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June 1, 2004

MEMORANDUM

TO: Dale Hickam Excellent Teaching Program District Contacts

FROM: Ava G. Byrne

SUBJECT: Dale Hickam Excellent Teaching Program
Technical Assistance Document 2004-2005

The Dale Hickam Excellent Teaching Program (DHETP) is entering its **seventh** year of implementation. We are pleased that the level of interest is still very high. During the 2003-2004 application cycle, the Department of Education (DOE) received over 3,200 applications. We anticipate that we will have over 2,500 participants who will complete the program.

The 2004-2005 cycle marks the third year of the National Board for Professional Teaching Standards' (NBPTS) three-year transition to *an assessment operation 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 DHETP will process applications **beginning June 1, 2004 through September 30, 2004**. Unlike previous years, there will be one portfolio due date for all applicants, March 31, 2005.

The National Board application fee remains **\$2,300**. The application fee subsidy, 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 fee subsidy for all eligible applicants whose applications are submitted to the Department by school districts and developmental research schools. The application requirements, deadlines, and other program timelines for 2004-2005 are further explained in this document. Eligibility criteria for participation in the DHETP are outlined pursuant to the newly passed State Board Rule, 6A-10.060 (see attached). The new eligibility requirements will be in effect for the 2004-2005 fiscal year and beyond.

Memorandum
June 1, 2004

The 2004-2005 application year is a transition year. Following the completion of this cycle, only online applications will be accepted. However, during the 2004-2005 cycle, application for National Board Certification may be by on-line or paper application. While applicants may use the paper application, **the Department and the National Board VERY strongly encourage applying on-line.** Applicants or districts preferring paper applications must request them directly from the National Board.

All necessary instructions and forms are attached to this communication. You may reproduce these materials as needed. **Please color-code each form as specified below and discard all forms used in previous years.**

AGB/bhm

Enclosures:

1. Dale Hickam Excellent Teaching Program Technical Assistance Paper
2. Dale Hickam Excellent Teaching Program Application Forms
 - Application for Certification Fee Subsidy (Green)
 - Letter of Intent/Promissory Note (Blue)
 - Salary Bonus Request Form (Pink)
 - Mentoring Services Bonus Request Form (Yellow)
 - Dale Hickam Excellent Teaching Program Withdrawal Form
3. Dale Hickam Excellent Teaching Program Rule 6A-10.06

DALE HICKAM EXCELLENT TEACHING PROGRAM TECHNICAL ASSISTANCE PAPER

I. Eligibility Criteria for Application

Each Dale Hickam Excellent Teaching Program/NBPTS participant must:

1. Meet NBPTS prerequisites that include:
 - a) Possess a baccalaureate degree from an accredited institution.
 - b) 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.
 - c) 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 all eligibility requirements pursuant to Section 1012.72, Florida Statute, and all requirements pursuant to State Board Rule 6A-10.060, see attached.
3. Meet the satisfactory teaching performance requirement pursuant to Section 1012.34, Florida Statutes.
4. Pay **\$230** (10% of **\$2,300**) of the application fee.
5. 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, by the applicant.

II. Distribution of Dale Hickam Excellent Teaching Program Funds

Application for ETP Fee Subsidy:

Instructions for Submitting an On-line Application:

- Complete the on-line application at www.nbpts.org
- Complete the Application for Certification Fee Subsidy Form
- Complete the Letter of Intent/Promissory Note Form
- If payment was not submitted online, write a personal check or money order for \$230 payable to NBPTS
- Send all original documents plus one photocopy of each as well as a copy of the online application to the DHETP district contact

Instructions for Submitting a Paper Application:

- Complete the paper application and **mail directly to: NBPTS Processing Center, Post Office Box 6887, Ewing, New Jersey 08628-6887**
- Complete the Application for Certification Fee Subsidy Form
- Complete the Letter of Intent/Promissory Note Form
- Write a personal check or money order for \$230 payable to NBPTS
- Send all original documents plus one photocopy of each as well as a copy of the paper application to the DHETP district contact.

