



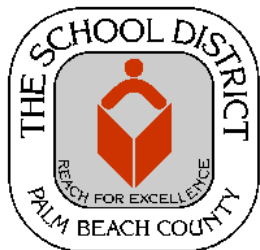
PALM BEACH STATE
COLLEGE

Teacher Certification Program

Institute of Teacher Education

Student Information Booklet

www.palmbeachstate.edu/TeacherCertification.xml



**PALM BEACH STATE COLLEGE
TEACHER CERTIFICATION PROGRAM**

IN PARTNERSHIP WITH THE SCHOOL DISTRICT OF PALM BEACH COUNTY

Palm Beach State College Teacher Certification Program (TCP) helps qualified individuals who hold non-teacher education bachelor degrees obtain certification required to teach grades K-12.

Eligibility Criteria

- Meet subject area requirement by degree, coursework, or passing an FLDOE subject area exam
- Have earned a minimum 2.5 GPA at the Bachelor degree level
- Attend a TCP Information Session
- Interview with a TCP staff member
- Complete a self-assessment of the Florida Educator Accomplished Practices (FEAPs)
- Have current college credit application on file with Palm Beach State College

Coursework

- Comprised of 7 courses and 2 field experiences (transferable only within EPI system)
- Offered evenings and weekends on both Lake Worth and Palm Beach Gardens campuses
- May be completed in one year (3 semesters)

Number	Title	Hours	Credit	
EPI 0001	Classroom Management	40	3	8 weeks
EPI 0002	Instructional Strategies	40	3	8 weeks
EPI 0003	Technology	40	3	8 weeks
EPI 0004	Teaching and the Learning Process	40	3	8 weeks
EPI 0010	Foundation of Research-Based Practices in Reading	45	3	12 weeks
EPI 0020	Professional Foundations	30	2	12 weeks
EPI 0940	Field Experience	15	1	
EPI 0030	Diversity in the Classroom	30	2	12 weeks
EPI 0945	Field Experience	15	1	
Total		295	21	

Support

- Individualized Academic Advising
- Workshops
- Steps toward Certification: <http://www.fldoe.org/edcert/steps.asp>
- Steps toward TCP participation: <http://www.palmbeachstate.edu/x11600.xml>

Contact Information

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Palm Beach State College Teacher Certification Program:

Alternative Certification through the Statewide Educator Preparation Institute (EPI) System

The first step to becoming a state-certified teacher is to visit www.fldoe.org and check the section on steps to educator certification. You will find that you need to apply online, pay a fee, and arrange for your degree-granting institution to send your official transcript to FLDOE. You will receive a Statement of Status of Eligibility once your application and transcripts have been evaluated (approximately 4-6 weeks).

If the subject area you wish to teach is not the same field as your degree, the Statement of Status of Eligibility you will receive after you apply online will indicate that you are not eligible to teach until you either take a specified number of semester hours in various topics of that subject OR until you take and pass the Subject Area Exam for that area. The FLDOE website will contain information on the content, fees, and how to register for that exam.

When you achieve a passing score on that Subject Area Exam, you will be able to seek employment on a Temporary Certificate. The directions are indicated on your revised Statement of Status of Eligibility. You will also be able to work on achieving a Professional Certificate. Those directions are also indicated on the revised Statement of Status of Eligibility. The Official Statement of Status of Eligibility will clearly indicate an expiration date by which conditions for a Professional Certificate must be met.

The Teacher Certification Program at Palm Beach State College will help you achieve your Professional Certificate. We offer

- a 21-credit hour program of professional education courses,
- a competency demonstration system,
- courses to help you pass the three exams required of Florida Teacher Certification Exams (FTCE): General Knowledge Test, Subject Area Exam, & Professional Education Test, and
- a waiver of the one- or two-year practical teaching experience requirement.

