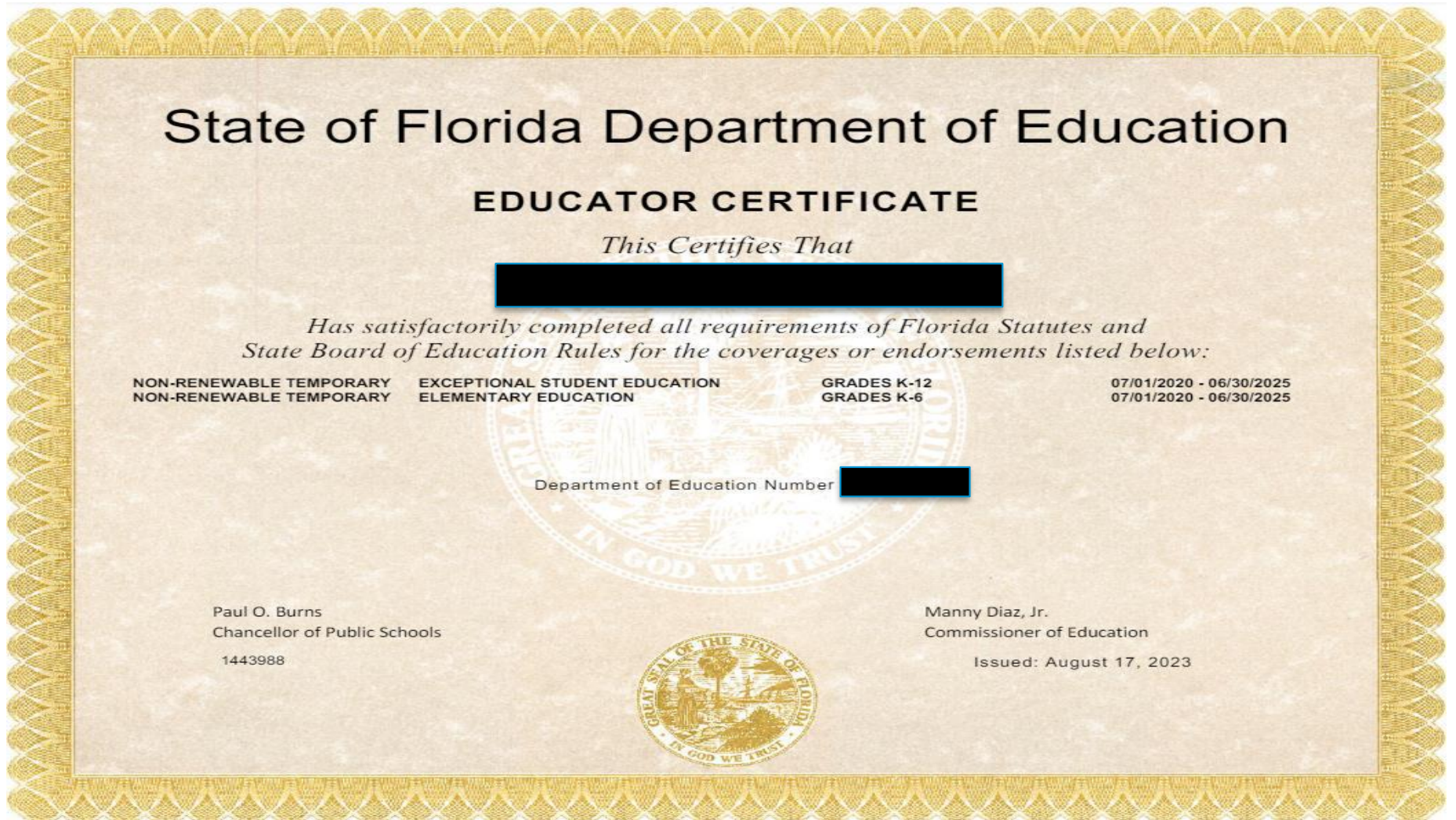
Security Background Check

- Fingerprint processing and background checks for charter school applicants will be performed by FieldPrint. Instructions can be found at http://www.fieldprintflorida.com/

- The hiring location must provide the applicant with the FieldPrint code in advance of the applicant registering to be fingerprinted. If you have questions regarding the FieldPrint fingerprinting process, contact FieldPrint via one of the following methods:

- Phone: (877)614-4364
  Email: CustomerService@fieldprint.com

Sample of FLDOE Certificate

State of Florida Department of Education

EDUCATOR CERTIFICATE

This Certifies That

*Has satisfactorily completed all requirements of Florida Statutes and
State Board of Education Rules for the coverages or endorsements listed below:*

| NON-RENEWABLE TEMPORARY | EXCEPTIONAL STUDENT EDUCATION | GRADES K-12 | 07/01/2020 - 06/30/2025 |
| NON-RENEWABLE TEMPORARY | ELEMENTARY EDUCATION | GRADES K-6 | 07/01/2020 - 06/30/2025 |

