



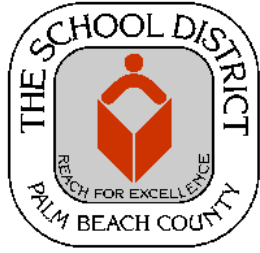
PALM BEACH STATE
COLLEGE

Teacher Certification Program

Institute of Teacher Education

Student Information Booklet

www.palmbeachstate.edu/TeacherCertification.xml



**PALM BEACH STATE COLLEGE
TEACHER CERTIFICATION PROGRAM
IN PARTNERSHIP WITH THE SCHOOL DISTRICT OF PALM BEACH COUNTY**

Palm Beach State College Teacher Certification Program helps qualified individuals who hold non-teacher education bachelor degrees obtain certification required to teach grades K-12.

Eligibility Criteria

- Meet subject area requirement by degree, coursework, or passing an FLDOE subject area exam
- Have earned a minimum 2.5 GPA at the Bachelor degree level
- Attend a TCP Information Session
- Interview with a TCP staff member
- Complete a self-assessment of Educator Accomplished Practices

Coursework

- Comprised of 7 courses and 2 field experiences (transferable only within EPI system)
- Offered evenings and weekends
- May be completed in one year (3 semesters)

Number	Title	Hours	Credit	
EPI 0001	Classroom Management	40	3	8 weeks
EPI 0002	Instructional Strategies	40	3	8 weeks
EPI 0003	Technology	40	3	8 weeks
EPI 0004	Teaching and the Learning Process	40	3	8 weeks
EPI 0010	Foundation of Research-Based Practices in Reading	45	3	12 weeks
EPI 0020	Professional Foundations	30	2	12 weeks
EPI 0940	Field Experience	15	1	
EPI 0030	Diversity in the Classroom	30	2	12 weeks
EPI 0945	Field Experience	15	1	
Total		295	21	

Support and Funding

- Case Management
- Workshops
- Mentoring
- Scholarships for those meeting grant-specific criteria
- Steps toward Certification: <http://www.fldoe.org/edcert/steps.asp>

Contact Information

www.palmbeachstate.edu/TeacherCertification.xml

Susan Mills, Manager
Teacher Certification Program
Tel (561) 868-3822
Fax (561) 868-3538
Email: millss@pbcc.edu

Susy Martinez-White, Program Coordinator
Transitioning and Supporting Hispanic Educators
Tel (561) 868-3807
Fax (561) 868-3538
Email: martines@pbcc.edu

Palm Beach State College Teacher Certification Program:

Alternative Certification through the Statewide Educator Preparation Institute (EPI) System

The first step to becoming a state-certified teacher is to visit www.fldoe.org and check the section on steps to teacher certification. You will find that you need to apply online, pay a fee, and arrange for your degree-granting institution to send your official transcript to FLDOE. You will receive a Statement of Status of Eligibility once your application and transcripts have been evaluated (approximately 3-5 working weeks).

If the subject area you wish to teach is not the same field as your degree, the Statement of Status of Eligibility you will receive after you apply online will indicate that you are not eligible to teach until you either take a specified number of semester hours in various topics of that subject OR until you take and pass the Subject Area Exam for that area. The FLDOE website will contain information on the content, fees, and dates of that exam.

When you achieve a passing score on that Subject Area Exam, you will be able to seek employment on a Temporary Certificate. The directions are indicated on your revised Statement of Status of Eligibility. You will also be able to work on achieving a Professional Certificate. Those directions are also indicated on the revised Statement of Status of Eligibility. The Official Statement of Status of Eligibility will clearly indicate an expiration date by which conditions for a Professional Certificate must be met.

The Teacher Certification Program at the College can help you achieve your Professional Certificate. We offer

- a 21-semester-hour program of professional education courses,
- a competency demonstration system,
- workshops to help you pass the three exams required of Florida teachers (General Knowledge Test, Subject Area Exam, & Professional Education Test), and
- a waiver of the one- or two-year practical teaching experience requirement.

