

April 12, 2002

MEMORANDUM

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TO: District School Superintendents
Excellent Teaching Program District Contacts

FROM: David C. Ashburn

**SUBJECT: Florida Excellent Teaching Program Technical Assistance Document
2002-2003**

The Florida Excellent Teaching Program (ETP) is entering its fifth year of implementation and the level of interest is still very high. During the 2001-2002 application cycle, the Department of Education (DOE) received over 3,400 applications for which a **\$2,070** fee subsidy was paid for each applicant. As expected, there have been some applicants who have made a decision to withdraw. It does appear that we will have over 2,500 participants that will complete the program.

Beginning with the **2002-2003** application cycle, the National Board for Professional Teaching Standards (NBPTS) will begin a **three-year** transition to an assessment operations redesign and technology advancements to the National Board process. The rationale behind the change is to accommodate the expected 50,000 new applicants, nation-wide, by the 2004-2005 cycle. The changes will affect our processing procedures over the three-year transition; but for 2002-2003, procedures will remain basically the same. There will be three (3) portfolio due dates-**February 15, March 15, and April 15, 2003**. Portfolio scoring will occur during the summer; scores for first-time candidates will be received in November 2002; and the fee payment deadline is still **January 31, 2003**. This year's changes will include the following:

- online applying for National Board Certification;
- availability of portfolio instructions via CD-ROM and Website starting April 1, 2002;
- ability of applicant to view and update application data at any time;
- ability of applicant to update address and other demographic information;
- ability of applicant to view and print applicant fee payment records for submission to their principals, school district, etc.;

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- availability of online receipt of applicants' score reports; and
- availability of assessment center testing all year long in 6-month windows, instead of February to July.

The applicant's fee payment triggers the portfolio due date and 6-month assessment center testing window. Assessment center appointments are one half (½) day, not a full day as before, and each exercise assessment series is only 30 minutes long and measures content-related questions rather than pedagogical questions. (See 2002-2003 National Board Certification Assessment Calendar, page 4.)

For the 2002-2003 cycle, the NBPTS applicants **may** be able to apply for **World Languages other than English/Japanese and Latin**. Availability of these areas is contingent upon the NBPTS Board of Directors' action scheduled in June 2002. For the 2003-2004 cycle, three new certification areas-Guidance Counseling, Literacy: Reading/Language Arts, and Health Education are scheduled to be available. The National Board application fee remains **\$2,300**. The Excellent Teaching Program incentives and bonuses contained herein are contingent upon funding by the Florida Legislature. The Department shall pay **\$2,070** of the fee subsidy for all eligible applicants submitted to the Department by school districts and developmental research schools by **the state application deadline**, which is **September 30, 2002**. The eligibility criteria, application requirements and deadlines, and other program timelines for 2002-2003 are further explained in this document.

Applicants seeking National Board certification through the Florida Excellent Teaching Program **must** be officially classified as **full-time classroom teachers** providing instruction to students during the **entire** school year to go through the process, and must **maintain classroom teacher status** to receive both the salary and mentoring bonuses. The intent of the Florida Excellent Teaching Program is to keep excellent teachers in the classroom.

For the 2002-2003 cycle, application for National Board Certification may be made online or on paper. If an applicant applies online, he/she **MUST complete the Fee Subsidy Information form (green), the Letter of Intent/Promissory Note (blue), and write a personal check/money order for \$230, payable to the National Board. The original documents, including check, and one photocopy of each document must be submitted to the Florida Excellent Teaching Program contact. These documents will be submitted to the DOE in the same manner as the paper application package.**

If an applicant applies on paper, one photocopy of the NBPTS application, one copy of the Letter of Intent (blue), one copy of the Fee Subsidy Information form (green), as well as the check/money order, must be submitted with the original NBPTS application, original blue and green ETP form, and the \$230 payment. Additional documents such as teaching certificates are not required. Please submit applications in batches as completed and include an alphabetized list of the applicants in each batch. Districts should not hold applications, as this may result in much delayed portfolios delivered to applicants.