Department of Education Number

Paul O. Burns
Chancellor of Public Schools

1443988

Manny Diaz, Jr.
Commissioner of Education

Issued: August 17, 2023

Florida Course Code Directory
To Determine Acceptable Certification

The Florida Course Code Directory

Florida Course Code Directory (CCD) http://www.fldoe.org/articulation/CCD/

All courses funded through the Florida Education Finance Program and courses for which students may earn credit toward high school graduation

Indicates acceptable certification(s) by course assignment(s)

7810012* ACCESS M/J LA 2	/Y	ESE 6/ELEM ED K
Access M/J Language Arts 2		ESE 6/ELEM ED @3
		ESE 6/ENGLISH @3

CCD is separated by sections and includes general information and courses by grade levels

FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

2024-2025 Course Directory

2023-2024 Course Directory

2022-2023 Course Directory

- Section 1 – Narrative Section (PDF)
- Section 1 – Narrative Section (Word)

- Section 2 – Administrative, Curricular, Service Assignments Course Listing (PDF)
- Section 2 – Administrative, Curricular, Service Assignments Course Listing (Word)

- Section 3 – Grades PreK to 5 Education Course Listing (PDF)
- Section 3 – Grades PreK to 5 Education Course Listing (Word)

- Section 3 – Grades 6 to 8 Education Course Listing (PDF)
- Section 3 – Grades 6 to 8 Education Course Listing (Word)

- Section 3 – Grades 9 to 12 and Adult Education Course Listing (PDF)
- Section 3 – Grades 9 to 12 and Adult Education Course Listing (Word)

- Section 4 – Exceptional Student Education Course Listing (PDF)
- Section 4 – Exceptional Student Education Course Listing (Word)

- Section 5 – Career Technical Education Program and Course Listing (PDF)
- Section 5 – Career Technical Education Program and Course Listing (Word)

- Section 6 – Adult General Education Course Listing (PDF)
- Section 6 – Adult General Education Course Listing (Word)

Florida Course Code Directory

- Florida Course Code Directory (CCD) https://www.fldoe.org/policy/articulation/ccd/index.stml

- All courses funded through the Florida Education Finance Program and courses for which students must earn credit toward high school graduation are included.

- Indicates acceptable certification(s) by course

- To be used in schedule planning and prior to course assignments

- CCD is separated by sections and includes general information and courses by grade levels.

A Closer Look

1001010* M/J LANG ARTS 1
M/J Language Arts 1

2/Y

ENGLISH   @3   MG ENG   C
MGIC   ?C   ENGLISH   1
ELEM ED   @3 K
MG ENG C/ESOL E
ENGLISH 1/ESOL E
MGIC ?C/ESOL E
WORLD LANGUAGE/ESOL E
ELEM ED K/ESOL E
ELEM ED @ 3/ESOL E

Course code number

Course title

Acceptable certifications

Codes & Symbols

```
ENGLISH          @3                 MG ENG          C
MGIC             ?C                  ENGLISH         1
ELEM ED          @3  K
MG ENG C/ESOL E
ENGLISH 1/ESOL  E
MGIC ?C/ESOL  E
WORLD LANGUAGE/ESOL E
ELEM ED K/ESOL  E
ELEM ED @ 3/ESOL E
```

Codes and symbols appearing after a certification provide additional, important information on special conditions

Explanations of codes & symbols are found in the general "narrative" section

Codes

Early Childhood	=	0 ***
Grades 6-12	=	1
Adult Education	=	2
Elementary (1-6)	=	3 ***
Secondary (7-12)	=	4 ***
Grades K-8	=	5 ***
Elementary and Secondary (K-12)	=	6
Career-Technical (requires job experience and can be taught at any level that the course is offered)	=	7
Primary (K-3)	=	B ***
Middle Grades (5-9)	=	C
Preschool-Secondary (PK-12)	=	D
Endorsement	=	E*
District determined, valid at any level	=	F**
District issued employment certificate	=	G****
Prekindergarten/Primary (Age 3 through Grade 3)	=	H
Elementary Education (K-6)	=	K
Preschool (Birth through age 4)	=	L

Indicates the instructional level of certification by group/type

Any Field	Any coverage, degreed or non-degreed, listed in the CCD.
Any Field when certificate reflects Bachelor's Degree or Higher	Any coverage listed in the CCD that requires the teacher to hold a bachelor's degree or higher.
Any Academic Coverage	Any coverage classified as an academic coverage in Rules 6A-4.0101 through 6A-4.0343, F.A.C.
Any Career/Technical Field or Coverage	Any career/technical coverage, degreed or non-degreed, that is listed in the CCD.

