ESOL TRAINING REQUIREMENTS OVERVIEW & FREQUENTLY ASKED QUESTIONS

ESOL TRAINING REQUIREMENT courses are for BCPS (Broward County Public School) and Charter School teachers who are currently teaching in Broward County.

COURSES OFFERED

CAT I - ESOL ENDORSEMENT
(Delivery Methods – Structured Coaching/Mentoring & Electronic/Interactive)
- Applied Linguistics
- Cross-Cultural Communication
- ESOL Curriculum & Materials Development
- ESOL Testing & Evaluation
- Methods of Teaching ESOL

CAT II ESOL STRATEGIES FOR CONTENT AREA TEACHERS
(Delivery Method – Structured Coaching/Mentoring)

CAT III ISSUES & STRATEGIES FOR TEACHING LEP STUDENTS
(Delivery Method – Structured Coaching/Mentoring)
The above structured coaching/mentoring courses are offered 3 times a year.
- SESSION I – September – December
- SESSION II – January – April
- SESSION III – May – July

CAT III FOR STUDENT SERVICES PROVIDERS
(Delivery Method – Structured Coaching/Mentoring)
This course is offered during Session II only.

CAT IV ESOL SCHOOL ADMINISTRATORS & CAT IV GUIDANCE COUNSELORS
(Delivery Method – Electronic/Interactive)
These courses are offered through BVU (Broward Virtual University) only.

Broward County Public Schools Certification Department
For information regarding your ESOL Certification, visit their website at: www.broward.k12.fl.us/certification

Timeline for Completion of the ESOL Training Requirements:
www.broward.k12.fl.us/certification/EsolTr_Cat1.html


ESOL Training Requirement(s) Course Contact Persons
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ESOL TRAINING FREQUENTLY ASKED QUESTIONS
The FAQ’s can be found on the next few pages.
ESOL TRAINING FREQUENTLY ASKED QUESTIONS

CATEGORY I
Course Type #10454817

Q: Are all teachers required to complete the ESOL training requirement courses?
A: Yes, Florida teachers are required by a Consent Decree to participate in training when they have an ELL (English Language Learner) assigned to their class. There are four categories of teachers, each with their own training requirements. When determining your appropriate category, please keep in mind that the teaching assignment, not the area of certification, is the deciding factor. Training is available at local colleges and universities and through Broward School’s inservice training activities. The Department of Education has developed a technical assistance paper to provide guidance and additional clarification on the Modification to the Consent Decree and it can be found at http://info.fldoe.org/ds/cgi/ds.py/Get/File-2887/TAP.pdf

Please note: The ESOL Department offers the ESOL Training Requirement courses to Broward County Public School (BCPS) teachers and Charter School teachers who are currently teaching.

Q: What category am I assigned to?
A: Any teacher who teaches one or more ESOL students their "Primary English/Language Arts or Reading" is a CATEGORY I teacher. CATEGORY I requires the addition of either the ESOL Endorsement or the ESOL Subject Area Coverage to your valid certificate. For more information about obtaining your ESOL endorsement visit the Certification Department’s website at: http://www.broward.k12.fl.us/certification/EsoITr_Cat1.html

- Certification in another subject appropriate to the teaching assignment
- 15 semester hours, 300 inservice points, or a combination of both in ESOL with a credit in:
  - Applied Linguistics
  - Cross-Cultural Communication
  - ESOL Curriculum &Materials Development
  - ESOL Testing & Evaluation
  - Methods of Teaching ESOL

Q. When should I begin taking my ESOL endorsement training course(s)?
A. Your timeline begins the day and month you are assigned an ESOL student. Should your teaching assignment change, you must continue to complete requirements per the timeline below. Failure to do so will result in your inability to ever be placed out-of-field again in Broward County Public Schools and will result in an audit finding from the Office of Auditor General.

- First two calendar years › 3 semester hours or 60 inservice points
- Year 3 › 6 semester hours or 120 inservice points
- Year 4 › 9 semester hours or 180 inservice points
- Year 5 › 12 semester hours or 240 inservice points
- Year 6 › 15 semester hours or 300 inservice points

Q. Can I combine ESOL endorsement university courses with existing district ESOL endorsement inservice course training?
A. Yes. If you are using college courses, you must submit an official transcript(s) to the Certification Office clearly marked "For ESOL Credit”. You must have your transcript reviewed by the Certification Office at the Broward County Public Schools’ Certification Department. The university courses must be equivalent to the ESOL endorsement District/State approved courses needed for your assigned category. For more information click on the following link: www.broward.k12.fl.us/certification/EsoITr_Cat1.html

Q. What is the process to add on the required ESOL endorsement?
A. Once all five CAT I required courses are completed and are reflected on your inservice record you must submit your application. The application can be downloaded from the BCPS Certification Dept. website at: www.broward.k12.fl.us/certification/Forms.html. Click on State Application > Additions. Forward your application to the Certification Department at the KCW Bldg.
(Cont’d ESOL Training Requirements FAQ’s)

**CATEGORY II**
Course Type #10454137

Q: **What category am I assigned to?**
A: Any teacher who teaches Math, Science, Social Studies, or Computer Literacy Teachers is considered a **CATEGORY II**. The CATEGORY II training requirements are:
- Hold certification in a subject appropriate to the teaching assignment
- Complete 60 inservice points or 3 semester hours college credit in the ESOL strategies listed below:
- **ESOL Strategies for Content Area Teachers**

**CATEGORY III**
Course Type #10454138

Q: **What category am I assigned to?**
A: Any teacher who teaches all other subjects plus Occupational and Physical Therapists is considered a **CATEGORY III**. This excludes English, Math, Reading, Science, Social Studies, and Computer Literacy (see Category I and II). The CATEGORY III training requirements are:
- Hold certification in a subject appropriate to the teaching assignment
- Complete 18 inservice points or 3 semester hours college credit in the ESOL strategies listed below:
- **Issues & Strategies for Teaching LEP Student**

**NOTE:**
School Psychologists, Speech/Language Pathologists, & Social Workers are considered a CATEGORY III. The CATEGORY III requirements are:
- Complete 18 inservice points or 3 semester hours college credit in the ESOL strategies listed below:
- **ESOL for Student Services Providers**

**NOTE:** If you are a newly hired teacher, you have two years to complete the CAT II or CAT III course as of the date you were assigned ELL student(s).

