

## **District Master In-service Plan**

The Master In-service Plan is a compilation of all components that guide professional learning offerings throughout the district. The plan links professional learning activities with district strategic goals, instructional personnel needs as determined by annual needs assessment surveys, school improvement plans, annual school reports, student achievement data, and performance appraisal data for teachers and administrators. Each year, components are revised, as needed, new components are added, and components that are no longer needed are deleted from the District's Master In-service Plan to ensure that professional learning offerings meet identified needs for instructional personnel and demonstrate alignment to current state and national standards and district strategic initiatives.

### **Components**

Components are written frameworks for topics of study on which courses for the District's comprehensive professional development plan are proposed. For each course posted on the *PD Registration System*, learning values, or Master Plan Points (MPPs), are assigned to the course component. The assignment of a component number to each course allows participants to receive corresponding Master Plan Points (ranging from 4 to 120 MPPs per course) upon successful completion of the professional learning activity.

Each component includes the following elements: title, general objective(s), specific objectives, procedures, follow-up activities, and evaluation criteria. A sample component is provided in Appendix C. Professional learning planners must select an appropriate component that reflects the objectives and outcomes specifically intended for a professional learning activity.

### **What is a Component Number?**

**Professional Development Component Number** - The component number is a unique seven-digit number assigned by the district to each professional learning course. The number reflects the following codes:

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- **Position 1: Function** – a one-digit code that identifies the principal focus of the component [i.e., one of the following eight areas listed in Florida Statutes section 1012.98 (4)(b)(2)].

1. Subject Content
2. Instructional Methodology
3. Technology
4. Assessment and Data Analysis
5. Classroom Management
6. School Safety/Safe Learning Environment
7. Management/Leadership/Planning
8. General Support

- **Positions 2-4: Focus Area** – a three-digit code that identifies the primary subject area that is the focus of the component.

#### INSTRUCTION

- |     |   |
|-----|---|
| 000 | Art   |
| 001 | Bilingual Education/English for Speakers of Other languages |
| 002 | Career Education  |
| 003 | Computer Science/Technology Education                       |
| 004 | Foreign Languages   |
| 005 | Health/Nutrition  |
| 006 | Humanities  |
| 007 | Integrated Curriculum                                       |
| 008 | Language Arts   |
| 009 | Mathematics   |
| 010 | Music   |
| 011 | Physical Education  |
| 012 | Pre-Kindergarten  |
| 013 | Reading   |
| 014 | Safety/Driver Education                                     |
| 015 | Science   |
| 016 | Social Studies  |
| 017 | Writing   |

#### EXCEPTIONAL STUDENT EDUCATION PROGRAMS

- |     |   |
|-----|---|
| 100 | Instructional Strategies                |
| 101 | Classroom Management                    |
| 102 | Assessment                              |
| 103 | Procedural/Legal Requirements           |
| 104 | Working with Aides, Volunteers, Mentors |
| 105 | Curriculum                              |

#### VOCATIONAL EDUCATION PROGRAMS

- |     |   |
|-----|---|
| 200 | Agribusiness and Natural Resource Education |
| 201 | Business Technology Education               |
| 202 | Diversified Education                       |
| 203 | Family and Consumer Sciences                |
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- 204 Health Science Education
- 205 Industrial Education
- 206 Marketing Education
- 207 Middle School Exploratory Vocational Wheel
- 208 Public Service Occupations Education
- 209 Technology Education
- 210 Vocational Education Instructional Support Services
- 211 Vocational/Technical Education, Unclassified

#### ADULT/COMMUNITY EDUCATION PROGRAMS

- 300 Adult Basic Education (ABE)
- 301 Adult Education, Unclassified
- 302 Adult English for Speakers of Other Languages (ESOL)
- 303 Adult General Education for Adults with Disabilities
- 304 Citizenship
- 305 General Education – Promotion (Adult High School)
- 306 General Education Development (GED) Preparatory
- 307 Vocational Preparatory Instruction
- 308 Work Space Readiness Skills