PLEASE NOTE: When submitting applications, it is not necessary to submit any additional documentation (teaching certificates, performance appraisals, etc.).

- **District/Developmental Research School (DRS) contact submits to Department of Education (DOE) for each applicant the following:**
 1. Copy of on-line or paper application;
 2. Participant's \$230 check or money order, payable to NBPTS;
 3. Original Application for Certification Fee Subsidy (green) with required applicant and superintendent/DRS director signature;
 4. Original, signed, Letter of Intent/Promissory Note (blue); and
 5. A photocopy of above listed application package should be provided for each applicant.

Note: Please submit applications in alphabetized batches and include an alphabetical list of all candidates.

- 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 (DHETP) a salary bonus request form for each qualified National Board Certified Teacher. DHETP processes for payment and submits to the Office of the Comptroller for payment. Processing begins in early December and extends through February.

- Upon receipt of salary bonuses, the District/DRS finance officer calculates applicable payroll-withholding deductions such as taxes and social security and pays the remaining amount 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. DHETP processes for payment and submits to the Office of the Comptroller. Processing begins April 1 and extends through mid-June. Please note that adoption of State Board Rule 6A-10.060 resulted in some changes in the mentoring guidelines (see attached rule).
- 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. Processing begins in late February and extends through March.
- 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 2004-2005 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. Please use DHETP Withdrawal Form for withdrawal notification to the Department of Education.**

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 Processing Center
Post Office Box 6887
Ewing, New Jersey 08628-6887

Applicant's District DHETP Contact
Local Address
Local City, State, Zip

**Repayment of Withdrawal Fee or Fee Subsidy to the State of Florida
2004-2005**

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 Ewing, N.J. BEFORE March 31, 2005 and before taking written assessment.	\$70	March 31, 2005	\$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		

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

The portfolio due date is the same date for all applicants, March 31, 2005. Assessment center testing windows are listed in the chart below.

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 on or before	And receive your results no later than
January 1, 2004- December 31, 2004	January 31, 2005	July 1, 2004- June 23, 2005	March 31, 2005	Dec. 31, 2005

V. Excellent Teaching Program Timelines

<p>June 1, 2004- Sept. 30, 2004</p>	<p>DOE accepts NBPTS application packages for 2004-2005 participants. The application package includes:</p> <ul style="list-style-type: none"> ■ NBPTS on-line or paper application and one photocopy. ■ \$230 individual teacher payment to NBPTS and one copy of check or money order. ■ Signed Application for Certification Fee Subsidy indicating satisfactory teaching performance pursuant to Section 1012.34, Florida Statutes, and one photocopy. ■ Signed Letter of Intent/Promissory Note and one photocopy. <ul style="list-style-type: none"> ● 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>
<p>June 1, 2004- Sept. 30, 2004</p>	<p>DOE processes and transmits NBPTS applications to NBPTS with \$2,070 state fee subsidy payment and \$230 individual payment for each applicant.</p>
<p>Late November 2004</p>	<p>NBPTS announces results and awards certification.</p>
<p>Early December 2004-February 2005</p>	<p>DOE pays Salary Bonuses</p>
<p>January 2005</p>	<p>DOE conducts Retake Lottery.</p>
<p>February 2005- March 2005</p>	<p>DOE pays each current participant a \$150 portfolio preparation incentive.</p>
<p>April 1, 2005- Mid-June 2005</p>	<p>DOE pays Mentoring Service Bonuses</p>