To be eligible for the Teacher Certification Program, you must

- have a bachelor degree that is not in the field of education,
- have earned a 2.5 minimum GPA in your degree studies
- meet subject area eligibility by degree, coursework, or exam
- complete the Palm Beach State College credit application process
- attend a TCP information session

To be consider for admission into the Teacher Certification Program, you must

- apply to Palm Beach State College (college credit application as a transfer student; Program Objective F225 or EPI)
- present the following necessary documentation:
 - a copy of your transcripts conferring your bachelor degree with the GPA and specific degree earned clearly stated,
 - a valid Official Statement of Status of Eligibility and (if applicable) a valid Temporary Certificate,
 - a current resume
- complete a Teacher Certification Program application
- complete the Florida Educator Accomplished Practices (FEAPs) Self-Assessment, and

You will not be able to register for EPI-prefixed courses without completing all TCP & Palm Beach State College enrollment procedures.

To register for TCP courses, a candidate must first be admitted to the College by following all regular Admissions Office procedures. Failure to arrange for the Admissions Office to directly receive (within the first semester of enrollment) official transcripts from all other colleges listed on your College application will result in not being allowed to enroll in second-term courses.

A TCP advisor will meet with you in person and review the required EPI course descriptions, helping you create an educational plan at the required entrance interview. The program coursework may be completed in as few as three semesters. Coursework alone, however, does not complete all component requirements of the Teacher Certification Program.

To maintain eligibility in TCP, you must maintain a positive disposition for teaching as evidenced by a 2.5 minimum grade point average in all EPI courses and passing grades on all portfolio artifacts.

To complete TCP, you must have

- successfully completed all 21 hours of EPI coursework
- successfully completed the competency demonstration system (i.e., all required portfolio artifacts) with a passing grade for each artifact,
- earned passing scores on the Subject Area Exam for your specific subject, on the Professional Education Test, and on the General Knowledge Test,
- been observed by a TCP advisor or faculty member as you effectively teach an original lesson plan,
- completed a post-program Florida Educator Accomplished Practices (FEAPs) Self-Assessment,
- completed an exit interview and exit survey.

After end-of-term transcripts are available, verification of completion form (CT-133) will be sent to FLDOE by the Institute of Teacher Education at the College. You will then follow FLDOE procedure to apply for a professional certificate in your subject area(s).

Optional coursework within the Educator Preparation Institute:

Approval has been received by *Just Read, Florida* and FLDOE to offer EPI coursework as equivalents for Reading Competencies. EPI 0010, Foundations of Research Based Practices in Reading, is a required course within the certificate program of the Teacher Certification Program and is accepted as the equivalent of Reading Competency 2.

EPI0009, Foundations in Language and Cognition in Reading, is now being offered and is accepted as an equivalent for Reading Competency 1.

EPI0011, Foundations in Assessment in Reading, is also being offered and is accepted as an equivalent for Reading Competency 3.

EPI0009, EPI0010, and EPI0011 may be taken as a series by teachers or pre-service teachers working towards a Reading Endorsement for the School District of Palm Beach County.

At this time, EPI equivalency for Reading Competencies 4-5 is in the approval stages. Reading Competency 6 is a review of all materials from Reading Competencies 1-5 conducted by the School District.

1. INFORMATION SESSIONS:

Registration/Reservations REQUIRED!!!

Information Sessions are held at the Palm Beach State College Lake Worth Campus, 4200 Congress Avenue. The sessions begin promptly at 6 p.m. and finish before 8 p.m. with a Q&A session. Please go to the link below for the next available information session:

<http://www.palmbeachstate.edu/x11600.xml>

2. ADMISSION TO Palm Beach State College

You must submit a **college credit application** to attend the College. Please follow instructions at <http://www.palmbeachstate.edu/AdmissionsApplications.xml>. All students who have not taken a course at the College within the last twelve months must complete an application for **re-admission** prior to registration for EPI courses.

The **program objective** for the Teacher Certification Program is F225 or EPI. TCP is a restricted program. Only those persons who meet our entrance criteria, have signed a TCP contract, and been added into the program database are allowed to attend EPI classes.

***Florida Residency** establishes the in-state tuition rate for coursework at the College. Present a Florida driver's license and one of the following at the time of application or readmission: vehicle registration, and/or voter's card that verify your Florida residency for the last 12 months, or full-time school district employment letter from principal on school letterhead.