#### STUDENT AND INSTRUCTIONAL SUPPORT PROCESSES

- 400 Academic Interventions
  - 401 Assessment/Student Appraisal
  - 402 Attendance
  - 403 Behavioral Interventions (e.g. crisis intervention, abuse prevention, and development of social skills)
  - 404 Classroom Management and Organization/Learning Environments
  - 405 Dropout Retrieval
  - 406 Human Relations/Communication Skills
  - 407 Instructional Media Services
  - 408 Instructional Strategies
  - 409 Instructional Support Services, Unclassified
  - 410 Laws, Rules, Policies, and Procedures
  - 411 Learning Styles, Student Differences
  - 412 Multicultural Education
  - 413 Parent Involvement, Parent Support
  - 414 Physical and Mental Health Issues
  - 415 Problem-Solving Teams
  - 416 Professional Standards and Ethics
  - 417 Programs Administration, Evaluation, Accountability
  - 418 Scholarships, Financial Aid, Education Transitions
  - 419 Section 504/Americans with Disabilities Act
  - 420 Service Coordination, Collaboration, Integration
  - 421 Student Motivation
  - 422 Student Records
  - 423 Supplemental Academic Instruction
  - 424 Working with Volunteers, Aids and Mentors
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## GENERAL SUPPORT

500	Board of Education
501	Central Services-Planning/Program Evaluation/Continuous Improvement
502	District-Level Management
503	Diversity/Ethics
504	Fiscal Services
505	Food Services
506	General Support Services, Unclassified
507	Leadership Skills/Communication/Critical Thinking
508	Management Information Services
509	Office/Clerical Services
510	Plant Operation and Maintenance
511	Safety/Security
512	School Improvement
513	School-Level Management
514	Service on Advisory or Instructional Materials Councils
515	Transportation Services

## COMMUNITY SERVICES

600	Community Services, Unclassified
601	Lay Advisory Councils
602	Parent Education

## ENGLISH LANGUAGE LEARNERS

700	Methods of Teaching English to Speakers of Other Languages (ESOL)
701	Assessment (ESOL Testing and Evaluation)
702	Applied Linguistics
703	ESOL Curriculum and Materials Development
704	Subject matter knowledge for teachers
705	Cross-Cultural Communication

**Positions 5-7: Sequential Number** – a three-digit code that assigns a sequential number (ranging from 001 to 999) to each component within the same function and focus area. For example, for component #2-013-331 (Project CRISS), the number 2 references Instructional Methodology, 013 references Reading and 331 references the numerical sequence of the course as it is listed in the Master In-service Plan.

### School-based Components

District and regional center offices focus on professional learning with quality programs including content and pedagogy that support district strategic curriculum goals and initiatives. Schools focus on Professional Learning Communities (PLC) which are collaborative school-based teams targeting student learning, teacher practice oriented on results, Action Research, Book Study, School Improvement Initiatives, Lesson Study, and general curriculum topics. **As a result, specific components are identified for either school or central/regional center office use.**

PD Liaisons are familiar with the school-based components which include:

- 7-507-309 School-based Professional Learning Communities
  - 7-507-308 School-based Book Study
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- 7-506-028 School-based Action Research
- 2-512-355 School-based Improvement Initiatives
- 2-003-395 School-based Technology
- 2-408-368 School-based Curriculum Content
- 2-409-410 School-based Instructional Support Strategies
- 7-507-320 School-based Lesson Study

## Maxing out Components

All components included in the Master In-service Plan are assigned a finite number of MPPs ranging from 4 to 120. **During one school year (July 1 – June 30)**, personnel may not earn more MPPs for a particular component than the maximum number of MPPs assigned to that component. In certain cases, individuals may complete two or more professional learning courses during the course of a school year that have different titles, but are categorized under the same component number. If the total number of MPPs accrued for completion of courses with an identical component number exceeds the total number of MPPs that may be awarded under that component, the individual will only receive the maximum number of MPPs assigned to the component for that year. To avoid maxing out a component, individuals should maintain accurate records specifying the number of MPPs they have earned each year for professional learning activities categorized under specific component numbers.

PD Liaisons will remind educators to monitor the number of MPPs they have earned each year for courses assigned to a particular component number.

## Add-on Certification

An endorsement serves as a supplement to an existing Professional Educator's Certificate, denoting expertise in a particular instructional subject or methodology. In the absence of an existing certificate with full subject coverage, an endorsement cannot be awarded. Educators may be required to add an endorsement to their certificates in order to meet federal and state requirements for highly-qualified educators.