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It is very important that applicants be advised of the sincere commitment of **time** and **work** that completion of the NBPTS certification requires. It is estimated that the portfolio component, which includes videotaping of the participant's teaching, requires a minimum of **120** hours outside the regular work schedule. Depending on the applicant's schedule and other responsibilities, preparation may require up to **200 or more hours**. Assessment consists of **one half (1/2) day** of testing at Prometric Testing Centers. Some Prometric Testing Centers are located inside Sylvan Technology Centers. Other centers are located at some colleges and universities and Educational Testing Service (ETS) Field Offices. (See list of testing centers in this document, pages 9-11.) The testing is conducted during the summer. However, a great benefit to the new applicants is the increasing number of National Board Certified teachers who can answer questions and explain the process from first-hand experience.

This document, the Fee Subsidy Information form (green), the Letter of Intent/Promissory Note (blue), the Salary Bonus Request form (pink), and the Mentoring Bonus Request form (yellow) will be sent by e-mail and you may open and reproduce them at your convenience. **Please color code each form as specified.**

The revised Excellent Teaching Program brochure will be mailed under separate cover at a later date.

DA/bhm

Enclosures:

1. Florida Excellent Teaching Program Technical Assistance Information (Pages 1-11)
2. Florida Excellent Teaching Program Application Information:
 - a. Fee Subsidy Information (Green)
 - b. Letter of Intent (Blue)
 - c. Salary Bonus Request Form (Pink)
 - d. Mentoring Bonus Request Form (Yellow)

cc: District School Board Chairpersons

Note: Please discard any of the above forms you may have from previous years.

FLORIDA EXCELLENT TEACHING TECHNICAL ASSISTANCE INFORMATION

I. Eligibility Criteria for Application

Each Florida Excellent Teaching Program/NBPTS participant must:

1. Meet NBPTS prerequisites that include:
 - Possess a baccalaureate degree from an accredited institution.
 - Complete three years of successful teaching experience at one or more early childhood, elementary, middle, or secondary schools.
 - Submit proof of holding a valid state teaching license for those three years of teaching experience (if no license was required, proof must be submitted that the school(s) was recognized and approved to operate by the state).
2. Meet the satisfactory teaching performance requirement pursuant to Section 231.29, Florida Statutes.
3. Pay **\$230** (10% of **\$2,300**) of the application fee.
4. Agree to participate in the NBPTS program during the school year in which subsidy is paid, sign the promissory note for fee repayment, and meet **all deadlines** and requirements established by the district, state, and NBPTS for participation.

NOTE: Education and employment verification forms are sent to each applicant from the NBPTS upon receipt of the certification application. These forms must be completed and returned to the NBPTS, as instructed.

II. Distribution of Excellent Teaching Program Funds

Application for ETP Fee Subsidy

- District/Developmental Research School (DRS) contact submits to Department of Education (DOE) for each applicant the following:

Online Application

1. Participant's **\$230** payment to NBPTS;
2. Original Fee Subsidy Information Form (green) and **one** copy with required applicant and superintendent/DRS director signatures; and
3. Original, signed, Letter of Intent/Promissory Note (blue) and **one** copy for repayment of fees to the State of Florida if program not completed or if one year of teaching requirement not fulfilled.

Paper Application

1. Original NBPTS application;
2. Participant's **\$230** payment to NBPTS;
3. Original DOE applicant Fee Subsidy Information Form (green) and **one** copy with required applicant and superintendent/DRS director signatures; and
4. Original, signed, Letter of Intent/Promissory Note (blue) and **one** copy for repayment of fees to the State of Florida if program not completed or one year of teaching requirement not fulfilled.

- The Department of Education processes documents and submits to the NBPTS along with the **\$2,070** fee subsidy for each applicant.

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Salary Bonuses

- District/DRS submits to DOE for each qualified individual an Excellent Teaching Program Salary Bonus form verifying National Board Certification.
- Upon receipt of funds for payment of ETP salary bonuses, District/DRS calculates payroll-withholding deductions such as taxes, social security, and other items as appropriate and pays remaining bonus to each individual teacher.

Mentoring Bonuses

- District/DRS submits to DOE for each qualified individual an Excellent Teaching Program Mentoring Bonus form verifying completion of the equivalent of 12 mentoring days during or after the school day except during student contact hours.
- Upon receipt of funds for payment of ETP mentoring bonuses, District/DRS calculates payroll-withholding deductions such as taxes, social security, and other items as appropriate, and pays mentoring bonus to each individual teacher.

Payment of \$150 Portfolio Preparation Incentive

- DOE verifies current NBPTS applicants and mails to each applicant the **\$150** portfolio preparation incentive.
- The portfolio incentive is **not** considered a reimbursement. It is given to help defray the costs of preparing the portfolio.