3. Teacher Certification Program ELIGIBILITY REVIEW

In order to determine your eligibility and admission to the Teacher Certification Program, you will need to submit the following documents to the TCP Office **PRIOR** to scheduling your entrance interview.

List of REQUIRED documents to submit to the TCP Office (submit copies):

1. College transcript(s) demonstrating conferring your bachelor's degree and required GPA.
 - Foreign transcripts must be commercially evaluated course-by-course including a grade point average (GPA).
 - Transferred credits from other colleges must be supported with individual transcripts from those colleges.
2. Updated Resume reflecting teaching philosophy and goals
3. Valid Statement of Status of Eligibility from FLDOE
4. FTCE Score Report (if applicable):
 - Subject Area Exam (SAE)
 - General Knowledge Test (GKT)
 - Professional Education Test
5. Valid Temporary Certificate (if applicable)
6. Teacher Certification Application (distributed at the TCP Information Session)
7. FEAPs Self-Assessment (distributed at the TCP Information Session)

Once your eligibility packet has been reviewed, you will be contacted by the TCP Office to inform you of your eligibility status and schedule your entrance interview (if applicable).

4. ENTRANCE INTERVIEW:

During your entrance interview, you will receive an orientation of the program as well as prepare an educational plan to help you get started. The orientation during your entrance interview will include:

1. Acceptance Letter and Program Overview
2. Important Contact Information
3. Educational Plan and Completion Requirements
4. Registration and Payment of Classes
5. Textbooks
6. Student ID Cards and Parking Decals
7. FEAPs and Portfolio Requirements
8. Field Observations
9. FTCE requirements and review courses
10. Teaching Demonstration requirement
11. Professional Development opportunities
12. ITE Newsletter

4. REGISTRATION and DROPPING COURSES

Registration will be opened following the completion of the entrance interview. Follow instructions on the College website: <http://www.palmbeachstate.edu/Admissions.xml>.

If you cannot continue the classes for which you are registered, **discuss the matter with your TCP advisor.**

You **must drop** the course online (<http://www.palmbeachstate.edu/pantherweb.xml>) or by going to the Admissions Office and dropping the course in person. If you do not drop a course, you may receive an “F” grade at the end of the term.

5. WITHDRAWALS

Please note the “**Drop with a Refund Date**” on your schedule. If you do not drop during the time published by the Registrar’s Office, you will receive a “W” on your transcript. Your account will be charged the tuition fees since the time for a full refund will have expired. (See College policy at <http://www.palmbeachstate.edu/x403.xml#3>).

Contact Information: Teacher Certification Program

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**INSTITUTE OF TEACHER EDUCATION
TEACHER CERTIFICATION PROGRAM**

Are You Ready To Begin?

I am eligible at this time to apply for a Temporary Certificate with the FLDOE through my:

- Degree Major Subject Area Exam Coursework

If you **are eligible** to apply at this time based on one of the three choices above,

- Apply to Florida Department of Education (<http://www.fldoe.org/edcert/step1.asp>)

***You will receive a State of Status of Eligibility within 4-6 weeks of your application**.*

- Request Official Transcripts to be sent to:
1. FLDOE with application for Temporary Certification
 2. Palm Beach State College Admissions Office
 3. School District of Palm Beach County, when applying for a position
 4. Teacher Certification Program with Eligibility Packet (unofficial copy is acceptable to be submitted with TCP application eligibility packet)

If you **are NOT eligible** at this time to apply for a Temporary Certificate with the FLDOE,

- Register, take, and pass a Subject Area Exam in the certification area you are seeking **OR**
<http://www.fl.nesinc.com/>
- Enroll in subject area coursework required to meet eligibility criteria (i.e. Math, English, etc.)

***Once you have completed either one of the two choices above, you may then apply to the Florida Department of Education for a Temporary Certificate**.*

Now that you have obtained a valid Statement of Status of Eligibility from the Florida Department of Education, you may proceed with the Teacher Certification Program application process.

Proceed to the next page for a checklist.