Similarly, educators may add certification in another subject area if they are teaching out-of-field and are thus deemed to be out of compliance with requirements for highly-qualified educators. By demonstrating subject area mastery through a passing grade on the Florida Teacher Certification Examination (FTCE) Subject Area Examination or completion of applicable college/university coursework, the addition of the subject area certification allows educators to meet federal and state requirements for highly-qualified status. Educators may also seek certification in specific subject areas in order to meet eligibility requirements to secure alternate teaching assignments. As an example, an educator with certification in elementary education may obtain certification in English

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(grades 6-12) in order to facilitate his/her transition to a secondary-level teaching assignment in English for students in grades 6-12.

Educators interested in adding subject areas or academic endorsements to their Professional Educator's Certificate may select one of the following options:

- **Bachelor's Degree Level Subjects:** Achievement of a passing score on the appropriate Subject Area Examination earned since July 1, 2002.
- **Master's Degree Level Subjects:** Completion of the required degree and content courses listed in State Board Rule for the subject area and the achievement of a passing score on the appropriate Florida Subject Area Examination. Please note, this option is inapplicable for adding an endorsement to an existing certificate.
- Complete a prescribed list of courses at a local college or university in order to add an endorsement to an existing certificate or obtain certification in another subject area.
- Complete a state-approved district endorsement program in order to obtain an endorsement to an existing certificate.

## Endorsements

PDE offers face-to-face and online endorsement courses to fulfill requirements for the *Reading*, *ESOL* and *Gifted Endorsements*. Currently the two online providers approved by the District are Beacon Educator and North East Florida Educational Consortium (NEFEC). In addition, face-to-face courses are available for the *Autism Endorsement* and an *Athletic Coaching Certificate*. Courses for the *Driver Education Endorsement* are only available through local colleges or universities.

Educators may also complete endorsement requirements through college/university coursework that demonstrates alignment with the state requirements. Completion requirements for each endorsement program are set forth below.

### A. *READING ENDORSEMENT*

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The *Reading Endorsement* program enhances skills and competencies needed to identify reading difficulties, provide required interventions and facilitate the improvement of students' reading skills. Elementary educators who are certified in Elementary Education K-6 are considered highly qualified in accordance with federal and state requirements and thus do not need to earn the endorsement. **However, secondary-level teachers who teach reading are required to have subject area certification in reading or a reading endorsement in order to comply with requirements for highly-qualified educators set forth in the No Child Left Behind Act (NCLB).**

#### What are the program requirements?

The program content is based on specialization requirements for endorsement in Reading as stated in 6A-4.0292, FAC. The required components for endorsement in Reading are:

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▪ <u>Competency 1</u>	Foundations of Reading Instruction	60 MPPs
▪ <u>Competency 2</u>	Application of Research-Based Instructional Practice	60 MPPs
▪ <u>Competency 3</u>	Foundations of Assessment	60 MPPs
▪ <u>Competency 4</u>	Foundations and Application of Differentiated Instruction	60MPPs
▪ <u>Competency 5</u> (Practicum)	Demonstration of Accomplishment	60MPPs

#### How do educators obtain the *Reading Endorsement*?

1. Educators can earn the endorsement through completion of the district in-service competency courses listed above. Coursework for all competencies is available through face-to-face and/or online sessions. Educators may register for courses through the *PD Registration System*.
2. Educators may also complete college/university coursework to obtain the *Reading Endorsement*. If an educator wants to determine whether specific college/university coursework may be applied to meet requirements for the *Reading Endorsement* before taking the college/university course(s) he/she must contact the Bureau of Educator Certification, Florida Department of Education. To determine whether college/university courses previously taken may be applied to meet the requirements for the *Reading Endorsement*, send an official transcript to the Bureau of Educator Certification, Florida Department of Education with the appropriate fee and a completed CG-10 application. For a copy of the application and specific instructions, refer to their website located at <http://www.fldoe.org/edcert/apply.asp>.

#### Upon completion of coursework:

1. Educators who have completed district in-service courses or college/university coursework applicable to the *Reading Endorsement* must complete application form 6743 which is available online at <http://forms.dadeschools.net/webpdf/6743.pdf>.
2. Submit completed form to the Office of Instructional Certification with a money order for the applicable fee made payable to Miami-Dade County Public Schools.