III. Withdrawal and Repayment Procedures

- Each NBPTS applicant who **withdraws** from the NBPTS program **after** payment of the State of Florida fee subsidy, **MUST** notify the **NBPTS, the DOE**, and the district contact **immediately**, in writing, of such withdrawal. **The applicant forfeits the \$230 individual application fee payment and shall repay the amount of the fee subsidy not refunded to the State of Florida**, pursuant to the NBPTS third party refund policy.

NBPTS 2002-2003 Refund Policy: State of Florida (third party) shall notify NBPTS of the withdrawal. If the withdrawal is **prior to** the portfolio due date, the State of Florida will be paid a **\$2,000** refund by the NBPTS and the applicant will repay the State **\$70**. If the withdrawal from the program is **after** the portfolio due date, the NBPTS does not refund any fees and the applicant must repay the entire **\$2,070**.

- An NBPTS applicant who withdraws from the program or **does not** complete the program in **one year** as specified in the **Letter of Intent/Promissory Note**, **must** repay the **\$2,070** fee subsidy to the State of Florida. An applicant who completes the program and is awarded the NBPTS certification but **does not teach** in a public school in Florida the year **immediately** following completion of the program shall repay the State of Florida **\$2,070**.

- An NBPTS applicant who completes the program but **is not** awarded NBPTS certification shall repay the **\$2,070** if the individual **does not** teach in a Florida public school the year **immediately following** completion of the program.

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- **Submission of an incomplete portfolio is not completion of the program and repayment of the \$2,070 fee subsidy is required.**
- Repayment is **not** required because of death of the applicant, total and permanent disability of the applicant, or the reassignment of an applicant's military spouse to active duty outside of the State of Florida.
- Repayment may be deferred pursuant to circumstances outlined in Rule 6A-10.060, FAC.
- **If an applicant takes his/her assessment exercises BEFORE submitting his/her completed portfolio to the NBPTS and decides to withdraw, the NBPTS will not refund to the State of Florida any portion of the fee subsidy paid on the applicant's behalf. The applicant is required to repay the State of Florida the \$2,070 fee subsidy.**

Written notices of withdrawal from the program must be sent to:

Excellent Teaching Program
Florida Department of Education
325 West Gaines Street, Room 126
Tallahassee, Florida 32399-0400

NBPTS
Post Office Box 839959
San Antonio, Texas 78283-3959

**Applicant's District ETP Contact
Local Address**

IV. National Board Certification Assessment Center Calendar and Portfolio Due Dates

Portfolio due dates will no longer be triggered by the area of certification. Portfolio due dates for the 2002-2003 cycle **will be triggered by application and payment of the National Board fee**. See chart below.

APPLY April 1, 2002 through June 30, 2002			
Application and \$300 nonrefundable payment received during this period by NBPTS begins candidacy	Full fee payment and all eligibility forms must be received at NBPTS by one of the following dates	To be eligible to test in this Assessment Center Testing Window	Portfolio Due at NBPTS <u>on</u> or <u>before</u>
April 1- June 30, 2002	June 30, 2002	July 1-December 31, 2002	February 15, 2003
	September 30, 2002	October 1, 2002- March 31, 2003	
	December 31, 2002	January 1-June 30, 2003	

APPLY July 1, 2002 through September 20, 2002			
Application and \$300 nonrefundable payment received during this period by NBPTS begins candidacy	Full fee payment and all eligibility forms must be received at NBPTS by one of the following dates	To be eligible to test in this Assessment Center Testing Window	Portfolio Due at NBPTS <u>on</u> or <u>before</u>
July 1-September 30, 2002	September 30, 2002	October 1, 2002-March 31, 2003	March 15, 2003
	December 31, 2002	January 1- June 30, 2003	

APPLY October 1, 2002 through December 31, 2002			
Application and \$300 nonrefundable payment received during this period by NBPTS begins candidacy	Full fee payment and all eligibility forms must be received at NBPTS by one of the following dates	To be eligible to test in this Assessment Center Testing Window	Due at NBPTS <u>on</u> or <u>before</u>

October 1- December 31, 2002	January 31, 2003	January 1-June 30, 2003	April 15, 2003
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**Repayment of Fee Subsidy to the State of Florida
2002-2003**