Teacher Certification Program

Eligibility Checklist

Before you can apply to the Teacher Certification Program, you must apply to the College.

- Apply to the College (<http://www.palmbeachstate.edu/AdmissionsApplications.xml>)

Once you have applied to the College, submit the following to the TCP Office for review:

- Resume including your teaching philosophy and experience
- Copy of valid Statement of Status of Eligibility issued by the FLDOE
- Copy of Temporary Certificate issued by the FLDOE (if applicable)
- Copy of FTCE official score report (if applicable)
- Copy of your transcripts conferring your bachelor's degree including GPA (min. 2.5)
- TCP Application (*provided at the information session or available in the TCP Office*)
- FEAPs Self-Assessment (*provided at the information session or available in the TCP Office*)

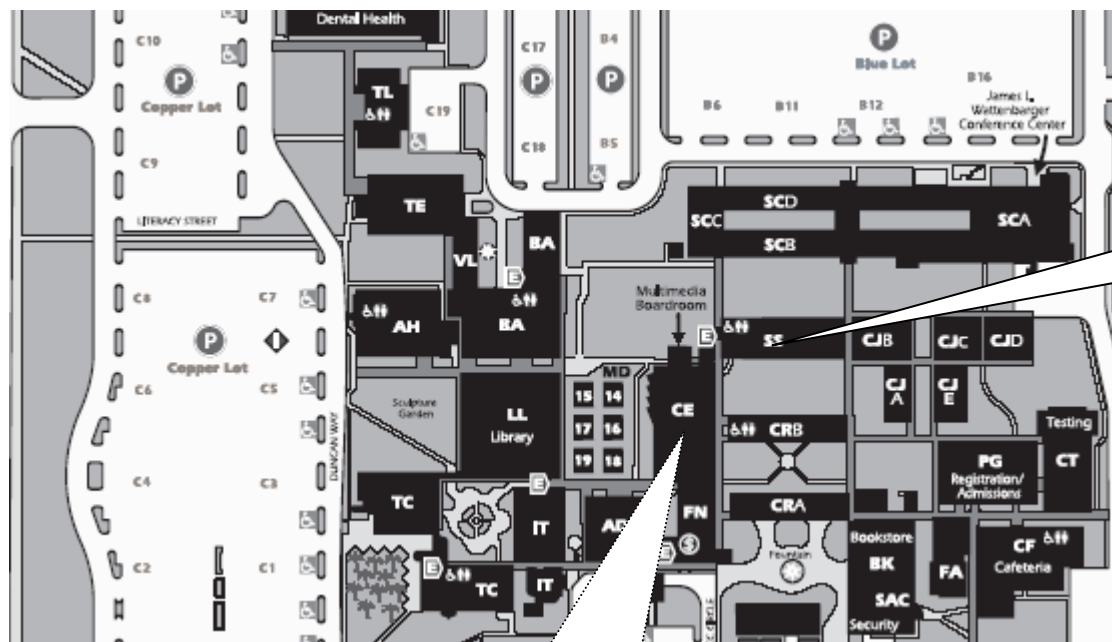
Once your TCP application eligibility packet has been reviewed, you will be contacted by the TCP Office to inform you of your application status and schedule your entrance interview.

Application eligibility packets are due to the TCP Office no later than 2 weeks prior to the start of any term or sub-term to allow sufficient time to complete the application review, entrance interview/orientation, and registration processes.

For questions regarding this process, please contact the TCP Office at: (561)868-3823.

LAKE WORTH ROAD

CONGRESS AVENUE



TCP Office
CE 100

Social
Science
Building

Melaleuca Lane / 6th Avenue

From I-95 North/South:

Proceed west on 6th Avenue South approximately 2 miles to the **SOUTH ENTRANCE**. Turn **RIGHT** (north) into campus. Visitor parking is straight ahead.

From the Florida Turnpike:

Take the Lake Worth Road exit; go **EAST** approximately 10 miles to Congress Ave. Go past the Congress Ave. light, and turn **RIGHT** (south) into the campus.

**INSTITUTE OF TEACHER EDUCATION
TEACHER CERTIFICATION PROGRAM**