**Please Note:** If courses were completed through a college/university, an official sealed transcript must accompany the application. Educators who have completed district in-service competency coursework are not required to submit copies of their in-service records to verify completion of endorsement requirements, as this information is directly available to the Office of Instructional Certification.

What are the requirements for earning the *Reading Endorsement* if I have earned the *ESOL Endorsement* or *ESOL Certification* by completing all ESOL courses?

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### ***Reading Endorsement for English for Speakers of Other Languages (REESOL) Teachers***

Educators who have completed 300 hours of ESOL in-service training may apply 80 hours to meet *Reading Endorsement* requirements. To facilitate the fulfillment of *Reading Endorsement* requirements for educators who have completed ESOL training, the REESOL Bundle provides add-on training that addresses remaining *Reading Endorsement* competencies. In particular, REESOL includes:

- Completion of Competency 2
- Completion of REESOL Bundle (100 hours) through Beacon; and
- Completion of Competency 65

For additional information, please log on to:

- [www.justreadflorida.com](http://www.justreadflorida.com)
- [www.fldoe.org/edcert](http://www.fldoe.org/edcert) for certification-related questions

#### **Upon completion of coursework:**

1. Educators who have completed district in-service courses or college/university coursework applicable to the REESOL endorsement must complete application form 6743 which is available online at <http://forms.dadeschools.net/webpdf/6743.pdf>.
2. Submit completed form to the Office of Instructional Certification with a money order in for the applicable fee made payable to Miami-Dade County Public Schools.

**Please Note:** If courses were completed through a college/university, an official sealed transcript must accompany the application. Educators who have completed district in-service coursework are not required to submit copies of their in-service records to verify completion of endorsement requirements, as this information is directly available to the Office of Instructional Certification.

## ***B. ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)***

### ***ENDORSEMENT***

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The *ESOL Endorsement* program enhances skills and competencies needed to develop language, provide required interventions and facilitate the improvement of students' reading, writing, listening, and speaking skills. In compliance with the League of United Latin American Citizens (LULAC) et al. v. State Board of Education Consent Decree, entered by the United States District Court for the Southern District of Florida on August 14, 1990, school personnel must meet specific course requirements determined by their particular teaching assignment. In accordance with a modification to the Consent Decree issued on September 5, 2003, all instructional personnel are assigned to one of four specialized categories that outline ESOL training requirements for specific educators.

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### What are the program requirements?

The Florida Department of Education has designated an ESOL requirement and utilized separate categories for teachers, counselors, school psychologists, and school social workers. The corresponding category defines the course and/or courses that the employee must complete in order to meet state requirements. All courses are offered through district-sponsored face-to-face or online sessions to assist personnel in meeting the requirements within the time allotted by the state.

Educators may also complete state-approved ESOL courses offered through colleges and universities in order to earn the *ESOL Endorsement*. Specific courses vary by institution. For more information regarding college/university coursework that may be applicable to the *ESOL Endorsement*, please contact the Office of Instructional Certification at 305-995-7200.

- ❖ **Category 1** educators, including Primary Language Arts/English, Developmental Language Arts, Intensive Reading, and Reading educators must complete the following courses:
    - Methods of Teaching English to Speakers of Other Languages (ESOL) - 60 MPPs
    - Applied Linguistics – 60 MPPs
    - ESOL Curriculum and Materials Development - 60 MPPs
    - Cross-Cultural Communication – 60 MPPs
    - ESOL Testing and Evaluation - 60 MPPs
  - ❖ **Category 2** educators, including Social Studies, Mathematics, Science, and Computer Literacy educators must complete Cross-Cultural Communication – 60 MPPs
  - ❖ **Category 3** educators, including educators of remaining subjects not included in categories 1 and 2 above, must complete ESOL Issues and Strategies for LEP Students – 18 MPPs
  - ❖ **Category 4** designated for guidance counselors and administrators must complete Cross-Cultural Communication– 60 MPPs
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## Timelines for Completion of the ESOL Training Requirements

