

CONTACT PERSON

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DPE: 01 - 08

September 8, 2000

MEMORANDUM

TO: School District Superintendents
Certification Contacts in Florida Public School Districts, Colleges and
Universities, and Nonpublic School Organizations

FROM: David C. Ashburn

SUBJECT: Bureau of Educator Certification Partnership Training - Level I

This is to announce our annual Partnership Training, Level I, October 11-13, 2000. Level I training is for individuals who have not been trained on Florida's certification procedures, rules and laws, but who occupy positions in their organizations where knowledge of certification is necessary. The training will be held in room 1721 of the Ralph Turlington Building, 325 West Gaines Street, Tallahassee, Florida. Training will begin at 8:30 a.m. each day, will end at 4:30 p.m. on the 11th and 12th, and conclude at 12:00 noon on the 13th.

Hotel, meeting and registration information are attached. *In order to secure a space, the registration form must be returned to the Bureau of Educator Certification no later than September 22, 2000.* The completed form should be submitted via e-mail, or by fax to 850/488-3352. In addition, the number attending from one district, institution or organization is limited to three (3) persons.

We look forward to working with our certification contacts at this session. If you have any questions about the Program or this session in particular, please contact Kathy Hebda as listed above.

DA:kh

Bureau of Educator Certification Partnership Training Program
Fall 2000 Registration Information

To register for the Fall 2000 Training Session to be held October 11-13, please fax (850/488-3352) or e-mail (hebdak@mail.doe.state.fl.us) the following information:

NAME: (1) _____
(2) _____
(3) _____

DISTRICT/COLLEGE/ORGANIZATION: _____

E-MAIL ADDRESS: (if registering by fax) _____

MAILING ADDRESS: _____

TELEPHONE NUMBER: _____ FAX NUMBER: _____

Meeting and Accommodation Information

Hotel Accommodations: Two hotels have rooms reserved at a conference rate of \$79.00 per night (single or double occupancy) for the 10th, 11th, and 12th:

Holiday Inn Capitol - 1355 Apalachee Pkwy. 32301, 850/877-3171
Doubletree Hotel - 101 South Adams St. 32301 850/224-5000

This rate is valid until September 18th. When you call to make your reservations, please reference "DOE Partnership Training" to receive the room rate. The Holiday Inn is about 1/2 mile from the Turlington Building and is exploring the possibility of providing shuttle service to the training sessions. The Doubletree is about 8 blocks from the Turlington Building.

Meeting Information: Meals are not provided for this session, although coffee and danish are provided each morning in room 1721. The Turlington Building has both a snack bar and cafeteria which are open for breakfast and lunch. Restaurants are available within walking and driving distance of the building.

You will only need to bring your favorite pen and highlighter with you to the meeting. The complete Partnership Training Manual will be provided to you when you arrive. Please do not plan to attend this session if you are unable to attend the *entire* session. Another session is planned for the spring of 2001.