To be eligible for TCP, you must

- have a bachelor degree that is not in the field of education,
- have earned a 2.5 minimum GPA in your degree studies
- meet subject area eligibility by degree, coursework, or exam
- complete a Palm Beach State College credit application process

To enroll in TCP, you must

- attend a TCP info session,
- complete entrance interview with a TCP staff member,
- apply to Palm Beach State College (college credit application as a transfer student; Program Objective F225 or EPI)
- complete an Educator Accomplished Practices Self-Assessment, and
- present the following necessary documentation:
 - a copy of your bachelor degree transcript with the GPA and specific degree earned clearly stated,
 - a valid Official Statement of Status of Eligibility,
 - a current resume, and
 - present a photo ID

You will not be able to register for EPI-prefixed courses without completing all TCP & Palm Beach State College enrollment procedures.

To register for TCP courses, a candidate must first be admitted to the College by following all regular Admissions Office procedures. Failure to arrange for the Admissions Office to directly receive (within the first semester of enrollment) official transcripts from all other colleges listed on your College application will result in not being allowed to enroll in second-term courses. A TCP advisor will review the required EPI course descriptions and will help you create an educational plan at your entrance session. The program coursework may be completed in as few as three semesters. Coursework alone, however, does not complete all component requirements of the Teacher Certification Program.

To maintain eligibility in TCP, you must maintain a positive disposition for teaching as evidenced by a 2.5 minimum grade point average in all EPI courses and passing grades on all portfolio artifacts.

To complete TCP, you must have

- successfully completed all 21 hours of EPI coursework
- successfully completed the competency demonstration system (i.e., all required portfolio artifacts) with a passing grade for each artifact,
- earned passing scores on the Subject Area Exam for your specific subject, on the Professional Education Test, and on the General Knowledge Test,
- been observed by a TCP advisor or faculty member as you effectively teach an original lesson plan,
- completed a post-program Educator Accomplished Practices Self-Assessment,
- completed an exit interview and exit survey.

After end-of-term transcripts are available, verification of completion form CT-133 will be sent to FLDOE by the Institute of Teacher Education at the College. You will then follow FLDOE procedure to apply for a professional certificate in your subject area.

1. INFORMATION SESSIONS:

Reservations REQUIRED:

All Information Sessions are held at the College's Lake Worth Campus, 4200 Congress Avenue. The sessions begin promptly at 6 p.m. and typically finish around 7:30 p.m. with a Q&A session. Please go to the link below for the next available information session:

<http://www.palmbeachstate.edu/x11600.xml>

2. ENTRANCE INTERVIEW:

List of items REQUIRED to bring to interview:

1. Present college transcript(s) demonstrating meeting GPA requirements.
 - Foreign transcripts must be commercially evaluated course-by-course and with a grade point average (GPA).
 - Transferred credits from other colleges must be supported with individual transcripts from those colleges
2. Photo ID needed: Driver's License and/or Passport
3. Updated Resume reflecting teaching goal
4. Valid Statement of Status of Eligibility from FLDOE (copy needed)
5. FTCE Score Report copies (if received):
 - Subject Area Exam (SAE)
 - General Knowledge Test (GKT)
 - Professional Education Test (PEd)
6. School District of Palm Beach County Security/ID badge copy (if received)
7. Temporary Certificate (if received)

3. ADMISSION TO Palm Beach State College

You must fill out a **college credit application** to attend the College. Please follow instructions at www.facts.org. All students who have not taken a course at the College within the last twelve months must complete an application for **re-admission** prior to registration for EPI courses.

The **program objective** for the Teacher Certification Program is F225 or EPI. TCP is a restricted program. Only those persons who meet our entrance criteria, have signed a TCP contract, and been added into the program database are allowed to attend EPI classes.

***Florida Residency** - You must present a Florida driver's license and one of the following at the time of application or readmission: vehicle registration, and/or voter's card that verify your Florida residency for the last 12 months, or full-time school district employment letter from principal on school letterhead.

4. REGISTRATION

Follow instructions on the College website: <http://www.palmbeachstate.edu/Admissions.xml>.