CATEGORY I	CATEGORY II	CATEGORY III	CATEGORY IV
Primary Language Arts/English, Developmental Language Arts, Intensive Reading, Reading	Social Studies, Mathematics, Science, and Computer Literacy	All other subjects not included in Categories I or II	School Administrators and Guidance Counselors
REQUIREMENTS			
<p><i>ESOL Endorsement</i>: 15 semester hours or 300 in-service credit points</p> <p>or</p> <p>K – 12 ESOL Coverage: Bachelor's or Master's Degree in Teaching English to Speakers of Other Languages (TESOL) and Basic Subject Area Coverage</p> <p>or</p> <p>K – 12 ESOL Coverage: Passing Score on ESOL Subject Area Test; Basic Subject Area Coverage, and 120 hours/MPPs in ESOL</p>	3 semester credit hours or 60 in-service credit points	3 semester credit hours or 18 in-service credit points	3 semester credit hours or 60 in-service credit points.
<b>Experienced Educator:</b>	<b>Experienced Educator:</b>	<b>Experienced Educator:</b>	<b>Employees hired prior to September 5, 2003</b>
6 years or more allowed for completion of <i>ESOL Endorsement</i> . [Starting from Full Time Equivalent (FTE) week from when their first ESOL student is assigned]	1 year to complete (Educators have one year from the FTE from when their first ESOL student was assigned.)	1 year to complete (Educators have one year from FTE week from when their first ESOL student was assigned.)	3 years to complete from September 5, 2003. In light of the fact that modifications to the Consent Decree were issued on September 5, 2003, this date is used for recertification purposes.
3 years for K-12 ESOL Coverage obtained by a passing score on ESOL Subject Area Test. Educators have three years to complete this requirement beginning from the time the ESOL State exam was passed and ESOL Certification was added to the teaching certificate.			
<b>Beginning Educator:</b>	<b>Beginning Educator:</b>	<b>Beginning Educator:</b>	<b>Employees hired after September 5, 2003</b>
Same as above for experienced educators	2 years to complete (Educators have two years from the FTE from when their first ESOL student was assigned.)	2 years to complete (Educators have one year from the FTE from when their first ESOL student was assigned.)	3 years to complete from date hired

**Upon completion of coursework:**

1. Educators who have completed district in-service competency courses listed above or university/college coursework applicable to the *ESOL Endorsement* must complete

application form 6743 which is available online at <http://forms.dadeschools.net/webpdf/6743.pdf>.

2. Submit completed form to the Office of Instructional Certification with a money order for the applicable fee made payable to Miami-Dade County Public Schools.

**Please Note:** If courses were completed through a college/university, an official sealed transcript must accompany the application. Educators who have completed district in-service coursework are not required to submit copies of their in-service records to verify completion of endorsement requirements, as this information is directly available to the Office of Instructional Certification.

### *C. GIFTED ENDORSEMENT*

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The *Gifted Endorsement* program enhances skills and competencies needed to identify and provide instruction for gifted students. Educators who teach gifted classes and lack the endorsement are required to earn the *Gifted Endorsement*.

#### What are the program requirements?

Educators may elect to take district-sponsored face-to-face sessions and/or applicable coursework completed through a local college or university.

In the event that a teacher elects to complete district-sponsored in-service sessions, he/she must complete the following courses:

- a. Nature and Needs of the Gifted – 60 MPPs
- b. Curriculum Development for the Gifted – 60 MPPs
- c. Theory and Development of Creativity in Gifted Students – 60 MPPs
- d. Guidance and Counseling of the Gifted – 60 MPPs
- e. Education of Special Populations of Gifted Students– 60 MPPs

In the event that an educator elects to complete coursework through a college/university, he/she must complete fifteen (15) semester hours in gifted education that include the following:

- (a) Nature and needs of gifted students, to include student characteristics; cognitive, social and emotional needs; and history and current research – 3 semester hours
  - (b) Curriculum and instructional strategies for teaching gifted students, to include the modification of curriculum content, instructional process, student products, and learning environment – 3 semester hours
  - (c) Guidance and counseling of gifted students, to include motivation, self-image, interpersonal skills, and career options for gifted students – 3 semester hours
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(d) Educating special populations of gifted students such as minorities, underachievers, handicapped, economically disadvantaged, and highly gifted, to include student characteristics and programmatic adaptations – 3 semester hours

