

# FLORIDA DEPARTMENT OF EDUCATION



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May 5, 2003

## MEMORANDUM

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**TO:** District School Superintendents  
Excellent Teaching Program District Contacts

**FROM:** Betty Coxel *BC*

**SUBJECT:** Dale Hickam Excellent Teaching Program  
Technical Assistance Document-2003-2004

The Dale Hickam Excellent Teaching Program (ETP) is entering its sixth year of implementation and the level of interest is still very high. During the **2002-2003** application cycle, the Department of Education (DOE) received over 3,200 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 2,700 participants that will complete the program.

BETTY COXE  
*Deputy Chancellor*

## Memorandum

May 5, 2003

Beginning with the **2002-2003** application cycle, the National Board for Professional Teaching Standards (NBPTS) began 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. Part of this transition includes a year-round application process. While the NBPTS offers year-round processing, the Dale Hickam Excellent Teaching Program will process applications in much the same way as in the past, except the processing period will be extended from **June 1, 2003, through November 1, 2003**. The portfolio due dates will be **February 16, March 16, and April 16, 2004**. Portfolio scoring will occur during the summer; scores for first-time candidates and retake candidates will be announced in mid-November 2004; and the fee payment deadline is still **January 31, 2004**.

The following advantages are available to applicants:

- online application for National Board Certification;
- portfolio instructions via CD-Rom and Website;
- view and update application data at any time;
- update address and other demographic information;
- online receipt of applicants' score reports; and
- assessment center testing all year long in 6-month windows.

**Full fee payment and receipt of all eligibility forms trigger the portfolio due date.** Assessment center appointments are one-half (1/2) day and each written assessment series is 30 minutes long and measures content-related questions rather than pedagogical questions.

The NBPTS has under development three new areas of certification-**Early and Middle Childhood/Literacy: Reading Language Arts, Early Adolescence through Young Adulthood/Health Education, and Early Childhood through Young Adulthood/School Counseling**. Availability of these areas is contingent upon the NBPTS Board of Director's approval. The National Board application fee remains \$2,300. Bonuses and incentives provided by the Dale Hickam Excellent Teaching Program contained herein are contingent upon funding by the Florida Legislature. The Department shall pay \$2,070 of the application fee for all eligible applicants submitted to the Department by school districts and developmental research schools by the **state application deadline, which is November 1, 2003**. The eligibility criteria, application requirements, deadlines, and other program timelines for the 2003-2004 cycle are further explained in this document.

## Memorandum

May 5, 2003

Applicants seeking National Board Certification through the Dale Hickam Excellent Teaching Program must be officially classified as **full-time classroom teachers** providing instruction to students all day every day during the entire school year to go through the process, and must maintain **full-time classroom teacher** status to receive both the salary and mentoring bonuses

**The intent of the Dale Hickam Excellent Teaching Program is to keep excellent teachers in the classroom.**

**For the 2003-2004 cycle, application for National Board Certification may be made online or on paper.** While applicants may apply on paper, we strongly encourage applying online. The many advantages to online application are as follows:

- reduced time for application to reach the National Board, thereby allowing portfolio materials to be received faster;
- drop down menus allowing applicants to make easy and accurate selections within application;
- “at finger tips” information relative to state subsidy funding;
- immediate printing of application with assigned ID number;
- elimination of errors which may delay processing;
- fee payment history readily available for review, allowing faster receipt of materials
- immediate access to personal information with ability to access/edit at any time; and
- faster rate of processing by Dale Hickam Excellent Teaching Program staff.

**If an applicant applies online, he/she MUST complete the DOE Fee Subsidy Information form (green), the Letter of Intent/Promissory Note (blue), write a \$230 personal check/money order payable to the NBPTS. The original documents, including payment, and one photo copy of each document must be submitted to the district Dale Hickam 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, the original NBPTS application, Fee Subsidy Information form (green), the Letter of Intent/Promissory Note (blue), a \$230 personal check/money order payable to the NBPTS, and a copy of each of the preceding MUST be submitted to the district Dale Hickam Excellent Program contact. Additional documents such as teaching certificates and performance evaluations **ARE NOT** required but should be kept on file in the district office. Applications should be alphabetically batched with an alphabetical listing of applicants and sent to the DOE **REGULARLY**. The holding of applications may result in much delayed delivery of portfolio materials to applicants.**

## Memorandum

May 5, 2002

It is very important that applicants be advised of the sincere commitment of **time** and **work** that completion of the NBPTS certification process requires. It is estimated that the portfolio component, which includes videotaping of the applicant's teaching, requires a minimum of **200** hours outside of the regular work schedule. Depending on the applicant's schedule and other responsibilities, portfolio preparation may require up to **300 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 Education Testing Service (ETS) field offices. (See list of testing centers in this document, pages 9-11.

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.

BC/bhm

Enclosures:

1. Dale Hickam Excellent Teaching Program Technical Assistance Document (Pages 1-11)
2. Dale Hickam Excellent Teaching Program Application Information:
  - a. Fee Subsidy Information Form (green)
  - b. Letter of Intent/Promissory Note (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 on hand from previous years.**