After completing the training requirements for **CATEGORY II and III**, you will be required to complete a **BCPS Verification of ESOL Training** form. The form will be issued to BCPS participants only at the final session. The ESOL Training Department will submit the forms to the Certification Department once your inservice points are posted to your inservice record. Once confirmed by Certification, your records in SAP will be updated to reflect this qualification.

**CATEGORY IV**
Course Type #10454194

Q: **What are the ESOL training requirements for School Administrators and Guidance Counselors?**
A: A modification was made to the Consent Decree in 2003, which requires all administrators and school guidance counselors be trained in the terms of the Consent Decree (please see new **Category IV** for more information). In addition, the modification includes information about teachers who teach the primary English/language arts class who elected to obtain ESOL certification by way of a passing score on the ESOL Subject Area test, which is discussed further in the **Category I** section.

The **CATEGORY IV** courses are only offered online (electronic/interactive) through BVU (Broward Virtual University). For more information contact the BVU Help Desk at 754-321-5053 or visit their web site at [www.sbbc-vu.com](http://www.sbbc-vu.com).
Q. **What are the ESOL training requirements for Reading Endorsed Teachers?**
A. As of October 3, 2012, the FL Department of Education will no longer allow districts to offer the ESOL Endorsement for Reading Teachers (ERT) track due to the proposed changes to the Guidelines for the ESOL/Reading Endorsement. Reading teachers seeking the ESOL Endorsement will need to complete the five required courses offered by the ESOL Department or Broward Virtual University.

Q. **Do I have to be assigned an ELL student to begin taking ESOL courses?**
A. You do not have to be assigned ELLs if you wish to start training, but you should adhere to the State Training Timeline once you begin.

Q. **Are all ESOL CAT I through IV courses bankable?**
A. Yes, A certificate holder may bank inservice or college credits completed in ESOL during the validity period of a Temporary Certificate to use towards the first renewal of a Professional Certificate. The Temporary and Professional Certificate must be issued for consecutive years and the training must not have been included within the degreed program. A certificate holder may bank all ESOL inservice or college credit earned during the Professional Certificate to use for subsequent renewal periods.

Q. **Where can I obtain the required ESOL book for the CATEGORY I courses?**
A. CAT I courses require the use of one book titled:

   **“The Cross-Cultural Language and Academic Development Handbook” 3rd or 4th Edition.**

   To order the ESOL Training Requirement 3rd edition book click here for the [Order Form](#).


Q. **When am I considered out-of-field?**
A. Primary English, Language Arts, and Reading teachers who are assigned an ESOL student but do not have the ESOL certification or Endorsement on their certificate are considered out-of-field and will continue to be out-of-field until the training is completed and the ESOL certification or endorsement has been added to the existing teaching certificate.

Q. **If I have received a denial letter/out-of-field for ESOL waiver, whom do I contact?**
A. Please contact your innovation zone Certification Department Administrator. Visit their website at: [www.broward.k12.fl.us/certification/AboutUs.html](http://www.broward.k12.fl.us/certification/AboutUs.html).

Q. **When are the structured coaching/mentoring ESOL training requirement courses offered?**
A. The courses are offered three times a year.

   - **SESSION I** – September – December
   - **SESSION II** – January – April
   - **SESSION III** – May – July
Q. Where can I obtain the ESOL training schedules?
A. To obtain a copy of the structured coaching/mentoring training schedule visit the ESOL Department’s website at http://esol.browardschools.com/ > then click on the top menu tab ESOL Training. To obtain a copy of the electronic/interactive training schedule go to BVU (Broward Virtual University) website at www.sbbc-vu.com/.

Q. What are the registration procedures for ESOL structured coaching/mentoring courses?
A. You can register for ESOL courses in ESS (Employee/External Self-Service) through the ERP Support Center at www.broward.k12.fl.us/erp/.

Below are helpful ESS links:
SAP/ESS Password Complexity Rules
Logging Into Employee Self Service-ESS

Q. How can I access External Self-Service?
A. If you are a brand new charter school teacher who has never been employed with BCPS or registered to take training through BCPS. How can I access External Self Service? Registration is required to access ESS. Full name, social security number and birth date are among some of the information necessary to register. The registration page and process is secure and encrypted. Brand new external participants must submit a registration form with all required information. Click here to access a secure registration form.

Q. How can I update my e-mail address in ESS?
A. For information about updating e-mail addresses through ESS click on the link below:
Updating E-Mail Addresses through ESS

Q. When and where should I complete my course appraisal?
A. After successfully completing a course, all participants must complete an appraisal through ESS (Employee/External Self-Service). For information about course appraisals click the following link: http://www.broward.k12.fl.us/ERP/brite/HR/external/ESSv6/Keys%20to%20Understanding%20Course%20Appraisals_03292012.pdf

Q. Where can I find my inservice points for the courses I have completed?
A. After the course has been closed your inservice points will appear on your inservice report. Click on the link below for more information.