VI. Certification Areas

Certification Code	NBPTS Certification Areas 2004-2005
41	Early Childhood/Generalist (ages 3-8)
42	Middle Childhood/Generalist (ages 7-12)
20	Early & Middle Childhood/Art (ages 3-12)
44	Early Adolescence through Young Adulthood/Art (ages 11-18+)
45	Early Adolescence and Young Adulthood/Career & Technical Education (ages 11-18+)
49	Early & Middle Childhood/English as a New Language (ages 3-12)
50	Early Adolescence through Young Adulthood/English As a New Language (ages 11-18+)
47	Early Adolescence/English Language Arts (ages 11-15)
48	Adolescence & Young Adulthood/English Languages Arts (ages 14-18+)
51	Early Childhood through Young Adulthood/Exceptional Needs Specialist (ages birth-21+)
54	Early Childhood through Young Adulthood/Library Media (ages 3-18+)
46	Early & Middle Childhood/Literacy: Reading Language Arts (ages 3-12)
55	Early Adolescence/Mathematics (ages 11-15)
56	Adolescence through Young Adulthood/Mathematics (ages 14-18+)
57	Early & Middle Childhood/Music (ages 3-12)
58	Early Adolescence through Young Adulthood/Music (ages 11-18+)
18	Early & Middle Childhood/Physical Education (ages 3-12)
19	Early Adolescence through Adulthood/Physical Education (ages 11-18+)
52	Early Childhood through Young Adulthood/School Counseling (ages 3-18+)
59	Early Adolescence/Science (ages 11-15)
60	Adolescence & Young Adulthood/Science (ages 14-18+)
61	Early Adolescence /Social Studies-History (ages 11-15)
*62	Adolescence and Young Adulthood/Social Studies-History (ages 14-18+)
*64	Early Adolescence through Young Adulthood/World Languages- (ages 11-18+)

VII. Information and Facts

- There are rules and eligibility requirements governing the DHETP that are specific to Florida applicants.
- The *NBPTS Guide to National Board Certification 2004-2005* is on the NBPTS website and can be downloaded any time. This guide includes procedures 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**. Portfolio instructions in all areas are available **on-line** and are available on CD-ROM.
- If paper applications are needed, they should be ordered directly from the NBPTS. However, we **strongly encourage on-line applications**.
- Call 1-800-22TEACH for general information about the NBPTS Program; the NBPTS website address is www.nbpts.org. All standards for all certification areas are available on-line in portable document formats, PDF. Portfolio instructions in all areas are available on-line and on CD-ROM.

Procedures for Assessment

Assessment center testing is a **one-half (½)** day process; each written assessment series is **30** minutes long and measures content-related questions rather than pedagogical-related questions. The assessment center window extends from **July 1, 2004** through **June 23, 2005**. Applicants are encouraged to make their assessment appointment **30** days prior to the intended assessment date, as the National Board will not extend the window for any reason.

Written assessments may be scheduled at any number of Prometric Testing Centers in the state. Below is a list of these centers.

Casselberry – 0600

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

Coral Springs-0013 & 5104

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

Fort Myers – 0621

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

Gainesville - 0629

Prometric Testing Center
4961 NW 8th Avenue, Suite A
Gainesville 32605
352-371-6891

Jacksonville - 0601

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

Jacksonville- 7727

University of North Florida
4567 St. John's Bluff Rd., S.
Academic Testing Bldg. 2
Room 2056
Jacksonville 32224
904-620-1973

Maitland – 5836

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

Miami – 7512

Miami Dade CC-North
11380 NW 27th Avenue
Miami 33167
305-237-1015

Miami – 7561

University of Miami
6303 Blue Lagoon Drive
Testing Center-Airport Location
Suite 350
Miami 33126
305-284-8378

Miami/Davie- 9074

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

Pensacola – 7725

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

Sarasota - 0623

Prometric Testing Center
7750 S. Tamiami Trail, Ste. 1
Sarasota 34231
941-923-9399

Tallahassee – 0617

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

Tampa - 0657

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

Tampa - 7562

University of South Florida
4202 E. Fowler Ave., SVC 2054
Office of Evaluation & Testing
Tampa 33620
813-974-2742

Temple Terrace - 0620

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