(e) Theory and development of creativity to include elements of creativity such as fluency, flexibility, originality, and elaboration – 3 semester hours

Educators may also complete college/university coursework to obtain the *Gifted Endorsement*. If an educator wants to determine whether specific college/university coursework may be applied to meet requirements for the *Gifted Endorsement* before taking college/university courses he/she must contact the Bureau of Educator Certification, Florida Department of Education. To determine whether college/university courses previously taken may be applied to meet the requirements for the *Gifted Endorsement*, send an official transcript to the Bureau of Educator Certification, Florida Department of Education, with the appropriate fee and a CG-10 application. For a copy of the application and specific instructions, refer to their website located at <http://www.fldoe.org/edcert/apply.asp>.

#### Upon completion of coursework:

1. Educators who have completed district in-service courses or college/university coursework applicable to the *Gifted Endorsement* must complete application form 6743 which is available online at <http://forms.dadeschools.net/webpdf/6743.pdf>.
2. Submit completed form to the Office of Instructional Certification with a money order for the applicable fee made payable to Miami-Dade County Public Schools.

**Please Note:** If courses were completed through a college/university, an official sealed transcript must accompany the application. Educators who have completed district in-service coursework are not required to submit copies of their in-service records to verify completion of endorsement requirements, as this information is directly available to the Office of Instructional Certification.

### ***D. DRIVER EDUCATION ENDORSEMENT***

The *Driver Education Endorsement* program enhances skills and competencies needed to identify and provide instruction for driver education students. Educators who teach driver education classes and lack the endorsement are required to earn *Driver Education Endorsement* by completing three courses that address:

- The influence of mood modifiers on driving and recognition and understanding of the signs/markers found on the roadways/highways,
- Teaching driving operational techniques and vehicle management, and
- The overall management/coordination of the driver education program at a school site.

Driver education teachers must also be certified by the school district via the Department of Highway Safety, Division of Motor Vehicle's (DHS/DMV) Driver Education Licensing Assistance

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Program (DELAP). This certification allows driver education instructors to issue student licensing waivers in restrictive and operator categories through the DHS/DMV webpage.

At this time, courses for the *Driver Education Endorsement* are only available through local colleges or universities.

#### What are the program requirements?

The *Driver Education Endorsement* requires educators to complete the following three courses at a college/university:

- a. Driver and Traffic Safety Education I
- b. Driver and Traffic Safety Education II
- c. Organization and Administration of Driver and Traffic Safety Education

Upon completion of the coursework through a local college or university:

1. Complete application form 6743 which is available online at <http://forms.dadeschools.net/webpdf/6743.pdf>.
2. Submit completed form and an official, sealed college/university transcript verifying course completion to the Office of Instructional Certification with a money order for the applicable fee made payable to Miami-Dade County Public Schools.

### E. *AUTISM ENDORSEMENT*

The *Autism Endorsement* program enhances skills and competencies needed to identify and provide instruction for autistic students. Educators must complete all four courses outlined below in order to earn the *Autism Endorsement*. Educators who have an autistic child in a regular class are not required to obtain the endorsement, but may do so.

#### What are the program requirements?

The *Autism Endorsement* requires teachers to complete the following four courses:

- a. Autism: Assistive Instructional Technology and Alternative/Augmentative Communication Systems - 60 MPPs
  - b. Behavioral Management and Positive Behavior Supports for Students with Autism Spectrum Disorders - 60 MPPs
  - c. Autism: Nature, Assessment, and Diagnosis - 60 MPPs
  - d. Field-Based Experience with Students with Autism Spectrum Disorders – available only through a local college or university - 60 MPPs
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Upon completion of the coursework through the district and/or a local college or university:

1. Complete application form 6743 which is available online at <http://forms.dadeschools.net/webpdf/6743.pdf>.
2. Submit completed form and an official, sealed university transcript verifying course completion to the Office of Instructional Certification with a money order for the applicable fee made payable to Miami-Dade County Public Schools.

## ***F. ATHLETIC COACHING CERTIFICATE***

The *Athletic Coaching Certificate* program enhances skills and competencies needed to provide instruction and assure safety for students participating on school athletic teams. Any individual with a valid teaching certificate in any subject is qualified to coach. Courses are offered to assist educators in meeting recertification requirements and/or obtaining the *Athletic Coaching Certificate*.

