

DALE HICKAM EXCELLENT TEACHING TECHNICAL ASSISTANCE INFORMATION

I. Eligibility Criteria for Application

Each Dale Hickam 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 (or as a counselor if applying for the ECYA/School Counseling certificate) 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 or counseling (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 1012.34, 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 the 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. Receipt of employment verification forms triggers the portfolio due date and the assessment date.

II. Distribution of Dale Hickam 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:

On-line Application

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

- The Department of Education processes documents and submits to the NBPTS along with the **\$2,070** fee subsidy for each applicant.
- **Whether applying on-line or on paper, the applicant should carefully review the question that asks permission to release the applicant's name to "third party agencies." "Third party" refers to local, district, state, and federal agencies that provide incentives, assistance, and rewards to applicants seeking National Board Certification. By agreeing to release the information, an applicant may take full advantage of the assistance provided by these agencies. Additionally, it will allow the Dale Hickam Excellent Teaching Program staff to quickly and accurately process applications.**

Neither the National Board for Professional Teaching Standards nor the Dale Hickam Excellent Teaching Program will release an applicant's information to any parties not affiliated with the National Board process.

Salary Bonuses

- District/DRS contact submits to the Dale Hickam Excellent Teaching Program (ETP) a **salary bonus** request form for each qualified National Board Certified Teacher. ETP processes for payment.
- Upon receipt of payment of salary bonuses, District/DRS finance officer calculates payroll-withholding deductions such as taxes, social security, and other deductions as appropriate and pays the appropriate and pays remaining bonus to each qualified National Board Certified Teacher.

Mentoring Bonuses

- District/DRS contact submits to the Dale Hickam Excellent Teaching Program a **mentoring bonus** request form for each qualified National Board Certified Teacher. ETP processes for payment.
- Upon receipt of payment of mentoring bonuses, District/DRS finance officer calculates payroll-withholding deductions such as taxes, social security, and other deductions as appropriate, and pays the remaining mentoring bonus to each qualified National Board Certified Teacher.

Payment of \$150 Portfolio Preparation Incentive

- DOE verifies current NBPTS applicants and mails to each the **\$150** portfolio preparation incentive.
- The portfolio incentive is **not** considered a reimbursement. It is provided 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.
- Each applicant **MUST** submit to the NBPTS a **COMPLETED PORTFOLIO**. Failure to submit a completed portfolio will result in repayment of the **\$2,070** fee subsidy to the State of Florida.
- 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 the written assessment **BEFORE** submitting the **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:

Florida Department of Education
Dale Hickam Excellent Teaching Program
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
Local City, State, Zip

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

Portfolio due dates will no longer be triggered by the area of certification. Portfolio due dates for the 2003-2004 cycle **are triggered by receipt of application, payment of the National Board fee and verification forms.** See chart below.

APPLY April 1, 2003 through June 30, 2003			
Application and \$300 nonrefundable payment received by NBPTS during this period	Full fee payment and all eligibility forms must be received at NBPTS by	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, 2003	June 30, 2003	July 1-December 31, 2003	February 16, 2004
	September 30, 2003	October 1, 2002-March 31, 2004	
	December 31, 2003	January 1-June 30, 2004	

APPLY July 1, 2003 through September 23, 2003			
Application and \$300 nonrefundable payment received by NBPTS during this period	Full fee payment and all eligibility forms must be received at NBPTS by	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, 2003	September 30, 2003	October 1, 2003-March 31, 2004	March 16, 2004
	December 31, 2003	January 1-June 30, 2004	

APPLY October 1, 2002 through December 31, 2002			
Application and \$300 nonrefundable payment received by NBPTS during this period	Full fee payment and all eligibility forms must be received at NBPTS by	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, 2003	January 31, 2004	January 1-June 30, 2004	April 16, 2004

**Repayment of Fee Subsidy to the State of Florida
2003-2004**

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 BEFORE February 16, 2004 and before taking written assessment.	\$70	February 16, 2004	\$2,070
Written withdrawal letter must reach San Antonio BEFORE March 16, 2004 and before taking written assessment.	\$70	March 16, 2004	\$2,070
Written withdrawal letter must reach San Antonio BEFORE April 16, 2004 and before taking written assessment.	\$70	April 16, 2004	\$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 immediately following completion of the program.	\$2,070		