Symbols

@   This symbol indicates (1) certification coverages that are no longer issued or added to certificates, and (2) certification coverages and levels that will be accepted as meeting requirements until such time as all valid certificates containing such coverages expire or are converted to the current coverage being issued and added to certificates.

/   This symbol connecting a coverage and an endorsement or proficiency indicates that both are required.

\#   This symbol indicates coverage appropriate only for appointments prior to July 1, 1989.

¢   This symbol indicates coverage appropriate only for appointments prior to July 1, 1990.

§   This symbol indicates coverage appropriate only for appointments prior to July 1, 1992.

¶   This symbol indicates coverage appropriate only for appointments prior to July 1, 1993.

$ This symbol indicates coverage appropriate only for appointments prior to July 1, 1996.

!   This symbol indicates coverage appropriate only for appointments prior to July 1, 1998.

<   This symbol indicates coverage appropriate only for appointments prior to July 1, 2000.

?   This symbol indicates coverage appropriate only for appointments prior to July 1, 2012.

%   This symbol indicates coverage appropriate only for appointments to career and technical education courses prior to July 1, 2014.

Indicates any special conditions

Typically signifies a certification: no longer offered, still being circulated on certificates, and acceptable for the course provided the condition noted applies

Exercise

```
1001010* M/J LANG ARTS 1                    2/Y        ENGLISH    @3        MG ENG      C
         M/J Language Arts 1                            MGIC       ?C        ENGLISH     1
                                                        ELEM ED    @3  K
                                                        MG ENG C/ESOL E
                                                        ENGLISH 1/ESOL E
                                                        MGIC ?C/ESOL E
                                                        WORLD LANGUAGE/ESOL E
                                                        ELEM ED K/ESOL E
                                                        ELEM ED @ 3/ESOL E
```

Is Elem Ed acceptable?

What does the "@" mean?

What does the "3" signify?

Is MGIC acceptable?

What does the "?" mean?

What does the "C" signify?

Monitoring

- Effective monitoring requires an organized system

- Best methods allow sorting by expiration date

Name	Position	Certificate Type	Certification Subject	Level	Cert Begin	Cert End
TEACHER, IMA	TEACHER-SCIENCE MIDDLE	PROFESSIONAL 5-YEAR	MID GR SCI	GRADES 5-9 (MID GR)	7/1/2023	6/30/2028
TEACHER, IMA	TEACHER-SCIENCE MIDDLE	PROFESSIONAL 5-YEAR	GIFTED ENDORSEMENT	K-12	7/1/2023	6/30/2028
SMITH, JANIE	TEACHER-SOCIAL SCIENCE	TEMPORARY 5-YEAR	SOCIAL SCI	GRADES 5-9 (MID GR)	7/1/2023	6/30/2028
JAMES, DOUG	TEACHER-LANGUAGE ARTS MIDDLE	PROFESSIONAL 5-YEAR	ENGLISH	GRADES 6-12	7/1/2019	6/30/2029
JAMES, DOUG	TEACHER-LANGUAGE ARTS MIDDLE	PROFESSIONAL 5-YEAR	ESOL ENDORSEMENT	K-12	7/1/2019	6/30/2029
ROBIN, SAM	TEACHER-MATHEMATICS MIDDLE	TEMPORARY 5-YEAR	MATHEMATICS	GRADES 5-9 (MID GR)	7/1/2023	6/30/2028
COLES, KRIS	TEACHER-READNG	TEMPORARY 5-YEAR	ENGLISH 5-9	GRADES 5-9 (MID GR)	7/1/2023	6/30/2028
COLES, KRIS	TEACHER-READNG	TEMPORARY 5-YEAR	READING	ENDORSEMENT	7/1/2023	6/30/2028

Out-of-Field

- Instructional staff assigned a course or student population (e.g. ESOL, ESE, Gifted) for which they do not hold appropriate certification

- Certification for courses and student characteristics defined by CCD or mandated by Florida statute (ESOL)

Out-of-Field

- OOF approval should be obtained from the Charter School Governing Board prior to the October and February FTE survey periods

- Parents or guardians must be notified, in writing, of the out-of-field status of their child's teacher

- Notification via the computer or any other electronic means is not acceptable

- Notices to parents must be dated and include the teacher's name and the out-of-field subject(s) they are teaching

- Announcements must be sent out prior to the FTE survey (1012.42 F.S.) and may be by school newsletter or direct letters to the parents

Revised Self Audit Excel As of 3/15/24

Section 1-Complete each required field at the top of form

CHARTER SCHOOL CERTIFICATION SELF-AUDIT-Complete top portion with location number, location name, date audit completed and the name of person who completed audit. Complete each column below and upload as an attachment to Charter Tools.	
Charter School Location Number:	
Charter School Location Name:	
Date audit completed:	
Person completing audit:	

Section 2-Complete each required field

For detailed explanation of what information is required in each field below, please mouse over the field containing the column title.