CONDITIONS			
PLEASE READ CAREFULLY	Amount Due to Florida Department of Education	Written Notification to NBPTS After	Amount Due to Florida Department of Education
Written withdrawal letter must reach San Antonio <u>BEFORE</u> February 15, 2003.	\$70	February 15, 2003	\$2,070
Written withdrawal letter must reach San Antonio <u>BEFORE</u> March 15, 2003	\$70	March 15, 2003	\$2,070
Written withdrawal letter must reach San Antonio <u>BEFORE</u> April 15, 2003	\$70	April 15, 2003	\$2,070
Fails to complete NBPTS portfolio or written assessment process	\$2,070		
Completes NBPTS process successfully or unsuccessfully but fails to teach in a Florida public school the year <u>immediately following</u> completion of the program.	\$2,070		

V. Excellent Teaching Program Timelines
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Application Procedures

May 1, 2002	DOE notifies each district/DRS of implementation procedures.
June 1, 2002- Sept. 30, 2002	<p>DOE accepts NBPTS application packages for 2001-2002 participants. The application package includes:</p> <ul style="list-style-type: none"> ■ NBPTS application form and one photocopy. ■ \$230 individual teacher payment to NBPTS and one copy of check or money order. ■ Signed Fee Subsidy Information Form including documentation of satisfactory teaching performance pursuant to Section 231.29, Florida Statutes, and one photocopy. ■ Signed Letter of Intent/Promissory Note and one photocopy. ■ ETP Contacts Send Application Packages To: <p style="text-align: center;"> Florida Excellent Teaching Program Florida Department of Education c/o Beatrice H. Monroe 325 West Gaines Street, Room 126 Tallahassee, Florida 32399-0400 </p>
June 1, 2002- Oct. 31, 2002	<p>DOE enters applicant information into tracking system.</p> <p>DOE transmits NBPTS applications to NBPTS with \$2,070 state fee subsidy payment and \$230 individual payment for each applicant.</p>
January 2003	DOE conducts Retake Lottery.
February 2003- March 2003	DOE pays each current participant a \$150 portfolio preparation incentive.
Summer 2003	NBPTS written assessments completed at Sylvan Technology Centers.
Late Fall 2003	NBPTS announces results and awards certification.

VI. Certification Areas

For the 2002-2003 cycle, NBPTS applicants **may** be able to apply for certification in **Japanese** and **Latin of World Languages Other than English**. Whether certification is possible in these areas is contingent upon the NBPTS Board of Directors' action scheduled for June 2002. Three new areas are scheduled to be added for the 2003-2004 cycle.

Certification Code	NBPTS Certification Areas 2002-2003
41	Early Childhood/Generalist (ages 3-8)
42	Middle Childhood/Generalist (ages 7-12)
43	Early Adolescence/Generalist (ages 11-15)
47	Earl Adolescence/English Language Arts (ages 11-15)
44	Early Adolescence through Young Adulthood/Art (ages 11-18+)
56	Adolescence and Young Adulthood/Mathematics (ages 14-18+)
60	Adolescence and Young Adulthood/Science (ages 14-18+)
55	Early Adolescence/Mathematics (ages 11-15)
56	Early Adolescence/Science (ages 11-15)
61	Early Adolescence/Social Studies-History (ages 11-15)
48	Adolescence and Young Adulthood/English Language Arts (ages 14-18+)
62	Adolescence and Young Adulthood/Social Studies-History (ages 14-18+)
49	Early and Middle Childhood/English as a New Language (ages 3-12)
50	Early Adolescence through Young Adulthood English as a New Language (ages 11-18+)
51	Early Childhood through Young Adulthood/Exceptional Needs Specialist (ages birth-21+)
45	Early Adolescence through Young Adulthood/Career and Technical Education (ages 11-18+)
20	Early & Middle Childhood/Art (ages 3-12)
18	Early & Middle Childhood/Physical Education (ages 3-12)
19	Early Adolescence-Young Adulthood/Physical Education (ages 11-18+)
57	Early and Middle Childhood/Music
58	Early Adolescence through Young Adulthood/Music
63	Early and Middle Childhood/World Languages other than English
54	Early Childhood through Young Adulthood/Library Media
64	Early Adolescence through Young Adulthood/World Languages
	Early Adolescence through Young Adulthood/World Languages-Japanese & Latin