5. SCHOLARSHIP/ TUITION PAYMENT & TEXTBOOKS

Transitioning and Supporting Hispanic Educators (TASHE) is a grant-funded program available until 2011 through the Transition to Teaching Project and the U.S. Department of Education to increase the number of Hispanic teachers in high need subject areas in Palm Beach County. Participants in this program receive scholarship funding and services such as educational planning and mentoring while enrolled in the Teacher Certification Program (Educator Preparation Institute.) a commitment of three years teaching service for the School District of Palm Beach County is required upon receipt of the scholarship. This project collaborates with the school district as well as community agencies to enhance participant success as new teachers.

Scholarship recipients must adhere to all admission and completion requirements of the Teacher Certification Program as well as fulfill scholarship agreement responsibilities.

TASHE scholarship funds up to \$2,500.00 can assist in the payment for tuition, textbooks, and/or other expenses related to obtaining teacher certification.

The TASHE scholarship is available to those applicants who meet eligibility requirements.

These are:

- Meet subject area eligibility by degree major, coursework, or subject area exam for a **high need subject area**
 1. **High need subject areas:** Biology; Chemistry; Earth Space Science; Elementary Education (K-6) + a content area; English to Speakers of Other Languages (ESOL) + a content area; Exceptional Student Education (ESE)+ a content area; Mathematics; Middle Grades English and English 6-12; Middle Grades General Science; Middle Grades Integrated Curriculum; Middle Grades Mathematics; Physics; Reading
- **Teaching commitment of 3 consecutive years as a full time teacher in a high needs school as classified by the TASHE grant** (*the TASHE office has a list of the qualifying schools*). There will be a pro-rated repayment obligation for any participant who cannot fulfill the three consecutive year teaching commitment.
- **Participation in the TASHE Mentor Program** which supports pre-service, beginning, and developing teachers through their first years of teaching. This program includes a needs assessment, collaboration with the TASHE mentor program specialist as well as on-site school support and mentor.

Applicants who are scholarship eligible during the time of the entrance interview, should contact the TASHE office for confirmation or denial of scholarship funding.

6. DROPPING COURSES

If for any reason you cannot continue the classes for which you are registered, **you must discuss the matter with your advisor.**

Then, **you must drop** the course online (<http://www.palmbeachstate.edu/pantherweb.xml>) or by going to the Admissions Office and dropping the course in person. If you do not drop a course, you may receive an “F” grade at the end of the term.

7. WITHDRAWALS

Please note the “**Drop with a Refund Date**” on your schedule. If you do not drop during the time published by the Registrar’s Office, you will receive a “W” on your transcript. Your account will be charged the tuition fees since the time for a full refund will have expired. (See College policy at <http://www.palmbeachstate.edu/x403.xml#3>).

Contact Information: Teacher Certification Program

Susan Mills, TCP Manager

Tel: (561) 868-3822

Fax: (561) 868-3538

Email: millss@pbcc.edu

Susy Martinez-White, TASHE Grant Coordinator

Tel: (561) 868-3806

Fax: (561) 868-3538

Email: martines@pbcc.edu

L. Rylene Stein, TASHE Mentor Specialist

Tel: (561) 868-3872

Fax: (561) 868-3538

Email: steinl@pbcc.edu

Melinda Montero, TASHE Administrative Assistant

Tel: (561) 868-3806

Fax: (561) 868-3538

Email: monterom@pbcc.edu

Sonia Ortiz, ITE Administrative Assistant

Tel: (561) 868-3823

Fax: (561) 868-3538

Email: ortizs@pbcc.edu

**INSTITUTE OF TEACHER EDUCATION
TEACHER CERTIFICATION PROGRAM**

Checklist

1. Apply to Florida Department of Education (<http://www.fl DOE.org/edcert/step1.asp>)
2. Apply to the College (<http://www.facts.org>)
3. Update Resume + Obtain Photo ID
4. Register to take a Subject Area Examination, if needed.
5. Request Official Transcripts:
 1. To be sent to FLDOE with application for Official Statement of Status of Eligibility
 2. To be sent to the Admissions Office
 3. To bring to Teacher Certification Program enrollment session.
 4. To send to School District of Palm Beach County if applying for position