Last Name, First Name	FLDOE#	Certificate Start Date	Certificate End Date	If No Certificate, List Date Certificate Issuance Request Submitted to District	Subject(s) on Certificate	Current Position

Revised Self Audit Excel Continued

Section 2-Complete each required field

Course(s) Currently Assigned: List Course Code Number	Course(s) Currently Assigned: List Course Title	Out-of-Field (OOF) for course?	Date OOF Agreement Approved by Board	Date Parent Notification Provided	If "Yes" for OOF, Indicate mandated Method of Satisfaction of OOF Training (e.g. taking exam, completing college courses, completing district in-service)	Comments

For detailed explanation of what information is required in each field below, please mouse over the field containing the column title

Out-of-Field (OOF) for course?	Date OOF Agreement Approved by Board	Date Parent Notification Provided	If "Yes" for OOF, I Training (e.g. taki

Indicate 'Yes' or 'No'. Check courses assigned against acceptable certification(s) in Florida Course Code Directory found at http://www.fldoe.org/articulation/CCD/ - if no match, teacher is out-of-field.

Renewing Professional Certificate

Florida state statute and administration code require that all instructional staff employed at a Florida public school maintain a valid educator certificate.

✓ Certificates expiring 6/30/25 can apply as of 8/1/24 as soon as they meet the following renewal requirements.

✓ Renewals require completion of 120 district in-service points OR six semester hours of college credit OR a combination of in-service and college credit.

✓ Credit must have been earned within the validity period of the certificate to be renewed.*

✓ For those renewing a Florida (state-issued) certificate, the 120-point total must include 20 points in students with disabilities (SWD) training.

✓ Beginning with certificates expiring 6/30/2025 that are in the subjects of Elem Ed, ESE, English, and/or ESOL will be required to have completed 40 in-service points in reading instruction.

*In-service points or college credit earned in the areas of ESOL, Students With Disabilities, or Reading from a previous period and that have not been used to meet eligibility for a previous renewal may be used toward meeting requirements.

✓ Application Process for (state-issued) Certificate Renewals at https://www.browardschools.com/Page/40360 under Certification Application Processes.

Reading Requirement for Renewal for Professional Certificates Expiring 6/30/25 or after

Effective with Florida Professional Certificates Expiring June 30, 2025, or Later

Instructional employees with a Florida five-year professional certificate **beginning July 1, 2020 or later AND** hold certification in one of the subject areas below will need to meet a new 40-point reading renewal requirement per State Board Rule 6-4.0051. This is in addition to the current 20 points in Teaching Students with Disabilities (SWD) that is required by **all** who renew the State Florida professional certificate.

- Elementary K-6
- Elementary 1-6
- English 1-6
- English 6-12
- English Middle Grades 5-9
- ESOL K-12
- Exceptional Student Education
- Middle Grades Integrated Curriculum 5-9
  Prekindergarten/Primary PK-3
- Primary K-3
- Reading K-12
- Reading Endorsement

The new requirement applies to **all** holders of a Florida professional teaching certificate in one of the specified areas listed above **regardless of job assignment or position.**
See below for PD courses that will satisfy both the 20-hour SWD and the new 40-point Reading requirement simultaneously.

Resources
•Link to the State Board Rule 6-4.0051
https://www.flrules.org/gateway/RuleNo.asp?ID=6A-4.0051

•Link to BESE Portal - https://www.browardschools.com/Page/39318

•Link to BVU Schedule -
 https://www.browardschools.com/cms/lib/FL01803656/Centricity/domain/13712/bvu/BVU-Calendar.pdf

Teachers who want to add reading endorsement via passing the FL Subject Area Exam (SAE) for Reading K-12 **must do so by 6/30/24** and have a District Add Endorsement app on file with FLDOE affiliating with Broward 06. Instructions at https://www.browardschools.com/Page/40360.

Contact Information

- Florida Course Code Directory
  https://www.fldoe.org/policy/articulation/ccd/index.stml

- Revised Self-Audit Excel Form as of 3/15/24 available in Charter Tools Benchmark

- Charter School Certification Information (FTCE Exam Options, CT 134 GK and CT 135 PED Test Waiver Form, Certificate Issuance Request, FieldPrint instructions, Competency Demonstration Checklist, CT 113 Verification of Teaching Experience, renewals, and additions) at https://www.browardschools.com/Page/35691

- CHARTER SCHOOLS-OPTIONS FOR COMPLETING FTCE EXAMS 02.16.24.pdf

- Certification Questions regarding certificate issuance, renewals, additions, and out-of-field should be directed to certificationrequests@browardschools.com

- Questions regarding FLDOE application completion or issues should be directed to FLCertify@fldoe.org

Contact Information

- Florida Course Code Directory
  https://www.fldoe.org/policy/articulation/ccd/index.stml

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