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October 29, 2001

MEMORANDUM

TO: District School Superintendents
Excellent Teaching Program (ETP) Contacts

From: David C. Ashburn

SUBJECT: **Excellent Teaching Program Candidate Subsidy Program/
Retake Funds**

I am pleased to inform you that the **Candidate Subsidy Program**, a federally funded program through the National Board for Professional Teaching Standards (NBPTS), has awarded the State of Florida **\$98,000** to be used for candidate retake payments. Additionally, the Washington Mutual Foundation has awarded the state **\$99,500**. Both awards will be used to pay for one or more retake exercises for **2000-2001 retake candidates**. Retake payments per applicant will be determined by lottery. The requirements, guidelines, and timelines for the retake subsidy are explained in this memorandum.

In late November, all **2000-2001** NBPTS applicants will receive the score report profiles indicating the results of certification assessment. Many will achieve National Board certification and will **NOT** need to do retake exercises. However, others will be **close to certification** and will want to retake one or more exercises. Each individual who was unsuccessful will receive an **individual retake application form** along with the score

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report. The score report will indicate the scaled score earned for each entry/exercise. Only those entries/exercises that show a score less than **2.75** are eligible for retake.

The fee for each entry/exercise retake is **\$300**. The retake application is to be submitted for retake entries that are to be completed during the **2001-2002** application cycle. Each retake entry or exercise must be completed within the assessment cycle, which can be as early as **March 15, 2002**, for the portfolio entry retakes. If a retake is not completed within the timeline, the fee(s) is forfeited. If more than one retake is requested on the application, the applicant must attach personal payments, either check or money order payable to the NBPTS in the amount of **\$300** for each additional retake.

The retake application form is to be completed and sent to Beatrice H. Monroe for processing as soon as possible, but not later than **January 4, 2002**. **Please emphasize to applicants that retake subsidies will be determined by a lottery drawing from the retake applications received in Tallahassee by January 4, 2002.** Applicants who choose to do so may continue to retake entries/exercises for which they earned a score of less than 2.75 for up to two years but at their **own** expense.

NBPTS has advised that careful consideration should be given to the number of retakes scheduled within one year, and that retake applicants read and study the "Guide to Interpreting Your National Board Certification Scores." The guide was sent either with the portfolio box, or in some instances, with the score report in order to best determine the most appropriate entry/exercise to retake.

Attached for your information is a copy of the DOE Lottery Retake Information Sheet.

Only 2000-2001 applicants may apply. They must send both the NBPTS Retake Application and DOE Lottery Retake Information Sheets to:

**Beatrice H. Monroe
325 West Gaines Street
Turlington Building, Room 126
Tallahassee, Florida 32399-0400**

RETAKE SUBSIDY DEADLINE IS JANUARY 4, 2002.

DA/bhm

Attachments