6. COURSES

1. EPI 0001 Classroom Management
2. EPI 0002 Instructional Strategies
3. EPI 0003 Technology
4. EPI 0004 Teaching & the Learning Process
5. EPI 0010 Research-Based Practices in Reading
6. EPI 0020 Professional Foundations
7. EPI 0940 Field Experience
8. EPI 0030 Diversity in the Classroom
9. EPI 0945 Field Experience

7. TESTING

SAE - The Subject Area Exam (SAE) measures content area knowledge.

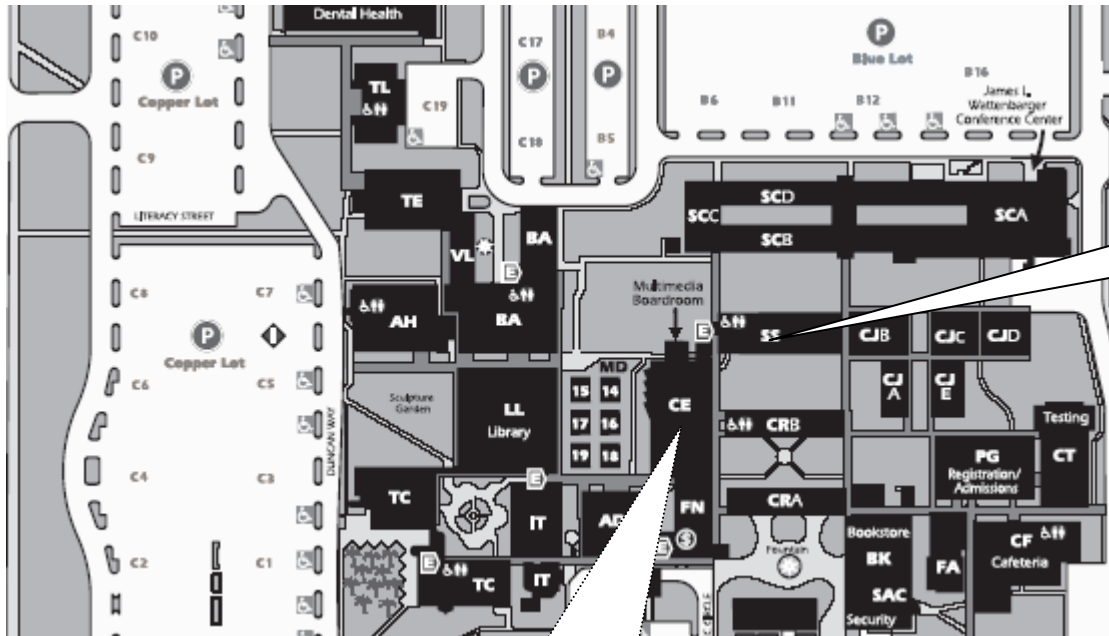
All GKT: Reading Math English Essay

The General Knowledge Test (GK) measures basic skills in four areas: English, Reading, Mathematics, and Essay. This test is not required if the individual has taken and passed the College Level Academic Skills Test (CLAST) prior to July 1, 2002. A first-year teacher has one year to meet this requirement.

Professional - The Professional Education Test (PEdT) measures general knowledge of pedagogy and professional practices.

LAKE WORTH ROAD

CONGRESS AVENUE



Social Science Building

TCP Office
CE 100

Melaleuca Lane / 6th Avenue

From I-95 North/South:

Proceed west on 6th Avenue South approximately 2 miles to the **SOUTH ENTRANCE**. Turn **RIGHT** (north) into campus. Visitor parking is straight ahead.

From the Florida Turnpike:

Take the Lake Worth Road exit; go **EAST** approximately 10 miles to Congress Ave. Go past the Congress Ave. light, and turn **RIGHT** (south) into the campus.