

FLORIDA DEPARTMENT OF EDUCATION



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MEMORANDUM

To: District Staff Development Directors

From: Kathryn S. Hebda

Date: May 2, 2005

Subject: District Add-on Programs – Requests for continued approval

A number of district add-on programs have an approval expiration date of June 30, 2005. These add-on programs are integral to the Department's goal of increasing the supply of highly qualified teachers. To avoid delays in processing certification requests for those individuals completing add-on programs, each district is requested to review the expiration dates of its approved programs to determine the programs for which continued approval will need to be requested. A list of the add-on programs and their validity dates can be found at the following site: <http://www.firn.edu/doe/profdev/teachprep/teachprep.htm>.

The district should forward its request for the continued approval of add-on programs expiring June 30th of this year to the Bureau of Educator Recruitment, Development, and Retention. The district request should include the following:

1. A letter from the district superintendent or his/her designee requesting the continued approval of the add-on program.
2. A summative five-year review from the results of the program evaluations as specified in the approved program.
3. Program documentation that reflects the add-on program as it will continue to be delivered, including any modification to the program.

For additional information or questions regarding this matter, please contact Denise Scheidler at (850) 245-0435 or email at denise.scheidler@fldoe.org.

KATHRYN S. HEBDA, CHIEF
BUREAU OF EDUCATOR RECRUITMENT, DEVELOPMENT AND RETENTION