VII. Information and Facts

- Please remember that the rules governing the Florida Excellent Teaching Program are more restrictive than the rules governing the NBPTS program.
- The *NBPTS Guide to National Board Certification 2002-2003* is on the NBPTS website and can be downloaded any time or, call 1-800-532-1813 for hard copies. Hard copies will be available on **April 15, 2002**. **You should order the number of copies you estimate will be needed for the teachers in your district as soon as possible.**
- The *NBPTS Guide to National Board Certification 2003-2003* includes procedures and a form for requesting a non-standard administration for candidates who have disabilities that necessitate accommodations under ADA. The non-standard form must be submitted with the application form if applying on paper.
- Call **1-800-22TEACH** for general information about NBPTS Program.
- The NBPTS web site address is <http://www.nbpts.org>. Sample portfolios, sets of certification standards, a videotape with tips on preparing the classroom video for the portfolio, etc., are available at a cost from the NBPTS (See publications and resources information on NBPTS website).
- The Florida Excellent Teaching Program website is www.firn.edu/doe/etp.
- Applicants can manage their own candidacy **online** by accessing their records. They may correct and update demographic changes and personal information.
- Standards for all certification areas are available online in PDF, portable document formats.
- Portfolio instructions in all areas are available **online** and applicants may view or print portfolio instructions at their convenience. Portfolio instructions are available on CD-ROM which is included in the portfolio box.
- In addition to finding out if they are certified, applicants can view **all** of their assessment scores **online**.

Computer-Based Testing Center List
Prometric Testing Centers
In Florida

Casselberry – 0600

- Prometric Testing Center
1241 Semoran Boulevard
Lake Howell Square, Suite 171
Casselberry, Florida 32707
407-671-2332

Coral Gables - 7561

University of Miami
1365 Memorial Drive
Ungar Computer Center, Suite 341
Coral Gables, Florida 33146
www.miami.edu/planning-research/testing.html
305-282-2450

Coral Springs - 5104

- Prometric Testing Center
3111 North University Drive, Suite 425
Florida Sunrise Tower, 4th Floor
Coral Springs, Florida 33065-5033
954-340-2750

Coral Springs-0013

- Prometric Testing Center
3111 North University Drive, Suite 425
Florida Sunrise Tower, 4th Floor
Coral Springs, Florida 33065-5033
954-340-2750

Davie - 9074

- Prometric Testing Center
8958 State Road 84
Pine Island Plaza
Davie, Florida 33324
954-423-0782

Fort Myers - 0621

- Prometric Testing Center
12741 World Plaza Lane, Suite 1
Fort Myers, Florida 33907
941-275-1130

Gainesville - 0629

- Prometric Testing Center
4961 N. W. 8th Avenue, Suite A
Gainesville, Florida 32605
352-371-6891

Hollywood - 9077

- Prometric Testing Center
5351 Sheridan Street
Sheridan Plaza
Hollywood, Florida 33016
954-967-0443

Jacksonville - 0601

- Prometric Testing Center
9421 Waypoint Place
Jacksonville, Florida 32257-9229
904-739-3000

Maitland - 5836

Prometric Testing Center
2301 Lucian Way, Suite 170
Maitland, Florida 32751
407-875-8118

Miami – 7512

- Miami Dade Community College-North
11380 N. W. 27th Avenue
Miami, Florida 33167
mdcc.edu
305-237-1015

Pensacola – 7725

- University of West Florida
11000 University Parkway
Building 21
Pensacola, Florida 32514-5732
850-473-7339

Sarasota - 0623

- Prometric Testing Center
7750 South Tamiami Trail, Suite 1
Sarasota, Florida 34231
941-923-9399

Tallahassee – 0617

- Prometric Testing Center
1410 Market Street, Suite B-1
Pavilions Shopping Center
Tallahassee, Florida 32312-1722
850-386-8707

Tampa - 0657

- Prometric Testing Center
4255 Henderson Road
Tampa, Florida 33629-5610
813-289-1246

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Tampa - 7562

- University of South Florida
4202 East Fowler Avenue, SVC 2054
Office of Evaluation & Testing
Tampa, Florida 33620
usfweb.usf.edu/ugrads/eandt/evaltest.htm
813-974-2742

Temple Terrace - 0620

- Prometric Testing Center
11203 North 56th Street, Suite B
Temple Terrace, Florida 33617
813-989-9988

