



Charlotte County Public Schools

Out of Field Teacher Certification Plan

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Out of Field Plan

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Charlotte County Public Schools (CCPS) Out of Field Teacher Certification Plan

CCPS strives to have properly certified educators in every classroom. However, there are times where an educator may be hired for a position in which they are not currently certified.

When this occurs, the teacher is labeled as “Out of Field,” or OOF. A teacher who is assigned to teach a subject for which s/he is not certified, will be required to make progress towards proper certification each school year. Priority Two of the District Strategic Plan focuses on certification of CCPS staff.

Human Resources (HR) and the Professional Learning Center (PLC) will work with building administration and individual teachers to guide the teacher on required items for earning certification.

Professional Learning assistance will be provided to all such teachers as appropriate, e.g. English as a Second Language endorsement coursework and subject-area exam study guides.

In addition, priority will be given to teachers who need certain classes to attain their proper certification through the PLC.

If a teacher is unable to complete all requirements, they may be subject to non-renewal or re-assignment by the district, per CCPS School Board policy 3120.01.

CCPS Procedures/Administrative Procedures

CCPS utilizes the FOCUS parent portal for student scheduling. When a teacher is flagged as OOF in FOCUS, HR notifies the school administrator of this flag by September and January of each school year.

The school administrator does the following:

- Notifies the teacher of the OOF status in writing by October 1st
- Encourages the teacher to contact the CCPS Professional Learning Center (PLC) to register for coursework or to utilize certification test preparation materials
 - OOF teachers have priority registration in needed coursework
- Creates an OOF letter/parent contact through the Focus parent portal
 - Once by October 1 and once by February 1
- Follows-up quarterly with the OOF teacher to review progress

- Communicates with Human Resources by April 1st of each year on the renewal or non-renewal status of the OOF teacher due to certification

HR compiles a list of OOF teachers for School Board approval in October and February of each school year. After the list is School Board approved, it is also published on the CCPS website and is available for parents and community members to see at: [Out of Field Teacher List](#).

As teachers earn endorsements or pass certification tests, the list is updated and communicated with school administration. The teacher also completes a form in Records to add an endorsement or certification area. For more information, review CCPS Board Policy 3120.02.

A teacher with greater-than-two years' service with the District, needing the ESOL endorsement, subject-specific certification(s), reading or other statutorily-mandated certifications/endorsements must complete three semester hours (sixty (60) in-service hours/credits) toward the requirements within two years of the date of notice by the District, provided this timeline complies with State of Florida Statutes or administrative rule.

In compliance with Florida Statutes, beginning July 1, 2020, students who are retained and students participating in the school district's summer reading camp must be taught by a highly effective teacher as determined by the teacher's performance evaluation. This teacher must also be certified or endorsed in reading.

Teaching Out-of-Field

Teachers are identified as out-of-field based upon their teaching assignment and student enrollment, as identified in the Florida Department of Education Course Code Directory. Teachers who teach one or more classes of a subject that is not a subject area listed on their Florida Educator's Certificate are considered out-of-field.

If a teacher has been identified as teaching out-of-field, they are required to take in-service, college coursework, or the subject area exam (if applicable) in the out of field area prior to due dates for yearly evaluations (for contract reappointment purposes) of the school year in which they were placed out of field. For more information, review CCPS Board policy 3120.01, or visit: [Florida State Board Regulation Rule 6A-1.0503](#).

Note: Failure to comply with the above may impact future placement/assignment of a teacher, up to and including non-renewal of their yearly contract.

ESOL

ESOL requirements vary by instructional position within the district. Please see specifics below.

Teachers Category 1 – Primary Language Arts Teachers and Reading Teachers

Any teacher instructing one or more ESOL students as the "primary English/Language Arts" teacher is considered a CATEGORY I teacher. CATEGORY I, requires the addition of the Florida State ESOL Endorsement to your valid certificate. The endorsement requirements are as follows:

State ESOL Endorsement – Requirements

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

Eligibility to teach ELLs:

Category 1 teachers who have ELLs and who are taking ESOL requirements on an appropriate timeline maintain district compliance with state law; they are eligible to teach ELLs while they are taking their course work. They are out of field in ESOL until they meet the requirements to be certified in ESOL and apply for the addition to their certificates.

Upon completion of all five courses, the teacher must add the ESOL endorsement to their teaching certificate. This applies to the following teaching categories: primary language arts, English and reading teachers. For other categories of teaching, there are reduced ESOL hour requirements and the full endorsement is not required. For more information, review CCPS School Board policy 3120.12 or visit: [Professional Learning](#)

Teachers Category 2 – Social Studies, Math, Science, Computer Skills

Training Requirements:

- * Hold certification in a subject appropriate to the teaching assignment
- * Complete 60 ESOL in-service points or 3 semester hours of college credit in ESOL

Teachers Category 3 – “Other teachers”

All other subjects not included in Category I & II
(To include Pre-K, Media Specialist, and School Psychologist)

Training Requirements:

- * Hold certification in a subject appropriate to the teaching assignment
- * Complete 18 ESOL in-service points or 3 semester hours of college credit in E

School-Based Administrators & Guidance Counselors-Category 4

Training Requirements:

- * Hold certification appropriate to position
- * Complete 60 ESOL in-service points or 3 semester hours of college credit in ESOL
OR obtain a passing score on the ESOL K-12 Subject Area Test without the need for any further training

GIFTED

Requires completion of 120 in-service points (two district courses) and/or six (6) semester college credit hours of coursework in gifted each school year. After all five (5) courses have been completed, the gifted endorsement must be added to the teaching certificate. For more information: [Professional Learning](#)

READING

Requires completion of 120 in-service points (two district courses) and/or six (6) semester college credit hours of coursework in Reading each school year. After all five (5) courses have been completed, the reading endorsement must be added to the teaching certificate. For more information, review CCPS School Board policy 3120.12 or visit: [Professional Learning](#)

AUTISM SPECTRUM DISORDER (ASD)

Teachers with ASD students in their classes must complete at least two ASD courses each year to meet the out-of-field requirements. For more information: [Professional Learning](#)

ALL OTHER OUT-OF-FIELD AREAS

If a teacher is teaching out-of-field in any area other than the areas listed above, they must take and pass the appropriate subject area exam prior to the contract renewal date listed in the instructional contract. The instructional contract can be found here: [Instructional Contract](#) Test registration can be found at [Florida Teacher Certification Examinations](#).

PROFESSIONAL CERTIFICATION

After completion of coursework or passing the subject area exam, the teacher must apply to have the subject area added to their certificate.

- If it is a temporary certificate, the application and payment must be made online to the [Florida Department of Education](#).
- If it is a professional certificate, an application must be made to the Florida Department of Education on a District Add Subject application with payment submitted online to the CCPS Certification office.
- CCPS teachers will utilize the Records program to add a subject area to their FLDOE certificate: Use the CERT–Subject Area Add form

For further information on teaching out-of-field see [Florida State Board of Education Regulation 6A-1.0503](#) or review CCPS School Board Policy 3130.

QUESTIONS?

For more information, please contact CCPS HR at 941-255-0808, option 7 or by email at: ccps.certification@yourcharlotteschools.net