V. Excellent Teaching Program Timelines

Application Procedures

May 1, 2003	DOE notifies each district/DRS of implementation procedures.
June 1, 2003- Nov. 1, 2003	<p>DOE accepts NBPTS application packages for 2003-2004 participants. The application package includes:</p> <ul style="list-style-type: none"> ■ NBPTS paper or on-line application form and one photocopy. ■ \$230 individual teacher payment to NBPTS and one copy of check or money order. ■ Signed Fee Subsidy Information Form indicating satisfactory teaching performance pursuant to Section 1012.34, 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;">Dale Hickam 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, 2003- Nov. 15, 2003	<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 2004	DOE conducts Retake Lottery.
February 2004- March 2004	DOE pays each current participant a \$150 portfolio preparation incentive.
Mid November 2004	NBPTS announces results and awards certification.
Late November 2003-February 2004	DOE pays Salary Bonuses
April 1, 2004- Mid-June 2004	DOE pays Mentoring Bonuses

VI. Certification Areas

During the 2003-2004 cycle, NBPTS applicants **may** be able to apply for certification in **Early and Middle Childhood/Literacy: Reading-Language Arts, Early Adolescence through Young Adulthood/Health Education, and Early Childhood through Young Adulthood/School Counseling**. Whether certification is possible in these areas is contingent upon the NBPTS Board of Directors' approval.

Certification Code	NBPTS Certification Areas 2003-2004
41	Early Childhood/Generalist (ages 3-8)
42	Middle Childhood/Generalist (ages 7-12)
43	Early Adolescence/Generalist (ages 11-15)
47	Early 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)
59	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
54	Early Childhood through Young Adulthood/Library Media
63	Early & Middle Childhood/ World Languages-French, German, Spanish, Japanese, Latin (ages 3-12)
64	Early Adolescence through Young Adulthood/World Languages-French, German, Spanish Japanese, Latin (ages 11-18+)
*46	Early & Middle Childhood/Literacy: Reading-Language Arts
*52	Early Childhood through Young Adulthood/School Counseling
*53	Early Adolescence through Young Adulthood/Health Education

*New certification areas.

VII. Information and Facts

- **Please remember that the rules governing the Dale Hickam Excellent Teaching Program are more restrictive than the rules governing the NBPTS program.**
- The *NBPTS Guide to National Board Certification 2003-2004* 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 in **April 2003**. **Please order the number of copies you estimate will be needed for the teachers in your district ASAP.**
- The *NBPTS Guide to National Board Certification 2003-2004* 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 the 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 Dale Hickam Excellent Teaching Program website is www.fldoe.org
- Applicants can manage their own candidacy **on-line** by accessing their records. They may correct and update demographic changes and personal information.
- Standards for all certification areas are available on-line in PDF, portable document formats.
- Portfolio instructions in all areas are available **on-line** 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 their assessment scores **on-line**.

NOTE:

PLEASE DO NOT HOLD ANY APPLICATIONS UNTIL THE LAST WEEK OF THE NOVEMBER 1, 2003, DEADLINE. WEEKLY OR BI-WEEKLY SUBMISSION OF APPLICATIONS IS MUCH PREFERRED, AS REGULAR SUBMISSIONS WILL PREVENT DELAYS IN PROCESSING.

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 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 NW 8th Avenue, Suite A
Gainesville, Florida 32605
352-371-6891

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Hollywood - 9077

- Prometric Testing Center
5351 Sheridan Street
Sheridan Plaza
Hollywood, Florida 33021
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 NW 27th Avenue
Miami, Florida 33167
mdcc.edu
305-237-1015

Miami – 7561

- University of Miami
6303 Blue Lagoon Drive
Testing Center-Airport Location, Suite 350
Miami, Florida 33126
www.miami.edu/planning-research/testing.html
305-284-8378

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

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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

Tampa - 7562

- University of South Florida
4202 E. 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