Non-instructional personnel who lack a valid teaching certificate issued by the Florida Department of Education must possess an *Athletic Coaching Certificate* in order to coach. In addition, temporary instructors need to successfully complete the courses in order to coach. Enrollment is restricted to individuals who actively coach and who do not possess an educator's certificate.

What are the program requirements for non-instructional personnel?

Non-instructional personnel who lack a valid teaching certificate issued by the Florida Department of Education initially receive a temporary three-year *Athletic Coaching Certificate* upon completion of the following procedures:

1. Complete form CG-10 online which is the Application for Florida Educator's Certificate from the Florida Department of Education at <http://certify.doe.state.fl.us/onlineapp/>
2. Complete form 6893) which is available online at <http://forms.dadeschools.net/webpdf/6893.pdf>
3. Submit completed forms in person as follows:
  - a. Form 6893 to the Division of Athletics/Activities and Accreditation in room 325 of the School Board Administration Building (SBAB) Annex
  - b. Form CG-10 to the Office of Instructional Certification in room 114 of the SBAB Annex with a money order for the applicable fee made payable to the Florida Department of Education.
4. Obtain a current and valid employee number from M-DCPS.

In order to secure a five-year *Athletic Coaching Certificate*, non-instructional personnel who lack a valid teaching certificate must complete the following courses prior to or upon the expiration of their temporary three-year coaching certificate:

- a. Three (3) semester hours in care and prevention of athletic injuries, and the effects and dangers of drug use, including performance-enhancing drugs
- b. Three (3) semester hours in coaching theory
- c. Three (3) semester hours in theory and practice of coaching a specific sport

The courses may be completed through M-DCPS or a local college or university. Please note, the Division of Athletics/Activities and Accreditation must approve coursework completed through a local institution before it may be applied to earn the athletic coaching certificate.

Upon completion of the coursework:

1. Complete form CG-10 online which is the Application for Florida Educator's Certificate from the Florida Department of Education at <http://certify.doe.state.fl.us/onlineapp/>
2. Complete form 6893 (M-DCPS) which is available online at <http://forms.dadeschools.net/webpdf/6893.pdf>
3. Submit completed forms in person as follows:
  - a. Form 6893 to the Division of Athletics/Activities and Accreditation in room 325 of the SBAB Annex
  - b. Form CG-10 along with an official, sealed university transcript or a letter from the Division of Athletics/Activities and Accreditation verifying course completion to the Office of Instructional Certification in room 114 of the SBAB Annex with a money order for the applicable fee made payable to the Florida Department of Education.

#### What are the program requirements for instructional personnel?

Educators with a valid teaching certificate issued by the Florida Department of Education may secure an *Athletic Coaching Certificate* by completing the courses listed above. Upon completion of the coursework, educators should:

1. Complete application form 6743 which is available online at <http://forms.dadeschools.net/webpdf/6743.pdf>
  2. Submit completed form, an official, sealed college/university transcript or a letter from the Division of Athletics/Activities and Accreditation verifying course completion to the Office of Instructional Certification with a check or money order for the applicable fee made payable to Miami-Dade County Public Schools.
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## Important Contacts Regarding Endorsement Requirements

Information pertaining to endorsement offerings, scheduling and course requirements should be directed to:

- ESOL and/or REESOL, Reading, Gifted , and online endorsement courses: contact the Center for Professional Learning, at 305-887-2002
- Autism: contact Exceptional Student Education, at 305-995- 2027
- Driver Education: contact the Division of Life Skills, Physical Education, and Health Literacy, at 305-995-1963
- Athletic Coaching: contact Athletics and Activities at 305-995-1250

Information regarding the specific content of an endorsement program and projected district teaching needs in specific fields should be directed to:

- ESOL and/or REESOL: contact Bilingual Education and World Languages, at 305-995-2428
- Reading: contact Division of Language Arts/Reading, at 305-995-3122
- Gifted: contact Advanced Academic Programs, at 305-995-1934

For additional information regarding the alignment of college/university coursework with endorsement offerings, contact the Office of Instructional Certification at 305-995-7200.

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